WORK

HOME

## BALANCE Continuing Education & Training

Spring – Summer 2024 Class Schedule



Something for everyone!





I started the **Registered Behavior Technician** 40 Hour Training Program in the beginning of June 2023 and finished by the end of July 2023.

The amount of information and knowledge that was supplied/ displayed during every class was unlike any other college course I have taken before! This program not only gave me new knowledge, strategies and resources, but it also **supplied me with a great deal of confidence** while discussing and understanding the role of an RBT.

I secured a job as a Behavior Technician in September of 2023, shortly after I finished the training program courses. In January of 2024, I passed the RBT proctored exam, and I am now a **Registered Behavior Technician...** all in less than a year!

Matthew Clark RBT 40 Hour Training Completer

## TRAIN FOR A NEW CAREER. BE JOB READY IN AS LITTLE AS 2 MONTHS.

## Why earn a Workforce Training Certificate from Carroll?

- Gain a valuable credential within weeks or months, instead of years.
- Prepare to sit for a state or national certification or licensure exam.
- Demonstrate to employers that you are well trained and committed to your profession.
- Learn from faculty members with both academic and professional experience.

## Scholarship funds and tuition assistance are available for students to:

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

## See all non-credit training programs on pages 3 – 15.

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## WORKFORCE TRAINING CERTIFICATES

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WORKFORCE TRAINING PROGRAMS

#### 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 (pages 54 – 55) 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.

#### **REGISTER NOW**

## **Financial Assistance** for Workforce Training Certificates

## Scholarships available!

#### ASSISTANCE IS AVAILABLE FOR STUDENTS TO:

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

## 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

#### ADVANCED MANUFACTURING

#### **Automotive Technician**

Automotive Technicians work in wellventilated and well-lit repair shops, service departments of car dealerships or any other type of mechanic shop. They inspect a driver's vehicle, inform them of any issues and provide necessary maintenance to get the car working effectively again. Automotive Technicians typically repair basic car parts like brakes, steering wheels and engines. They can also inspect and fix a vehicle's electrical system. Most of them must perform automotive care tasks daily, like checking fluid levels, rotating tires and changing oil fluids.

#### Courses

Courses	
VOC-749	Introduction to Automotive
	Technician
VOC-750	Automotive Electrical Systems
VOC-751	Automotive Brake Systems
VOC-752	Automotive Suspension and
	Steering Systems

## Approximate Number of Hours 129

129

Approximate Training Cost \$2,130

#### Licensure/Certification earned

Each class prepares students to test for the ASE individual certification in the respected area. Three individual ASE certifications in addition to 6 months of work experience in a related field qualifies students to test for the ASE Maintenance and Light Repair.

\*Note: Not all courses are offered in each schedule. See the Course Index to locate the complete course listing within this schedule.

#### Hybrid/Electric Vehicle Technician

The next generation of cars are on the road and needing repair. Hybrid and Electric vehicles are becoming more popular and the demand for technicians is growing. Stay ahead of the curve with this innovative training. Topics range from safety and diagnostics to drive systems and battery systems. Perfect for new or experienced technicians looking to grow their knowledge and skills in this emerging technology.

#### Prerequisite Course:

VOC-750 Automotive Electrical Systems or equivalent training.

#### Courses

VOC-789 ASE Engine Performance VOC-790 ASE Light Duty Hybrid/Electric

Approximate Number of Hours 90

Approximate Training Cost \$1,399

#### Licensure/Certification earned

Students with 3 years of full-time work experience will be prepared to sit for the ASE Engine Performance (A8) and ASE Light Duty Hybrid/Electric Vehicle Specialist (L3).

\*Note: Not all courses are offered in each schedule. See the Course Index to locate the complete course listing within this schedule.

#### **REGISTER NOW**

Continuing Eduction & Training: carrollcc.edu/CETRegistration 410-386-8100

#### **Precision Machinist**

Gain foundation skills to enter the world of machining and manufacturing. Master the fundamentals of safety, measurement and materials that will open the door to a variety of shop related jobs. Validate that you have the fundamental knowledge of standard steel classifications and numbering systems, reading of precision measuring devices, shop and machine safety, general machining practices and inspection techniques.

