

BALANCE

Non-Credit Class Schedule
Spring – Summer 2022



Inside

- Career Training
Scholarships Available!
- Personal Enrichment
- Business & Leadership
Development

Build your career. Enrich your life.

WELCOME TO CAMPUS

We're excited to welcome our community
to a safe, fully opened campus.



MOST CLASSES WILL BE HELD ON CAMPUS.

We know the in-person experience is invaluable.

ONLINE AND HYBRID COURSES WILL CONTINUE TO BE OFFERED.

Enjoy the flexibility of online learning for select courses.

FINANCIAL ASSISTANCE IS AVAILABLE.

Funding is available for non-credit students for training that leads to employment, licensure, industry certification or job enhancement. For information, visit www.carrollcc.edu/tuitionassistance

We look forward to seeing you on campus!

For our current course offerings, visit www.carrollcc.edu/CETregistration.

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Numbers to Know



Admissions for Degree Programs.....	410 386 8430
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WORKFORCE TRAINING CERTIFICATES

Make Your Career Soar

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Draw on Our Top Training

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CAREER HERE! WORKFORCE TRAINING CERTIFICATES

To earn a Workforce Training Certificate, please notify us of the certificate you wish to earn at the time of registration.

Our certificate programs are specifically developed to meet regional employers' needs for a skilled workforce.

Why earn your Workforce Training Certificate from Carroll?

- Shorter time to completion. Gain a valuable credential within weeks or months, instead of years.
- Certification and licensure exam preparation. Prepare to sit for a state or national certification or licensure exam.
- In-demand knowledge and skills. Demonstrate to employers and clients that you are committed to your profession and are well trained.
- Expert faculty. Learn from faculty members with both academic and professional experience.
- Career support. Receive direction and guidance from a dedicated career navigator.

More detailed information for each Certificate, including any occupational requirements, information unique to the training, related Continuing Education courses and estimated hourly wage, can be found at www.carrollcc.edu/cecertificates.

See the Course Index (pp. 70 – 72) to locate the complete course listing within this schedule. Not all courses are offered in each schedule.

To become employed or to receive state or national certification or licensure, other requirements in addition to training may apply. These may include a high school diploma, residency or additional exams.

Many occupations require a high school diploma. If you do not have one, contact the College's Adult Education Program at 410-386-8630 to learn about free options to earn your diploma.

NEED HELP PAYING FOR CAREER TRAINING?

Non-Credit Tuition Assistance

Tuition assistance may be available for eligible non-credit students. Visit www.carrollcc.edu/tuitionassistance.

Affordable Payment Plan

Tuition \$200 or more?
Pay in installments! Visit www.carrollcc.edu/tuitionassistance.



Show It Off.

Broadcast your accomplishment with a Digital Badge

Upon successful completion of a Workforce Training Certificate, receive a Digital Badge to validate your new skills across all online platforms.

- LinkedIn, Facebook & Twitter
- Email signatures
- Digital résumés
- Online portfolios
- Personal & business websites

Offered in partnership with Credly, you can:

- Instantly let employers know what you have to offer.
- Explore Credly's labor market insights to search and apply for job opportunities.

For more information, visit www.carrollcc.edu/digitalbadges or call 410 386 8100.



Financial Assistance for Workforce Training Certificates

More than \$150,000
in scholarship
funds available!

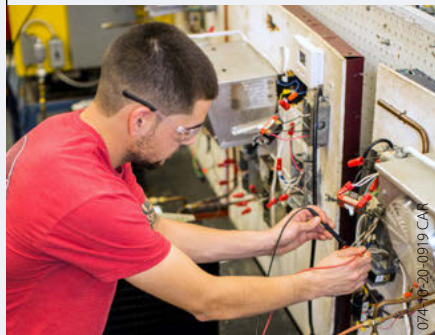
ASSISTANCE IS AVAILABLE FOR STUDENTS TO:

- Start a new career
- Upgrade skills
- Earn an industry credential

AVAILABLE SCHOLARSHIPS:

- Maryland Workforce Development Sequence Scholarship
- Governor's Emergency Education Relief (GEER) Fund
- Maryland Promise Scholarship

Scholarships are limited,
so act fast!



For more information, contact
Beth Lee at 410 386 8096 or visit
www.carrollcc.edu/tuitionassistance.

WORKFORCE TRAINING CERTIFICATES FOR CAREER ENTRY

ANIMAL CONTROL AND CARE

Veterinary Assistant

Veterinary assistants support veterinary technicians and veterinarians in an animal hospital environment. Duties may include providing customer service, processing lab specimens, prepping animals for surgery, monitoring medications and radiology logs, setting up and tearing down surgical suites, autoclaving instruments and communicating effectively between the vet and the pet owner.

Courses

- VOC-336 Preparation for the Veterinary Assistant Training Course Series
- VOC-691 Veterinary Assistant Training I: Outpatient Care, Diagnostics and Pharmacy
- VOC-692 Veterinary Assistant Training II: Patient Care and Treatment, Surgery, Anesthesia and Emergency Care
- VOC-430 Veterinary Assistant Training III: Clinic Externship

Approximate Number of Hours

250 hours

Approximate Training Cost

\$3,348

Licensure/Certification Earned

Students are eligible to sit for the National Veterinary Assistant exam and become an AVA (Approved Veterinary Assistant).

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

CHILD CARE

Child Care Professional Early Childhood Teacher

This program is for those who seek responsible positions in the field of early childhood education. An early childhood teacher provides care and educational experiences for children ages 3 – 5 at a child care center. Teachers develop lesson plans, integrate curriculums, teach lessons, establish age-appropriate environments, discipline children, maintain records and interact with parents. This program meets the state requirements for the 90 clock hours of training in a school-aged program.

Courses

- CCT-514 Growth and Development in Early Childhood (online)
- CCT-513 Materials and Methods for Early Childhood Education

Approximate Number of Hours

90 hours

Approximate Training Cost

\$880

Licensure/Certification Earned

None

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

Child Care Professional Infant/Toddler Teacher

This program is for those who seek responsible positions in the field of early childhood education. An infants and toddlers child care teacher works for a child care center providing care and educational experiences for children birth through age 2. He or she develops lesson plans, integrates curriculums, teaches lessons, establishes age-appropriate environments, disciplines children, maintains records and interacts with parents. This program meets the state requirements for the 90 clock hours of training in an infants and toddlers program for children birth through age 2.

Courses

CCT-514 Growth and Development in Early Childhood (online)

or CCT-513 Materials and Methods for Early Childhood Education

and CCT-512 Infants & Toddlers: Development & Care

Approximate Number of Hours

90 hours

Approximate Training Cost

\$880

Licensure/Certification Earned

None

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

Child Care Professional School Age Teacher

This program is for those who seek responsible positions in the field of early childhood education. A school age teacher works for a child care center providing care and educational experiences for children ages 6-14 most often before and after school in public and private institutions. Teachers develop lesson plans, integrate curriculums, teach lessons, establish age-appropriate environments, discipline children, maintain records and interact with parents. This program meets the state requirements for the 90 clock hours of training in a school age program for children ages 6 – 14.

Courses

CCT-514 Growth and Development in Early Childhood (online)

CCT-516 School Age Child Care Training (online)

Approximate Number of Hours

90 hours

Approximate Training Cost

\$880

Licensure/Certification Earned

None

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

DRONE

Commercial UAS (Drone) Pilot

Prepare for an exciting career as a Commercial Drone Pilot. This training prepares you to earn the FAA Remote Pilot in Command Certificate. Gain hands-on experience flying a variety of drones, including the DJI Pro 2, in real world scenarios. You will also train on software and applications to manipulate photos, video and data captured by the drones. UAS (Drone) use has boomed across a wide range of commercial and industrial applications in which the technology has provided a number of advantages including data collection, workforce safety and cost benefits. This implementation has created a need for trained pilots and the Association for Unmanned Vehicle Systems International (AUUSI) predicts over 100,000 drone related jobs will be created by 2025.

Courses

DRN-001 Introduction to UAS (Drone) Technology

DRN-005 UAS (Drone) Ground School

DRN-006 UAS (Drone) Flight School

DRN-007 UAS (Drone) FAA Remote Pilot Certificate Prep

DRN-002 UAS (Drone) Advanced Flight School

DRN-003 Foundations of Aerial Photo & Video Editing

DRN-004 Foundations of Aerial Data

DRN-008 UAS (Drone) Pilot Capstone

DRN-009 UAS (Drone) Flight Log

Approximate Number of Hours

95 hours, plus 30 hours of flight

Approximate Training Cost

\$2,600

Licensure/Certification Earned

Students are prepared for FAA Part 107 Remote Pilot Certification (certification required to enroll in DRN-002).

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.



FITNESS

Personal Fitness Trainer

Personal fitness trainers facilitate rapport, adherence, self-efficacy and behavior change in clients as well as design programs that help clients to improve posture, movement, flexibility, balance, core function, cardiorespiratory fitness, muscular endurance and strength, and sports performance.

Courses

VOC-746 ACE Certification for Personal Fitness Trainer

Approximate Number of Hours

60 hours

Approximate Training Cost

\$574

Licensure/Certification Earned

Students are prepared to take the American Council on Exercise Certified Personal Fitness Trainer Exam.

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

HEALTH CARE

Certified Nursing Assistant (CNA)

CNAs perform routine tasks under the supervision of nursing and medical staff. Duties include answering patients' call lights, serving meals, making beds, and helping patients eat, dress and bathe. CNAs work day, evening and weekend shifts in hospitals and long-term care facilities.

Prerequisites

AHE-315 BLS Provider or current AHA-BLS Provider CPR card

AHE-257 CNA Preparation

Courses

AHE-042 Certified Nursing Assistant Training Part 1 (Theory)

AHE-580 Certified Nursing Assistant Training Part 2 (Clinical)

AHE-455 GNA Skills Lab

Approximate Number of Hours

138 hours (excluding prerequisites)

Approximate Training Cost

\$2,043 (excluding prerequisites)

Licensure/Certification Earned

Students who successfully complete the training are eligible to apply for a CNA license from the Maryland Board of Nursing.

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

Dental Assistant

Dental assistants play a vital role in dental offices helping dentists and dental hygienists provide services to patients. Duties may include maintaining medical records, assisting with collection of patient information, instrument and patient preparation, taking and developing x-rays, and casting impressions. Hours are generally standard daytime with some evening and weekend flexibility.

Prerequisite

AHE-196 Professional Preparation in Health Care

Courses

AHE-063 Introduction to Dental Assisting

AHE-298 Oral Radiography

Approximate Number of Hours

90 hours (excluding prerequisites)

Approximate Training Cost

\$1,865 (excluding prerequisites)

Licensure/Certification Earned

Students who successfully complete Oral Radiography will be eligible to take the Radiation Health and Safety examination through the Dental Assisting National Board (DANB). This certification is required in Maryland for anyone who takes dental x-rays.

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

Emergency Medical Technician

Emergency Medical Technicians respond to emergency calls to provide efficient and immediate care to the critically ill and injured. They also provide transport to medical facilities. Hours may span days, evenings and weekends.

Courses

AHE-373 Emergency Medical Technician 1

AHE-320 Emergency Medical Technician 2

Approximate Number of Hours

141.5 hours

Approximate Training Cost

\$1,509

Licensure/Certification Earned

Successful completion of Emergency Medical Technician 1 and Emergency Medical Technician 2 prepares students to sit for the National Registry Emergency Medical Technician written exam and MIEMSS practical evaluation.

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

Medical Assistant

A certified clinical medical assistant is an unlicensed multi-skilled health care practitioner competent in a variety of clinical and laboratory procedures and administrative roles. Medical assistants perform routine administrative and clinical tasks to keep physician, podiatry, chiropractic and other health practitioner offices running smoothly.

Courses

Module 1 (approx. 170 hrs.)

- AHE-149 Medical Terminology for Health Careers
- AHE-144 Introduction to Health
- AHE-145 Introduction to Health Care Systems
- AHE-312 Professional Preparation for Medical Assistants
- AHE-146 Basic Math for Health Care Workers
- AHE-315 BLS Provider or current AHA-BLS Provider CPR card
- AHE-147 HIPAA Training
- AHE-275 Pharmacology

Module 2 (approx. 330 hrs.)

- AHE-282 Basic Anatomy & Physiology for Health Careers
- AHE-160 Basic Patient Intake
- AHE-288 Basic EKG Training
- AHE-212 Introduction to Electronic Health Records
- AHE-243 Medical Administrative Assistant
- AHE-211 Intro Lab Techniques for Medical Assistants
- AHE-289 Phlebotomy for Health Careers
- AHE-199 Medical Billing for the Physician's Office

Module 3 (approx. 120 hours)

- AHE-240 Medical Assistant Clinical 1
- AHE-241 Medical Assistant Clinical 2

Approximate Number of Hours

620 hours

Approximate Training Cost

\$8,200 (plus texts)

Licensure/Certification Earned

Students will be prepared to take the certification exam and will be eligible for national certification as a Certified Clinical Medical Assistant through the National Healthcareer Association (NHA).

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

Medical Biller

Medical billers use a multi-step process that begins with generating an insurance claim and continues through a series of collection and payment activities. They must be familiar with the claim requirements for a variety of insurance companies including government payers. Hours are generally daytime with some evening and weekend flexibility.

Courses

- AHE-199 Medical Billing for the Physician's Office
- AHE-149 Medical Terminology for Health Careers
- AHE-212 Introduction to Electronic Health Records
- AHE-147 HIPAA Training

Approximate Number of Hours

101 hours

Approximate Training Cost

\$1,324

Licensure/Certification Earned

Successful completion prepares students for the Certified Professional Biller (CPB) national certification exam offered by the American Academy of Professional Coders (AAPC).

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

Pharmacy Technician

Pharmacy technicians work in pharmacy settings in clinics, retail locations, hospitals and sometimes in physicians' offices. Their primary responsibility is to assist the pharmacist in the preparation and packaging of prescription drugs. Hours may span day, evening, night and weekend shifts.

Courses

- AHE-356 Pharmacy Technician Training I
- AHE-361 Pharmacy Technician Training II

Approximate Number of Hours

105 hours (excluding prerequisites)

Approximate Training Cost

\$1,497 (excluding prerequisites)

Licensure/Certification Earned

This course prepares students to sit for one of the national pharmacy technician certification exams: the PTCE offered by the Pharmacy Technician Certification Board and the ExCPT offered by the National Healthcareer Association. Individuals who pass either exam are given the designation of CPhT (Certified Pharmacy Technician).

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

Phlebotomy Technician

Phlebotomy technicians work in clinical laboratory settings, hospitals and sometimes physicians' offices. Their primary responsibility is to collect blood specimens as ordered by the physician. Hours may span day, evening, night and weekend shifts.

Prerequisite Courses

- AHE-196 Professional Preparation in Health Care
- AHE-315 BLS Provider or current AHA-BLS Provider CPR card

Courses

- AHE-200 Phlebotomy Technician Training I: Theory
- AHE-077 Phlebotomy Technician Training II: Clinical
- AHE-078 Phlebotomy Technician Training III: Clinical

Approximate Number of Hours

168 hours (excluding prerequisites)

Approximate Training Cost

\$2,168 (excluding prerequisites)

Licensure/Certification Earned

Successful completion prepares students to sit for the PBT exam administered through the American Society for Clinical Pathology (ASCP) Board of Certification.

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.



Registered Behavior Technician

Registered Behavior Technicians (RBTs) work primarily with individuals on the autism spectrum in the home, community and school settings. Working under the close supervision of a behavior analyst, an RBT is responsible for the direct implementation of skill acquisition and behavior reduction plans. RBTs provide interventions that encourage socially acceptable behaviors, and build and improve upon communication, social interaction and problem solving skills. Hours may span days, evenings and weekends.

Courses

AHE-368 Registered Behavior Technician Training I
AHE-369 Registered Behavior Technician Training II

Approximate Number of Hours

40 hours

Approximate Training Cost

\$546

Licensure/Certification Earned

Successful completion meets the Behavior Analyst Certification Board (BACB) 40-hour education requirement for the Registered Behavior Technician examination.

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

Sterile Processing Technician

Sterile processing technicians work behind the scenes in health care settings such as hospitals, surgical centers and physicians' offices to ensure instruments and equipment are properly cleaned, handled, sterilized and safe for patients. This program trains individuals to become sterile processing technicians and prepares you for sterile processing technician certification.

Prerequisite Courses

AHE-315 BLS Provider or current AHA-BLS Provider CPR card

Courses

AHE-316 Foundations for Health Care Careers
AHE-299 Sterile Processing Technician Training Fundamentals

Approximate Number of Hours

96 hours (excluding prerequisites)

Approximate Training Cost

\$1,374 (excluding prerequisites)

Licensure/Certification Earned

Successful completion of AHE-299 prepares students to take the Certified Registered Central Service Technician (CRCST) certification exam offered by the International Association of Healthcare Central Service Materiel Management (IAHCMM). Students must then complete 400 hours of work experience to apply for CRCST certification.

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

INFORMATION TECHNOLOGY

Computer Graphic Designer

Computer graphic designers are responsible for the design and layout of print and web-based marketing materials, brochures, flyers and logos. They often work for graphic design firms or as freelance designers.

Core Courses

CMP-022 Introduction to Computer Graphics (co-listed with credit)
DAP-186 Photoshop Level 2
CMP-023 Typography (co-listed with credit)
DAP-441 InDesign Level 1
DAP-574 InDesign Level 2
CMP-024 Computer Graphic Designer Capstone

Approximate Number of Hours

119 hours

Approximate Training Cost

\$1,452 plus texts

Licensure/Certification Earned

None

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

To earn the Computer Graphic Designer Workforce Training Certificate, please notify us of the certificate you wish to earn at the time of registration. After completing the final course in the certificate program, complete and submit a Student Request for a Workforce Training Certificate, which can be obtained online at www.carrollcc.edu/cecertificates or by calling Customer Service at 410-386-8100. Upon verification of completion, the certificate will be mailed to you at the address on file within five business days.

MEDIA

Media Production Specialist

Media production specialists produce, edit and manipulate images, graphics, audio and video for a wide audience to inform or entertain. This program will train individuals to pursue a freelance or professional career to edit audio, video and operate a variety of camera equipment and devices. This certificate is conducted in partnership with, and on location of, the Community Media Center and its staff.

Courses

MMD-005 Introductory Seminar in Media Production
DAP-842 Media Pre-Production
DAP-843 Audio Production
MMD-002 Media Production
MMD-003 Media Post-production
MMD-004 Formatting Media Content for Online Platforms
MMD-001 Media Production Specialist Capstone

Approximate Number Hours

98 hours

Approximate Training Cost

\$1,940

Licensure/Certification Earned

None

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

REAL ESTATE

Home Inspector

Home inspectors conduct inspections of homes, condominiums, apartments and other residential dwellings. They are hired by prospective home buyers to inspect and report on the condition of a home's systems, components and structure, including the interior and exterior and all of the home's systems such as HVAC and electrical. This training is approved by the Maryland Commission of Real Estate Appraisers and Home Inspectors to provide home inspector pre-licensing training, which is required to receive a home inspector license in Maryland.

Courses

VOC-330 Home Inspection Training

Approximate Number of Hours

81 hours

Approximate Training Cost

\$1,058

Licensure/Certification Earned

Upon completion, students will be eligible to sit for the National Home Inspector Examination.

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

Real Estate Sales Agent

Real estate agents help clients buy, sell and rent properties. Agents will work with customers to develop contracts, advertise properties, negotiate pricing and process all required paperwork through closing.

Courses

REA-266 Maryland Real Estate Principles & Practices

Approximate Number of Hours

60 hours

Approximate Training Cost

\$829

Licensure/Certification Earned

Students are prepared to sit for the Real Estate Sales Agent License exam.

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

TRADES

Electrical Helper

There is a wide variety of career opportunities in the electrical trade. Electrical helpers measure, cut, bend wire and conduits utilizing measuring instruments and various hand tools. Additional duties include maintaining tool inventories, equipment, and parts and supplies. This program will prepare the students to understand basic electrical theory, interpret blueprints and schematics, and the installation of basic electrical devices.

Courses

VOC-735 Introduction to the Electrical Trade—Part 1
VOC-736 Introduction to the Electrical Trade—Part 2

Approximate Number of Hours

90 hours

Approximate Training Cost

\$1,520

Licensure/Certification Earned

None.

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

Electrical Apprentice

Electrical apprentices work as tradesmen specializing in the installation of electrical wiring and fittings in new construction or the maintenance of existing electrical infrastructure. This trade is regulated for safety by the State of Maryland and its respective counties. Most work is completed during the day.

Courses

VOC-174 Electrical Apprenticeship Year 1: Part 1
VOC-030 Electrical Apprenticeship Year 1: Part 2
VOC-577 Electrical Apprenticeship Year 2: Part 1
VOC-032 Electrical Apprenticeship Year 2: Part 2
VOC-578 Electrical Apprenticeship Year 3: Part 1
VOC-034 Electrical Apprenticeship Year 3: Part 2
VOC-579 Electrical Apprenticeship Year 4: Part 1
VOC-036 Electrical Apprenticeship Year 4: Part 2

Approximate Number of Hours

627 classroom hours / 8,000 on-the-job training hours

Approximate Training Cost

Varies based on the agreement the student has with his or her employer.

Licensure/Certification Earned

Journeyman certification from the Maryland Department of Labor, Licensing and Regulation (DLLR).

For more information, call 410-876-0484.



HVACR Apprentice

HVACR apprentices are tradesmen specializing in heating, ventilation and air conditioning/refrigeration systems. Work may include installing, servicing and repairing heating and air conditioning systems in residences and commercial establishments. Apprentices usually begin by assisting experienced technicians with carrying materials, insulating refrigerant lines or cleaning furnaces, and move on to more difficult tasks such as cutting and soldering pipes and checking electrical and electronic circuits.

Courses

VOC-315 HVAC Apprenticeship Training Year 1: Part 1
VOC-316 HVAC Apprenticeship Training Year 1: Part 2
VOC-357 HVAC Apprenticeship Training Year 2: Part 1
VOC-358 HVAC Apprenticeship Training Year 2: Part 2
VOC-405 HVAC Apprenticeship Training Year 3: Part 1
VOC-406 HVAC Apprenticeship Training Year 3: Part 2
VOC-582 HVAC Apprenticeship Training Year 4: Part 1
VOC-583 HVAC Apprenticeship Training Year 4: Part 2

Approximate Number of Hours

630 classroom hours (157 hours per year)
8,000 on-the-job training hours

Approximate Training Cost

Varies based on the agreement the student has with his or her employer.

Licensure/Certification Earned

Students who successfully complete this training are awarded an HVACR Journeyman's license.

For more information, call 410-431-8889.

HVACR Technician

HVACR technicians work in entry-level positions with large or small contracting companies, manufacturers or wholesalers of environmental systems equipment. They install, service and repair heating and air conditioning systems in residences and commercial establishments.

Courses

VOC-220 Applications in Environmental Systems I
VOC-094 Applications in Environmental Systems II

Approximate Number of Hours

90 hours

Approximate Training Cost

\$1,178

Licensure/Certification Earned

Upon successful completion of this training and the refrigerant handling certification exam administered during class, students are eligible for EPA Refrigerant Reclamation Certification.

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

Welder/Advanced Welding

Welders are employed in all phases of industrial operations in fields such as construction, manufacturing and infrastructure. They assist with the construction of industrial equipment, buildings, bridges and pipelines. Welders work from a set of blueprints, interpret symbols and follow specifications to apply their knowledge of metallurgy and welding techniques to fuse a variety of metal components together. Welders need to wear protective equipment and follow specific protocol to maintain a safe working environment. Welders can earn certifications to enhance their skillset and increase their employment opportunities.

Courses

VOC-015 Basic Welding
VOC-467 Advanced Welding
VOC-728 Advanced Welding 2

Approximate Number of Hours

120 hours

Approximate Training Cost

\$2,702

Licensure/Certification Earned

Students who successfully complete the certification testing administered during the Advanced Welding 2 class will receive AWS D1.1 Structural Welding Certification.

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

TRANSPORTATION

Truck Driver

Local drivers may provide daily service for a specific route while other drivers make intercity and interstate deliveries that take longer and may vary from job to job. Long- distance heavy truck and tractor-trailer drivers spend most of their time behind the wheel but may load or unload their cargo at their destination. Drivers frequently travel at night, on holidays and weekends to avoid traffic delays.

Courses

For information on CDL-A classes, call 410-386-8100.

Approximate Number of Hours

CDL-A: 280 hours

Approximate Training Cost

CDL-A: \$5,225 (plus applicable fees)

Licensure/Certification Earned

Upon successful completion of this training and the MVA written and driving tests administered during class, a MD CDL-A license will be awarded.

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

WORKFORCE TRAINING CERTIFICATES FOR CAREER ADVANCEMENT

HEALTH CARE

Assisted Living Manager

This is an OHCQ approved 80-hour training to prepare assisted living managers. Topics include the philosophy of assisted living, aging process and its impact, assessment and level of care waiver, service planning, clinical management, admission and discharge criteria, nutrition and food safety, dementia, mental health and behavior management, end-of-life care, management and operation, emergency planning, quality assurance and the survey process. To meet OHCQ requirements, 100% attendance is required.

Courses

AHE-113 Assisted Living Manager

Approximate Number of Hours

80 hours

Approximate Training Cost

\$972

Licensure/Certification Earned

Successful completion meets the OHCQ requirements for Assisted Living Managers.

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

Medicine Aide Training

Currently employed Geriatric Nursing Assistants may safely prepare, administer and chart routine medicines in a nursing home.

Courses

AHE-588 Medicine Aide Training

Approximate Number of Hours

74 hours

Approximate Training Cost

\$935

Licensure/Certification Earned

Eligible to become a Certified Medicine Aide in Maryland

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

INFORMATION TECHNOLOGY

Digital and Social Media Professional

Digital and social media is a driving force in business, marketing and development. It may include branding, public affairs, marketing communications or community outreach and engagement. Digital and social media professionals may plan, execute and assess a comprehensive and effective social media campaign for corporations, government agencies or non-profit organizations.

Prerequisite Course

None

Courses (in order)

DAP-772 Introductory Seminar in Digital and Social Media

DAP-837 Social Media Strategies and Tactics

DAP-775 Social Media Analytics: Measuring and Assessing Metrics and ROI

DAP-807 Advertising on Social Media

DAP-778 Digital and Social Media Program Capstone

Approximate Number of Hours

33 hours

Approximate Training Cost

\$767

Licensure/Certification Earned

None

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.



QuickBooks Pro Specialist

Keep financial records complete by using QuickBooks Pro accounting software. Compute, classify and record numerical data. Perform any combination of routine calculating, posting and verifying duties to obtain primary financial data for use in maintaining accounting records for small businesses. May also check the accuracy of figures, calculations and postings pertaining to business transactions.

Courses

DAP-591 QuickBooks Pro Level 1
DAP-762 QuickBooks Pro Level 2
DAP-124 QuickBooks Pro Certified User Exam Prep

Approximate Number of Hours

30 hours

Approximate Training Cost

\$705 includes practice exam and exam voucher

Licensure/Certification Earned

Students are prepared to take the Certiport Intuit QuickBooks Certified User (QBCU) exam.

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

MANAGEMENT

Management Development

A manager accomplishes department objectives by managing and motivating staff, planning and evaluating department activities. They may select, hire and orient employees; are responsible to maintain a safe, secure and legal work environment; communicate job expectations, monitor results, coach employees; and establish strategic, departmental or team goals and evaluate outcomes.

Courses

MGT-410 Management Basics: Foundations for Success (recommended first in series)
MGT-401 Building a Winning Team: Interviewing, Selecting & Hiring Employees
MGT-380 Effective Performance Appraisals
MGT-381 Coaching Employees to Peak Performance
MGT-399 Managing Using Emotional Intelligence
MGT-400 HR Legal Issues for Managers
MGT-411 Conflict Management
MGT-412 Fostering Diversity in the Workplace
MGT-413 Communications Skills for Managers
MGT-414 Leading Change in the Workplace
MGT-415 Leading High Performance Teams

Approximate Number of Hours

69 hours

Approximate Training Cost

\$1,489

Licensure/Certification Earned

None

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

To earn the Management Development Workforce Training Certificate, please notify us of the certificate you wish to earn at the time of registration. After completing the final course in the certificate program, complete and submit a Student Request for a Workforce Training Certificate, which can be obtained online at www.carrollcc.edu/cccertificates or by calling Customer Service at 410-386-8100. Upon verification of completion, the certificate will be mailed to you at the address on file within five business days.

EXAM PREPARATION FOR INDUSTRY CREDENTIALS

Start a new career or build your résumé with a state or national certification. Test preparation classes help you earn your industry certification.

If you complete an exam preparation class that is 30 hours or more, you will also receive a Workforce Training Certificate.

DRONE

UAS (Drone) FAA Remote Pilot

If you hold a current Remote Pilot Certification and need to brush up on your knowledge for recertification, or are a new pilot looking to obtain your Remote Pilot Certification for commercial or business use, this course will cover the application process and prepare you for the exam. Focus on the objectives that relate to the Aeronautical Knowledge Test which will allow successful students to obtain the FAA Airman Certificate. This certificate is necessary to apply for and obtain the Remote Pilot Certificate.

Prerequisite Course

DRN-005 UAS (Drone) Ground School, comparable ground school, or current/previous FAA Remote Pilot Certificate holder

Course

DRN-007 UAS (Drone) FAA Remote Pilot Certificate Prep

Approximate Number of Hours

6 hours

Approximate Training Cost

\$218

Licensure/Certification Earned

Students are prepared to sit for the Aeronautical Knowledge Test which will allow them to obtain the FAA Airman Certificate and obtain the Remote Pilot Certificate.

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

HOME IMPROVEMENT

Home Improvement Contractor: MHIC Exam Prep

Prepare to take the Maryland Home Improvement Contractors (MHIC) exam with an intensive review of the self-study contractor's manual used for the exam. Topics include the MD Home Improvement Law, Door-to-Door Sales Act, and a review of the various business and employee laws included in the exam. Business planning, start-up and operating considerations including sales and estimating are also covered. An MHIC license is required to practice in Maryland.

Courses

VOC-373 MHIC License Exam Preparation

Approximate Number of Hours

12 hours

Approximate Training Cost

\$222

Licensure/Certification Earned

Students are prepared to take the MHIC License exam.

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

HUMAN RESOURCES

Human Resources for Professionals and Certification Exam Preparation

Enhance your skills as a human resources (HR) practitioner and prepare for HR certification through expert instruction, peer discussion and a comprehensive review of critical topics essential to HR professionals. Topics include the role of the HR professional, strategic business functions of HR, measuring employee effectiveness, and ethical and legal aspects of human resources. Visit HRCI at www.hrci.org and SHRM at www.shrm.org for certification levels, options and exam eligibility requirements.

Course

MGT-572 Human Resources for Professionals and Certification Exam Preparation

Approximate Number of Hours

30 hours

Approximate Training Cost

\$1,159

Licensure/Certification Earned

Students are prepared for industry-recognized certification exams through HRCI and/or SHRM.

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

INFORMATION TECHNOLOGY

CompTIA A+

Prepare to sit for the CompTIA A+ Certification exam. Topics covered include installing, upgrading, troubleshooting and configuring hardware, configuring operating systems and computer maintenance.

Courses

CMP-067 Basic CompTIA A+ Certification Prep

Approximate Number of Hours

24 hours

Approximate Training Cost

\$125

Licensure/Certification Earned

Students are prepared to sit for the CompTIA A+ Exam. This course gives you the knowledge to base the rest of your CompTIA A+ certification studies for the 220-1001 and 220-1002 exams.

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

CompTIA Network+

Prepare to sit for the CompTIA Network+ Certification exam. Topics covered include managing, maintaining, troubleshooting, installing and configuring basic computer network infrastructure.

Courses

DAP-819 CompTIA Network+ Certification Prep

Approximate Number of Hours

24 hours

Approximate Training Cost

\$125

Licensure/Certification Earned

Students are prepared to sit for the CompTIA Network+ Exam.

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.



Need Help?

Help With Career Choices

Need help choosing a career? Attend a free monthly session. No cost, but please register to reserve your seat. All sessions take place in person on campus.

XXB 138 | No Cost

A4 Mon. | Apr. 25 | 6 – 7 p.m.
1 session | Main Campus
Instructor: Beth Lee

B4 Mon. | May 23 | 6 – 7 p.m.
1 session | Main Campus
Instructor: Beth Lee

C4 Mon. | June 27 | 6 – 7 p.m.
1 session | Main Campus
Instructor: Beth Lee

A1 Mon. | July 25 | 6 – 7 p.m.
1 session | Main Campus
Instructor: Beth Lee

B1 Mon. | Aug. 22 | 6 – 7 p.m.
1 session | Main Campus
Instructor: Beth Lee

04-21-0520 CAR

Register online at
carrollcc.edu/CETRegistration
or call Continuing Education
and Training at 410 386 8100.

Microsoft Excel Microsoft Office Specialist (MOS) Certification Preparation

Validate your proficiency with Microsoft Excel and stand apart from the crowd with an industry-recognized certification. Prepare to take the Microsoft Office Specialist (MOS) exam through hands-on activities and objective-by-objective exam prep practice files. Increase your skills while applying your knowledge of essential topics such as creating workbooks, managing worksheets, cells and tables.

Courses

CMP-019 Microsoft Excel MOS Exam Prep

Approximate Number of Hours

7 hours

Approximate Training Cost

\$260 includes text

Licensure/Certification Earned

Students are prepared to sit for the Microsoft Excel Office Specialist (MOS) Exam.

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

Microsoft Word Microsoft Office Specialist (MOS) Certification Preparation

Validate your proficiency with Microsoft Word and stand apart from the crowd with an industry-recognized certification. Prepare to take the Microsoft Office Specialist (MOS) exam through hands-on activities and objective by objective exam prep practice files. Increase your skills while applying your knowledge of essential topics such as document management, formatting text, paragraphs and objects.

Courses

CMP-065 Microsoft Word MOS Exam Prep

Approximate Number of Hours

7 hours

Approximate Training Cost

\$260 includes text

Licensure/Certification Earned

Students are prepared to sit for the Microsoft Word Office Specialist (MOS) Exam.

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

QuickBooks Pro Specialist Certification Preparation

Keep financial records complete by using QuickBooks Pro accounting software. Compute, classify and record numerical data. Perform any combination of routine calculating, posting and verifying duties to obtain primary financial data for use in maintaining accounting records for small businesses. May also check the accuracy of figures, calculations and postings pertaining to business transactions.

Courses

DAP-124 QuickBooks Pro Certified User Exam Prep

Approximate Number of Hours

6 hours

Approximate Training Cost

\$255

Licensure/Certification Earned

Students are prepared to take the Certiport Intuit QuickBooks Certified User (QBCU) exam.

***Note: Not all courses are offered in each schedule.**

See the Course Index to locate the complete course listing within this schedule.

A smiling woman with glasses is holding a golden retriever puppy. The puppy is looking directly at the camera with its tongue out. The background is a bright, slightly blurred indoor setting.

CAREER & CONTINUING PROFESSIONAL EDUCATION

Become a Caring Professional
Registered Behavior Technician
> page 33

Earn While You Learn to Become a
Certified Nursing Assistant > page 44

Is Pet Care Your Passion?
Become a **Veterinary Assistant** > page 51



Earn WHILE YOU Learn!

4-YEAR APPRENTICESHIP TRAINING PROGRAMS

Electrical

- Offered in partnership with the Electrical Apprentice Program of Carroll County
- Approved by the Maryland State Apprenticeship and Training Council

For information and to apply for the program, contact Linda Daigle-Jones at **410-876-0484**.

HVACR

- Offered in partnership with the Heating and Air Conditioning Contractors of Maryland (HACCMD)
- Approved by the Maryland State Apprenticeship and Training Council

For information and to apply for the program, contact Stephanie Anderson at **410-431-8889** or sanderson@haccmd.org or visit www.haccmd.org

072-13-22-1021

ADVANCED MANUFACTURING

COMPUTER AIDED DESIGN (CAD)

AutoCAD 1 - Basic 2D

Learn the basic 2D features of the latest versions of AutoCAD. This introductory course covers drawing setup, basic construction and editing tools, layer management, object properties, basic annotation with text and dimensions, and an introduction to layouts and plotting. Students will be able to receive a free copy of the latest version AutoCAD from Autodesk (valid for three years).

XXP-070 | \$845 (includes fees: \$835)

Online Start Anytime 3 months to complete

AutoCAD Fundamentals Certificate

This Certificate training program covers all aspects of 2D Computer Aided Drafting and Design with the latest versions of AutoCAD. It also includes an introduction to basic 3D modeling concepts ensuring the graduate of this program will have a sound fundamental understanding of both 2D and 3D skills for working with AutoCAD. These three basic courses are essential for architects, engineers, interior designers and all those involved in the production of technical drawings. Students will be able to receive a free copy of the latest version AutoCAD from Autodesk (valid for three years) at the time of enrollment. Instructions on how to do this will be included in their welcome letter.

XXP-071 | \$2,455 (includes fees: \$2,445)

Online Start Anytime 9 months to complete

GET HELP PAYING FOR CAREER TRAINING

More than **\$150,000** in scholarship funds available, plus tuition assistance for eligible non-credit students.

For info, visit www.carrollcc.edu/tuitionassistance or contact Beth Lee at **410-386-8096**.

001-03-22

WELDING

Basic Welding

★ Part of a Workforce Training Certificate; see page 3

This course provides an introduction to gas and arc welding for beginning welders. Learn the safe and proper handling of welding equipment. Topics include welding and oxy-acetylene safety, electrode/filler metal selection, metal cutting techniques, and the basics of arc, MIG and TIG welding. The proper selection of appropriate welding process and electrode for various metals is also covered. Gain practical experience with welding equipment. For safety reasons, students must wear long sleeve shirt, long pants and hard shoes. Cost includes welding helmet and additional personal safety equipment and basic tools.

VOC-015 | \$702 (includes fees: \$360)

A4 May 2 – June 6* | 10 sessions

Mon, Wed | May 2 – 9 | 6 – 9:15 p.m.
Main Campus

Wed, Mon | May 11 – June 6 | 6 – 9:15 p.m.
Carroll County Career & Tech Center

*No class 5/30

Instructor: Mike Oldroyd-Costello

Advanced Welding 2

★ Part of a Workforce Training Certificate; see page 3

Hone your welding skills for a desired application and prepare for the American Welding Society (AWS) D1.1 Welding Certification Exam. Continue to practice your technique and prepare a test plate for evaluation as part of the exam. Supervision and feedback will be provided as you complete a project consistent with those found in the workplace and prepare for the exam. Test voucher included in course cost. Prerequisite: Advanced Welding VOC-467.

VOC-728 | \$1,110 (includes fees: \$520)

A4 Thu, Tue | April 21 – June 9 | 6 – 9:15 p.m.

15 sessions | Carroll County Career & Tech Center
Instructor: Michael Schweinsberg

BUSINESS

Miller, Resources for Entrepreneurs, a Service of Carroll Community College is the leading resource in Carroll County to help your small business grow and get new businesses started.

Miller offers:

- One-on-one consultations
- Informative business workshops and conferences
- Instructors who are business experts and successful entrepreneurs
- Courses to assist with all facets of business start-up and growth

For more information:

www.MillerSmallBusiness.com
410-386-8012

ENTREPRENEURSHIP

ESSENTIAL CLASSES AND WORKSHOPS

Ready, Set, Go! 🚀

Launch your new business with confidence and on the right foot. Find out what to expect from an experienced business consultant. Topics include options for business entities, resources available to start-ups, costs of services needed, licensing and tax considerations, loans and financial resources, marketing strategies, and all the perks and drawbacks that come with the life of an entrepreneur. Offered in partnership with SBDC Maryland.

MSB-101 | No Cost

A4 Thu | April 28 | 9 – 11 a.m.
1 session | Online

B4 Thu | May 26 | 9 – 11 a.m.
1 session | Online

C4 Thu | June 23 | 9 – 11 a.m.
1 session | Online

A1 Thu | July 28 | 9 – 11 a.m.
1 session | Online

B1 Thu | Aug. 25 | 9 – 11 a.m.
1 session | Online

And Away We Grow: Business Essentials 🚀

Get your business started on a solid foundation with these essential tools. Learn basic business accounting terms and gain an understanding of various business insurance options and requirements available to you, and the risk associated with not having insurance. Discover and practice the presentation skills you need to pitch your business to various stakeholders including banks, investors and potential customers.

MSB-159 | \$119 (includes fees: \$30)

A4 Fri | June 17 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

And Away We Grow: Marketing 🚀

Think through and format your unique business story to best position your marketing message. Whether it is in traditional advertising, on social media or through word-of-mouth, a better business story delivers better sales results. Learn about blogging, branding and various social media platforms to increase awareness and build your customer base. Find the right combination of marketing tools for your business to execute an overall strategy that will make your passion profitable.

MSB-160 | \$119 (includes fees: \$30)

A4 Fri | April 29 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

B4 Fri | June 24 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

A1 Fri | Aug. 26 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

MILLER
Resources for Entrepreneurs

Scholarship Fund



**Build your business...
and we'll help pay
for the training!**

Eligibility:

- You must reside in Carroll County.
- Your business must operate in Carroll County.
- Must be a Miller (MSB) class or workshop.

Award total may include up to 100% of the cost for any new or existing business until funds are depleted.

For complete details
and to apply, visit
www.MillerSmallBusiness.com

072-05-22 1021 CAR



Welcome Maryland SBDC!

Miller: Resources for Entrepreneurs is proud to partner with the Small Business Development Center (SBDC) to help start and grow your small business.

SBDC courses deliver professional, individualized business advising and technical assistance to existing small businesses and pre-venture entrepreneurs.

Topics cover how to:

- Access capital
- Develop and exchange new technologies
- Improve business planning, strategy, operations, financial management, personnel administration, marketing, export assistance and sales

Current course offerings:

- Ready, Set, Go! (p. 17)
- Pathways to Entrepreneurship Certification Series (p. 18)



Resources for Entrepreneurs
A Service of Carroll Community College

For additional training, resources and information, visit carrollcc.edu/SBDC or call 410 386 8100.

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Business Exit Strategies and Transition

Every business will transition eventually. You might want to retire in the next several years, you are thinking about selling the business, or the business will be passed to the next generation in your family. Good planning can make all of the difference in effecting a smooth transition. Learn how to position the business for a transition, strategies that can yield better results and processes that make the business more marketable. Avoid some of the biggest pitfalls by having a custom transition strategy and planning.

MSB-070 | \$49 (includes fees: \$39)

A4 Thu | April 28 | 9 – 10:30 a.m.
1 session | Online
Instructor: Thomas Mazerski

A1 Thu | July 28 | 9 – 10:30 a.m.
1 session | Online
Instructor: Thomas Mazerski

Certifying My Business as a Women, Minority and/or Veteran Owned Business

Discuss the benefits and opportunities of getting your business certified as a women, minority and/or veteran owned business. Learn the processes required to achieve such certifications on both state and federal levels.

MSB-085 | \$69 (includes fees: \$30)

A1 Tue, Thu | Aug. 9 & 11 | 9 – 11:30 a.m.
2 sessions | Online
Instructor: Thomas Mazerski

Management Information Systems for Small Business

Explores various information systems technologies available to small businesses. Learn the financial and security risks associated with these technologies as well as the ethical implications. In addition, you will learn how information systems can be used to gain a competitive advantage in a digital world.

MSB-084 | \$69 (includes fees: \$30)

A1 Tue, Thu | July 19 & 21 | 9 – 11:30 a.m.
2 sessions | Online
Instructor: Thomas Mazerski

PATHWAYS TO ENTREPRENEURSHIP CERTIFICATE SERIES

Prepare for your venture into entrepreneurship with this specially-designed certificate series. This unique program will equip you with a practical, hands-on understanding of what it takes to be a successful entrepreneur in today's environment. With one-on-one support from a business consultant, leave this program armed with an understanding of the steps to take to translate your business idea and passion into a successful business launch. Topics include business planning, financial accounting, business ethics, product planning, financing and more. At the end of the two-part series, you will be equipped to take the Entrepreneurship and Small Business Certification exam to demonstrate your expertise to launch your own startup.

NEW! Preparation for Pathways to Entrepreneurship

Curious about entrepreneurship but not sure where to start? In this introductory course, learn the nuts and bolts of becoming an entrepreneur, from business planning to legal business entity formation. Explore what it means to be an entrepreneur and uncover the entrepreneurial path and tools needed to launch a business with confidence. Meet 1-on-1 with a small business consultant to learn about the resources available to support your success -- including the Small Business Development Center (SBDC) and Miller, Resources for Entrepreneurs -- and develop personalized materials that will pave the way for successful engagement in Pathways to Entrepreneurship, the second course in the certification program. Offered in partnership with SBDC Maryland.

MSB-088 | \$20 (includes fees: \$20)

A4 Online April 11 – April 25 Self-paced

B4 Online June 6 – June 13 Self-paced

NEW! Pathways to Entrepreneurship



Continue your journey into entrepreneurship with the second course in this certificate series. Apply insights from the introductory course as you take a deep dive into the elements of entrepreneurship. Learn critical business concepts required to launch your startup, including business planning, market research, budget and accounting, human resources, managing risk, growth strategies and more. Continue to engage in 1-on-1 consultations to help apply learnings to personal needs. At the end of this course, you will be prepared to take the Entrepreneurship and Small Business Certification exam. Offered in partnership with SBDC Maryland.

MSB-087 | \$409 (includes fees: \$60)

A4 Online May 2 – June 13 Self-paced

B4 Online June 20 – Aug. 1 Self-paced

Small Business Marketing Workshop



People like stories. Good stories capture their attention and are easy for others to retell. Each business has a unique story. Your business story should illustrate how your business works, what it offers to customers and why people should want to do business with you. Come to this fun workshop and work with others to tell your story better. Whether it is in advertising, on social media or through word-of-mouth, better business stories promote better business results.

MSB-069 | \$79 (includes fees: \$69)

A4 Fri | April 22 | 8 – 9:30 a.m.
1 session | Online
Instructor: Missie Wilcox

A1 Fri | July 22 | 8 – 9:30 a.m.
1 session | Online
Instructor: Missie Wilcox

Interested in a degree?

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**CREDIT
PROGRAMS**

at www.carrollcc.edu/degree

SWOT Analysis Workshop - Identify Your Business's Strengths, Weaknesses, Opportunities and Threats



Identifying your business's Strengths, Weaknesses, Opportunities and Threats is imperative to planning and executing a good overall strategy. Learn how to develop your own SWOT analysis.

MSB-071 | \$49 (includes fees: \$39)

A4 Thu | May 26 | 6 – 8 p.m.
1 session | Online
Instructor: Thomas Mazerski

A1 Thu | July 28 | 6 – 8 p.m.
1 session | Online
Instructor: Thomas Mazerski

Understanding Accounting and Financial Statements



You have a good product or service, but are your accounting and business skills up to par? Learn the basics of business accounting and small business principles, and how to understand financial statements and other business documentation.

MSB-121 | \$69 (includes fees: \$30)

A4 Tue, Thu | April 26 & 28 | 9 – 11:30 a.m.
2 sessions | Online
Instructor: Thomas Mazerski

B4 Tue, Thu | June 21 & 23 | 9 – 11:30 a.m.
2 sessions | Online
Instructor: Thomas Mazerski

A1 Tue, Thu | Aug. 23 & 25 | 9 – 11:30 a.m.
2 sessions | Online
Instructor: Thomas Mazerski

Understanding Business Insurance



Every business is different when it comes to insurance needs and requirements for coverage. Learn about the various types of business insurance that are available and which ones make sense for your business. Get tips on what and how much insurance to buy and make sure you have the basis for understanding how to rightsize your insurance needs.

MSB-072 | \$79 (includes fees: \$30)

A4 Tue, Thu | May 17 & 19 | 9 – 11:15 a.m.
2 sessions | Online
Instructor: Thomas Mazerski

SPECIALIZED CLASSES AND WORKSHOPS

Blogging Workshop



Learn how to set up a blog and the basic techniques for getting started. Building an online journal of your business's activity is an inexpensive way to increase awareness of your business, build a customer base and get sales.

MSB-068 | \$99 (includes fees: \$30)

A4 Tue, Thu | April 19 & 21 | 6 – 9:15 p.m.
2 sessions | Online
Instructor: Megan Odegaard

B4 Tue, Thu | June 14 & 16 | 6 – 9:15 p.m.
2 sessions | Online
Instructor: Megan Odegaard

A1 Tue, Thu | Aug. 16 & 18 | 6 – 9:15 p.m.
2 sessions | Online
Instructor: Megan Odegaard

Game Changers for Small Business



Are you a smooth operator? See what a smooth-running business should look like in this interactive workshop. Find out how to move the needle in the areas of finance, sales, operations and customer service. These learned techniques enable business owners and entrepreneurs to ignore the fear of failure.

MSB-073 | \$49 (includes fees: \$39)

A4 Thu | April 21 | 9 – 10:30 a.m.
1 session | Online
Instructor: Thomas Mazerski

B4 Thu | June 2 | 9 – 10:30 a.m.
1 session | Online
Instructor: Thomas Mazerski

A1 Thu | Aug. 4 | 9 – 10:30 a.m.
1 session | Online
Instructor: Thomas Mazerski

GET HELP PAYING FOR CAREER TRAINING

More than **\$150,000** in scholarship funds available, plus tuition assistance for eligible non-credit students.

For info, visit
www.carrollcc.edu/tuitionassistance
or contact Beth Lee at 410-386-8096.

001-03-22



How to Pitch Your Business

Many times you will only have five minutes or less to explain your business to key stakeholders like customers, vendors, bankers or investors. If you are starting a new business or have an existing business, learning the techniques of pitching your business will be key to your success. The explanation of your business and your plan for success needs to be clear and concise, using simple language with memorable words and ideas. This workshop will help you practice these techniques.

MSB-157 | \$49 (includes fees: \$39)

A4 Fri | April 22 | 9 – 10:30 a.m.
1 session | Online
Instructor: Thomas Mazerski

A1 Fri | July 15 | 9 – 10:30 a.m.
1 session | Online
Instructor: Thomas Mazerski

How to Start and Market Your Business Online

Learn the process of setting up and marketing your business online from how to select your type of business structure and register your business to utilizing various social media marketing platforms. First, learn how to register your business online, how to select and register a .com (domain) and how to set up your initial web pages. Then, learn how to market your business online using various social media platforms including Facebook, Twitter, Instagram and LinkedIn, as well as how to post blogs.

MSB-161 | \$119 (includes fees: \$30)

B4 Fri | June 3 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

A1 Fri | Aug. 5 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

LinkedIn Workshop

Build your contacts and increase your opportunities for new sales in this interactive workshop! Get connected to LinkedIn and learn the basics as well as how to navigate and utilize all its available tools. Business owners will find out just how valuable this platform can be to connect to new opportunities.

MSB-064 | \$79 (includes fees: \$69)

A4 Tue | June 21 | 6 – 7:30 p.m.
1 session | Online
Instructor: Megan Odegaard

Passion to Profit: How to Go from Blogging to Building a Profitable Business Doing Work You Love

What was once thought of as a hobby is now being used as a platform to help build successful and profitable businesses. This course is for people who have a blog but are making very little or no income, and for small business owners who are interested in starting a blog to help take their businesses to the next level. Learn about branding, social media, building your audience, marketing and developing a strategy to take your blog from passion to profit. Blogging is no longer just something you only do late at night - it can be a platform to build a full-time business that you love.

MSB-114 | \$99 (includes fees: \$30)

A4 Tue, Thu | April 26 & 28 | 6 – 9:15 p.m.
2 sessions | Online
Instructor: Megan Odegaard

B4 Tue, Thu | May 10 & 12 | 6 – 9:15 p.m.
2 sessions | Online
Instructor: Megan Odegaard

A1 Tue, Thu | July 12 & 14 | 6 – 9:15 p.m.
2 sessions | Online
Instructor: Megan Odegaard

Social Media Content Creation

Social media stands apart in online marketing as an essential way to communicate and engage with the modern consumer. Today's customers are active online and waiting for their favorite businesses to effectively communicate and engage with them. Creating a consistent, inviting and branded social media presence can dramatically increase your interaction with your online audience, grow your reach and showcase the uniqueness of your brand. Learn how to craft a social media presence to attract your audience through solid strategy, focused content and appealing information that doesn't take all your working hours to produce. Utilize tools such as content calendars, brainstorming charts and campaign themes to give direction, clarity and power to your post. Construct stories, snaps, tweets and videos to put out into the world with a custom marketing strategy that will grow your business.

MSB-080 | \$119 (includes fees: \$30)

B4 Fri | June 10 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Megan Odegaard

A1 Fri | Aug. 12 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Megan Odegaard

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or more?
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Visit
www.carrollcc.edu/tuitionassistance
to learn more!

Website Development

Your website is the foundation of all your marketing efforts in the modern marketplace. It's an online home for your business. Developing a successful website incorporates marketing, sales, copywriting, web design, information technology and branding. This workshop will guide you step-by-step through moving your new online home from your to-do list to a fully launched site that your audience can use to find, contact and support you. Even if you have no background with web development, this workshop provides the instruction and resources to help you write, design and launch your website and increase your brand presence in as little as three weeks. If you already have a website, this course can help you enhance its effectiveness and scope, refresh your text and design, expand your single page layout or even launch a secondary portion for a new product or service.

MSB-082 | \$119 (includes fees: \$30)

B4 Mon | June 13 – July 11* | 6 – 7:30 p.m.
3 sessions | Online
Instructor: Megan Odegaard
*No class 6/20, 07/4

A1 Mon | Aug. 15 – 29 | 6 – 7:30 p.m.
3 sessions | Online
Instructor: Megan Odegaard

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ONLINE PARTNERSHIP CLASSES

Blogging and Podcasting for Beginners

Learn how to create your very own blog and podcast using the tools that you already have available on your computer. Through hands-on exercises, you will discover the benefits of using free web tools like Blogger, WordPress, Audacity, and YouTube. First, you will learn how to develop a plan for the content, setup, maintenance, and how to use free blogging software like Blogger and WordPress to put that plan into action. After that, learn how to record a professional-sounding audio podcast with a very simple recording tool you already have. You will edit the file with another free software program, add music to it, and then post it online for others to enjoy. Finally, you will find out how to record a video podcast. You will edit it, add special effects, drop in a podcasting-safe music file, and then publish it online.

MSB-077 | \$129 (includes fees: \$105)

B4 Online May 18 – June 24

C4 Online June 15 – July 22

A1 Online July 13 – Aug. 19

B1 Online Aug. 17 – Sept. 23

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also in keeping your business strategically focused. With the support of your instructor and a network of like-minded students, you'll work through all of the major components of writing a business plan and emerge with your first draft in hand. Most importantly, you will have completed the first - and most difficult - step on the path to small business success.

SBA-485 | \$129 (includes fees: \$105)

B4 Online May 18 – June 24

C4 Online June 15 – July 22

A1 Online July 13 – Aug. 19

B1 Online Aug. 17 – Sept. 23

Marketing Your Business on the Internet

Find out how to market your business on the internet, even if you have little or no money to spend. Discover proven methods that will help you establish an internet presence and build an online brand identity. You will learn how search engine optimization (SEO) works and how to track your site's performance using web analytics. Understand how to use online advertising, email marketing and social media (including blogs) to drive business to your website. Learn how to keep your visitors coming back! Learn to think strategically about marketing your website, products and services using internet technologies. Explore how to use an Internet marketing checklist and other tools to develop a sound online business strategy. Take away the skills and knowledge you need to develop a winning internet marketing plan for your business.

SBA-432 | \$129 (includes fees: \$105)

B4 Online May 18 – June 24

C4 Online June 15 – July 22

A1 Online July 13 – Aug. 19

B1 Online Aug. 17 – Sept. 23

Mastery of Business Fundamentals

Are you interested in acquiring practical business experience in strategic planning, management, and finance without enrolling in an MBA program? This course is for you! You'll understand the significance of strategic planning and discover how external and internal environmental factors affect an organization. You'll learn about organizational structures, performance measurements, financial investment models, budgeting, ethics, workplace politics, and more! This course will provide you with in-depth knowledge of the business environment.

MGT-114 | \$129 (includes fees: \$105)

B4 Online May 18 – June 24

C4 Online June 15 – July 22

A1 Online July 13 – Aug. 19

B1 Online Aug. 17 – Sept. 23



Small Business Marketing on a Shoestring 📈

When it comes to marketing for small businesses, money isn't everything. Learn how to use the same marketing tricks the big companies employ-without making a big dent in your wallet. As you build your own customized marketing plan step-by-step, discover how to attract your target audiences, entice customers to buy your product or service, and keep buyers coming back for more. In addition, find out how to generate the referrals that are crucial to your company's success. Get tips on evaluating your tactics, tracking your results and fine-tuning your approach. The small business marketing strategies you'll learn will fit into any budget, and some are even free! Master cost-effective strategies including strategic partnerships, local marketing, search engine optimization, social networking, e-mail marketing, lead generation and niche marketing. Review real-world examples from other small businesses similar to yours. Finish with a personalized plan of action for increasing your sales-all on a shoestring budget.