#### Courses

MFG-023 Industrial Safety MFG-024 Precision Measurement MFG-025 Materials and Machining

Approximate Number of Hours 39

Approximate Training Cost \$849

#### Licensure/Certification Earned

Students who successfully complete the program will be prepared to sit for the entry-level NIMS certification Measurements, Materials & Safety.

#### \*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 WeldingVOC-467 Advanced WeldingVOC-728 Advanced Welding 2

Approximate Number of Hours 120 hours

Approximate Training Cost \$3,043

#### 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.

#### 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
Approxim	ate 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.





Carroll's exclusive job board for students, alumni and community members. www.CollegeCentral.com/CarrolICC

#### Carroll County residents: **DEDUCT \$10** per course Maryland Non-Carroll County residents: **DEDUCT \$5** per course Maryland senior adults pay **fees only.**

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**Continuing Eduction & Training:** 

carrollcc.edu/CETRegistration

410-386-8100

#### **BUSINESS**

#### Entrepreneurship

Prepare for your venture into entrepreneurship. Learn core competencies in business planning, market research, budgeting and accounting, human resources, managing risk, growth strategies and much more. Includes 1-on-1 consultation.

#### Courses

MSB-075	Preparation for Pathways to
	Entrepreneurship
MSB-087	Pathways to Entrepreneurship

Approximate Number of Hours
80

Approximate Training Cost \$1,129

#### Licensure/Certification Earned

Entrepreneurship and Small Business Certification from Certiport.

#### \*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 schoolaged program.

#### Courses

CCT-529	Growth and Development in
	Early Childhood (online)
CCT-107	Materials and Methods for

Early Childhood Education

Approximate Number of Hours 90 hours

## Approximate Training Cost \$880

**Φ000** 

Licensure/Certification Earned

#### \*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-529	Growth and Development in Early Childhood (online)
or CCT-107	Materials and Methods for Early Childhood Education
and CCT-108	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.



More than **\$100,000** in scholarships are available, plus tuition assistance for eligible non-credit students.

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

#### **REGISTER NOW**

#### 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-529	Growth and Development in
	Early Childhood (online)
CCT-530	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

#### UAS (Drone) FAA Remote Pilot

UAS (Unmanned Aircraft Systems) AKA drones can be utilized in nearly every industry imaginable. From marketing to construction to inspection, drones can be flown to collect data and gather images that can be processed, edited, and shared. Whether you want to diversify your abilities or start an exciting new career, becoming a commercial drone pilot is a great way to do it. The newly revised program adds more flight time that includes Night Flight, NIST training, and condensed hybrid classes.

#### Courses

DRN-020	Commercial Remote Pilot Pt. 1
DRN-021	Commercial Remote Pilot Pt. 2
DRN-022	Advanced Remote Flight
DRN-023	Foundations of Aerial Photo and Data

Approximate Number of hours 95

Approximate Training Cost \$2,187

#### Licensure/Certification Earned

Students are prepared for two industry certifications: the Remote Pilot Certificate (Part 107) and the Basic Proficiency Evaluation for Remote Pilot (BPERP) Certificate.

#### \*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 \$584

#### 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.

#### **Certified Health Coach**

Certified Health Coaches work in different settings such as health clubs, wellness centers, insurance companies and clinical offices to collaborate with clients and empower them to meet their goals and take ownership of their health and wellness.

#### Courses

AHE-392 Certified Health Coach

Approximate number of hours 45

Approximate Training Cost \$584

#### Licensure/Certification Earned

Students are prepared to take the American Council on Exercise Certified Health Coach Exam.

\*Note: Not all courses are offered in each schedule. See the Course Index to locate the complete course listing within this schedule.

#### **REGISTER NOW**

#### **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)

#### **Approximate Number of Hours**

133 hours (excluding prerequisites)

#### Approximate Training Cost

\$2,045 (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**

\$1,900 (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.