SBA-653 | \$129 (includes fees: \$105)

B4 Online May 18 – June 24

C4 Online June 15 – July 22

A1 Online July 13 – Aug. 19

B1 Online Aug. 17 – Sept. 23



"I recently got promoted and now oversee my department. Being able to apply and implement what I learned in these courses has been incredibly helpful."



Matt Adams

Director of Facilities,
Mount Saint Joseph High School

Management Development
Workforce Training
Certificate completer

HUMAN RESOURCES

Human Resources for Professionals and Certification Exam Preparation 📈

Enhance your skills as a human resources (HR) practitioner and prepare for HR certification through expert instruction, peer discussion and a comprehensive review of critical topics essential to HR professionals at every stage of their careers. This course highlights important challenges facing organizations in today's complex environment and arms HR professionals at all levels with knowledge and strategies to influence positive work outcomes. For those not seeking certification, this course provides a comprehensive and accelerated option for professional HR development. Topics include the role of the HR professional, strategic business functions of HR, measuring employee effectiveness, and ethical and legal aspects of human resources. Visit HRCI at www.hrci.org and SHRM at www.shrm.org for certification levels, options and exam eligibility requirements.

MGT-572 | \$1,159 (includes fees: \$375)

A4 Tue, Thu | May 3 – June 9 | 6 – 8:30 p.m.
12 sessions | Online
Instructor: Danna Blum

Understanding the Human Resource Function 📈

No matter what role you play in an organization, you are all affected by human resources. This course is designed to help people without experience in human resources to understand this very vital link in the organizational chain. It will prepare both managers and business owners to handle basic human resource functions in a way that will ensure the best possible result. In particular, attention is given to the hiring process, including ways to locate quality employees in a competitive labor market. Employee rights and the legal side of the human resource field are also covered.

MGT-530 | \$129 (includes fees: \$105)

B4 Online May 18 – June 24

C4 Online June 15 – July 22

A1 Online July 13 – Aug. 19

B1 Online Aug. 17 – Sept. 23

MANAGEMENT & LEADERSHIP

360-Degree Leadership Learning Experience

Building a culture of feedback throughout your organization can lead to improved performance and business capacity – especially when it starts at the top. Appropriate for high-potential managers primed for advancement to more seasoned executives seeking new insight, this unique learning experience provides the opportunity to participate in a 360-degree feedback process using the research-backed DiSC® 363 instrument. Learn how to choose raters to support a constructive 360-degree feedback process and, upon assessment completion, interpret results and develop an action plan with immediate strategies to elevate leadership and organizational effectiveness.

MGT-531 | \$545 (includes fees: \$360)

A4 April 20 & May 25 | 2 sessions

Wed | April 20 | 9 – 11:15 a.m.

Online

Wed | May 25 | 9 a.m. – 4 p.m.

Main Campus

Leading High Performance Teams 📈

★ Part of a Workforce Training Certificate; see page 3

Transform your team into a high performing one! Learn the basics of team dynamics, the stages of team formation and how to utilize individual strengths for the benefit of the whole. Explore your own leadership style and its impact on team performance.

MGT-415 | \$135 (includes fees: \$30)

A4 Thu | April 21 | 9 a.m. – 4 p.m.

1 session | Online

Instructor: Michael Manion

GET HELP PAYING FOR CAREER TRAINING

More than **\$150,000** in
scholarship funds available,
plus tuition assistance for
eligible non-credit students.

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www.carrollcc.edu/tuitionassistance
or contact Beth Lee at 410-386-8096.

0-01-03-22

Management Basics: Foundations for Success

★ Part of a Workforce Training Certificate; see page 3

Get the core skills you need to ensure success as a manager or front line supervisor. Learn about the role of a manager and contemporary management theories. Topics include team building, relationship building, communications, delegation, professionalism and ethics.

MGT-410 | \$209 (includes fees: \$60)

A4 Tue, Thu | May 10 & 12 | 11:30 a.m. – 4:30 p.m.
2 sessions | Online
Instructor: Michael Manion

LEADERSHIP FOR THIS NEW WORLD SERIES

Leaders at every level of an organization are finding themselves in uncharted territory, which makes this both a scary and exciting time to be a leader! This is an excellent opportunity for individuals to add new valuable skills to the ones they already have. This unique learning experience, delivered through a series of 90-minute virtual “micro-learning” segments within six individual courses, explores best practices of leadership and enables you to lead yourself and others today and beyond.

The Self-Aware Leader

In study after study, real-life example after real-life example, it has been shown that the foundation of successful leadership is self-awareness. Gain increased clarity on why you choose to lead, review what's required of a leader in today's demanding world and develop your personal leadership brand. This is the first class in the Leadership for This New World Series and is a prerequisite for the second class, Building Safety & Trust.

MGT-556 | \$189 (includes fees: \$30)

A4 Thu | April 28 – May 12 | 11 a.m. – 12:30 p.m.
3 sessions | Online
Instructor: Ed Stern

Building Safety and Trust

Leadership begins within by understanding who you are and why you want to lead. Then it's all about moving outwards, and the first step is creating an environment where people can thrive and be their best selves. A leader's most important job is to build a culture of safety and trust. It's not magic, but rather about paying attention to the small behaviors every day and being intentional about how you communicate. Get this right and it is so much easier to move forward into the subsequent challenges of developing vision, strategy, systems and processes. This is the second class in the Leadership for This New World Series and is a prerequisite for the third class, Focus, Resilience and Essentialism.

MGT-557 | \$189 (includes fees: \$30)

A4 Thu | June 9 – 23 | 11 a.m. – 12:30 p.m.
3 sessions | Online
Instructor: Ed Stern

Focus, Resilience & Essentialism

Once a leader is clear on their “why” and as they are building a safe and trusting environment, the most effective and inspiring leaders invite others in to help define vision and develop operational readiness. Interestingly, it's not about getting buy-in, but about getting input so that everyone on the team has a feeling of being involved. Look at strategic planning in today's VUCA (Volatile, Uncertain, Complex, Ambiguous) world, and how it puts emphasis on flexibility and iterative practices. Finally, look at what it means to practice essentialism and how being intentional with your time helps everyone stay focused on the most important activities, thereby achieving mission and reducing scope creep. This is the third class in the Leadership for This New World Series.

MGT-558 | \$189 (includes fees: \$30)

A1 Thu | July 14 – 28 | 11 a.m. – 12:30 p.m.
3 sessions | Online
Instructor: Ed Stern

Leadership Academy

Offered in partnership with John Kennedy



Take the Lead!

Sharpen your leadership skills while improving your marketability as a professional.

This online, comprehensive program features seven video-based modules to enhance your personal leadership effectiveness while strengthening your team.

You will earn:

2.0 Continuing Education Units

HR Leaders will earn:

20 SHRM PDUs

20 HRCI Business Credits

Online | Starts monthly on the 1st

Seven modules | # MGT-522

\$795 Carroll County residents

\$805 Non-Carroll County residents
(includes fees: \$587)

Advantage C

See full course description with module topics and register online at www.carrollcc.edu/CETRegistration or call 410 386 8100.

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PROFESSIONAL
DEVELOPMENTCultural Awareness and Sensitivity in
the Workplace 🍷

Culture is the lens through which humans perceive the world around them. Culture is also instrumental in the way people think, talk and act among other things. In the workplace, cultural factors determine employees' thought processes, creativity, problem solving, decision making and so on. Learn about culture and its effect on people's communication, behavior, learning and working styles. Learn about cultural values and how they can give rise to cultural differences and misunderstandings. Review cultural competency, ethnocentrism and ways to understand and combat cultural conflicts.

MGT-562 | \$109 (includes fees: \$30)

A4 Wed | May 11 | 9 a.m. – 1:30 p.m.
1 session | Online
Instructor: DaVida Anderson

Financial Bootcamp for Business
Professionals

Business professionals must understand the financials of their organization to be a true strategic partner and savvy decision-maker. Learn about the three major financial statements, common financial terms and their meanings, budgeting types and how to align them with the organizational mission and goals, using cost-benefit analysis for improved decision-making, and mitigating financial risk through policies and practices. Approved for 6.0 SHRM PDUs and 6.0 HRCI Business Credits.

MGT-534 | \$199 (includes fees: \$30)

B4 Fri | June 17 | 9 a.m. – 4 p.m.
1 session | Main Campus
Instructor: Darlene Ely

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CAREER TRAINING

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eligible non-credit students.

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www.carrollcc.edu/tuitionassistance
or contact Beth Lee at 410-386-8096.

001-03-22

Organizational Skills for the
Overwhelmed 🍷

Make a significant and immediate impact on your daily productivity and effectiveness with new organizational skills. Identify old, non-productive habits and replace them with the proven habits of top achievers. Discover the key to defeating procrastination and focusing efforts on the most important tasks. The tools and techniques presented in this course will benefit you in both your professional and personal life.

MGT-554 | \$205 (includes fees: \$30)

A1 Tue, Wed | July 26 & 27 | 9 a.m. – 12:15 p.m.
2 sessions | Online
Instructor: John Egan

Promoting Racial Equity and Justice
at Work 🍷

Recent racial incidents and consequent protests around the U.S. have initiated a new awareness regarding systemic racism. Most organizations are revisiting their D & I policies to include people of color (POC) and starting productive conversations about race in the workplace. Employers are willing to learn what it means to be an ally and listen to the lived experiences of their employees of color. Talk about inclusion from a race perspective. Learn strategies to have constructive conversations about race while listening empathetically to POC in the workplace. Learn how to assess racial diversity and inclusion in your organizations, as well as promote racial equity and justice individually and institutionally.

MGT-563 | \$109 (includes fees: \$30)

A1 Wed | July 13 | 9 a.m. – 1:30 p.m.
1 session | Online
Instructor: DaVida Anderson

The Complete Project Manager with
CAPM and PMP Prep 🍷

This is a comprehensive project management program for those who want to expand their knowledge and application of project management concepts. It is designed to create skills for today's project practitioners and prepare them for either the CAPM® or PMP® certifications.

XXG-125 | \$2,005 (includes fees: \$1,995)

Online Start Anytime 12 months to complete

Turning Incivility into a Respectful,
Thriving Work Culture 🍷

Incivility is on the rise, especially in the American public arena. It is exemplified in the news and entertainment media, political discourse and people's daily conversations. When social and cultural factors make uncivil speech and behavior acceptable, they tend to seep into the workplace as well. With the U.S. becoming more and more politically polarized, it is imperative to recognize incivility and address ways to mitigate it within organizations. Discuss workplace incivility and the ways in which it can manifest itself explicitly and implicitly. Learn how incivility can lead to a hostile workplace environment causing decreased morale and productivity. The impact of incivility will be shown at both the individual and organizational levels, and strategies will be suggested to check uncivil behaviors and foster civility the workplace.

MGT-561 | \$109 (includes fees: \$30)

A4 Thu | June 2 | 9 a.m. – 1:30 p.m.
1 session | Online
Instructor: DaVida Anderson

REAL ESTATE

Residential Plumbing Overview for
Inspectors

Learn how to perform an inspection of the plumbing system of a home. Review leaks, inadequate water supplies, water contamination and incorrect installations of components. Upon successful completion of the course, you will be able to inspect the various components of the plumbing system, identify the components of the plumbing system, understand how the components of the plumbing system function, and perform and describe to clients any defects observed.

VOC-747 | \$152 (includes fees: \$50)

A4 Sat | April 23 & 30 | 9 a.m. – 1:15 p.m.
2 sessions | Main Campus
Instructor: James Brown

COMPUTERS & TECHNOLOGY

COMPUTER APPLICATIONS

Microsoft Office Skills: Building a Strong Foundation

Are you new to Microsoft Office? Or, are you looking to update your knowledge for your current job or a new one? This overview course will equip you with a solid foundation of the most relevant features for three key Office applications: Word, Excel and PowerPoint. Learn how to create basic documents using Word, work with numbers and spreadsheets in Excel, and generate basic presentations with PowerPoint. Highly recommended: Experience with mouse, keyboard and Windows.

DAP-126 | \$165 (includes fees: \$60)

A4 Mon – Thu | April 25 – 28 | 6 – 8:30 p.m.
4 sessions | Main Campus
Instructor: Jay Zeminski

A1 Tue, Thu | July 12 – 21 | 9 – 11:30 a.m.
4 sessions | Main Campus
Instructor: Jay Zeminski

Word Level 1

Learn to use many of the most powerful yet underused features in Microsoft Word to save you time. For beginners and those with experience. Topics include creating, modifying and formatting documents, creating bulleted and numbered lists, setting tabs and working with tables. Highly recommended: Experience with mouse, keyboard and Windows.

DAP-014 | \$139 (includes fees: \$60) plus text

A4B Mon, Wed | May 16 – 23 | 6:30 – 8:50 p.m.
3 sessions | Online
Instructor: Michele Swing

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www.carrollcc.edu/tuitionassistance
to learn more!

Word Level 2

Take your Word skills to the next level. Learn to develop and implement text styles, set up mail merges and utilize templates. Additional topics include setting up columns and sections, managing long documents, adding graphics and clip art, and working with common document types such as newsletters, brochures and manuals. Prerequisite: Word Level 1 or equivalent experience.

DAP-015 | \$139 (includes fees: \$60) plus text

A4BP Mon, Wed | June 13 – 22* | 6:30 – 8:50 p.m.
3 sessions | Online
Instructor: Michele Swing
*No class 6/20

Word Level 3

This course teaches students advanced level concepts and features of the Microsoft Word application. Students will learn how to work with fields, macros, large documents and forms and how to merge form letters, emails, envelopes and labels using a data source.

CMP-044 | \$139 (includes fees: \$60) plus text

A4BP Tue, Thu | April 19 – 26 | 6:30 – 8:50 p.m.
3 sessions | Online

Microsoft Word MOS Exam Prep

Validate your proficiency with Microsoft Word and stand apart from the crowd with an industry-recognized certification. Prepare to take the Microsoft Office Specialist (MOS) exam through hands-on activities and objective by objective exam prep practice files. Increase your skills while applying your knowledge of essential topics such as document management, formatting text, paragraphs and objects. Prerequisite: Word Level 2. Test voucher included in course cost.

CMP-065 | \$280 (includes fees: \$195)

A4 Mon, Wed | May 9 – 16 | 6:30 – 8:50 p.m.
3 sessions | Main Campus
Instructor: Galanda Brooker

Introduction to Microsoft Project Management 2019/Office 365

In this course, you will discover how to effectively plan, implement, and control projects using Microsoft Project 2019. From sequencing tasks, producing a baseline, and assigning resources and costs, to tracking progress and revising your project plan, Microsoft Project can help you organize all your project's details. Armed with this information, you will avoid stalling or overloading your schedule. If you encounter trouble, you will know how to best utilize Project 2019 to get your project back on track.

CMP-051 | \$139 (includes fees: \$110)

B4 Online May 18 – June 24

C4 Online June 15 – July 22

A1 Online July 13 – Aug. 19

B1 Online Aug. 17 – Sept. 23

Excel Level 1

Not just for those new to Excel! Take advantage of Excel's powerful spreadsheet capabilities. Learn to construct and modify worksheets, incorporate formulas and functions, develop charts, hide data and utilize shortcuts. Additional topics include formatting data, printing options and inserting automatically updating dates. Highly recommended: Experience with a mouse, keyboard and Windows. This course utilizes Microsoft Excel 2016.

DAP-017 | \$139 (includes fees: \$60) plus text

A4B Tue, Thu | May 17 – 24 | 6:30 – 8:50 p.m.
3 sessions | Main Campus
Instructor: Galanda Brooker

Excel Level 2

Let Excel do the work for you! Learn to incorporate templates and graphics into your spreadsheets and work with multiple-sheet workbooks. Other topics include using higher level formulas, financial functions and conditional formatting. Prerequisites: Excel Level 1 or equivalent experience. This course utilizes Microsoft Excel 2016. Text required.

DAP-018 | \$139 (includes fees: \$60) plus text

A4BP Tue, Thu | June 14 – 21 | 6:30 – 8:50 p.m.
3 sessions | Main Campus
Instructor: Galanda Brooker



FREE

Computer & Technology

INFORMATION SESSION

Tuesday, Aug. 24
On Campus: 9 – 10 a.m.
Online: 7 – 8 p.m.

Login information for online session will be sent by email.

Learn about:

- Computer and IT classes & pathways offered this Fall
- Class schedules, prerequisites and the scope of material
- Workforce Training Certificates and Digital Badges to start or advance your career
- Resources available to help pay for training

No cost for the information session, but registration is required.

Course #: **XXB-200-A1 (9 – 10 a.m.)**

Course #: **XXB-200-B1 (7 – 8 p.m.)**

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Register online at
carrollcc.edu/CETRegistration
 or call Continuing Education
 and Training at **410 386 8100**.

Microsoft Excel MOS Exam Prep

Validate your proficiency with Microsoft Excel and stand apart from the crowd with an industry recognized certification. Prepare to take the Microsoft Office Specialist (MOS) exam through hands-on activities and objective-by-objective exam prep practice files. Increase your skills while applying your knowledge of essential topics such as creating workbooks, managing worksheets, cells and tables. Prerequisite: Excel Level 2. Test voucher included in course cost.

CMP-019 | **\$280** (includes fees: \$195)

A4 Mon, Wed | April 18 – 25 | 6:30 – 8:50 p.m.
 3 sessions | Main Campus
 Instructor: Galanda Brooker

PowerPoint Level 1

Create impressive presentations with PowerPoint. Explore how to integrate transitions, animations, sound and charts. Create outlines, notes or audience handouts quickly and easily, and see how to transport your presentation to any computer, even ones without PowerPoint! Highly recommended: Experience with a mouse, keyboard and Windows.

DAP-020 | **\$159** (includes fees: \$60) plus text

A4B Tue, Thu | April 19 – 26 | 6:30 – 8:50 p.m.
 3 sessions | Online
 Instructor: Michele Swing

Outlook Level 1

Send and receive email and use the Outlook calendar to set up appointments and meetings with ease. Learn how to use Outlook to send and receive email, store information in contacts, use the calendar's scheduling features, and create tasks and notes. Users of all versions of Outlook will benefit from this course. Highly recommended: Basic keyboard and mouse skills and familiarity with Windows.

DAP-052 | **\$139** (includes fees: \$60) plus text

A1B Tue, Thu | July 12 – 19 | 6:30 – 8:50 p.m.
 3 sessions | Main Campus
 Instructor: Galanda Brooker

Access Level 1

Store, organize and manage your data efficiently and easily. In this hands-on course, learn to create and manage all of the necessary components of a database, including tables and queries. Other topics include entering, modifying and maintaining data, working with forms and reports, setting up databases and developing more powerful queries. Highly recommended: Basic computer skills and some familiarity with other Office programs. This course utilizes Microsoft Access 2016.

DAP-029 | **\$139** (includes fees: \$60) plus text

A1B Mon, Wed | July 11 – 18 | 6:30 – 8:50 p.m.
 3 sessions | Online
 Instructor: Michele Swing

DATA SCIENCE

Introduction to Data Analysis

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. This course will give you a basic understanding of how to analyze data in a business setting. Businesses look for candidates with an understanding of how to analyze the data they have been collecting; this course will help you start on that journey.

DAP-927 | **\$205** (includes fees: \$128)

B4 Online June 6 – July 1

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CREDIT PROGRAMS
 at www.carrollcc.edu/degree

104-19222

Certificate in Data Analysis

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills. Begin with getting a basic understanding of how to analyze data in a business setting. Then learn how many of your business decisions involve comparing groups for differences. You will know the statistics behind these group differences and relationships. Finally, you will find out how to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Whether your business is home based or a large company, this certificate will take you to the next level where important decision-making is concerned.

DAP-926 | \$505 (includes fees: \$278)

B4 Online June 6 – Aug. 26

FINANCIAL

QuickBooks Pro Level 1

★ Part of a Workforce Training Certificate; see page 3

Learn to navigate this user-friendly accounting software program to invoice your customers, receive payments, create statements, prepare estimates, and enter and pay bills. Additional topics include bank deposits, check writing, funds transfers, bank reconciliation, journal entries, credit cards, sales tax, loan payments and profit analysis. Highly recommended: Familiarity with basic accounting/bookkeeping concepts, computer skills and use of Windows.

DAP-591 | \$225 (includes fees: \$60) plus text

A4B Mon, Wed | May 16 – 25 | 9 a.m. – 12:15 p.m.
4 sessions | Main Campus
Instructor: Megan Riffle

QuickBooks Pro Level 2

★ Part of a Workforce Training Certificate; see page 3

Upgrade your knowledge of QuickBooks Pro. Learn how to customize forms and create reports and graphs to better serve your clients. This course also covers payroll preparation, online banking and job estimates. Prerequisites: DAP-591, QuickBooks Pro Level 1. Familiarity with basic accounting/bookkeeping concepts, computer skills and use of Windows.

DAP-762 | \$225 (includes fees: \$60) plus text

A4BP Mon, Wed | June 6 – 15 | 9 a.m. – 12:15 p.m.
4 sessions | Main Campus
Instructor: Megan Riffle

QuickBooks Pro Certified User Exam Prep

★ Part of a Workforce Training Certificate; see page 3

Prepare to sit for the Intuit QuickBooks Pro Certified User exam. Topics include managing payroll in QuickBooks, establishing new business accounts and producing a balance sheet, managing payroll and profit/loss statements. Exam voucher included in course cost. Prerequisites: DAP-762, QuickBooks Pro Level 2

DAP-124 | \$255 (includes fees: \$170) plus text

A4BP Mon, Wed | June 27 & 29 | 9 a.m. – 12:15 p.m.
2 sessions | Main Campus
Instructor: Megan Riffle

CYBERSECURITY

Basic CompTIA A+ Certification Prep



This online Basic CompTIA A+ Certification Prep course will teach you about the hardware common to virtually every personal computer, including microprocessors, RAM, power supplies, motherboards, UEFI/BIOS, the system setup utility, the expansion bus, and input/output devices.

CMP-067 | \$125 (includes fees: \$105)

B4 Online May 18 – June 24

C4 Online June 15 – July 22

A1 Online July 13 – Aug. 19

B1 Online Aug. 17 – Sept. 23

Introduction to PC Security

This course, taught by a security expert, will bring you up to speed on the fundamentals of PC and network security. Understand and explore the vulnerabilities of operating systems, software and networks. Get into the minds of hackers and crackers to develop an understanding of the exploits they use to access your computer without your knowledge. Find out why, where and how viruses, worms and blended threats are created. You'll be able to identify and work to prevent DoS, SYN flooding and other network attacks. Learn a safe way to share files and data across the internet through a virtual private network. You will be able to install and configure a firewall to build an impenetrable moat around your computer or network.

DAP-096 | \$129 (includes fees: \$105)

B4 Online May 18 – June 24

C4 Online June 15 – July 22

A1 Online July 13 – Aug. 19

B1 Online Aug. 17 – Sept. 23

Introduction to PC Troubleshooting



Go step by step through typical hardware and operating system problems encountered by technicians, and learn troubleshooting techniques to decipher and solve any problem. Once you've mastered the basics, launch into some of the more advanced problems that crop up on the PC and learn how to diagnose and fix those problems. Learn how to maintain and optimize a Windows PC.

DAP-105 | \$129 (includes fees: \$105)

B4 Online May 18 – June 24

C4 Online June 15 – July 22

A1 Online July 13 – Aug. 19

B1 Online Aug. 17 – Sept. 23



Introduction to Networking

Introduction to Networking explains computer networking basics in easy to understand terms, using concepts common to everyday, non-computing experience. A brief introduction explains how networks have become so important to businesses and individuals. This course emphasizes networking fundamentals, explaining the software and hardware that makes networking possible. On completion of the course, you will be capable of performing basic computer networking tasks such as DSL connectivity configuring connections to an Internet Service Provider and creating a private network. Be ready to begin training for CCNA Certification or employment in a computer-networking career.

DAP-173 | \$129 (includes fees: \$105)

A4 Online May 18 – June 24

B4 Online June 15 – July 22

A1 Online July 13 – Aug. 19

B1 Online Aug. 17 – Sept. 23

Help Desk Analyst: Tier 1 Support Specialist

The computer support industry is one of the fastest-growing fields, and there is every indication that this growth will continue. This course uniquely prepares you to work as a support specialist by focusing on the business needs of the customer, establishing credibility and trust, and handling the most difficult customer scenarios.

XXG-055 | \$1,505 (includes fees: \$1,495)

Online Start Anytime

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scholarship funds available,
plus tuition assistance for
eligible non-credit students.

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or contact Beth Lee at 410-386-8096.

001-03-22

ADOBE CREATIVE CLOUD

Photoshop Level 1

Customize and edit photos like a pro! Understand image file types and apply basic photo editing features such as cropping and red eye reduction. Learn to utilize features such as layers, masking and gradients. Discover shortcuts to increase your productivity. Highly recommended: Familiarity with basic computer skills, including keyboard and mouse. Mac computer experience preferred but not required. This course utilizes Adobe Photoshop CC.

DAP-185 | \$159 (includes fees: \$60) plus text

A4B Mon, Wed | May 16 – 23 | 6:30 – 8:50 p.m.
3 sessions | Main Campus
Instructor: Lara Benstein

Illustrator Level 1

Create a variety of graphic designs such as logos and advertisements with Adobe Illustrator. Topics include creating logos with shapes and custom paths, using gradients to enhance graphics, manipulating text, importing graphics and creating advertisements. Highly recommended: Basic keyboard and mouse skills and experience with Windows-based programs. Mac computer experience preferred but not required. This course utilizes Adobe Illustrator CC.

DAP-440 | \$159 (includes fees: \$60) plus text

A1B Mon, Wed | July 11 – 18 | 6:30 – 8:50 p.m.
3 sessions | Main Campus
Instructor: Lara Benstein

Illustrator Level 2

Take your Adobe Illustrator skills to the next level! Work with advanced features such as blending shapes and colors, applying appearance attributes and graphic styles, and utilizing type, brushes, symbols and layers. Learn to combine Illustrator graphics with other programs and how to import from Photoshop. Prerequisites: Illustrator Level 1 or equivalent experience. Mac computer experience preferred but not required. This course utilizes Adobe Illustrator CC.

DAP-573 | \$159 (includes fees: \$60) plus text

A4BP Mon, Wed | April 25 – May 2 | 6:30 – 8:50 p.m.
3 sessions | Main Campus
Instructor: Lara Benstein

InDesign Level 1

 Part of a Workforce Training Certificate; see page 3

From ads to flyers to booklets, design and produce professional print documents and layouts. Learn to manipulate text, shapes, colors and frames to create eye-catching print products using hands-on, interactive exercises. Topics include program navigation and integration with Illustrator and Photoshop, working with text, setting up documents and working with frames and color. Highly recommended: Experience with Windows-based programs and mouse skills. Mac computer experience preferred but not required. This course utilizes Adobe InDesign CC.

DAP-441 | \$159 (includes fees: \$60) plus text

A4B Mon, Wed | June 13 – 22* | 6:30 – 8:50 p.m.
3 sessions | Main Campus
Instructor: Lara Benstein
*No class 6/20

Premiere Level 1: Introduction to Digital Video Editing

Edit video like the pros! Learn to use Adobe Premiere, a widely used, industry-standard software that will give your videos a professional look. Master the basic features of the program and learn to import media, edit video clips, and assemble video and audio to create digital movies for high quality output. Highly recommended: Basic keyboard, mouse skills and familiarity with computers. Mac computer experience preferred but not required.

DAP-791 | \$225 (includes fees: \$60) plus text

A4B Tue, Thu | May 3 – 12 | 6 – 8:45 p.m.
4 sessions | Main Campus
Instructor: Nikola Tzenov

Premiere Level 2: Advanced Digital Video Editing

Be Hollywood ready! Master advanced features of Adobe Premiere and learn the techniques that will set your videos apart from the rest of the crowd. Understand the secrets of special effects for audio and video and when to use them to enhance your project. Edit and mix audio and learn how to generate titles and text to give your movie a polished appearance. Prerequisite: DAP-791 Premiere Level 1. Mac computer experience preferred but not required.