### TUITION **\$200** OR MORE? Pay in installments!

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

#### **REGISTER NOW**

#### **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

Courses	
AHE-651	Certified Clinical Medical Assistant – Part 1
AHE-652	Certified Clinical Medical Assistant – Part 2
AHE-653	Certified Clinical Medical Assistant – Part 3
AHE-654	Certified Clinical Medical Assistant – Part 4
AHE-655	Certified Clinical Medical Assistant – Part 5
AHE-656	Certified Clinical Medical Assistant – Part 6

## Approximate Number of Hours 448

Approximate Training Cost \$4,952

#### 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.

#### **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

\$1,506 (excluding prerequisites)

#### Licensure/Certification Earned

This course prepares students to sit for the Pharmacy Technician Certificate Exam (PTCE) offered by the Pharmacy Technician Certification Board. Individuals who pass 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 CPR card

# CoursesAHE-200Phlebotomy Technician<br/>Training I: TheoryAHE-077Phlebotomy Technician<br/>Training II: ClinicalAHE-078Phlebotomy Technician<br/>Training III: Clinical

#### Approximate Number of Hours

168 hours (excluding prerequisites)

#### Approximate Training Cost

\$2,325 (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-388	Registered Behavior Technician® 40-Hour
	Training Part I
AHE-389	Registered Behavior
	Technician <sup>®</sup> 40-Hour
	Training Part II

#### Approximate Number of Hours

40 hours

#### Approximate Training Cost \$590

#### 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

\$1,627 (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 (IAHCSMM). 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.

#### **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

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.

#### GET HELP PAYING FOR CAREER TRAINING

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#### **REGISTER NOW**

Continuing Eduction & Training: carrollcc.edu/CETRegistration 410-386-8100

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#### TRADES

#### **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 Journey-man's license.

For more information, call 410-431-8889.

#### 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 tractortrailer 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: \$5,500 (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.

#### SAVE THE DATE!

.....

CARROLL COMMUNITY COLLEGE CAREER FAIR

TUESDAY, APRIL 16, 2024

#### LOOKING FOR A JOB?

Connect with hiring professionals and explore employment opportunities in a variety of in-demand industries!

www.carrollcc.edu/careerfair



#### 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 \$1,209

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 \$945

#### 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 Digita 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
<b>Approxim</b> 33 hours	ate Number of Hours
Approxim \$767	ate Training Cost
Licensure	/Certification Earned

#### \*Note: Not all courses are offered

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

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#### **QuickBooks Online Specialist**

Keep financial records complete by using QuickBooks Online 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 Online Pt. 1 DAP-762 QuickBooks Online Pt. 2

Approximate Number of Hours 24 hours

Approximate Training Cost \$458

#### 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 & LEADERSHIP

#### **Emerging Leader**

First-time leaders have a lot to learn, and it's critical they receive the support they need to be successful early in their careers. In this online program, new leaders gain key skills needed to hit the ground running. Through 1:1 leadership coaching at various points in the program, participants receive individualized, real-time support to turn their insight into long-term impact.

#### Courses

- Your Leadership Journey
- Communicating with Impact
- Communicating Effectively to Increase Brand (MC\*)
- Building and Sustaining Trust
- Gaining Momentum as a New Leader (MC\*)
- Authenticity and Transparency (MC\*)
- Prioritizing and Productivity (MC\*)
- High-Impact Feedback & Listening
- Engaging and Retaining Talent
- Resolving Workplace Conflict
- Developing Yourself and Others
- Interaction Skills Challenge (MC\*)

\*These micro courses offer a short burst of learning to supplement primary course content.

Approximate Number of Hours 12

Approximate Training Cost \$1,759

Licensure/Certification earned None

#### Mid/Senior-Level Leader

While the fundamentals of effective leadership remain the same, the leadership landscape has changed dramatically. Mid- and senior-level leaders must navigate team performance in a hybrid world, foster employee engagement across generations, ensure the future viability of the organization and more. This online program is coupled with 1:1, real-time executive coaching, and helps leaders build critical skills to elevate both their roles and organizations.

#### Courses

- Communication: Connect through
   Conversation
- Conversations with Courage and Candor (MC\*)
- Coaching: Move People Forward
- Creating a Coaching Culture on Your Team (MC\*)
- Mastering Executive Interactions
- Six Steps to Strategic Leadership
- Making High-Quality Decisions
- What's on your Radar (MC\*)
- Driving Change
- Maximizing the Power Skills
- Boost Your Resilience (MC\*)
- Building an Inclusive Culture (MC\*)
- Developing Yourself and Others
- Engaging and Retaining Talent
- Resolving Workplace Conflict
- Engaging Quiet Quitters (MC\*)
- Overcoming Your Workplace Burnout (MC)

\*These micro courses offer a short burst of learning to supplement primary course content.