DAP-792 | \$225 (includes fees: \$60) plus text

A4BP Tue, Thu | May 24 – June 2 | 6 – 8:45 p.m.
4 sessions | Main Campus
Instructor: Nikola Tzenov

CODING & PROGRAMMING

Introduction to Python 3 Programming

The Python programming language was developed to provide a way to develop code that's easy to create and understand. While Python contains the same basic structures as other languages, it also offers unique functionality that makes your life as a programmer easier. Learn to create basic programming structures including decisions and loops. Move on to more advanced topics such as object-oriented programming with classes and exceptions. Explore unique Python data structures such as tuples and dictionaries, and learn how to create Python programs with graphic elements that range from simple circles and squares to graphical user interface (GUI) objects like buttons and labels. Whether you're interested in writing simple scripts, full programs or graphical user interfaces, this course will give you the tools to use Python with skill and confidence.

CMP-017 | \$129 (includes fees: \$105)

B4 Online May 18 – June 24

C4 Online June 15 – July 22

A1 Online July 13 – Aug. 19

B1 Online Aug. 17 – Sept. 23

Introduction to Game Design

Games are increasingly recognized as a tool that can serve many business purposes beyond entertainment. Get a general introduction to what goes into the design and development of both video and analog games, with a focus on the use of games outside of consumer entertainment. Take the first steps into understanding game design and how it can be applied in your field.

CMP-058 | \$255 (includes fees: \$153)

B4 Online June 6 – July 1

Certificate in Basic Game Design

This certificate provides an introduction to what goes into the design and development of both video and analog games, with a focus on the use of games outside of consumer entertainment. In the first course, discover resources for developing game design, and identify the mechanics and verbs used in different games. Learn the different activities that are part of game design, how to flesh out a game idea to a successful game design experience, and gain a basic understanding of how to work with game developers. In the second course, learn the basics of video game design process, the main video game genres, and use a game development application to begin your journey of making games.

CMP-060 | \$405 (includes fees: \$237)

B4 Online June 6 – July 29



Commercial UAS Drone Pilot INFORMATION SESSION

Tuesday, Aug. 2

**In person: 9 – 10 a.m. or
Online: 7 – 8 p.m.**

Learn about:

- Classes and pathways for existing/aspiring drone pilots, including a Workforce Training Certificate and the new AAS Degree program
- Tuition assistance and payment plan options
- FAA Certification and USI Safety Certification™

See the Commercial UAS (Drone) Pilot Workforce Training Certificate for complete details.

No cost for the information session, but registration is required.

Online login information will be sent by email.

**Course #: XXB-176-A1 (9 – 10 a.m.)
Course #: XXB-176-B1 (7 – 8 p.m.)**

Register online at
carrollcc.edu/CETRegistration
or call Continuing Education
and Training at **410 386 8100**.



DRONES (UAS)

Introduction to UAS (Drone) Technology 🚁

★ *Part of a Workforce Training Certificate; see page 3*

Unmanned Aircraft Systems (UAS), or drones, are a technology that is changing the world and has the potential to be a \$100 billion industry and create thousands of new jobs, according to Goldman Sachs. Learn what a drone is and how it can be used. This introduction to the world of drones provides a complete overview of different types of drones, how they work, and how they are used and regulated. See how industry and businesses are using drones to redefine the way we look at images and collect data. Gain an overview of the content covered in the Commercial UAS (Drone) Pilot Certificate. Explore entrepreneurship ideas and concepts.

DRN-001 | \$149 (includes fees: \$80)

A4 Tue, Thu | April 12 – 14 | 6 – 9:15 p.m.
2 sessions | Online
Instructor: Geoffrey Voigt

UAS (Drone) Ground School

★ *Part of a Workforce Training Certificate; see page 3*

Whether you are interested in flying a drone for recreation or interested in starting a drone-based business, this class will give you the need-to-know regulations. This course will address issues related to drone flight and how it affects privacy and other legal issues as well as governing bodies and current regulations. Review the guidelines and regulations of the Remote Pilot-Small Un-manned Aircraft Systems to become familiar with the Airman Certification Standards. Prerequisite: DRN-001, Introduction to UAS (Drone) Technology.

DRN-005 | \$417 (includes fees: \$331)

A4P Tue, Thu | April 19 – May 5 | 6 – 8 p.m.
6 sessions | Main Campus
Instructor: Jon Ardisson

UAS (Drone) Flight School

★ *Part of a Workforce Training Certificate; see page 3*

Get hands-on flight instruction and practice. Practice flying various drones in different conditions using a drone simulator. Learn best practices and basic controls for flying your drone in different environments. Once you master the basic controls, put them into action with real-time flying using DJI drones. Prerequisite: DAP-848, DAP-158, DRN-005 or comparable ground school. Course cost includes controller and 1-year access to the simulator.

DRN-006 | \$439 (includes fees: \$280)

A4P Sat | May 7 & 14 | 9 a.m. – 4 p.m.
2 sessions | Main Campus
Instructor: Geoffrey Voigt

UAS (Drone) FAA Remote Pilot Certification Prep 🚁

★ *Part of a Workforce Training Certificate; see page 3*

If you hold a current Remote Pilot Certification and are looking to brush up on your knowledge for recertification or are a new pilot looking to obtain your Remote Pilot Certification for commercial or business use, this course will review the application process and prepare you for the exam. Focus on the objectives that relate to the Aero-nautical Knowledge Test which will allow successful students to obtain the FAA Airman Certificate. This certificate is necessary to apply for and obtain the Remote Pilot Certificate. Prerequisite: DAP-849, DAP-159, DRN-006, comparable ground school or previous Remote Pilot Certificate holder (for recertification).

DRN-007 | \$218 (includes fees: \$192)

A4P Thu, Tue | May 12 – 19 | 6 – 8 p.m.
3 sessions | Online
Instructor: Jon Ardisson

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plus tuition assistance for
eligible non-credit students.

For info, visit
www.carrollcc.edu/tuitionassistance
or contact Beth Lee at 410-386-8096.

UAS (Drone) Advanced Flight School

★ *Part of a Workforce Training Certificate; see page 3*

Build on the flight basics covered in Flight School (DRN-006) and become a competent UAS operator with the necessary skills to complete complex assignments. This hands-on course focuses on four core modules utilizing a fleet of professional-level drones. This training prepares you for commercial drone assignments and covers pre-flight preparation, advanced drone maneuvering, camera and equipment set-up and calibrations, and image and data collection. College drones are provided for use during the class. Prerequisite: DAP-850, DRN-007, FAA Part 107 Remote Pilot Certification and a minimum of 10 hours of recorded drone flight time.

DRN-002 | \$555 (includes fees: \$110)

A4P June 2 – 25* | 5 sessions
Hybrid (online with one or more sessions held on campus)
Thu | June 2 & 9 | 6 – 8:30 p.m.
Online
Sat | June 4 – 25 | 9 a.m. – 4:20 p.m.
Main Campus
*No class 6/18
Instructor: Geoffrey Voigt

Foundations of Aerial Photo & Video Editing

★ *Part of a Workforce Training Certificate; see page 3*

Capturing amazing drone photos and video is only the beginning. Learn how to use software to edit and enhance your photos and videos before posting to social media, sharing with clients or using in publication. Discuss the advantages and unique perspective of aerial photos and videos and how to enhance them. Learn the basics of photo editing including cropping, re-touching and adjusting brightness and contrast. You will also learn basic video timeline editing to create complete videos, as well as how to import files, create transitions, manage workflow, splitting clips and adding and controlling audio. Prerequisite: DRN-002 or FAA Part 107 Remote Pilot Certification and 10 hours of recorded drone flight time.

DRN-003 | \$205 (includes fees: \$80)

B4P Tue, Thu | June 21 – 30 | 6 – 8:30 p.m.
4 sessions | Main Campus
Instructor: Nikola Tzenov

Foundations of Aerial Data

★ Part of a Workforce Training Certificate; see page 3

Amazing photos and videos are not the only thing a drone can capture. Drones have the ability to gather large quantities of data that can be applied to a variety of industry sectors including agriculture, conservation, construction and surveying. In this hands-on class, students will use drones and software applications, such as Pix4D, to create maps and 3D models. Using images collected in DRN-002, learn how to analyze the data and how to take accurate measurements such as area, volume and distance. You will also learn how to format the data for integration into platforms such as Google maps and ArcGIS as well as file creation for 3D printed models. Prerequisite: DRN-002 or FAA Part 107 Remote Pilot Certification and 10 hours of recorded drone flight time.

DRN-004 | \$525 (includes fees: \$80)

A4P July 5 – 21 | 7 sessions

Tue, Thu | July 5 – 21 | 6 – 8:30 p.m.

Sat | July 16 | 9 a.m. – 2:30 p.m.

Online

Instructor: Luisa Winters

UAS (Drone) Pilot Capstone

★ Part of a Workforce Training Certificate; see page 3

This capstone course provides an in-depth review of the certificate program content. Students will present a variety of examples of work and tasks completed as a part of the program to faculty and peers. Discuss skills learned throughout the program and how they can be applied to a variety of drone missions for future clients. Last course in the Commercial UAS (Drone) Pilot Certification. Prerequisites: DRN-001, DRN-005, DRN-006, DRN-007, DRN-002, DRN-003 and DRN-004. 30 hours of recorded drone flight time needed to receive Commercial Drone (UAS) Pilot Certificate and Digital Badge.

DRN-008 | \$124 (includes fees: \$80)

A1P Tue, Thu | July 26 & 28 | 6 – 8:30 p.m.

2 sessions | Online

Instructor: Geoffrey Voigt

Introduction to UAS (Drone) Thermography

Capture thermal imaging using drones. Learn how to read the thermal imaging and utilize software to edit and enhance the photos before sharing with a client or publication. Discuss advantages of utilizing thermal imaging and how it can assist in inspections, search and rescue, first responders and many other industries. Learn the settings on the camera needed to perform all the capabilities of the thermal camera. Prerequisite: DRN-002 or possession of a FAA Part 107 Remote Pilot Certification and 10 hours of recorded drone flight time.

DRN-012 | \$365 (includes fees: \$80)

A4P April 25 – May 9 | 6 sessions

Hybrid (online with one or more sessions held on campus)

Mon, Wed | April 25 – May 9 | 6 – 8 p.m.

Online

Sat | May 7 | 4 – 9:30 p.m.

Main Campus

Instructor: Martin Cadirola

UAS (Drone) Night Flight

Flying a drone at night is exciting and brings a new thrill to remote piloting. It also brings another layer of safety and precautions. Learn the equipment and requirements needed to safely fly after the sun goes down. Get hands-on flight time that will take your remote pilot skills to a whole other level. Discuss the ways night flight can be used for performing an inspection, utilizing normal and thermal cameras, and learn the search and rescue/first responders' requirements needed to work in the field. Prerequisite: DRN-002 or FAA Part 107 Remote Pilot Certification and 10 hours of recorded drone flight time.

DRN-015 | \$280 (includes fees: \$80)

A4P May 16 – 25 | 4 sessions

Hybrid (online with one or more sessions held on campus)

Mon, Wed | May 16 & 18 | 6 – 8:30 p.m.

Online

Mon, Wed | May 23 & 25 | 7 – 10:15 p.m.

Main Campus

Instructor: Geoffrey Voigt

UAS (Drone) Precision Agriculture Pt. 1

From studying crop health before, during and after a harvest, to assessing damage to a farm after a major weather event, Small Unmanned Aerial Systems (sUAS, also known as drones) used in agriculture deliver increased benefits to a farmer. Because of the high spatial and temporal resolution of crop mapping, sUAS are an important component in the field of Precision Agriculture. If you want to have a better understanding of drone-based solutions in Precision Agriculture and its applications in real-world scenarios, then this is the perfect class for you. Learn and understand all components of a drone-based Precision Ag solution, including UAV platforms (copter and fixed-wing), multispectral sensors and data processing software (desktop and cloud-based). Gain an understanding about what a multispectral camera is and how NDVI and other indexes are useful in assessing crop health, soil irrigation and more. Prerequisite: DRN-002 or FAA Part 107 Remote Pilot Certification and 15 hours of recorded drone flight time.

DRN-016 | \$200 (includes fees: \$80)

A4P Wed, Mon | June 1 – 8 | 6:30 – 8:50 p.m.

3 sessions | Online

Instructor: Martin Cadirola

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UAS (Drone) Precision Agriculture Pt. 2

The second part of the course is about processing data based on real data sets. We will process and analyze multispectral camera data using a variety of software tools. We will create and study reports using Normalized Difference Vegetation Index (NDVI) and Normalized Difference Red Edge (NDRE). As we continue to build strong skills to understand all components of sUAS solutions, we will learn to develop efficient flight missions appropriate to a farmer's requirements in a desired area of study. Special attention will be given to real-world examples captured in the field (as available). Up-to-date additional resources from industry and working professionals will be provided. Prerequisite: DRN-016 and 25 hours of recorded drone flight time.

DRN-017 | \$280 (includes fees: \$80)

A4P June 15 – 29 | 4 sessions

Wed | June 15 – 29 | 6 – 8:30 p.m.

Online

Sat | June 25 | 9 a.m. – 12:45 p.m.

Main Campus

Instructor: Martin Cadirola

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001-03-22

ENVIRONMENTAL & CONSERVATION

FOREST CONSERVATION

Forest Conservation Qualified Professional Training

Take this highly interactive class to learn what you need to know to make your Forest Stand Delineations comply with the Maryland Forest Conservation Act. Learn the science in the classroom, and then get out in the field to collect data and practice in teams to develop a Forest Conservation Plan to meet the requirements of the Act. This course is a necessary element to apply for Qualified Professional status with the Maryland Department of Natural Resources. Students must be working in the field and have appropriate degree within the field of Natural Resources.

TEC-350 | \$609 (includes fees: \$78)

A4P April 20 – May 7* | 8 sessions

Wed | April 20 & May 4 | 6 – 9:45 p.m.

Thu | April 21 & May 5 | 8:30 a.m. – 4:30 p.m.

Fri | April 22 & May 6 | 8:30 a.m. – 4:30 p.m.

Sat | April 23 & May 7 | 8 a.m. – 12 p.m.

Main Campus

*No class 4/27, 4/28, 4/29, 4/30

Instructor: James Slater

WATER & WASTE WATER TREATMENT

Basic Wastewater Process Control Math

New operators need to understand and perform calculations necessary for process control at their wastewater treatment plant or in their collection system. Math formulas and parameters used for making basic process control decisions will be discussed and operators will complete problems where math calculations are necessary to make a process control change or troubleshoot a performance issue at a wastewater treatment plant or collection system. Review the math used in chemical feed applications, hydraulics, horsepower, sizing of tanks and treatment units, loading rates on clarifiers, and activated sludge process control and apply the concepts to process control. In the afternoon segment of the class, students will be assigned one or two case studies. Although this course is geared towards new operators, it will also serve as a refresher for experienced operators. Operators must bring a calculator to class.

VOC-766 | \$139 (includes fees: \$120)

A4 Tue | May 17 | 8 a.m. – 4 p.m.

1 session | Main Campus

Team Safety

Learn how to build an effective safety team or get the most from the team you've already got. Topics include safety and health fundamentals and terminology, basic safety team concepts, methods for planning for and building effective safety teams, technologies for identifying the training and development needs of safety team members, effective communication skills for safety teams, and strategies for meeting management goals and expectations.

VOC-548 | No Cost

A4 Mon | April 25 | 8 a.m. – 4 p.m.

1 session | Main Campus

HEALTHCARE & HUMAN SERVICES

BEHAVIORAL HEALTH

Carroll Community College is an approved provider of continuing education for the Maryland State Board of Social Work Examiners, Board of Examiners of Psychologists, and the Board of Professional Counselors and Therapists. Appropriate CEUs will be awarded for successful completion of the courses that follow (excluding Spanish for Social Services, Mental Health Care Career Prep, Mental Health First Aid and Youth Mental Health First Aid.) Category I CEUs provided for social workers and Category A CEUs provided for counselors.

Emotional Freedom Techniques

Emotional Freedom Techniques (EFT) uses the body's subtle energy systems to provide rapid, lasting relief for most emotional problems seen in social work/counseling practices. EFT is an extremely effective and simple therapeutic process for treating traumas, fears and phobias, anger, addictions, negative self-concepts and performance issues. Simple phobias are usually eliminated in one to three sessions. Be prepared to use this simple procedure for both personal and client enhancement. Six clock hours.

VOC-255 | \$112 (includes fees: \$30)

A4 Fri | June 10 | 9 a.m. – 4 p.m.
1 session | Main Campus
Instructor: Daniel Holler

Integration of Trauma-Informed, Resilience-Oriented Care Principles Into Your Practice

Trauma is a near universal experience of individuals who seek assistance from providers. Addressing trauma is now the expectation, not the exception, in community agencies. Workers and community providers are expected to view the people they serve through the trauma-informed, resilience-oriented lens and to competently intervene in this area. Become trauma-informed and resilience-oriented to best meet the needs of the people you serve. Explore the connection between what happens in the treatment room and the waiting room through SAMSHA's principles of becoming a TIROC organization. Learn what being trauma-informed looks like and key strategies for implementing this approach as well as the connection between self-care and compassion fatigue. 3 clock hours.

SCW-011 | \$76 (includes fees: \$30)

A1 Tue | July 12 | 6 – 9:15 p.m.
1 session | Main Campus
Instructor: Elizabeth Guroff

The Neurobiology of Aging

With people living longer, many are impacted by cognitive changes. This class will provide an overview of the neurological causes for these changes, how to determine typical from atypical cognitive decline, preventative measures and best practices for responding to our aging population. 3.5 clock hours.

SCW-008 | \$82 (includes fees: \$30)

A1 Wed | Aug. 24 | 5:30 – 9:15 p.m.
1 session | Main Campus
Instructor: Anne Arena

Registered Behavior Technician Training I

★ Part of a Workforce Training Certificate; see page 3

Learn the essentials to become a Registered Behavior Technician (RBT). RBTs work primarily with individuals on the autism spectrum in the home, community and school settings. Working under the close supervision of a behavior analyst, an RBT is responsible for the direct implementation of skill acquisition and behavior reduction plans. Completion of Registered Behavior Technician Training I and II meets the Behavior Analyst Certification Board (BACB) 40-hour education requirement for the RBT examination. Students must register for Registered Behavior Technician Training I and II together, and courses must be taken consecutively. To be eligible to sit for the RBT exam, you must also possess a high school diploma or equivalent, be over the age of 18, pass an RBT Competency Assessment and pass a background check.

AHE-368 | \$283 (includes fees: \$45)

A4 June 6 – 29* | 7 sessions
Mon, Wed | June 6 – 27 | 6 – 9:15 p.m.
Online
Wed | June 29 | 6 – 8 p.m.
Online
*No class 6/20
Instructor: Holly Bennett

Registered Behavior Technician Training II

★ Part of a Workforce Training Certificate; see page 3

Develop a deeper understanding of behavioral health. Learn how to provide interventions that encourage socially acceptable behaviors, and build and improve upon communication, social interaction and problem-solving skills. Prerequisite: Successful completion of Registered Behavior Technician Training I.

AHE-369 | \$283 (includes fees: \$45)

A1P July 6 – 27 | 7 sessions
Wed, Mon | July 6 – 25 | 6 – 9:15 p.m.
Online
Wed | July 27 | 6 – 8 p.m.
Online
Instructor: Holly Bennett



Mental Health First Aid

NO COST!

A person you know could be experiencing a mental health or substance use problem. Learn a five-step action plan to help. You are more likely to encounter someone in an emotional or mental crisis than someone having a heart attack. Learn how to help a friend, family member, coworker or neighbor in need. Get trained in Mental Health First Aid. Take a course. Save a life. Strengthen your community.

AHE-291 | No Cost

C4 Mon, Tue | June 13 & 14 | 12 – 4:30 p.m.
2 sessions | Main Campus

A1 Tue, Wed | July 19 & 20 | 5 – 9:30 p.m.
2 sessions | Main Campus

Youth Mental Health First Aid

NO COST!

A young person you know could be experiencing a mental health or substance use problem. Learn a five-step action plan to help. Anyone 18 or older can take Youth Mental Health First Aid, but it is recommended for those who regularly have contact with young people ages 12-18 such as teachers, coaches, social workers, faith leaders and other caring citizens. Take a course. Save a life. Strengthen your community.

AHE-292 | No Cost

A4 Wed, Thu | May 4 & 5 | 8:30 a.m. – 1 p.m.
2 sessions | Main Campus

A1 Thu, Fri | Aug. 4 & 5 | 8:30 a.m. – 1 p.m.
2 sessions | Main Campus

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Spanish for Social Services



Spanish for Social Services is a self-paced, online Spanish course designed for social workers, counselors, non-profit office staff and administrators, ministers, and anyone working with Spanish-speakers in an outreach capacity. In addition to basic greetings and general Spanish vocabulary, the course also covers job titles and people, the outreach visit, social work terms, interview phrases, insurance vocabulary, medical history, feelings, agency services, common places, accidents/common injuries and emergencies.

XXP-075 | \$175 (includes fees: \$165)

Online Start Anytime 6 months to complete

CPR FOR HEALTHCARE

American Heart Association

The American Heart Association strongly promotes knowledge and proficiency in BLS, ACLS and PALS and has developed instructional materials for this purpose. Use of these materials in an educational course does not represent course sponsorship by the American Heart Association, and any fees charged for such a course do not represent income to the Association.

Books are included in the cost of the course and provided on the day of the class, but are also available in advance by calling Diana Dannettel at 410-386-8122.

Heartsaver First Aid

This course is designed for anyone with limited or no medical training who wants to be prepared for a first aid emergency or needs a course completion card in first aid to meet job, regulatory or other requirements. Learn first aid basics for the most common life-threatening emergencies, how to recognize them, how to call for help and how to perform lifesaving skills. Upon successful completion, an AHA Heartsaver First Aid card will be issued, valid for two years.

AHE-277 | \$77 (includes fees: \$42)

A1 Mon | July 25 | 6 – 9:15 p.m.
1 session | Main Campus

Heartsaver CPR AED

Learn the critical skills needed to respond to and manage an emergency until emergency medical help arrives. This classroom, video-based, instructor-led course is designed for anyone with limited or no medical training and teaches adult and child CPR and AED use, infant CPR, and how to relieve choking in an adult, infant and child. Upon successful completion, an AHA Heartsaver CPR AED card will be issued, valid for two years.

AHE-379 | \$87 (includes fees: \$48)

A4 Thu | April 28 | 6 – 9:15 p.m.
1 session | Main Campus

A1 Thu | July 14 | 6 – 9:15 p.m.
1 session | Main Campus

Heartsaver First Aid CPR AED

This course is designed for anyone with limited or no medical training who wants to be prepared for an emergency in any setting or who needs a course completion card for their job, regulatory or other requirements. Learn how to provide first aid, CPR, and use an AED in a safe, timely and effective manner. Meets OSHA guidelines. Upon successful completion, an AHA Heartsaver First Aid CPR AED card will be issued, valid for 2 years.

AHE-378 | \$95 (includes fees: \$48)

A4 Mon | May 23 | 4 – 9:15 p.m.
1 session | Main Campus

BLS Provider

BLS Provider training is designed to provide healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED and relieve choking in a safe, timely and effective manner. This course is for healthcare professionals who need to know how to perform CPR, as well as other lifesaving skills, in a wide variety of in-hospital and out-of-hospital settings. You must demonstrate competency through both a written test and skills evaluation. Upon successful completion, an AHA BLS Provider card will be issued, valid for two years.

AHE-315 | \$99 (includes fees: \$48)

C4 Sat | April 23 | 9 a.m. – 4 p.m.
1 session | Main Campus

D4 Sat | May 14 | 9 a.m. – 4 p.m.
1 session | Main Campus

E4 Fri | May 27 | 9 a.m. – 4 p.m.
1 session | Main Campus

F4 Sat | June 11 | 9 a.m. – 4 p.m.
1 session | Main Campus

G4 Fri | June 17 | 9 a.m. – 4 p.m.
1 session | Main Campus

H4 Sat | June 25 | 9 a.m. – 4 p.m.
1 session | Main Campus

A1 Sat | July 9 | 9 a.m. – 4 p.m.
1 session | Main Campus

B1 Sat | July 23 | 9 a.m. – 4 p.m.
1 session | Main Campus

C1 Fri | July 29 | 9 a.m. – 4 p.m.
1 session | Main Campus

D1 Sat | Aug. 13 | 9 a.m. – 4 p.m.
1 session | Main Campus

E1 Fri | Aug. 19 | 9 a.m. – 4 p.m.
1 session | Main Campus

F1 Sat | Aug. 27 | 9 a.m. – 4 p.m.
1 session | Main Campus

BLS Provider Renewal

Renew your BLS Provider credential. Refresh your skills in recognizing several life-threatening emergencies, providing CPR, using an AED and relieving choking in a safe, timely and effective manner. You must demonstrate competency through both a written test and skills evaluation. Prerequisite: Current BLS Provider CPR card. Upon successful completion, an AHA BLS Provider card will be issued, valid for two years.

AHE-064 | \$89 (includes fees: \$48)

A4P Mon | April 18 | 5 – 9:15 p.m.
1 session | Main Campus

B4P Mon | June 6 | 5 – 9:15 p.m.
1 session | Main Campus

A1P Mon | July 18 | 5 – 9:15 p.m.
1 session | Main Campus

B1P Mon | Aug. 15 | 5 – 9:15 p.m.
1 session | Main Campus

DENTAL

Introduction to Dental Assisting

★ *Part of a Workforce Training Certificate; see page 3*

Gain entry-level dental assisting job skills. Topics include terminology, anatomy, charting and medical history, instruments, four-handed dentistry, restorative materials, oral hygiene, infection control, sterilization and OSHA regulations. This hands-on course provides practice on equipment in a dental operator/lab and practice using dental software. Prerequisite: Professional Preparation in Healthcare AHE-196. Course includes an online component; internet access required.

AHE-063 | \$975 (includes fees: \$150) plus text

A4BP May 26 – July 5 | 12 sessions

Thu, Tue | May 26 – July 5 | 5:30 – 9:45 p.m.
Main Campus
Instructor: Carol Bair

FREE!

Health Care Training Information Session

**Be job ready in as
little as two months!**

Thursday, May 5 | 6 – 7:30 p.m.

Online. Login information will be sent by email in advance of the session.

Talk with instructors and program managers to learn about these high-demand, non-credit health care training programs:

- Assisted Living Manager
- CNA
- Dental Assistant
- Emergency Medical Technician
- Medical Assistant
- Medical Biller
- Medical Coder
- Medicine Aide
- Pharmacy Technician
- Phlebotomy Technician
- Registered Behavior Technician
- Sterile Processing Technician

Find out about:

- Program requirements
- Class schedule
- Resources available to help pay for training

Course #: XXB-140-A4

No cost, but you must register to reserve your seat.

Register online at carrollcc.edu/CETRegistration or call Continuing Education and Training at 410 386 8100.



The Dental Assistant program at Carroll was wonderful. I completed the program, and now I'm working in a dental office loving my job. I highly recommend this course.

Amanda McFadden-Myers
Dental Assistant Completer





Oral Radiography

★ *Part of a Workforce Training Certificate; see page 3*

This course is approved by the Maryland State Board of Dental Examiners. Completion of a three-hour, hands-on clinical practicum at the Maryland State Dental Association is required. Your clinical session will be scheduled individually at a date/time convenient to you and your instructor. Course includes an online component; internet access required. Prerequisite: You must either be working as a dental assistant or have proof of successful completion of a basic dental assisting course.

AHE-298 | \$910 (includes fees: \$270) plus text

Register for this section if you will be completing your clinical requirements at the Maryland State Dental Association. Clinical session scheduled individually at a date/time convenient to student and instructor.

A1BPC July 7 – Aug. 18 | 13 sessions

Hybrid (online with one or more sessions held on campus)

Thu | July 7 – Aug. 18 | 6:30 – 9:45 p.m.

Online

Tue | July 12 – Aug. 16 | 6:30 – 9:45 p.m.

Main Campus

Instructor: Carol Bair

AHE-298 | \$737 (includes fees: \$142) plus text

Register for this section if you are currently employed as a dental assistant and will be completing your clinical requirements at your place of employment. Prerequisite: You must be employed as a dental assistant and employer must be willing to oversee clinical requirements at place of employment.

A1BP July 7 – Aug. 18 | 13 sessions

Hybrid (online with one or more sessions held on campus)

Thu | July 7 – Aug. 18 | 6:30 – 9:45 p.m.

Online

Tue | July 12 – Aug. 16 | 6:30 – 9:45 p.m.

Main Campus

Instructor: Carol Bair

Radiation Safety Update

Renew your certification. This course is for dental radiation technologists who have not actively practiced dental radiation technology for at least 600 hours within the past 6 years and meets the Maryland State Board of Dental Examiners requirement of completing 8 classroom hours of dental continuing education, 4 hours of which must be in radiation. Topics include fundamental principles of radiography, patient safety and operator safety. Approved by the Maryland State Board of Dental Examiners; 8 CEUs.

AHE-270 | \$209 (includes fees: \$64)

A1 July 7 – 14 | 3 sessions

Hybrid (online with one or more sessions held on campus)

Thu | July 7 & 14 | 6:30 – 9:45 p.m.

Online

Tue | July 12 | 6:30 – 9:45 p.m.

Main Campus

Instructor: Carol Bair

Spanish for Dentists and Dental Hygienists

Spanish for Dentists and Dental Hygienists is a self-paced, online occupational Spanish conversation course that seeks to bridge the communication gap between English-speaking dental professionals and Spanish-speaking patients.

XXP-074 | \$175 (includes fees: \$165)

Online Start Anytime 6 months to complete

GET HELP PAYING FOR CAREER TRAINING

More than **\$150,000** in
scholarship funds available,
plus tuition assistance for
eligible non-credit students.

For info, visit
www.carrollcc.edu/tuitionassistance
or contact Beth Lee at 410-386-8096.

GENERAL HEALTHCARE EDUCATION

Open to current or prospective healthcare workers, these courses prepare you with the terminology, basic knowledge of the body's anatomy and physiology, and the professional skills required to be successful in a variety of healthcare professions.

Anatomy and Physiology for Health Careers

★ *Part of a Workforce Training Certificate; see page 3*

In the healthcare field, a working knowledge of the anatomy and physiology of the human body is essential. Learn the fundamental structure and physiology of the body, and the diseases and disorders that may result in impairment, deterioration or malfunction. This course is part of the Medical Assistant program.

AHE-282 | \$445 (includes fees: \$30) plus text

A1B Thu | July 7 – Sept. 22 | 6 – 9:15 p.m.

12 sessions | Online

Instructor: Bobbie Jo Phelps

Human Anatomy and Physiology

Understand the intricacies and inner workings of the human body. Learn everything from cell anatomy to the functions of the different organ systems. Each lesson includes information about specific disorders that may result in impairment, deterioration or malfunction. By the end of this course, you will have a greater appreciation and understanding of the complexity of the human body. Internet access required.

AHE-650 | \$129 (includes fees: \$105)

B4 Online May 18 – June 24

C4 Online June 15 – July 22

A1 Online July 13 – Aug. 19

B1 Online Aug. 17 – Sept. 23

Medical Terminology: A Word Association Approach

Prepare for a career in healthcare by learning medical terminology in a memorable and enjoyable fashion. Learn medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form and an example of non-medical everyday usage are provided for each root term. Word associations are provided as a learning tool. Root terms are combined with prefixes and suffixes as your learning will culminate in the interpretation of several paragraphs of medical notes. Internet access required.

AHE-044 | \$129 (includes fees: \$105)

B4 Online May 18 – June 24

C4 Online June 15 – July 22

A1 Online July 13 – Aug. 19

B1 Online Aug. 17 – Sept. 23

Professional Preparation in Healthcare

★ Part of a Workforce Training Certificate; see page 3

Learn the essentials of becoming successful as a student and employee in today's healthcare systems. Topics include communication, working well on teams, respecting and valuing differences, and the importance of professionalism. Discuss the availability of healthcare careers in the local region, marketing your skills to potential employers, resumes, application letters and how to prepare for interviews.

AHE-196 | \$126 (includes fees: \$30)

A4 Mon, Wed | May 16 – 23 | 6 – 8:45 p.m.
3 sessions | Main Campus
Instructor: Denise Reeser

B4 Mon, Wed | June 6 – 13 | 6 – 8:45 p.m.
3 sessions | Online
Instructor: Beth Lee

Spanish for Healthcare

Spanish for Health Care is a self-paced, online occupational Spanish conversation course that seeks to bridge the communication gap between English-speaking health care professionals and Spanish-speaking patients.

XXP-077 | \$175 (includes fees: \$165)

Online Start Anytime 6 months to complete

HEALTHCARE OCCUPATIONS

ASSISTED LIVING

Alzheimer's and Related Dementia Training

The more you know, the better you can care for someone with Alzheimer's and related dementia. Learn how the condition affects the brain and behaviors, how to assist the patient with communication and activities of daily living, and how to recognize and respond effectively to problem behaviors. Satisfies the new employee training needs required by Maryland Department of Health and Mental Hygiene.

AHE-045 | \$92 (includes fees: \$82)

A4 Thu | June 9 | 9 a.m. – 3 p.m.
1 session | Main Campus
Instructor: James Rowe

Operational Management in Assisted Living

These 10-hour modules provide customized Assisted Living continuing education based on students' needs.

AHE-287 | \$144 (includes fees: \$60)

A4 May 12 & 19 | 2 sessions
Thu | May 12 | 8:30 a.m. – 5 p.m.
Main Campus
Thu | May 19 | 8:30 – 10:30 a.m.
Main Campus
Instructor: James Rowe

RN Case Manager/Delegating Nurse in Assisted Living

Trains the RN who delegates nursing functions including medication administration in the assisted living setting and/or teaches medication administration to the medication technician in assisted living. MBON approved. Meets the training requirements for registered nurses who are delegating nurses in assisted living. Prerequisite: Current, active Maryland RN license in good standing.

NRS-423 | \$244 (includes fees: \$82)

C4P Thu, Fri | June 23 & 24 | 8 a.m. – 4:30 p.m.
2 sessions | Main Campus
Instructor: James Rowe

A1P Thu, Fri | Aug. 25 & 26 | 8 a.m. – 4:30 p.m.
2 sessions | Main Campus
Instructor: James Rowe

EMT

The next EMT session starts August 2022. Call Diana Dannettel at 410-386-8122 for more information.

Emergency Medical Technician 1

★ Part of a Workforce Training Certificate; see page 3

Train to become an Emergency Medical Technician (EMT) and receive National Registry EMT certification. Topics include medical, legal and ethical issues, basic anatomy and physiology, patient care management, medical emergencies, basic cardiac life support, respiratory emergencies and pharmacological treatments. Classroom hours will be held during the week and lab hours will be scheduled on weekends. Course includes classroom, distance learning and lab instruction. Students must be 17 to enroll. This is the first in a two-course series. Students must successfully complete both Emergency Medical Technician 1 and Emergency Medical Technician 2 to sit for the National Registry EMT written exam and the MIEMSS practical evaluation. Course includes an online component; internet access required. Co-listed with credit.

AHE-373

Emergency Medical Technician 2

★ Part of a Workforce Training Certificate; see page 3

Continue your Emergency Medical Technician training. Topics include trauma emergencies and appropriate treatment, EMS operations and Advance Support assistance, and special patient populations including obstetrics and neonatal care, pediatrics, geriatrics and patients with special challenges. Classroom hours will be held during the week and lab hours will be scheduled on weekends. Course includes classroom, distance learning and lab instruction. Students must be 17 to enroll. This is the second in a two-course series. Prerequisite: Emergency Medical Technician 1. Students must successfully complete both Emergency Medical Technician 1 and Emergency Medical Technician 2 to sit for the National Registry EMT written exam and the MIEMSS practical evaluation. Course includes an online component; internet access required. Co-listed with credit.

AHE-320

HEALTH INFORMATION
TECHNOLOGYMedical Billing for the Physician's
Office

★ Part of a Workforce Training Certificate; see page 3

Learn the lifecycle of a billing claim and how medical insurances work with the billing process in a physician's office. Work with electronic medical records and bill claims using medical billing software. This course prepares you for the Certified Professional Biller (CPB) national certification exam offered by the American Academy of Professional Coders (AAPC).

AHE-199 | \$525 (includes fees: \$60) plus text

A4B June 29 – Aug. 17* | 14 sessions

Hybrid (online with one or more sessions held on campus)

Wed, Mon | June 29 – Aug. 1 | 6 – 9:15 p.m.

Online

Wed | Aug. 3 | 6 – 9:15 p.m.

Main Campus

Mon, Wed | Aug. 8 & 10 | 6 – 9:15 p.m.

Online

Mon, Wed | Aug. 15 & 17 | 6 – 8 p.m.

Online

*No class 7/4

Instructor: Mary Alexander

Medical Billing and Coding (Voucher
Included)

Medical billers and coders are in high demand. Learn the specialized skills to assign the standardized codes used to bill for healthcare services in medical offices and hospitals. Prepare for three national certification exams: AHIMA's Certified Coding Associate (CCA), AAPC's Certified Professional Coder (CPC), and National Healthcareer Association's Certified Billing and Coding Specialist (CBCS). This course offers valuable training in legal, ethical and regulatory concepts central to this field, including HIPAA compliance, official coding guidelines and third-party payer requirements. Learn all phases of the revenue cycle ó from patient registration through medical coding, claims submission, reimbursement and collections. You will have 12 months to complete 370 hours of curriculum. Cost includes textbook, workbook, code books and a voucher/study guide for one of the national certification exams. High school diploma or equivalent required to sit for national certification exams. Internet access required.

XXG-181 | \$3,005 (includes fees: \$2,995)

Online Start Anytime 12 months to complete

Advanced Hospital Coding and CCS
Prep (Voucher Included)

Take advantage of booming employment and advancement opportunities in medical coding. Acquire the skills to pass the American Health Information Management Association's (AHIMA's) mastery level credentialing exam and become a Certified Coding Specialist (CCS). You will have 6 months to complete 100 hours of curriculum in this self-paced online course. Before taking this course, you must have previous coding experience or education. CCS candidates must have a minimum of two years of related coding experience directly applying codes; OR be a CCA® plus one year of coding experience directly applying codes; OR hold an RHIA®, RHIT® or CCS-P® credential; OR hold a coding credential from another certifying organization plus one year coding experience directly applying codes; OR have completed anatomy and physiology, pathophysiology, pharmacology, medical terminology, reimbursement methodology, intermediate/advanced ICD diagnostic/procedural and CPT coding. Includes voucher for CCS exam. Internet access required.

XXG-174 | \$1,905 (includes fees: \$1,895)

Online Start Anytime 6 months to complete

Tuition \$200
or more?
Pay in installments!

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to learn more!

NEED HELP
PAYING FOR
CAREER TRAINING?

Scholarships and tuition assistance
may be available for eligible
non-credit students.

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Build Your Medical Office Career

Receive up to **four** national certifications by learning buildable skills!

Certified Electronic Health Records Specialist (CEHRS)

National Healthcareer Association (NHA)

Introduction to Electronic Health Records

HIPAA Training

Medical Terminology for Health Careers

Certified Professional Biller (CPB)

American Academy of Professional Coders (AAPC)

Introduction to Electronic Health Records

HIPAA Training

Medical Terminology for Health Careers

Medical Billing for the Physician's Office

Certified Medical Administrative Assistant (CMAA)

National Healthcareer Association (NHA)

Introduction to Electronic Health Records

HIPAA Training

Medical Terminology for Health Careers

Medical Billing for the Physician's Office

Medical Administrative Assistant

Professional Preparation for Medical Assistants

Certified Clinical Medical Assistant (CCMA)

National Healthcareer Association (NHA)

Introduction to Electronic Health Records

HIPAA Training

Medical Terminology for Health Careers

Medical Billing for the Physician's Office

Medical Administrative Assistant

Professional Preparation for Medical Assistants

Introduction to Health

Introduction to Healthcare Systems

Basic Math for Healthcare Workers

BLS Provider

Pharmacology

Medical Assistant Mod 2 Courses

Medical Assistant Mod 3 Courses

118-03-18-0118 CAR

For more information about these in-demand career tracks, contact Diana Dannettel at 410-386-8122.



OPTICAL ASSISTANT

Become an Optical Assistant

Take a comprehensive look into the diverse world of optical assisting. Learn the personal and professional skills needed to work in the front and back office, and in the optical dispensary and lab. Discover everything optical assistants must know about frames, styles, lenses, contacts and working with people. Learn how the human eye works and examine some common eye conditions. Gain knowledge on how to become certified and licensed, which will open even more opportunities for you and identify you as an expert.

AHE-364 | \$129 (includes fees: \$105)

B4 Online May 18 – June 24

C4 Online June 15 – July 22

A1 Online July 13 – Aug. 19

B1 Online Aug. 17 – Sept. 23



Carroll's Phlebotomy Tech program was great in getting me prepared for my career, and giving me a learning experience for both inpatient and outpatient. I really got to understand the different aspects of the career, and learned so much that allowed me to jump-start my employment right away."

Cassandra Carnahan
Phlebotomy Technician
Completer



PHLEBOTOMY TECHNICIAN

Phlebotomy Technician Training I: Theory

★ Part of a Workforce Training Certificate; see page 3

In this initial 48-hour course, you'll learn about anatomy and physiology of the circulatory system, specimen collection, specimen processing and handling, and laboratory operations including safety and quality control. Successful completion of Phlebotomy Technician Training I, II and III is required to sit for the ASCP national certification exam. Prerequisites: At time of registration, student must have a current American Heart Association BLS Provider CPR card. Student must also have successfully completed Professional Preparation in Healthcare (AHE-196). This course includes a clinical component. The clinical sites require that you're fully vaccinated (COVID-19), as defined by the CDC as 2 weeks after the second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine. If you don't meet these requirements, regardless of your age, you are NOT fully vaccinated, and Carroll Community College cannot guarantee you will be permitted in the clinical setting. Please note, if you register for this course, but cannot attend clinicals due to your vaccination status, a refund will not be issued. All students are required to wear a Fit Tested N95 mask or equivalent mask while in the clinical setting. No facial hair, which interferes with the seal of the mask, is permitted. This N95 mask will be provided for you by the College. A criminal background check, drug testing and evidence of immunization are required for the clinical portion of this course at an additional cost. Information distributed at first class. Uniform required. Students must register for Phlebotomy I, II and III together, and all three courses must be taken consecutively. Veterans: Phlebotomy Technician Training is an approved program for Veterans Education Benefits. Call 410-386-8100 for more information.

AHE-200 | \$940 (includes fees: \$145) plus text

A4BP June 22 – Aug. 17* | 16 sessions

Wed, Mon | June 22 – Aug. 10 | 5:30 – 8:45 p.m.
Main Campus

Mon | Aug. 15 | 3 – 6:15 p.m.
Carroll Hospital Center

Wed | Aug. 17 | 5:30 – 8:45 p.m.
Main Campus

*No class 7/4

Instructors: Emma Eyler, Brian Rutledge

Phlebotomy Technician Training II: Clinical

★ Part of a Workforce Training Certificate; see page 3

Continue your phlebotomy training with hands-on experience in various local labs, in cooperation with Lifebridge Health Labs. Uniform required. Prerequisite: Successful completion of Phlebotomy Technician Training I: Theory.

AHE-077 | \$629 (includes fees: \$30)

A1P Aug. 22 – 31 | 7 sessions

Mon – Fri | Aug. 22 – 29 | 8 a.m. – 5 p.m.
Lifebridge Health Labs

Wed | Aug. 31 | 8 a.m. – 12 p.m.
Lifebridge Health Labs

Instructor: Emma Eyler

Phlebotomy Technician Training III: Clinical

★ Part of a Workforce Training Certificate; see page 3

Refine your phlebotomy techniques in various local labs, in cooperation with Lifebridge Health Labs. Uniform required. Prerequisite: Successful completion of Phlebotomy Technician Training II: Clinical.

AHE-078 | \$629 (includes fees: \$30)

A4P April 20 – 29 | 8 sessions

Wed | April 20 | 1 – 5 p.m.
Lifebridge Health Labs

Mon – Fri | April 21 – 29 | 8 a.m. – 5 p.m.
Lifebridge Health Labs

Instructor: Emma Eyler

A1P Aug. 31 – Sept. 12* | 8 sessions

Wed | Aug. 31 | 1 – 5 p.m.
Lifebridge Health Labs

Mon – Fri | Sept. 1 – 12 | 8 a.m. – 5 p.m.
Lifebridge Health Labs

*No class 9/5

Instructor: Emma Eyler

PHYSICAL THERAPY AIDE

Become a Physical Therapy Aide

Prepare for a career as a valued member of the physical therapy team. Learn about the human body, specific disorders and methods used by physical therapists to treat those disorders. Receive training on how to communicate effectively with other health care professionals and patients. Gain an understanding of the medical documentation that physical therapists use and the principles of ethics and law that affect the PT aide.

AHE-123 | \$129 (includes fees: \$105)

B4 Online May 18 – June 24

C4 Online June 15 – July 22

A1 Online July 13 – Aug. 19

B1 Online Aug. 17 – Sept. 23

STERILE PROCESSING TECHNICIAN

The next Sterile Processing Technician session starts August 2022. Call Diana Dannettel at 410-386-8122 for more information.

Foundations for Healthcare Careers



★ Part of a Workforce Training Certificate; see page 3

Learn important healthcare concepts and professional career development skills to prepare for working in a health-care setting. Students are introduced to medical terminology, the current healthcare system structure and essential concepts such as HIPAA, documentation and medical records, patient rights, cultural competency, workplace professionalism, healthcare ethics and legal responsibilities, environmental safety, infection control and first aid. Communication skills are practiced with focus on customer service and interpersonal communication concepts. Gain professional development skills in successful resume and application writing, interviewing, and gaining and maintaining employment. Prerequisite: Students must either validate previous successful completion of a college reading course (C or above) or pass the College's Reading Placement test prior to registration. To validate a college reading course, attach a copy of your transcript to your registration. To take the Reading Placement test, call the Admissions Office at 410-386-8430. When taking the test, identify yourself as a Continuing Education student and indicate the course you are taking. Offered in partnership with Frederick Community College.

AHE-316

Sterile Processing Technician Training Fundamentals

★ Part of a Workforce Training Certificate; see page 3

Learn to work behind the scenes in health-care settings such as hospitals, surgical centers and physicians' offices to ensure medical instruments and equipment are properly cleaned, processed, assembled, sterilized, stored and distributed. This course includes a lecture and interactive lab component in the classroom providing hands-on experience. Topics include anatomy and physiology, microbiology, instrumentation, safety standards, cleaning, decontamination, disinfection, preparation, infection control, sterilization process, packaging, wrapping, processing patient care equipment, sterile storage, distribution and inventory management, documentation and record management, ethics and standards. Upon successful completion, students are prepared to take the Certified Registered Central Service Technician (CRCST) certification exam offered by the International Association of Healthcare Central Service Materiel Management (IAHCSMM). Students must then complete 400 hours of work experience to apply for CRCST certification. Prerequisites: Currently registered for or successful completion of Foundations for Healthcare Careers (AHE-316), and BLS Provider (AHE-315) or current AHA BLS Provider CPR card.

AHE-299



From Dream to Reality



“All through high school I never quite knew what I wanted to do ‘when I grew up.’ School was never something I enjoyed very much. I hated taking tests as much as the next person. But the teachers in **Carroll’s CMA program** made testing easier by preparing you. They were always there to help. Not too long after completing the course, I passed my certification test and accepted my first job. After gaining some experience, I applied to my dream job and got it! I now work for Johns Hopkins Oncology and love what I do.”

Bridget Brown

Medical Assistant completer

001-14-22-0521 CAR

MEDICAL ASSISTANT

Become eligible for national certification as a Clinical Medical Assistant through the National Healthcareer Association (NHA).

An application must be completed for this training. Call 410-386-8100 for information.

Medical Assistant Training is approved by the U.S. Department of Education for Pell Grant funding. Eligibility is determined through completion of the FAFSA. For information, contact the Financial Aid office at 410-386-8437.

The following courses are available to students currently enrolled in the Medical Assistant Training program, unless otherwise noted in the course description.

Anatomy and Physiology for Health Careers

See General Health Care Education section for course listings.

Medical Terminology for Health Careers

See General Health Care Education section for course listings.

Medical Billing for the Physician’s Office

See Health Care Occupations/Health Information Technology section for course listing.

Medical Administrative Assistant

★ *Part of a Workforce Training Certificate; see page 3*

Taken in conjunction with the Medical Assistant classes, this course provides front office training for individuals pursuing a career in a doctor’s office or clinic. Topics include appointment scheduling, coding, billing and records management. Textbook required. Prerequisite: Completion of Module 1 of the Medical Assistant Training.

AHE-243 | \$432 (includes fees: \$112) plus text

A2BP Tue, Thu | Sept. 27 – Oct. 25 | 6 – 9:15 p.m.
9 sessions | Online
Instructor: Bridgette Newsome

Medical Assistant Clinical I

★ *Part of a Workforce Training Certificate; see page 3*

Clinical externship combining front and back medical office skills. Medical Assistant students who have successfully completed Modules 1 and 2 of their training will have an opportunity to practice administrative and clinical skills in a clinical setting working with the staff, patients and families visiting the physician’s office for well and sick visits. Prerequisites: Completion of Modules 1 and 2 of the Medical Assistant Training. Students must register for Medical Assistant Clinical I and Medical Assistant Clinical II at the same time.

AHE-240 | \$779 (includes fees: \$80)

A1P Mon – Fri | Aug. 22 – Sept. 2 | 9 a.m. – 4 p.m.
10 sessions | Carroll Lutheran Village
Instructor: Bridgette Newsome

Medical Assistant Clinical II

★ *Part of a Workforce Training Certificate; see page 3*

Medical Assistant students will continue and complete their clinical externship combining front and back medical office skills. Prerequisite: AHE-240 Medical Assistant Clinical I. Students must register for Medical Assistant Clinical I and Medical Assistant Clinical II at the same time.

AHE-241 | \$759 (includes fees: \$60)

A2P Mon – Fri | Sept. 6 – 19 | 9 a.m. – 4 p.m.
10 sessions | Clinical Site
Instructor: Bridgette Newsome

Basic EKG Training

★ *Part of a Workforce Training Certificate; see page 3*

Learn the basics of EKGs, stress tests, Holter monitors, cardiac anatomy and physiology, patient preparation and patient confidentiality. Prerequisites: Medical Terminology for Health Careers (AHE-149) and must be a Medical Assistant student.

AHE-288 | \$465 (includes fees: \$39) plus text

A2BP Wed, Mon | Sept. 28 – Nov. 7 | 6 – 9:15 p.m.
12 sessions | Main Campus
Instructor: Kimberly Eckard

Basic Math For Health Care Workers

★ Part of a Workforce Training Certificate; see page 3

You need math to work in health care! Learn the math required for allied health courses and in the health care field. Basic math functions will be reviewed and used to solve health care problems involving fractions, decimals, measurements and setting up basic algebraic equations.

AHE-146 | \$165 (includes fees: \$40)

A4 Tue, Thu | June 14 – 28 | 6 – 8:15 p.m.
5 sessions | Main Campus
Instructor: Pamela Haines

Basic Patient Intake

★ Part of a Workforce Training Certificate; see page 3

Gain the knowledge and skills to perform patient intake and education in a clinical setting. Clinical skills include vital signs, patient histories, height, weight and universal precautions. Other skills include customer service, communication, patient interview, documentation and principles of adult learning. Textbook required. Prerequisite: must be accepted into a health care program requiring this course. Completion of Module 1 of the Medical Assistant Training and Phlebotomy for Health Careers.

AHE-160 | \$685 (includes fees: \$100) plus text

A4BP June 7 – July 12* | 12 sessions
Tue, Thu | June 7 – July 5 | 6 – 9:45 p.m.
Main Campus
Sat | June 25 & July 9 | 8 a.m. – 4:30 p.m.
Main Campus
Tue | July 12 | 6 – 8:30 p.m.
Main Campus
*No class 7/2
Instructor: Bridgette Newsome

A2BP Nov. 9 – Dec. 14* | 12 sessions
Wed, Mon | Nov. 9 – Dec. 12 | 6 – 9:45 p.m.
Main Campus
Sat | Nov. 12 & 19 | 8 a.m. – 4:30 p.m.
Main Campus
Wed | Dec. 14 | 6 – 8:30 p.m.
Main Campus
*No class 11/23
Instructor: Bridgette Newsome

Introduction to Electronic Health Records

★ Part of a Workforce Training Certificate; see page 3

Learn the fundamental principles of Electronic Health Records (EHR). Topics include the integration of technology into healthcare, clinical standard compliance, health data management concepts and EHR challenges. Prerequisite: Medical Terminology for Health Careers (AHE149).

AHE-212 | \$369 (includes fees: \$49) plus text

A1BP Tue | July 19 – Sept. 13 | 6 – 9:15 p.m.
9 sessions | Online
Instructor: Denise Reeser

Introduction to Health Care Systems



★ Part of a Workforce Training Certificate; see page 3

Learn about the current health care system from the perspective of the health care provider and the patient. Topics include managed care versus quality of care, types of health insurance available in the U.S., types of health care providers and their roles, regulations that influence health care delivery and ethical standards established by health care associations. Prerequisite: AHE-144 Introduction to Health

AHE-145 | \$221 (includes fees: \$40) plus text

A4BMP Mon, Wed | May 2 – 16 | 6 – 9:15 p.m.
5 sessions | Online
Instructor: Cynthia Lazzari

GET HELP PAYING FOR CAREER TRAINING

More than **\$150,000** in
scholarship funds available,
plus tuition assistance for
eligible non-credit students.

For info, visit
www.carrollcc.edu/tuitionassistance
or contact Beth Lee at 410-386-8096.

Introduction to Lab Techniques For Medical Assistants

★ Part of a Workforce Training Certificate; see page 3

Get the entry-level job training you need to pursue a career as a medical assistant. Topics include medical ethics, communication skills, phlebotomy, pharmacology and a variety of medical office clinical skills. Prerequisites: Must be accepted into a Health Care Program requiring this course and have completed AHE-160 Basic Patient Intake.

AHE-211 | \$864 (includes fees: \$95) plus text

A1BP July 18 – Aug. 18 | 15 sessions
Mon, Wed | July 18 – Aug. 17 | 5:30 – 9:45 p.m.
Main Campus
Sat | July 23 – Aug. 13 | 8 a.m. – 4:30 p.m.
Main Campus
Thu | Aug. 18 | 5:30 – 7:30 p.m.
Main Campus
Instructor: Bridgette Newsome

Pharmacology

★ Part of a Workforce Training Certificate; see page 3

This course introduces the more commonly prescribed medications, their classifications, uses, and schedules, preparation, dispensation and common adverse reactions. Legal and ethical boundaries involving drugs will be addressed as well as how and why medications work, and proper drug handling and storage procedures. Pre-requisites: acceptance into a Medical Assistant Program, Introduction to Health (AHE-144) and Introduction to Healthcare Systems (AHE-145).

AHE-275 | \$359 (includes fees: \$40) plus text

A4BMP Wed, Mon | May 18 – June 20* | 6 – 9:15 p.m.
9 sessions | Online
Instructor: Cynthia Lazzari
*No class 5/30



Phlebotomy for Health Careers

★ *Part of a Workforce Training Certificate; see page 3*

Learn the basic techniques and procedures necessary to properly collect blood specimens. Topics include venous anatomy and physiology, blood collection systems, performance of venipuncture, infection control and patient relations. Course includes 30 hours of classroom training plus 18 daytime hours of clinical practice at local labs. Prerequisites: Limited to Medical Assistant students and healthcare providers interested in improving their skills. To begin a career as a phlebotomist, see Phlebotomy Technician Training. At time of registration, student must have current American Heart Association BLS Provider CPR card. Medical Assistant students must have also successfully completed Professional Preparation for Medical Assistants AHE-312. Uniform required. Please note: A criminal background check, drug testing and evidence of immunization are required for the clinical portion of this course at an additional cost. Information distributed at first class.

AHE-289 | \$669 (includes fees: \$125) plus text

A4BP May 9 – July 1* | 20 sessions

Mon, Wed | May 9 – June 6 | 5:30 – 8:45 p.m.

Main Campus

Wed | June 8 | 4 – 7:15 p.m.

Main Campus

Mon | June 13 | 5:30 – 8:45 p.m.

Main Campus

Mon – Fri | June 20 – July 1 | 8 a.m. – 5 p.m.

Lifebridge Health Labs

*No class 5/30

Instructors: Brian Rutledge, Emma Eyler

A1BP Aug. 22 – Oct. 10* | 20 sessions

Mon, Wed | Aug. 22 – Sept. 19 | 5:30 – 8:45 p.m.

Main Campus

Wed | Sept. 21 | 4 – 7:15 p.m.

Main Campus

Mon | Sept. 26 | 5:30 – 8:45 p.m.

Main Campus

Mon – Fri | Sept. 27 – Oct. 10 | 8 a.m. – 5 p.m.

Lifebridge Health Labs

*No class 9/5

Instructors: Brian Rutledge, Emma Eyler

NURSING

Nursing Admission Exam Prep

Assess your proficiency in the basic academic subjects required for nursing school applicants. Review the basic verbal, math and science skills tested on entrance exams. Test-taking skills and practice questions are included. Students are eligible for a certificate showing course completion, but no credit is awarded. Access to the internet and basic computer skills are required. Students must use a Carroll Community College email address, provided at registration. Completion of this course or score on the admission exam does not guarantee admission to the Nursing program at Carroll Community College. See the Nursing degree program at www.carrollcc.edu for prerequisites for admission to the College's Practical or Registered nursing courses.

NRS-422 | \$159 (includes fees: \$30)

A1 Online Aug. 1 – 31

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CERTIFIED NURSING ASSISTANT

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- High quality training
- Job search assistance
- Free online job search
- Employer contacts
- An outstanding reputation that makes our CNAs sought by local employers!

Scholarships may be available.
Call 410-386-8096.

Prerequisites: All three must be completed before starting CNA Part 1.

- AHE-257 CNA Preparation
- AHE-315 BLS Provider or current AHA BLS Provider CPR card
- Students must take the College's reading placement test no later than one week before the first session of CNA Part 1. Placement testing can be scheduled by calling the Admissions Office at 410-386-8430. Identify yourself as a Continuing Education student and indicate you are registering for the CNA training program. In lieu of placement testing you may provide a copy of your college degree or a college transcript documenting successful completion (C or above) of college level reading. You will be contacted with your test results and instructions regarding which sections to choose. If you are providing college transcripts, you will also be contacted. **Please do not register for any of these classes until receiving this guidance.**

CNA Preparation

Prepare for the challenges of becoming a Certified Nursing Assistant. Get the foundation you need to be successful in the classroom as well as the workplace. Sharpen your skills in taking measurements and basic math. Learn about communication, professionalism on the job and in the classroom, and teamwork. Other topics include resumes, application letters and how to prepare for interviews. This training program includes a clinical component. The clinical sites require that you're fully vaccinated (COVID-19), as defined by the CDC as 2 weeks after the second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine. If you don't meet these requirements, regardless of your age, you are NOT fully vaccinated, and Carroll Community College cannot guarantee you will be permitted in the clinical setting. Please note, if you register for this course, but cannot attend clinicals due to your vaccination status, a refund will not be issued. All students are required to wear a Fit Tested N95 mask or equivalent mask while in the clinical setting. No facial hair, which interferes with the seal of the mask, is permitted. This N95 mask will be provided for you by the College.

AHE-042 | \$1,149 (includes fees: \$174) plus text

A4 Mon, Tue, Thu, Fri | May 23 – June 2*
8:30 – 11:45 a.m.
6 sessions | Online
Instructor: Pamela Haines
*No class 5/30

B4 Tue, Thu | May 24 – June 9 | 5 – 8:15 p.m.
6 sessions | Online
Instructor: Nancy Rogers

Certified Nursing Assistant Training Part I

★ Part of a Workforce Training Certificate; see page 3

Be employed as a CNA in a few weeks! Learn basic patient care skills, the CNA role on the healthcare team, disease processes, infection control and safety issues. Combined with the clinical portion (AHE-580), this course meets all requirements to be eligible for CNA certification in MD and prepares students for the GNA test. Requires study time outside of class. Includes tests, which must be passed prior to starting clinical. Prerequisites: AHE-257 CNA Preparation, American Heart Association BLS Provider CPR. Students must take the College's reading placement test no later than one week before the first session.

AHE-042 | \$1,149 (includes fees: \$174) plus text

A4BMP June 6 – July 1* | 13 sessions

Hybrid (online with one or more sessions held on campus)

Mon, Fri | June 6 – July 1 | 8:30 a.m. – 4 p.m.

Main Campus

Tue, Thu | June 7 – 23 | 8:30 a.m. – 4 p.m.

Online

*No class 6/20

Instructor: Pamela Haines

B4BMP June 14 – Aug. 2 | 18 sessions

Hybrid (online with one or more sessions held on campus)

Tue | June 14 – Aug. 2 | 5 – 9:15 p.m.

Main Campus

Thu | June 16 – July 28 | 5 – 9:15 p.m.

Online

Sat | July 9 – 23 | 8 a.m. – 4:30 p.m.

Main Campus

Instructor: Nancy Rogers

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Earn While You Learn to Become a CNA/GNA



Thinking about a career as a Certified Nursing Assistant (CNA or GNA)?

Get a jump start into
a **high-demand career**
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employer partnership program.

Program benefits through local employers may include opportunities for:

- Employer-paid tuition and fees for Carroll Community College's CNA/GNA training
- Part-time work during training
- Full-time employment after successful completion of training

For more information and to apply, contact a participating employer directly:

- **Carroll Lutheran Village**
410-848-0090
- **Long View Center for
Rehabilitation and Healthcare**
410-239-7139
- **Lorien, Mt. Airy**
301-829-6050
- **Lorien, Taneytown**
410-756-6400
- **Right at Home**
410-871-9804



Certified Nursing Assistant Training, Part II

★ *Part of a Workforce Training Certificate; see page 3*

Build upon the skills and knowledge in Part I (AHE-042). Assume the role of the CNA in a long-term care facility under the supervision of an instructor. Prerequisites: successful completion of Nursing Assistant Part I. Uniform, white shoes, written documentation of MMR and Varicella immunity, negative TB test or chest x-ray within last 6 months, Hepatitis B immunity or waiver, and American Heart Association BLS Provider CPR are required. Cost includes required fingerprinting and the fee for the NNAAP GNA exam which will be administered on campus at a date to be determined after successful completion of this course. Students are responsible for additional costs such as application fee to MBON and background checks. These costs vary. All CNA students are required to attend the GNA skills lab (AHE-455) prior to the GNA exam. Refer to the course listing for the skills lab and register now.

AHE-580 | \$779 (includes fees: \$216)

A1P Mon – Fri | July 5 – 12 | 7 a.m. – 3:30 p.m.
6 sessions | Carroll Lutheran Village
Instructor: Pamela Haines

B1P Aug. 4 – 27 | 9 sessions
Thu, Tue | Aug. 4 – 23 | 5 – 9:15 p.m.
Carroll Lutheran Village
Sat | Aug. 13 – 27 | 7 a.m. – 3:30 p.m.
Carroll Lutheran Village

GNA Skills Lab

★ *Part of a Workforce Training Certificate; see page 3*

Provides skills practice for nursing assistants who are preparing to take the GNA (NNAAP) certification exam or for healthcare professionals who need to brush up on a particular skill. Refresh your technique for taking and recording blood pressure, pulse and respiration; providing peri-care; handwashing; ambulating a client; and any skills required by the GNA skills exam.

AHE-455 | \$119 (includes fees: \$40)

B4 Wed | June 8 | 9 a.m. – 3:30 p.m.
1 session | Main Campus
Instructor: Pamela Haines

A1 Wed | Aug. 10 | 9 a.m. – 3:30 p.m.
1 session | Main Campus
Instructor: Pamela Haines

A2 Wed | Sept. 21 | 9 a.m. – 3:30 p.m.
1 session | Main Campus
Instructor: Pamela Haines

Medicine Aide Update

Meets the Maryland Board of Nursing renewal requirements for the Certified Medicine Aide. Designed to keep the practicing CMA informed and updated regarding new medications, non-parenteral drug administration, policies and practices, and medications needed by geriatric clients. Emphasis is on new drug therapies and the role of the medicine aide in providing safe and competent care. Upon registration, students must submit a copy of their current CNA/GNA certification and proof of successful completion of their initial CMA training course in Maryland, and must verify current CNA practice of at least 16 hours within the last two years, must verify active practice as a CNA/GNA/CMA in a licensed nursing home for at least 8 hours within the last two years, and must verify active practice as a CMA for 100 hours within the last two years. Verification can be provided by the employer on facility letterhead. Please note: The Maryland Board of Nursing requires that this update be completed no more than 90 days before the expiration of the CNA/GNA/CMA certification.

AHE-120 | \$101 (includes fees: \$40)

A4MP Fri | May 20 | 8 a.m. – 4:30 p.m.
1 session | Main Campus
Instructor: Pamela Haines

A1MP Fri | July 29 | 8 a.m. – 4:30 p.m.
1 session | Main Campus
Instructor: Pamela Haines

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OSHA/SAFETY/CPR

FIRST AID & CPR

Heartsaver First Aid CPR AED

This course is designed for anyone with limited or no medical training who wants to be prepared for an emergency in any setting or who needs a course completion card for their job, regulatory or other requirements. Learn how to provide first aid, CPR, and use an AED in a safe, timely and effective manner. Meets OSHA guidelines. Upon successful completion, an AHA Heartsaver First Aid CPR AED card will be issued, valid for 2 years.

AHE-378 | \$95 (includes fees: \$48)

A4 Mon | May 23 | 4–9:15 p.m.
1 session | Main Campus

OSHA

The following courses are offered in partnership with the Chesapeake Region Safety Council. All courses are held at Carroll Community College. For more information and to register, call the Chesapeake Region Safety Council at 1-800-875-4770.

National Safety Council's Incident Investigation

Learn techniques for gathering complete, accurate and objective accident data used to arrive at true root causes and determine corrective action. Topics include identifying incidents requiring investigation, on-site investigation processes, data collection, interviewing techniques, and hazard control measures and follow up.

VOC-470

A4 Tue | April 26 | 8 a.m. – 4 p.m.
1 session | Main Campus

Safety Inspections

Gain an overview of the safety and health inspection process and the specific techniques used to improve this process. Topics include pre-inspection tasks, what to inspect and where to gather information, recording observations, handling employee reactions to the inspection process, developing inspection reports, analyzing data and setting priorities.

VOC-537

A4 Wed | April 27 | 8 a.m. – 4 p.m.
1 session | Main Campus

Job Safety Analysis

Job safety analysis is a proven process for controlling operating hazards and costs. Get a step-by-step overview of the process and define your role in making it effective. Through lectures and demonstrations, you'll learn how to develop and manage a job safety analysis program in your workplace. Learn how to enlist participation from employees, supervisors and upper management.

SFT-011

A4 Thu | April 28 | 8 a.m. – 4 p.m.
1 session | Main Campus

Ergonomics: Managing for Results

Repetitive motion and overexertion are the biggest risk factors facing American workers today. Learn how to reduce the number and severity of musculoskeletal injuries in your workplace with a practical and effective ergonomics program. Topics include basic concepts of ergonomics in the workplace, ergonomic risk factors related to musculoskeletal disorders, how to perform an ergonomic worksite analysis, evaluation and ranking of hazards, control methods used to prevent injuries, and development of a successful ergonomics program.

VOC-494

A4 Fri | April 29 | 8 a.m. – 4 p.m.
1 session | Main Campus

OSHA 3015 - Excavation, Trenching, & Soil Mechanics

Learn about the OSHA Excavation Standard and the safety and health aspects of excavation and trenching. Topics include practical soil mechanics and their relationship to the stability of shored and unshored slopes and walls of excavations; introduction to various types of shoring (wood timbers and hydraulic); soil classification and use of protective systems. Testing methods are demonstrated, and students participate in workshops using instruments such as penetrometers, torvane shears and engineering rods.

SFT-007

A4 Mon, Tue, Wed | May 23–25 | 8 a.m. – 4 p.m.
3 sessions | Main Campus

Excavation, Trenching and Soil Mechanics Train-The-Trainer

This trainer course is recommended for inspectors, auditors, safety and health professionals, and personnel responsible for writing, auditing or training employees with an active role in trenching and excavations. It was developed and designed to educate participants to train about all aspects of 29 CFR 1926 Subpart P Excavations. Prerequisite: Must have completed the OSHA 3015 Excavation, Trenching and Soil Mechanics course within the last 12 months and provide the CRSC with a copy of your course completion certificate.

SFT-008

A4 Thu | May 26 | 8 a.m. – 4 p.m.
1 session | Main Campus

OSHA 511-Basic Course in General Industry

Learn about OSHA standards, policies and procedures in general industry. Upon course completion, students will have the ability to define general industry terms found in the OSHA General Industry Standards; identify hazards which may occur in general industry; locate and determine appropriate OSHA General Industry Standards, policies and procedures; and describe the use of OSHA General Industry Standards and regulations to supplement an ongoing safety and health program.

VOC-468

A4 Mon–Thu | June 27–30 | 8 a.m. – 4 p.m.
4 sessions | Main Campus



OSHA 10-Hour for General Industry

This training program provides entry-level, general industry workers information about their rights, employer responsibilities, and how to identify, abate, avoid and prevent job related hazards on a job site. Learn about general industry safety and health hazards, which a worker may encounter. Topics include introduction to OSHA, walking and working surfaces, fall protection, exit routes and emergency action plans, electrical safety, personal protective equipment, hazard communication, machine guarding, materials handling and storage.

SFT-012

A1 Thu, Fri | July 7 & 8 | 8 a.m. – 2 p.m.
2 sessions | Main Campus

OSHA 510 - Basic Course for Construction Industry

Learn about OSHA standards, policies and procedures in the construction industry. Upon course completion, students will have the ability to define construction terms found in the OSHA Construction Standards; identify hazards, which may occur in the construction industry; locate and determine appropriate OSHA Construction Standards, policies and procedures; and describe the use of the OSHA Construction Standards and regulations to supplement an ongoing safety and health program.

VOC-596

A1 Mon – Thu | July 25 – 28 | 8 a.m. – 4 p.m.
4 sessions | Main Campus

Lift Truck Train the Trainer

This OSHA compliant, comprehensive program covers every aspect of lift truck training. Learn about OSHA Powered Industrial Truck Standard 1910.178 and 1926.602 compliance, how to evaluate operators' performance, educate non-operators about working safely around powered industrial trucks, and teach safe procedures and maintenance. Includes easy-to-follow Facilitator Guide with companion DVD to help course leaders engage participants through 7 instructional modules.

VOC-111

A1 Fri | Aug. 12 | 8 a.m. – 4 p.m.
1 session | Main Campus

OSHA 500 - Trainer Course in Occupational Safety and Health Standards for the Construction Industry

Prepare to teach the 10- and 30-hour construction safety and health Outreach Training Program. Using OSHA Construction Standards as a guide, learn about those topics required in the 10- and 30-hour programs, with special emphasis placed on those which are most hazardous. Prerequisites: Students must successfully complete the OSHA 510 Occupational Safety and Health Standards for Construction and have 5 years of safety and health work experience in the construction industry. A degree in occupational safety and health, a Certified Safety Professional (CSP) or a Certified Industrial Hygienist (CIH) designation may be substituted for 2 years of work-related experience.

VOC-613

A1 Mon – Thu | Aug. 15 – 18 | 8 a.m. – 4 p.m.
4 sessions | Main Campus

ADDITIONAL CAREER TRAINING

CHILD CARE

Basic Health & Safety Training

Gain a foundation in critical health and safety and practice skills designed to meet the Maryland licensing regulation requiring training for all child care providers in basic health and safety. Topics include how to set up and maintain a safe and healthy environment including supervision, safe practices to prevent and reduce injuries, identification and reporting of abuse or neglect, and proper sanitation practices and procedures. Five MSDE Core of Knowledge: Health, Safety and Nutrition hours awarded.

CCT-510 | \$85 (includes fees: \$70)

A4 Online Self-paced 3-hr class Complete by Aug. 12

Engaging Children With Remote Learning

Remote learning is here to stay. Now more than ever, teachers and caregivers are engaging children with remote learning and are tasked with helping parents support learning when working one-on-one with their child outside of the online learning environment. Learn effective methods for engaging children of all ages in various forms of online learning and supportive strategies for parents. MSDE Core of Knowledge: 2 hrs CD, 1 hr CC, 1 hr CP, 1 hr SN.

CCT-520 | \$85 (includes fees: \$70)

A4 Online Self-paced 3-hr class Complete by Aug. 12

Including All Children and the ADA



Learn essential information that every child care and education professional needs to know about the requirements of the Americans with Disabilities Act (ADA). Go beyond the definition of ADA to learn inclusionary best practices, strategies and resources for implementing an early childhood or school age environment that is inclusive to all children and families. This new Credential Boosters course aligns with MD Staff Credential (proposed) levels 2, 3, 4. MSDE Core of Knowledge: Special Needs three hours.

CCT-487 | \$65 (includes fees: \$50)

A4 Online Self-paced 3-hr class Complete by Aug. 12

Nutrition and Active Living



Examine the nutritional and physical needs of today's children, and gain skills to promote a healthy lifestyle and overall wellness throughout childhood. Topics include strategies to inform families about nutritional food items, and developing physical and large motor activities and games. Aligns with MD Staff Credential: (proposed) levels 2, 3, 4. MSDE Core of Knowledge: Health, Safety & Nutrition three hours.

CCT-485 | \$65 (includes fees: \$50)

A4 Online Self-paced 3-hr class Complete by Aug. 12

Pandemic and Infectious Diseases: Reducing Risks in Child Care



Are you challenged to adopt new health and safety protocols and keep up with recent changes in child care regulations caused by the COVID-19 pandemic? Gain a foundation of information about COVID-19, other infectious diseases and the latest Maryland child care regulations in this timely course taught by a professional nurse educator. You will be introduced to best practices and protocols for maintaining a safe and healthy environment for children and staff, protecting your child care site from infection, preventing the spread of COVID-19 with proper sanitation practices and procedures, and handling other childhood illnesses in a child care setting. MSDE Core of Knowledge: 5 hours HSN.

CCT-519 | \$85 (includes fees: \$70)

A4 Online Self-paced 3-hr class Complete by Aug. 12

Positive Child Guidance and Discipline



Gain an overview of positive child guidance and discipline by examining theory and best practices. Learn appropriate guidance techniques, internal and external factors that influence child behavior, and ways to partner with families to foster positive child guidance. This new Credential Boosters course aligns with MD Staff Credential: (proposed) levels 2, 3, 4. MSDE Core of Knowledge: Child Development three hours.

CCT-481 | \$65 (includes fees: \$50)

A4 Online Self-paced 3-hr class Complete by Aug. 12

Pyramid Model for Social and Emotional Competence - Preschool



Has a child's angry or aggressive behavior ever challenged your progress in achieving your teaching goals? Have you wished you could help a child who has trouble getting along with others or making friends? Do you wish you had a better way to understand why a child exhibits challenging behavior and design a solution to support them toward positive behavior? Using the Pyramid Model of SEFEL (Social and Emotional Foundations for Early Learning), gain strategies for understanding, addressing and preventing challenging behavior in children ages 3-5, and practice positive ways to support children with challenging behaviors toward social competence and success. MSDE Core of Knowledge: 18 hours CD. 1.8 CEUs.

CCT-511 | \$214 (includes fees: \$185)

A1 Online Self-paced 3-hr class Complete by Aug. 22

Resources That Guide Daily Planning



Explore state supported early learning and school age standards, guidelines and MSDE approved curriculum such as the Maryland Common Core State Curriculum, Healthy Beginnings, and other state planning resources. Learn what is expected as an early childhood professional when using these resources for planning purposes. Three Core of Knowledge hours awarded.

CCT-448 | \$65 (includes fees: \$50)

A4 Online Self-paced 3-hr class Complete by Aug. 12

SIDS



Learn all about Sudden Infant Death Syndrome (SIDS), which can affect apparently healthy infants under one year of age.

CCT-494 | \$65 (includes fees: \$50)

A4 Online Self-paced 3-hr class Complete by Aug. 12

Supporting Children with Disabilities



More than ever, children with special needs are growing and learning in child care, and educators need strategies to enable all children with disabilities, delays or special needs to gain knowledge, skills and enthusiasm for learning. Learn the child care professional's role in supporting IEP/IFSPs, how to select materials, adapt instruction and provide a motivational environment for all. This new Credential Boosters course aligns with MD Staff Credential (proposed) levels 2, 3, 4. MSDE Core of Knowledge: Special Needs three hours.

CCT-488 | \$65 (includes fees: \$50)

A4 Online Self-paced 3-hr class Complete by Aug. 12

Taking Learning Outside



Get out! Learn how outdoor learning environments and play space can assist with development and learning. Identify the importance of outdoor activities in all learning domains, examine traditional and non-traditional outdoor learning activities and prepare examples of structured and unstructured outdoor play. Three Core of Knowledge hours awarded.

CCT-461 | \$65 (includes fees: \$50)

A4 Online Self-paced 3-hr class Complete by Aug. 12



Become a Volunteer Mediator



LEARN TO HELP COMMUNITY MEMBERS RESOLVE:

- Family conflicts
- Landlord/tenant conflicts
- Business/consumer conflicts
- Employee conflicts
- Neighborhood conflicts
- Custody/visitation conflicts
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- Apprenticeship
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or **CCCMC@carrollcc.edu**.

104-09-22 0122 INF

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LAW ENFORCEMENT AND LEGAL CAREERS

Offered in partnership with The Center for Legal Studies. For additional online legal career training visit www.carrollcc.edu/LegalStudies.

Paralegal Certification Course

Get a foundation for the study of paralegalism. Gain an understanding of the American legal system and learn how you can be of assistance in the field of law. Course results in a paralegal certificate, demonstrating mastery of foundations of law.

VOC-553 | \$1,605 (includes fees: \$1,306) plus text

A4B Online May 2 – Aug. 12

B4B Online June 27 – Oct. 7

A1B Online Aug. 22 – Dec. 2

Legal Nurse Consultant Training Course

This program prepares medical professionals for a career in the legal field as legal nurse consultants. This course provides the RN and PA with fundamental skills necessary to advise law firms, health care providers, insurance companies and governmental agencies regarding medically related issues and to appear in court as expert witnesses. Learn legal concepts related to the health care industry, as well as the role a legal nurse consultant might play in litigation areas such as medical malpractice, toxic torts, product liability, personal injury, wrongful death, criminal law and workers' compensation.

VOC-555 | \$1,205 (includes fees: \$986) plus text

A4B Online May 2 – June 17

B4B Online June 27 – Aug. 12

A1B Online Aug. 22 – Oct. 7

Legal Secretary Certificate Course

Beginning and experienced secretaries, improve your skills in the law office. Topics include: legal terminology; legal process; jurisdiction and venue; ethics; written communications including letters, pleadings, discovery, notices and motions; filing procedures, billing and accounting; time management; records management; an overview of commonly used word and data processing programs; legal research; memoranda preparation and citation format. Discuss job search strategies and placement possibilities.

VOC-558 | \$1,005 (includes fees: \$826) plus text

A4B Online May 2 – June 17

B4B Online June 27 – Aug. 12

A1B Online Aug. 22 – Oct. 7

Victim Advocacy Certificate Course

Prepare to work in victim advocacy arenas, such as domestic violence shelters, crisis centers, crisis hotlines, and with state and county governments to assist crime victims through the criminal justice system and toward successful recovery. Topics include: legal terminology; legal process; legislation regarding victims' rights; jurisdiction and venue; ethics; effects of victimization on the victim; victim advocate skills; guardianships and crisis intervention. Also covers counseling skills for victims of assault, battery, robbery, domestic violence, sexual assault and child abuse.

VOC-559 | \$1,005 (includes fees: \$826) plus text

A4B Online May 2 – June 17

B4B Online June 27 – Aug. 12

A1B Online Aug. 22 – Oct. 7

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104-12-22

TRANSPORTATION

COMMERCIAL TRUCK DRIVER

For information on CDL-A classes, call 410-386-8100.

FREIGHT BROKER

Freight Broker/Agent Training

Prepare to enter the freight/logistics industry. This program will prepare you to start your own freight broker business or become a freight agent.

XXG-041 | \$1,905 (includes fees: \$1,895)

A1 Online Start Anytime 6 months to complete

VETERINARY ASSISTANT

Vet Assistant Info Session NO COST!

Attend a FREE information session to learn about the Veterinary Assistant Training program. Meet the instructors and find out if Veterinary Assisting is right for you! Learn about program requirements, scheduling and payment options. Plan now for Fall 2022! The Veterinary Assistant Training program includes four non-credit courses, with supervised clinical practicums. Courses run September 2022- May 2023. Students who successfully complete the Veterinary Assistant Training program are eligible to sit for the National Veterinary Assistant Exam and become an Approved Veterinary Assistant (AVA), a nationally recognized member of the veterinary health care team. No cost for the information session, but registration is required to reserve your seat.

XXZ-203 | No Cost

A4 Wed | June 29 | 6:30 – 8 p.m.
1 session | Main Campus
Instructor: Carole Contel

Preparation for the Veterinary Assistant Training Course Series

Brush up on your basic skills and prepare to start your classroom and clinical training to become a veterinary assistant. This 9-hour course is required for ALL students who wish to take the veterinary assistant series of courses. Topics include problem-solving skills, written verbal communication, math for medications, confidentiality, professionalism and ethics. Classroom work will be scored on a point system. Students will be required to achieve a minimum points score to continue on to the Veterinary Assistant Course Series.

VOC-336 | \$176 (includes fees: \$62)

A2P Mon, Wed | Sept. 12 – 19 | 6 – 9:15 p.m.
3 sessions | Main Campus
Instructor: Denise Reeser

Veterinary Assist Training I: Outpatient Care, Diagnostics and Pharmacy

This course consists of 78 classroom hours and 18 clinic hours and provides an introduction to the field of veterinary medicine. Topics include an orientation to the veterinary profession, office and client relations, client history taking and exam room procedures, animal handling techniques, basic anatomy and physiology, vaccines and immunizations, and physical examination procedures. It also provides instruction on laboratory procedures, drug therapy and radiology procedures. Topics include types of laboratory tests, microscopes, drugs used in the field and radiology. This course includes a supervised practicum. Prerequisite: Preparation for the Veterinary Assistant Training Course Series.

VOC-691 | \$1,329 (includes fees: \$210)

A2MP Mon, Wed | Sept. 26 – Jan. 11* | 6 – 9:15 p.m.
26 sessions | Main Campus
Instructor: Kim Haga
*No class 10/31,11/23,12/19,12/21,12/26,12/28

Veterinary Assist Training II Patient Care, Treatment, Surgery, Anesthesia, and Emergency Care

This course consists of 63 classroom hours and 36 clinic hours. Students will learn veterinary assistant inpatient care and clinical procedures. Topics include medicating the patient, animal nutrition, fluid therapy and therapeutic techniques for animals. You will also learn assistant skills related to surgery and emergency care including anesthesia, surgery preparation, first aid and emergency procedures, CPR and the critical care of animals. The course includes a supervised practicum. Prerequisite: Veterinary Assistant Training I: Outpatient Care, Diagnostics and Pharmacy.

VOC-692 | \$1,284 (includes fees: \$130)

A3P Mon, Wed | Jan. 23 – April 10* | 6 – 9:15 p.m.
21 sessions | Main Campus
Instructor: Kim Haga
*No class 3/20/2023, 3/22/2023

Veterinary Assistant Training III: Clinic Externship

This final course consists of an individually scheduled, hands-on experience related to veterinary management and clinical procedures. Opportunities include preventive medicine, nutrition, husbandry, animal behavior, handling and restraint, medical management and laboratory techniques. Observe and practice procedures and skills under direct supervision. Must be at least 18 years old with a valid driver's license and reliable transportation. Weekday, weekend and holiday hours necessary for successful completion. Prerequisite: Veterinary Assistant Training I and II. Technical standards apply.

VOC-430 | \$569 (includes fees: \$30)

A3P Mon – Sat | Jan. 30 – April 3
To be scheduled | Clinical Site
Instructor: Carole Contel



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Tomoko Takahashi
ESOL student

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ACADEMIC TEST PREP

SAT/ACT Prep Series

This series will prepare you to excel in all sections of the undergraduate college entrance exams and provide you with the means to achieve your best potential score!

ADS-105 | \$209 (includes fees: \$159)

B4 Online May 18 – July 22

C4 Online June 15 – Aug. 19

A1 Online July 13 – Sept. 23

B1 Online Aug. 17 – Oct. 21

CAREER DEVELOPMENT

Help With Career Choices

NO COST!

Need help with your career choice? Attend a free monthly session. No cost, but please register to reserve your seat.

XXB-138 | No Cost

A4 Mon | April 25 | 6 – 7 p.m.
1 session | Main Campus
Instructor: Beth Lee

B4 Mon | May 23 | 6 – 7 p.m.
1 session | Main Campus
Instructor: Beth Lee

C4 Mon | June 27 | 6 – 7 p.m.
1 session | Main Campus
Instructor: Beth Lee

A1 Mon | July 25 | 6 – 7 p.m.
1 session | Main Campus
Instructor: Beth Lee

B1 Mon | Aug. 22 | 6 – 7 p.m.
1 session | Main Campus
Instructor: Beth Lee

ESOL

ESOL Online Information Session

NO COST!

Learn about free English classes available at Carroll Community College. This free information session includes all the information you need about registration, placement testing and English classes for speakers of other languages. Meet our helpful staff and get all of your questions answered.

ESL-087 | No Cost

A4 Wed | May 18 | 6 – 7 p.m.
1 session | Online

B4 Wed | May 25 | 6 – 7 p.m.
1 session | Online

C4 Wed | June 1 | 6 – 7 p.m.
1 session | Online

D4 Wed | June 29 | 6 – 7 p.m.
1 session | Online

Beginning ESOL

This course provides instruction on basic English language skills. Topics include listening, speaking, pronunciation, reading and writing. Basic computer skills are introduced.

ESL-053 | No Cost

A1 Mon, Wed | July 11 – Sept. 14* | 6:15 – 9 p.m.
19 sessions | Online
*No class 9/5

Intermediate ESOL

Practice conversation and improve your listening and speaking skills. This class is for students with everyday English vocabulary, but who are not yet using complete sentences. Students should be able to follow simple instructions and answer basic questions prior to class.

ESL-054 | No Cost

A1 Mon, Wed | July 11 – Sept. 14* | 6:15 – 9 p.m.
19 sessions | Online
*No class 9/5

Advanced English in the Community



Improve your English writing, reading and speaking skills as you prepare for future education and employment opportunities. All new students must attend orientation before starting class. Call 410-386-8630.

ESL-049 | No Cost

A1 Mon, Wed | July 11 – Sept. 14* | 6:15 – 9 p.m.
19 sessions | Online
*No class 9/5

Grammar for ESL



If English is your second language and you're headed to college, this course will teach you the principles of grammar and structure you'll need to succeed.

ESL-075 | \$129 (includes fees: \$105)

B4 Online May 18 – June 24

C4 Online June 15 – July 22

A1 Online July 13 – Aug. 19

GED®/HIGH SCHOOL DIPLOMA

GED® Online Information Session



NO COST!

Learn about the free Adult Basic Education and GED® Test Preparation classes available at Carroll Community College! This free information session provides information about the enrollment process for classes, placement testing and the State of Maryland GED® testing process. Meet our helpful staff and get all of your questions answered.

GED-037 | No Cost

A4 Tue | May 17 | 6 – 7 p.m.
1 session | Online

B4 Tue | May 24 | 6 – 7 p.m.
1 session | Online

C4 Thu | May 26 | 9:30 – 10:30 a.m.
1 session | Online

D4 Thu | June 2 | 6 – 7 p.m.
1 session | Online

E4 Thu | June 2 | 9:30 – 10:30 a.m.
1 session | Online

F4 Tue | June 28 | 6 – 7 p.m.
1 session | Online

Pre-Diploma



Review basic academic math and reading before enrolling in the GED® preparation class. Instruction is self-paced and individualized. All new students must attend a GED® orientation session prior to registering for this class.

ABE-015 | No Cost

A1 Tue, Thu | July 12 – Sept. 15 | 9:15 a.m. – 12 p.m.
20 sessions | Online

B1 Tue, Thu | July 12 – Sept. 15 | 6:15 – 9 p.m.
20 sessions | Online

GED® Exam Preparation

This course prepares adults to pass all four subjects of the online GED® exam. Students have scored into an ASE range on CASAS GOALS Reading and Math. In addition, students will assess their ability to pass the GED® exams by taking GED® Ready exams in class. Students are encouraged to take their strongest subject area exams and concentrate on areas of weakness. All students must attend orientation before starting class.

GED-007 | No Cost

A1 Tue, Thu | July 12 – Sept. 15 | 6:15 – 9 p.m.
20 sessions | To Be Announced



"I would personally like to give a big **THANK YOU** to the Adult Education team at Carroll Community College. They are amazing and will not give up on you achieving the goals you have set for yourself. I had an opportunity to study with a wonderful tutor and I am so thankful to have met her. If the Adult Education team feels that you are pulling away, they will not hesitate to reach out to you and help figure out what the problem is and how they can help. After 10 plus years I finally got my high school diploma. I did it for me and I feel amazing!"



Shanté Turner
GED® completer



Learn at a Distance with Our Online Partners

Classes are convenient, relevant and interactive

HERE ARE SEVERAL POPULAR CLASSES.
MANY MORE AVAILABLE TO MEET YOUR NEEDS!

Career

Business

- Certificate in Customer Service
- Certificate in Data Analysis
- Effective Business Writing
- Spanish for the Workplace

Child Care

- CDA Portfolio Development

Education

- Certificate in Online Teaching
- Certificate in Teaching Adults
- Solving Classroom Discipline Problems

Financial

- Accounting Fundamentals
- Accounting Fundamentals Series
- Bookkeeping Administration Expert
- Certificate in Accounting and Finance for Non-Financial Managers
- Certified Bookkeeper

NonProfit

- A to Z Grant Writing
- Grant Writing Fundamentals
- Nonprofit Fundraising Essentials

Technology

- A+ Net+ Security+
- Administrative Professional with Microsoft Office Specialist 2019
- AutoCAD 1 – Basic 2D
- Certificate in Basic Game Design
- Computer Skills for the Workplace

Technology *(continued)*

- Creating Webpages
- Creating WordPress Websites
- Intermediate Microsoft Excel 2019/Office 365
- Introduction to Microsoft Excel 2019/Office 365
- Introduction to SQL
- Microsoft Office 2019/365 Value Suite
- Podcasting

Human Resources

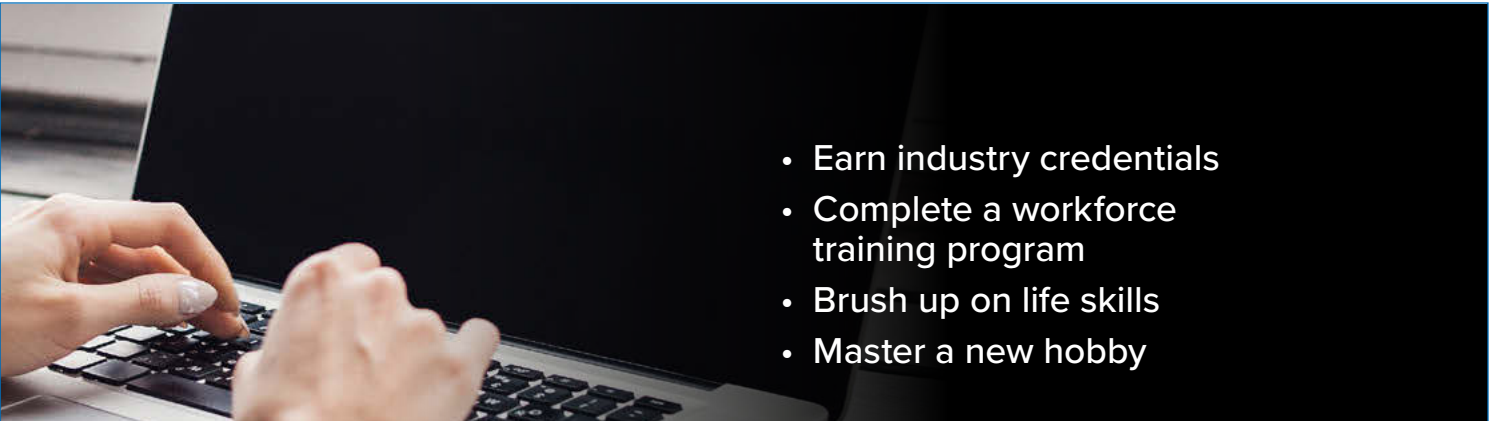
- Human Resources Professional
- Professional in Human Resources (PHR) Exam Prep

Management

- Certificate in Project Management
- Fundamentals of Supervision and Management
- Introduction to Project Management
- Lean Six Sigma Green Belt and Black Belt (Exam Cost Included)
- Management Certificate
- Project Management Fundamentals
- Project Management Professional (PMP) Prep Series
- The Complete Project Manager with CAPM and PMP Prep

Health Care

- Activity Director
- Administrative Dental Assistant
- Advanced Hospital Coding and CCS Prep (Voucher Included)
- Aromatherapist Career Prep
- Become a Physical Therapy Aide
- Become an Optical Assistant
- Certificate in Gerontology



- Earn industry credentials
- Complete a workforce training program
- Brush up on life skills
- Master a new hobby

Health Care *(continued)*

- Certificate in Infectious Disease and Infections Control
- Certificate in Nutrition, Chronic Disease and Health
- Certificate in Women's Health Issues
- Certified Electronic Health Records Specialist Career Prep
- Certified Pharmaceutical Sales Representative (Exam Included)
- Explore a Career in Healthcare
- Human Anatomy and Physiology
- Medical Assisting Career Prep
- Medical Billing and Coding (Voucher Included)
- Medical Office Manager (CPPM)
- Medical Terminology: A Word Association Approach
- Mental Health Care Career Prep
- Spanish for Dentists and Dental Assistants
- Spanish for Healthcare
- Spanish for Social Services

Trades/Industrial

- BPI Building Science Principles
- Certified Residential Interior Designer
- Electrical and Electronic Fundamentals
- Freight Broker/Agent Training
- Photovoltaic Tech Career Prep
- Spanish for Construction
- Spanish for Manufacturing and Warehousing

Personal Enrichment

Health & Wellness

- Healthy Living Suite

Language and Arts

- Beginning Conversational French
- Discover Sign Language
- Speed Spanish

Music

- Music Made Easy

Personal Development

- Personal Finance
- Stocks, Bonds and Investing: Oh, My!

Writing and Publishing

- Beginning Writer's Workshop
- Grammar Refresher
- Fundamentals of Technical Writing
- Introduction to Screenwriting
- Romance Writing
- The Keys to Effective Editing
- Writing Essentials

To register and for all online course titles and descriptions, visit carrollcc.edu/cetonline

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Online courses are offered in partnership with Career Step, Ed2Go, Ed2Go Career Training, ProTrain and UGotClass.



PERSONAL ENRICHMENT

Expand Your Cultural Knowledge
History, Culture & World View > page 58

Rev Yourself Up for a
Motorcycle Safety Course > page 60

Take Care of Your Mind & Body
In a **Health & Wellness** Class > page 63

ART

Studio Art: Drawing and Painting

Students who have completed the course 'Drawing and Painting (Continuing)' will work on independent projects and explore more advanced techniques in a variety of media.

PDE-728 | \$219 (includes fees: \$45)

A4 Fri | May 20 – July 8 | 9:30 a.m. – 12 p.m.
8 sessions | Main Campus

NEW! Animation Studio

Start animating today! Learn skills to create short films with stop motion and cut paper. Show your skills with a time-lapse drawing. Or try your hand at claymation. Work together on movement-based collaborative projects.

LPC-015 | \$150 (includes fees: \$140)

A4 Tue | May 3 – 24 | 6 – 9 p.m.
4 sessions | Main Campus
Instructor: T.J. Baker

Garden Mosaic Stones

Add color to your landscape with easy-to-make stepping stones you decorate with mosaics. Use the same technique for other mosaic garden projects. Plain concrete stepping stones or terra-cotta pots make solid bases for mosaics. Broken china, bits of glass, stones, crystals, marbles ... let your imagination determine what material you use.

DPM-021 | \$100 (includes fees: \$90)

A4 Sat | April 23 & 30 | 8:30 a.m. – 12 p.m.
2 sessions | Main Campus
Instructor: Ken Ecker

Fresh Flower Arranging

It's more than simply putting a bunch of flowers into a vase and filling it with water! Practice the basics of floral arranging. Create a simple vase of flowers so that it looks elegant and professional. Manage the fundamentals of floral arranging from the basic tools to the techniques that effortlessly display your favorite flowers, including ones right out of your home garden!

DPM-057 | \$55 (includes fees: \$45)

A4 Thu | May 19 | 6 – 9 p.m.
1 session | Main Campus
Instructor: Jalna Brown

FOOD & DRINK

Demonstration courses: Students observe instructor prepare recipes and demonstrate technique. Class culminates with tasting and students take home recipes.

Hands-on courses: Students actively participate in practicing technique, preparing recipes and tasting the prepared food. Recipes provided for all dishes.

Classroom courses: Students will hear a short lecture, have class discussions and have a chance to ask questions. Recipes and information sheets are provided.

Please note: Students who withdraw six business days or less before the start date may receive a refund less the supply fee.

NEW! Blue Zone Cooking: Intro

Explore the way of eating that has yielded the statistically longest-lived people. Discuss why that food has enabled populations to elude chronic disease. Watch and cook along with a few of the recipes from the Blue Zones. Hands-on course.

C00-066 | \$58 (includes fees: \$48)

A4 Wed | April 20 | 6 – 9 p.m.
1 session | Carroll County Career & Tech Center
Instructor: Greg Hutsell

NEW! Blue Zone Cooking: US

The Loma Linda, CA area is the core of America's blue zone region. They live as much as a decade longer than the rest of us, and much of their longevity can be attributed to vegetarianism and regular exercise. Watch and cook along with a few of the recipes from these long-living Californians. Hands-on course.

C00-067 | \$58 (includes fees: \$48)

A4 Wed | April 27 | 6 – 9 p.m.
1 session | Carroll County Career & Tech Center
Instructor: Greg Hutsell

NEW! Blue Zone Cooking: Japan

Okinawa, the islands at the southern end of Japan, was once called the land of immortals. Okinawans have less cancer, heart disease and dementia, and women there live longer than any women on the planet. Watch and cook along with a few of the recipes from the world's longest living women. Hands-on course.

C00-068 | \$59 (includes fees: \$49)

A4 Wed | May 4 | 6 – 9 p.m.
1 session | Carroll County Career & Tech Center
Instructor: Greg Hutsell

NEW! Introduction to All Grain Homebrewing

Ready for the next level in homebrewing? Discover the process of making all-grain beer at home and learn practical applications and tips for producing your own all-grain beer. Immerse yourself in the making of beer, from the mixing of raw ingredients to packaging and storage. Students must be 21 years of age or older. The first class will meet on the Main Campus. The second class will meet off-site and end in a tasting.

C00-076 | \$98 (includes fees: \$88)

A4T May 25 & June 1 | 2 sessions
Wed | May 25 | 6 – 9 p.m.
Main Campus
Wed | June 1 | 6 – 9 p.m.
Pub Dog Brewing Company
Instructor: George Humbert



HAVE MORE FUN TOGETHER!



Take a class with a friend, family member or a group!

Take an **ART CLASS** with your
co-workers.

How about a **COOKING CLASS** for
your book club?

Or a **STAINED GLASS CLASS** with
your family?

We can do that... **AND MORE!**

CUSTOMIZE YOUR OWN CLASS IN:

Cooking | Fine Craft | Painting
Photography | And much more!

Take a look and choose any class that interests you!

*"Our daughter signed us up for a
history class and wow! We were
able to learn so much together. We
enjoyed it so much, we signed up
for the whole session and the next!"*

—Ruth Ann Wood

Call 410 386 8106 to
get your party started!

Overview of Beer Styles

Reveal the complexity of beer while exploring and tasting a variety of brews. Gain an understanding of the history of beer styles. Discuss the growth of the current beer industry. Distinguish styles and select products in a retail store or restaurant. Leave with a sense of what makes beers different and a better understanding of what you like. Students must be 21 years of age or older. This class will be held live and online with our instructor.

C00-064 | \$56 (includes fees: \$46)

A4 Wed | May 11 | 6–9 p.m.
1 session | Online
Instructor: George Humbert

HISTORY, CULTURE & WORLD VIEW

The Geology of Carroll County

Explore all the local geology Carroll County has to offer! Discuss the underlying bedrock and where radon could be a hazard. Debate the impact of geology on the agricultural history of the county. Consider where mineral resources are mined and utilized today. Join our first session in the classroom, then venture out on a Saturday field trip.

HCW-090 | \$69 (includes fees: \$59)

A4T May 11 & 14 | 2 sessions
Wed | May 11 | 6–9 p.m.
Main Campus
Sat | May 14 | 9 a.m. – 12 p.m.
Outdoors
Instructor: Mona Becker

Interested in a degree?

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at www.carrollcc.edu/degree

Great Women Leaders

Powerful women have existed throughout history, although not always recognized. They have been warriors, queens, courtesans and saints. Compare fifteen of these influential leaders who, from ancient times to the present, continue to resonate and inspire.

HCW-091 | \$49 (includes fees: \$39)

A4 Thu | May 12 | 6:30–9:30 p.m.
1 session | Main Campus
Instructor: Derrick Lapp

History of Spying

Examine the role of spies and intelligence in culture and politics over the years and its place in national security. Focus on espionage from the early 20th century to the present. Discuss how information becomes classified, how it is protected and whom it is protected from. Debate motivating factors, and infamous traitors and enemy agents who have successfully operated in the U.S. This class will be held live and online with our instructor.

HCW-059 | \$88 (includes fees: \$78)

A4 Thu | May 19 – June 2 | 6:30–8:30 p.m.
3 sessions | Online
Instructor: Paul Ruehs

The Life of the Common Soldier in the Civil War

Several million men served in the Civil War when we total both sides. Very few of these men were professional soldiers before the war. What was life like for these soldiers? Contrast what they wore and the firearms they used. Discuss the daily life of these soldiers. Identify what food they had and what medicine was available. Find out if the life of the common soldier was what you expected.

HCW-066 | \$49 (includes fees: \$39)

A4 Thu | April 21 | 6:30–9:30 p.m.
1 session | Main Campus
Instructor: David Booz

NEW! One Tale: Unfinished Tales

Where did Tolkien come up with all his incredible creations? Middle Earth is so rich and realistic, readers have wondered at his imagination and inspirations. Explore the sources and experiences that J.R.R. Tolkien drew upon to help make him the most celebrated fantasy writer of all time.

HCW-103 | \$39 (includes fees: \$29)

A4 Tue | April 19 | 6:30 – 8:30 p.m.
1 session | Main Campus
Instructor: Derrick Lapp

HOME & HOBBY

NEW! An Introduction to the Joy of Recreational Drone Flight

Ever thought of flying a drone for fun or becoming a commercial drone pilot? This is the course for you. A licensed drone flight instructor will provide an overview with demonstrations of a variety of drones to help you make an intelligent decision between recreational or professional drone flight.

DRN-019 | \$59 (includes fees: \$49)

A4 Tue, Thu | May 10 & 12 | 6 – 8 p.m.
2 sessions | Main Campus
Instructor: Geoffrey Voigt

Introduction to Computers

What are computers all about? Explore the basics of operating a personal computer. Learn to navigate within Microsoft Windows, work with documents and files, do basic word processing and explore the Internet. This practical and simple course gives students (no matter how old or young) the information needed to get started in the world of computing - and now includes topics previously covered in Introduction to Windows - all in one course! No prior computer experience needed. This course utilizes Microsoft Windows 10.

XXZ-577 | \$149 (includes fees: \$139) plus text

B4B Mon – Thu | June 6 – 9 | 6 – 9:15 p.m.
4 sessions | Main Campus
Instructor: Jay Zeminski

KIDS@CARROLL

NEW! Animation Studio

Start animating today! Learn the skills to create short films with stop motion and cut paper. Show your skills with a time-lapse drawing. Or try your hand at claymation. Work together on movement-based collaborative projects. No experience is needed. For grades 6 - 10.

TNC-288 | \$150 (includes fees: \$140)

A4 Sat | April 23 – May 14 | 1 – 4 p.m.
4 sessions | Main Campus
Instructor: T.J. Baker

NEW! Babysitter

Be prepared! Learn to be a better babysitter in this fun, educational and interactive babysitting course for ages 13 - 16. The course includes all materials and students will receive a certificate after passing the course.

TNC-289 | \$195 (includes fees: \$185)

A4 Sat | May 7 – 21 | 12 – 5 p.m.
3 sessions | Main Campus

Summer! Kids@Carroll Parent Orientation

Get acquainted with our policies and programs. Ask your questions, turn in your forms and get more information on our wide variety of summer adventures!

KID-408 | No Cost

A4 Wed | May 18 | 6:30 – 8 p.m.
1 session | Main Campus
Instructor: Cassandra Casey

Motorcycle Safety

Get Ready to Ride...



COURSES OFFERED
APRIL NOVEMBER

Basic Motorcycle Safety (BRC)

No previous motorcycle riding experience necessary. Upon successful completion, students receive a Completion Certificate for their Class M designation.

NEW! Basic RiderCourse 2 – License Waiver

For riders with or without a permit who are currently riding and want to earn a motorcycle license or endorsement. Already licensed or endorsed riders may participate.

ProRider®

Advanced, precision motorcycle skill training incorporates the same training exercises used by police motorcycle officers and motorcycle competitors.



Visit
www.carrollcc.edu/motorcycle
for details and Spring 2022
class dates.



MOTORCYCLE & PERSONAL SAFETY

MOTORCYCLE SAFETY

Motorcycle classes run April - October each year.

For additional motorcycle class dates, visit www.carrollcc.edu/CETRegistration or call 410-386-8100.

Please note: Students must withdraw 7 full business days before the start date to receive a refund.

Motorcycle Safety & Licensure Review

For the true novice rider who has little or no riding experience, this course includes a classroom component, an online component and riding instruction on the basic skills and strategies necessary to begin practicing street riding. No previous motorcycle riding experience necessary. Students receive a Completion Certificate for their Class M designation upon successful completion of the course. Classroom and riding times are approximate. Program training motorcycles are provided during instruction.

TRA-044 | \$309 (includes fees: \$125)

B4	April 20 – 24 3 sessions Wed April 20 6 – 10 p.m. Main Campus Sat, Sun April 23 & 24 8 a.m. – 2:30 p.m. Parking Lot
C4	April 27 – May 1 3 sessions Wed April 27 6 – 10 p.m. Main Campus Sat, Sun April 30 & May 1 8 a.m. – 2:30 p.m. Parking Lot
D4	May 4 – 8 3 sessions Wed May 4 6 – 10 p.m. Main Campus Sat, Sun May 7 & 8 8 a.m. – 2:30 p.m. Parking Lot
E4	May 11 – 15 3 sessions Wed May 11 6 – 10 p.m. Main Campus Sat, Sun May 14 & 15 8 a.m. – 2:30 p.m. Parking Lot

F4	May 18 – 22 3 sessions Wed May 18 6 – 10 p.m. Main Campus Sat, Sun May 21 & 22 8 a.m. – 2:30 p.m. Parking Lot
G4	June 1 – 5 3 sessions Wed June 1 6 – 10 p.m. Main Campus Sat, Sun June 4 & 5 8 a.m. – 2:30 p.m. Parking Lot
H4	June 8 – 12 3 sessions Wed June 8 6 – 10 p.m. Main Campus Sat, Sun June 11 & 12 8 a.m. – 2:30 p.m. Parking Lot
I4	June 15 – 17 3 sessions Wed June 15 9 a.m. – 1 p.m. Main Campus Thu, Fri June 16 & 17 8 a.m. – 2:30 p.m. Parking Lot
J4	June 22 – 26 3 sessions Wed June 22 6 – 10 p.m. Main Campus Sat, Sun June 25 & 26 8 a.m. – 2:30 p.m. Parking Lot
A1	July 6 – 10 3 sessions Wed July 6 6 – 10 p.m. Main Campus Sat, Sun July 9 & 10 8 a.m. – 2:30 p.m. Parking Lot
B1	July 20 – 22 3 sessions Wed July 20 9 a.m. – 1 p.m. Main Campus Thu, Fri July 21 & 22 8 a.m. – 2:30 p.m. Parking Lot
C1	Aug. 10 – 14 3 sessions Wed Aug. 10 6 – 10 p.m. Main Campus Sat, Sun Aug. 13 & 14 8 a.m. – 2:30 p.m. Parking Lot
D1	Aug. 24 – 26 3 sessions Wed Aug. 24 9 a.m. – 1 p.m. Main Campus Thu, Fri Aug. 25 & 26 8 a.m. – 2:30 p.m. Parking Lot

A2	Sept. 7 – 11 3 sessions Wed Sept. 7 6 – 10 p.m. Main Campus Sat, Sun Sept. 10 & 11 8 a.m. – 2:30 p.m. Parking Lot
B2	Sept. 14 – 18 3 sessions Wed Sept. 14 6 – 10 p.m. Main Campus Sat, Sun Sept. 17 & 18 8 a.m. – 2:30 p.m. Parking Lot
C2	Sept. 21 – 25 3 sessions Wed Sept. 21 6 – 10 p.m. Main Campus Sat, Sun Sept. 24 & 25 8 a.m. – 2:30 p.m. Parking Lot
D2	Sept. 28 – Oct. 2 3 sessions Wed Sept. 28 6 – 10 p.m. Main Campus Sat, Sun Oct. 1 & 2 8 a.m. – 2:30 p.m. Parking Lot
E2	Oct. 5 – 9 3 sessions Wed Oct. 5 6 – 10 p.m. Main Campus Sat, Sun Oct. 8 & 9 8 a.m. – 2:30 p.m. Parking Lot
F2	Oct. 19 – 23 3 sessions Wed Oct. 19 6 – 10 p.m. Main Campus Sat, Sun Oct. 22 & 23 8 a.m. – 2:30 p.m. Parking Lot
G2	Oct. 26 – 30 3 sessions Wed Oct. 26 6 – 10 p.m. Main Campus Sat, Sun Oct. 29 & 30 8 a.m. – 2:30 p.m. Parking Lot
H2	Nov. 2 – 6 3 sessions Wed Nov. 2 6 – 10 p.m. Main Campus Sat, Sun Nov. 5 & 6 8 a.m. – 2:30 p.m. Parking Lot

ProRider Advanced Motorcycle Skills Training

This Motorcycle skills course includes the same training exercises used by police motorcycle officers and motorcycle rodeo competitors - riding techniques that will improve your riding ability and riding confidence on your motorcycle. Classes cover slow speed maneuvers, confined space turns, crash avoidance and various braking challenges. Must be 18 years of age or older.

TRA-058 | \$185 (includes fees: \$162)

A4 Fri | April 15 | 8 a.m. – 5 p.m.
1 session | Parking Lot

B4 Fri | May 13 | 8 a.m. – 5 p.m.
1 session | Parking Lot

A1 Fri | July 8 | 8 a.m. – 5 p.m.
1 session | Parking Lot

B1 Fri | Aug. 5 | 8 a.m. – 5 p.m.
1 session | Parking Lot

A2 Fri | Sept. 16 | 8 a.m. – 5 p.m.
1 session | Parking Lot

B2 Fri | Oct. 21 | 8 a.m. – 5 p.m.
1 session | Parking Lot

Basic RiderCourse 2 - License Waiver

This course is designed for riders with or without a permit who are currently riding and want to earn a motorcycle license or endorsement. Already licensed or endorsed riders may also participate. Includes an online e-course to be completed prior to the in-person session. Also includes three hours of classroom and five hours of riding instruction. Motorcycles are provided for this course; however, students have the option to use their own motorcycle. Motorcycles must be transported legally. Students must fill out a liability waiver and bring license, registration and proof of insurance prior to class. All motorcycles will be inspected for safety by instructors.

Register for these sessions
to use a **college motorcycle**:

TRA-060 | \$279 (includes fees: \$124)

B4 Fri | April 22 | 8 a.m. – 5 p.m.
1 session | Parking Lot

C4 Fri | May 6 | 8 a.m. – 5 p.m.
1 session | Parking Lot

D4 Fri | May 20 | 8 a.m. – 5 p.m.
1 session | Parking Lot

E4 Fri | June 10 | 8 a.m. – 5 p.m.
1 session | Parking Lot

A1 Sat | July 23 | 8 a.m. – 5 p.m.
1 session | Parking Lot

B1 Fri | Aug. 19 | 8 a.m. – 5 p.m.
1 session | Parking Lot

A2 Fri | Sept. 9 | 8 a.m. – 5 p.m.
1 session | Parking Lot

B2 Fri | Oct. 14 | 8 a.m. – 5 p.m.
1 session | Parking Lot

Register for these sessions
to use your **own motorcycle**:

TRA-060 | \$229 (includes fees: \$74)

B4CYC Fri | April 22 | 8 a.m. – 5 p.m.
1 session | Parking Lot

C4CYC Fri | May 6 | 8 a.m. – 5 p.m.
1 session | Parking Lot

D4CYC Fri | May 20 | 8 a.m. – 5 p.m.
1 session | Parking Lot

E4CYC Fri | June 10 | 8 a.m. – 5 p.m.
1 session | Parking Lot

A1CYC Sat | July 23 | 8 a.m. – 5 p.m.
1 session | Parking Lot

B1CYC Fri | Aug. 19 | 8 a.m. – 5 p.m.
1 session | Parking Lot

A2CYC Fri | Sept. 9 | 8 a.m. – 5 p.m.
1 session | Parking Lot

B2CYC Fri | Oct. 14 | 8 a.m. – 5 p.m.
1 session | Parking Lot

Interested in a degree?

Explore Carroll's
**CREDIT
PROGRAMS**
at www.carrollcc.edu/degree



HAND GUN QUALIFICATION

Maryland Hand Gun Qualification (HQL) Course

This Handgun Qualification License training is a four-hour block of instruction which includes classroom instruction on state firearm law, home firearm safety, hand-gun mechanisms and operation, and a component that requires the applicant to demonstrate the ability to safely fire a handgun. Unless otherwise exempt, as of October 1, 2013, a Maryland resident must possess a valid Handgun Qualification License before they may purchase, rent or receive a handgun. Students must be 18 years of age to enroll. For your convenience, optional services will be available the day of class for an additional \$130 HQL fee: Essential Support Service (ESS) will be on-site to provide live scan fingerprinting services (which are required for HQL processing), and HQL application assistance.

PDE-080 | \$135 (includes fees: \$110)

A4T Thu | April 16 | 5:45 – 10 p.m.
1 session | Main Campus

B4T Thu | May 19 | 5:45 – 10 p.m.
1 session | Main Campus

C4T Thu | June 9 | 5:45 – 10 p.m.
1 session | Main Campus

A1T Thu | July 21 | 5:45 – 10 p.m.
1 session | Main Campus

B1T Tue | Aug. 16 | 5:45 – 10 p.m.
1 session | Main Campus

Interested in a degree?

Explore Carroll's

**CREDIT
PROGRAMS**

at www.carrollcc.edu/degree

MUSIC

APPLIED MUSIC INDIVIDUAL LESSONS

The applied vocal and instrumental music lessons classes are scheduled individually with an instructor. Once you are registered, the instructor will contact you to establish the day and time of your half-hour or one-hour lessons. Students provide their own practice instruments. Lessons may be available for cello, guitar, percussion, piano, ukulele and voice.

Applied Music Lessons – 30 Minutes

MSC-008 | \$270 (includes fees: \$260)

A4 May 31 – Aug. 2
10 sessions | Main Campus
To be scheduled individually

Applied Music Lessons - One Hour

MSC-010 | \$520 (includes fees: \$510)

A4 May 31 – Aug. 2
10 sessions | Main Campus
To be scheduled individually

Class Piano for Adults - Beginner I

Learn techniques and reading skills in a friendly group setting. Use individual electronic keyboard pianos and move at your own pace. Each class features material presented to the group, followed by time for individualized help. Recommended text: Alfred's Basic Adult Piano Course, Level 1 Lesson Book. (Available in local music stores or through Amazon, but not CCC Bookstore.)

MSC-036 | \$105 (includes fees: \$95) plus text

A4B Fri | April 22 – June 24 | 9 – 10 a.m.
10 sessions | Main Campus
Instructor: Kathy Novalis

Class Piano for Adults - Continuing II

For students who have completed the Beginner course or are proficient in basic note and rhythm reading. Using individual electronic keyboard pianos, each class features material presented to a group, followed by individualized help. Recommended text: Alfred's Basic Adult Piano Course Level 1, later the class transitions into Alfred's Basic Adult Piano Course, Level 2. (Available in local music stores or through Amazon, but not CCC Bookstore.)

MSC-037 | \$105 (includes fees: \$95) plus text

A4B Fri | April 22 – June 24 | 10 – 11 a.m.
10 sessions | Main Campus
Instructor: Kathy Novalis

Class Piano for Adults: Accelerated Beginner

Continue to work through the Alfred's Basic Adult Piano Course, Level 2 and Level 3 (available in local music stores or through Amazon, but not the CCC Bookstore), plus music of your choosing. New concepts are presented weekly followed by time for individualized help. Students should be proficient in note and rhythm reading.

XXZ-482 | \$105 (includes fees: \$95) plus text

A4B Fri | April 22 – June 24 | 10 – 11 a.m.
10 sessions | Main Campus
Instructor: Kathy Novalis

PHOTOGRAPHY

Nature Photography

Learn how to get the most from your equipment through demonstrations and class exercises in the field. Control light when photographing flowers, explore a polarizing filter and employ telephoto and wide angle lenses for the most dramatic impact. Expand your experience with wildlife photography. Second class at Hashawha Environmental Center. Third class at Piney Run Park. Be prepared to walk and carry your photographic equipment. Prerequisite: Crafting the Photograph.

PHO-001 | \$99 (includes fees: \$89)

A4PT April 30 – May 14 | 3 sessions

Sat | April 30 | 8:30 – 11:30 a.m.

Main Campus

Sat | May 7 & 14 | 8:30 – 11:30 a.m.

Hashawha Environmental Center and Piney Run

Instructor: Walter Calahan

WELLNESS & OUTDOOR ADVENTURE

Aerobic Dancing

Offers a progressive multi-level course professionally choreographed for the non-dancer by Jackie Sorenson. Exercise at your own level (walk, jog or run) as you firm and tone muscles, strengthen your cardiovascular system, burn calories, reduce stress and socialize with friends. Programs are medically tested for your safety.

XXQ-979 | \$140 (includes fees: \$130)

A4 Mon, Wed | April 25 – Aug. 10* | 6 – 7 p.m.

28 sessions | Main Campus

*No class 5/30, 6/20, 6/22, 7/4

Fundamentals of Tai Chi

Learn the basic concepts and movements of Tai Chi as well as the 24-posture Yang style short form. Study various movements that demonstrate the principles of Tai Chi and promote relaxation and energy development such as silk reeling, Qi Gong exercises, animal frolics, and two-person exercises. Team-teaching allows continuous skill development to prepare for the intermediate/advanced class. Students may need to repeat this class to master the 24-posture form.

XXZ-155 | \$89 (includes fees: \$79)

A4 Thu | April 14 – June 2 | 7:15 – 8:15 p.m.

8 sessions | Main Campus

Instructor: Linda Albright

Tai Chi: Intermediate/Advanced

Build on the basics of Tai Chi using traditional Chinese 'forms', choreographed sequences of movements, to demonstrate Tai Chi principles, martial applications, and health benefits. Intermediate students will learn a popular Yang style form, the energizing reeling silk exercises, and be introduced to 2-person push hands and other simple 2-person exercises. Advanced students will learn a Chen style form, introduction to the sword form and will practice short 2-person acts to demonstrate martial applications and refine Tai Chi movements.

XXZ-156 | \$89 (includes fees: \$79)

A4P Thu | April 14 – June 2 | 7:30 – 8:30 p.m.

8 sessions | Main Campus

Instructor: Jerry Diamond

Gentle Yoga

Stretches, postures and breathing exercises are adapted to your needs to bring calmness, stress reduction and a feeling of well-being. The stretches and simple yoga postures release tension and bring flexibility to the shoulders, neck, back, hips and legs. For beginners, those with specific limitations or recovering from injury, or experienced students desiring a more relaxed pace. Wear loose-fitting clothes and bring a yoga mat to class.

XXZ-862 | \$97 (includes fees: \$87)

A4 Sat | May 14 – June 25* | 9 – 10:30 a.m.

6 sessions | Main Campus

Instructor: Syeda Khan

*No class 6/18

B4 Sat | July 9 – Aug. 13* | 9 – 10:30 a.m.

6 sessions | Main Campus

Instructor: Syeda Khan

Mind-Body Medicine: Tapping Into the Unconscious

Learn evidence-based healing therapies to promote optimal health in this powerful workshop which is based on the model developed by The Center for Mind-Body Medicine. Allow your unconscious mind to communicate and inspire your conscious mind using breathing, drawing, imagery and dialogue with emotion. These skills can help reduce stress and bring clarity and balance to your life.

PDE-122 | \$45 (includes fees: \$35)

A4 Tue | June 14 | 6 – 9:15 p.m.

1 session | Main Campus

Instructor: Susan McFadden

Pickleball III

If you have taken Intro to Pickleball and Pickleball II, then you are ready for Pickleball III. Focus on doubles strategy, working with a partner to be sure coverage of your court is maintained. Learn about attack shots and non-attackable shots. Practice drills to improve your skills.

XHW-020 | \$55 (includes fees: \$45)

A4 Fri | April 22 – May 20 | 1:15 – 2:15 p.m.

5 sessions | Main Campus

Instructor: Larry Wood



Water Fitness

Enjoy the benefits of reduced impact and added resistance with water-based exercise. This is a cardiovascular and muscle conditioning workout that's done in the pool and is easily adapted to all fitness levels. Note: Pool class schedules subject to change without notice.

XXZ-299 | \$133 (includes fees: \$123)

A1 Wed, Mon | July 6 – Sept. 28* | 7 – 7:45 p.m.
24 sessions | YMCA
*No class 9/5

OUTDOOR ADVENTURE

Our hikes are generally suitable for novice hikers who want a bit of a challenge. Most terrains will involve a moderate incline and some may have steeper sections. Hikes are generally 3 to 6 miles.

Hiking, Your New Adventure!

Get in shape while exploring some of the best hiking trails in the surrounding area. Learn basic safety and hiking techniques. Understand the terrain, path markers and weather conditions. Discuss clothing and footwear for basic hiking.

ADV-013 | \$45 (includes fees: \$35)

B4T Sat | May 7 | 9 a.m. – 12 p.m.
1 session | Patapsco Valley State Park
Instructor: Bud Grace

C4T Sat | June 4 | 9 a.m. – 12 p.m.
1 session | C&O Canal Towpath
Instructor: Bud Grace

Geology Hikes

The natural scenery of the Northeast and Mid-Atlantic reveals a dramatic geological history. This geology hike provides students with an overview of Gambrill State Park, in Frederick County, MD.

ADV-003 | \$45 (includes fees: \$35)

A4T Sat | May 14 | 9 a.m. – 12 p.m.
1 session | Gambrill State Park
Instructor: Eric Dougherty

Mindful Hiking

Mindful hiking is about intentionally taking the time to stop and engage the senses as a way of fully experiencing nature. It calms us and deepens our connection to the natural world while also relaxing the mind and body. Participants are encouraged to bring a small notebook and pen if they would like to jot down their observations.

ADV-005 | \$45 (includes fees: \$35)

B4T Sat | May 21 | 9 a.m. – 12 p.m.
1 session | Catoctin Mountain Park
Instructor: Charissa Hipp

Plant Discovery Hikes

Journey with us to learn more about the natural world. Identify native plants and recognize the unique biology found in our area in an easy-to-moderate meandering hike. Discuss how plants grow and propagate in the wild. Experiment with the nomenclature botanists use and understand why plants change colors.

ADV-008 | \$45 (includes fees: \$35)

A4T Sat | April 16 | 9 a.m. – 12 p.m.
1 session | Catoctin Mountain Park
Instructor: Mark Dougherty

WRITING

THE WRITER REFINES SERIES

Register for all three in *The Writer Refines Series*, or take them individually.

NEW! The Writer Refines Series

Join us for three interactive workshops using group discussion and writing exercises to enhance story development. Discuss the importance of character, dialogue and world building. Register for the whole series for a lower cost or choose just the session you like best.

PWL-036 | \$85 (includes fees: \$75)

A4 Tue | April 26 – May 10 | 6:30 – 8:30 p.m.
3 sessions | Main Campus
Instructor: Jean Burgess

NEW! The Writer Refines Character

Discuss what makes a character interesting. Explore character background and physical description. Discover the personal and psychological background of your character. Who can you create today?

PWL-037 | \$40 (includes fees: \$30)

A4 Tue | April 26 | 6:30 – 8:30 p.m.
1 session | Main Campus
Instructor: Jean Burgess

NEW! The Writer Refines Dialogue

Discuss what makes interesting and uninteresting dialogue. Discover how to make each character sound distinct. Explore how to "show don't tell". Create suspense, even if you're not writing a suspense story or novel!

PWL-038 | \$40 (includes fees: \$30)

A4 Tue | May 3 | 6:30 – 8:30 p.m.
1 session | Main Campus
Instructor: Jean Burgess

NEW! The Writer Builds the Story's World

It's not just for fantasy writers! World building is part of the writing process that sets up where your story takes place. Establish the history, culture and power of your world.

PWL-039 | \$40 (includes fees: \$30)

A4 Tue | May 10 | 6:30 – 8:30 p.m.
1 session | Main Campus
Instructor: Jean Burgess

Interested in a degree?

Explore Carroll's

**CREDIT
PROGRAMS**

at www.carrollcc.edu/degree



5

EASY WAYS TO REGISTER

Register Early!

Courses that have not met the minimum enrollment may be cancelled one week before the start date. Ensure that the course you want will be held by registering early!

Office Hours

Monday – Thursday | 8:30 a.m. – 6 p.m.
Friday | 8:30 a.m. – 4 p.m.

1. ONLINE

Register online 24/7 at www.carrollcc.edu/CETRegistration and follow instructions. You will need to pay in full with a credit card when registering.

2. MAIL

Mail a completed and signed registration form with total payment to:
Carroll Community College
Continuing Education & Training, A115
1601 Washington Road
Westminster MD 21157

3. WALK-IN

Register in-person in Room A115 on the Washington Road Campus.
On Saturdays and after regular office hours, registrations and check or credit card payments may be left in the drop box next to the Cashier's Office.

4. FAX

Fax completed and signed registration form with credit card payment information to 410-386-8111.

5. TELEPHONE

Call 410-386-8100. Have the course details and your credit card information ready.

NUMBERS TO KNOW

Admissions for
Degree Programs
410-386-8430

Advising/Transfer
for Degree Programs
410-386-8435

Career Services
410-386-8523

Cashier's Office
410-386-8040

Disabilities
410-386-8329

General College
Information
410-386-8000

Records/Registration
for Degree Programs
410-386-8440

Course Cost

- Carroll County residents: deduct \$10 per course.
- Non-Carroll County Maryland residents: deduct \$5 per course.
- Maryland residents, 60 years of age or older: pay fees only plus a \$5 tuition cost if you are a non-Carroll County resident.
- Non-U.S. citizens: pay the course cost; with a copy of appropriate Visa on file, deduct \$10 per course.

The College makes every effort to keep course costs low and comparable to costs of similar courses at other area community colleges.

Age Requirements

Anyone 16 or older may register on a first-come, first-served basis. Some career training may have higher minimum age requirements. Students under 16 may take non-credit courses listed for their age group through Summer!Kids@Carroll and Teen College. Some exceptions may apply for courses designed for families; eligibility will be indicated in the course description.

Tuition Waivers

Disability Waiver

Individuals with total and permanent disabilities may be eligible for tuition waivers for continuing education instruction designed to lead to employment, including life-skills instruction. The tuition waiver may be applied to courses listed in the Career and Professional Training section of this schedule (see Table of Contents).

Students must obtain a Certification for Tuition Waiver form (available on the College website under Costs & Aid, at the Cashier's Office or by calling 410-386-8040) verifying total and permanent disability and receipt of disability or retirement benefits from the Social Security Administration, the Railroad Retirement Board, or from the individual's federal retirement or pension authority. Students must register in person and submit the completed certification form.

Qualified students are responsible for paying all associated course fees.

Senior Adults

Maryland residents age 60 and over are exempt from paying tuition for courses submitted for State funding to support course costs. Residents age 60 and over pay fees only, as shown with the course description, plus a \$5 tuition cost if not a resident of Carroll County. (Some courses are not eligible for State funding to support instructional costs. Residents 60 and over pay all course costs for such courses.)

Drops, Refunds and Cancellations

Course cancellations:

100% refund will be issued for any course the College cancels.

Before the course begins:

Course withdrawals and requests for full refunds may be made up to 24 hours before the course begins by calling Continuing Education and Training at 410-386-8100. Some exceptions may apply and will be noted in the course description.

After the course begins:

Refunds are not awarded after a course has started.

The College reserves the right to cancel courses or make changes due to insufficient enrollment or unforeseen circumstances. In these events, students will be notified via email.

Tuition Assistance

Tuition assistance may be available for eligible Carroll County non-credit students. Contact Beth Rosko Lee at blee@carrollcc.edu or 410-386-8096, or go to www.carrollcc.edu/tuitionassistance.

Continuing Education Training Programs and Employability

Passing a course or program may be the first step toward certification; however, to become employed or to receive state or national certification or licensure, other requirements in addition to training may apply. These may include a high school diploma, legal residency or additional exams. It is the student's responsibility to be aware of those requirements.

Carroll Community College cannot confirm whether a course or workforce certificate program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the College course or training meets requirements for licensure in that state.

Employer Paid Course

Carroll County employers, Maryland State Government agencies, and local governments and municipalities may pay for any continuing education classes for their employees or clients by presenting a purchase order, voucher or letter of authorization for billing, or by paying by credit card or check at the time of registration. Carroll County employers are encouraged to have an In-County Tuition Agreement on file. All other entities are required to remit payment by credit card or check at the time of registration.

Gift Certificates

Gift certificates can be purchased in almost any amount and redeemed for the course of choice. Contact the Cashier's Office at 410-386-8040. Or stop in Monday – Thursday, 8:30 a.m. – 7 p.m. and Friday, 8:30 a.m. – 4:30 p.m.

Certificates may be applied toward the tuition and fees of any continuing education or credit class and may not be converted to cash.

Repeated Courses

Continuing Education and Training wants every student to be successful; however, we recognize that a course or training program may not always be the best match for a student. Thus, the College reserves the right to decline a student registration into any career training course or program where the student has unsuccessfully attempted the same course or training program twice.

Course Textbooks

Textbooks for Continuing Education courses are generally available for purchase in the bookstore approximately one week before your course begins. To determine whether or not a textbook purchase is required, refer to the course description. Students buying textbooks

will find specific ordering information such as author, title, edition, ISBN, etc. for each textbook on the bookstore website (www.carrollcc.edu/bookstore) approximately two weeks prior to the start of the course. Students are encouraged to purchase textbooks from the College bookstore; however, they may also purchase used or new textbooks from other bookstores or online vendors.

Carroll Community College is aware of the high cost of college textbooks. We endeavor to select reasonably priced texts that provide currency, relevance and the most effective presentation of course content.

Non-Credit Course Disclaimer

Courses and class schedule information listed in the Non-Credit Course Schedule, promotional literature and on the College website are subject to change. The College regrets any discrepancies or typographical errors.

Bookstore Hours

Call 410-386-8447 or visit www.carrollcc.edu/bookstore for most up to date information.

The College will be closed on the following dates:

Spring Recess: March 20 – 27

Memorial Day: May 28 – 30

Independence Day: July 4

Inclement Weather Procedures

Receive information directly to your email or cell phone by registering for the free Campus Emergency Notification System, e2campus. Go to www.carrollcc.edu/alerts to register.

Go to www.carrollcc.edu for closing or late opening information. For more detailed information on non-credit courses and events, call the Inclement Weather line at 410-386-8457.

For college courses held at a Carroll County public school, if Carroll County Public Schools close for the day or during the day, the college courses being held there that evening will be cancelled.

The Canteen Café

Go to www.carrollcc.edu/cafe for most up to date information

Disability Support Services

Carroll is committed to providing equal access for all students in accordance with the Americans with Disabilities Act of 1990 (ADA) and related law. Students in need of accommodations should contact the Office of ADA Support Services, located in A101 Admissions, prior to the start of their course or program, or call 410-386-8327 or e-mail [jstatela@carrollcc.edu](mailto:jtatela@carrollcc.edu), or refer to the College website's list of Student Services for additional information.

Emergency Rescue Assistance stairwells are located in every building, and the College urges all students to become familiar with these locations.

Electronic Image Use

Because Carroll Community College is a public institution, photographs of students, staff, faculty or visitors in common areas on campus or at public ceremonies or events can be used in printed and electronic public relations materials without their permission. The individual has no privacy rights in this instance and no model's release is required. However, every effort will be made by the photographer to notify individuals within the shoot area so that they may choose to exclude themselves from the photograph.

Locations

Carroll Community College
Washington Road Campus
1601 Washington Road, Westminster

Adult Education Programs Multi-Service Center
224 North Center Street, Westminster

Carroll County Career and Technology Center (CCCTC)
1229 Washington Road, Westminster

Carroll County Public Library
Go to library.carr.org for branch locations and directions.

Community Media Center
1301 Washington Road, Westminster

Y of Central Maryland
1719 Sykesville Road, Westminster

Ride Carroll Transit System to Carroll

Carroll Transit System, operated by Ride With Us, provides safe and convenient transportation to campus. Discounted student passes are available for Carroll Community College students. For more information or to see current schedules, visit www.carrolltransitsystem.com or call 410-363-0622.

Smoking and Tobacco Use Policy

Carroll Community College is a smoke- and tobacco-free environment. Smoking, vaping and/or tobacco use is prohibited in College-owned or leased buildings and off-campus sites operated by the College; all College property including parking lots, athletic fields and amphitheater; and College-owned vehicles. Tobacco and smoking products restricted from use include, but are not limited to, cigarettes, cigars, pipes, bidi, clove cigarettes, dip, chew, snuff, snus and electronic cigarettes.

The Continuing Education Official College Record (transcript)

The Official Record documents:

All successfully completed Continuing Education workforce-related courses, successfully completed Workforce Training Certificate programs and earned CEUs, if applicable.

A \$5 fee is charged for each Official College Record. To request, call 410-386-8100.

Carroll Community College Board of Trustees

Kelly M. Frager, *Chairperson*
Mary Kay Nevius-Maurer, *Vice Chairperson*
David S. Bollinger
Sherri-Le W. Bream
Diane A. Foster
Greg W. Kahlert
David P. O'Callaghan

Dr. James D. Ball, *Secretary/Treasurer*
County Commissioner, *Ex-officio*

Dr. James D. Ball, *President of the College*

Carroll Community College is an Equal Opportunity, ADA Title 504 compliant institution.



1601 Washington Road | Westminster, MD 21157 | carrollcc.edu

Continuing Education and Training Registration Form

410-386-8100 | Fax 410-386-8111 | Room A115

Save time... register online! carrollcc.edu/CETRegistration

Today's Date _____ College ID# _____ Date of Birth (required) _____

Last Name _____ Legal First Name _____ Chosen First Name _____ Middle Initial _____

Home Address _____ Email Address (required) _____

City _____ State _____ Zip _____ County of Residence _____

Home Phone _____ Business Phone _____ Cell Phone _____

Employer _____

Emergency Contact Name _____ Phone _____

- ☐ U.S. citizen ☐ Male ☐ Female 1. Are you of Hispanic or Latino origin? ☐ Yes ☐ No
- ☐ Non-U.S. citizen (with proper documentation the course costs below apply; without documentation pay full course costs) Preferred Pronouns: 2. Race, select one or more of the following categories:
- ☐ I am a Carroll County resident (deduct \$10 per course) ☐ She: She/Her/Hers ☐ White
- ☐ I am a Non-Carroll County Maryland resident (deduct \$5 per course) ☐ He: He/Him/His ☐ Black or African American
- ☐ I am a Maryland resident, 60 years of age or older (pay fees only plus a \$5 tuition cost if a non-Carroll County resident) ☐ Ze: Ze/Hir/Hirs ☐ Asian
- ☐ They: They/Them/Their ☐ American Indian or Alaska Native
- ☐ Name: Use my name as pronoun ☐ Native Hawaiian or Other Pacific Islander

☐ I am enrolling in a Workforce Training Certificate program or course(s). Program: _____

Social Security Number (required for Workforce Training Certificate programs and courses) _____ - _____ - _____
Social Security Numbers are used for federal and state reporting purposes only. Your Social Security Number is confidential.

Course Number	Course Title	Start Date	Start Time	Cost
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Mail completed registration form and check or money order for full amount to:

Carroll Community College
Continuing Education & Training, A115
1601 Washington Road
Westminster, MD 21157

Deduct In-County/In-State Fees _____

Total Cost _____

The College reserves the right to cancel courses or make changes due to insufficient enrollment or unforeseen circumstances.
In these events, students will be notified via email.

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student records. For information, visit www.carrollcc.edu/ferpa

The College prohibits the enrollment of individuals listed on any State Services Sex Offender registry and/or Maryland Department of Public Safety and Correctional Services Sex Offender registry. Off-site contract training for clients may be exempt.

I certify that the statements made in this application are correct. I agree to comply with all policies and regulations of Carroll Community College and understand that it is my responsibility to familiarize myself with the Drug-Free Schools and Community Act, Smoke/Tobacco-Free Campus Policy and the Code of Integrity for Academic and Behavioral Standards, all found at carrollcc.edu and in the College catalog.

Signature (required) _____

For Office Use Only: Rec by _____ Processor _____ Date _____ ☐ Phone ☐ Mail ☐ Walk-In ☐ Fax

If paying with a credit card, register online at www.carrollcc.edu/CETRegistration or by phone at 410-386-8100 or fax at 410-386-8111.

Charge to my: ☐  ☐  ☐  ☐ 

Credit Card Number _____ CID# _____

Card Holder's Name _____ Credit Card Expiration Date _____

Card Holder's Billing Address (required) _____

Card Holder's Signature _____

Tuition \$200 or more?
Use the CCC Deferred Payment Plan, a monthly payment program. Go to www.carrollcc.edu/tuitionassistance.

Note: Your CID# is the last three digits in the signature box on the back of your credit card.



1601 Washington Road | Westminster, MD 21157 | carrollcc.edu

Continuing Education and Training Registration Form

410-386-8100 | Fax 410-386-8111 | Room A115

Save time... register online! carrollcc.edu/CETRegistration

Today's Date _____ College ID# _____ Date of Birth (required) _____

Last Name _____ Legal First Name _____ Chosen First Name _____ Middle Initial _____

Home Address _____ Email Address (required) _____

City _____ State _____ Zip _____ County of Residence _____

Home Phone _____ Business Phone _____ Cell Phone _____

Employer _____

Emergency Contact Name _____ Phone _____

- ☐ U.S. citizen ☐ Male ☐ Female 1. Are you of Hispanic or Latino origin? ☐ Yes ☐ No
- ☐ Non-U.S. citizen (with proper documentation the course costs below apply; without documentation pay full course costs) Preferred Pronouns: 2. Race, select one or more of the following categories:
- ☐ I am a Carroll County resident (deduct \$10 per course) ☐ She: She/Her/Hers ☐ White
- ☐ I am a Non-Carroll County Maryland resident (deduct \$5 per course) ☐ He: He/Him/His ☐ Black or African American
- ☐ I am a Maryland resident, 60 years of age or older (pay fees only plus a \$5 tuition cost if a non-Carroll County resident) ☐ Ze: Ze/Hir/Hirs ☐ Asian
- ☐ They: They/Them/Their ☐ American Indian or Alaska Native
- ☐ Name: Use my name as pronoun ☐ Native Hawaiian or Other Pacific Islander

☐ I am enrolling in a Workforce Training Certificate program or course(s). Program: _____

Social Security Number (required for Workforce Training Certificate programs and courses) _____ - _____ - _____
Social Security Numbers are used for federal and state reporting purposes only. Your Social Security Number is confidential.

Course Number	Course Title	Start Date	Start Time	Cost
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Mail completed registration form and check or money order for full amount to:

Carroll Community College
Continuing Education & Training, A115
1601 Washington Road
Westminster, MD 21157

Deduct In-County/In-State Fees _____

Total Cost _____

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Signature (required) _____

For Office Use Only: Rec by _____ Processor _____ Date _____ ☐ Phone ☐ Mail ☐ Walk-In ☐ Fax

If paying with a credit card, register online at www.carrollcc.edu/CETRegistration
or by phone at 410-386-8100 or fax at 410-386-8111.

Charge to my: ☐  ☐  ☐  ☐ 

Credit Card Number _____ CID# _____

Card Holder's Name _____ Credit Card Expiration Date _____

Card Holder's Billing Address (required) _____

Card Holder's Signature _____

Tuition \$200 or more?
Use the CCC Deferred Payment Plan,
a monthly payment program. Go to
www.carrollcc.edu/tuitionassistance.

Note: Your CID# is the last three
digits in the signature box on the
back of your credit card.

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“ I completed the Registered Behavior Technician (RBT) program at Carroll with the hope of furthering my mental health career and entering the field of Applied Behavior Analysis (ABA). I appreciated the live virtual classes taught by a local experienced instructor working in the field right here in Carroll County. Once I completed the course, the instructor stayed connected with me and made sure I had the resources to complete my certification. Knowing that my long-term goal is to obtain my Master's degree and become a Behavior Analyst, the instructor helped me find a program and even gave me a reference. I'm now working fulltime doing in-home ABA therapy and am in my first year of the M.Ed. Applied Behavior Analysis program at York College of Pennsylvania.”

Matthew Williams
Registered Behavior Technician (RBT)
program completer