Approximate Number of Hours 15

Approximate Training Cost \$2,075

Licensure/Certification earned None



#### 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 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.

#### Course

DRN-020 Commercial Remote Pilot Pt. 1 DRN-021 Commercial Remote Pilot Pt. 2 (optional)

Approximate Number of Hours 20 hours

Approximate Training Cost \$599

#### Licensure/Certification Earned

Students are prepared to sit for the Unmanned Aircraft General exam and earn their 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 industryrecognized 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-098	CompTIA A+ Certification				
	Prep	1: Hard	war	e	
	-		-		

CMP-100 CompTIA A+ Certification Prep 2: Software

CMP-112 CompTIA A+ Certification Prep 3: Network/Security

Approximate Number of Hours 48 hours

Approximate Training Cost \$250

#### 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 220-1101/1102 CompTIA A+ certification exam.

\*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.

#### QuickBooks Online Specialist Certification Preparation

Keep financial records complete by using QuickBooks Online 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 Online Certified User Exam Prep

Approximate Number of Hours 6 hours

#### Approximate Training Cost \$299 includes practice exam and 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.



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## CAREER & CONTINUING PROFESSIONAL EDUCATION

Sample Electrician/Auto Tech/Welder Training Skilled Trades Career Explorations

> page 17

Step Into the Age of Artificial Intelligence Al Essentials > page 24

Keep Your CMA Knowledge Current Medicine Aide Update > page 34

### Advanced Manufacturing

#### 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 | \$1,009 (includes fees: \$999)

A1 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 | \$2,609 (includes fees: \$2,599)

A1 Online Start Anytime 9 months to complete



scholarships are available, plus tuition assistance for eligible non-credit students.

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

#### MANUFACTURING SKILLS

#### **Skilled Trades Career Explorations**

The skilled trades industry is in high demand and looking to fill jobs immediately. This course is an overview of three of the main jobs within the trades industry. Explore what is involved with being an electrician, an auto technician and a welder. Sample each training program by taking a few hours a week to help you decide which career training is best suited for you. This is a short-term/low-risk class and a great way to test the waters before jumping into an exciting and in-demand career.

# MFG-022 | \$259 (includes fees: \$160)

A1	Mon, Wed   July 8 – 24   6:30 – 9 p.m.
	6 sessions   Main Campus
	Instructor: Michael Blizzard

#### 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 | \$785 (includes fees: \$445)

A4 April 17 – May 29\* | 10 sessions Wed, Mon | April 17 & 22 | 6 – 9:15 p.m. Main Campus Wed, Mon | April 24 – May 29 | 6 – 9:15 p.m. Carroll County Career & Tech Center \*No class 5/15,5/22,5/27 Instructor: Aaron Gilmore

## **4-YEAR** APPRENTICESHIP TRAINING PROGRAMS

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#### **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

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#### CAREER & PROFESSIONAL TRAINING







#### 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 an MSB, SBD or SBA 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

#### BUSINESS

#### **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.

#### # MSB-101 | No Cost

- A4 Thu | April 25 | 9 11 a.m. 1 session | Online
- **B4** Thu | May 23 | 9 11 a.m. 1 session | Online
- C4 Thu | June 27 | 9 11 a.m. 1 session | Online
- A1 Thu | July 25 | 9 11 a.m. 1 session | Online
- **B1** Thu | Aug. 22 | 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 | \$209 (includes fees: \$125)

- A4 Fri | April 19 | 8 a.m. 12:45 p.m. 1 session | Online Instructor: Thomas Mazerski
- B4 Fri | June 7 | 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 | \$209 (includes fees: \$125)

- A4 Fri | April 26 | 8 a.m. 12:45 p.m. 1 session | Online Instructor: Thomas Mazerski
- B4 Fri | June 14 | 8 a.m. 12:45 p.m.
   1 session | Online Instructor: Thomas Mazerski
- A1 Fri | Aug. 2 | 8 a.m. 12:45 p.m. 1 session | Online Instructor: Thomas Mazerski

## Customized Business Development

This course is intended for start-up entrepreneurs and new business owners seeking to obtain personalized small business training and support. Receive up to 10-hours of training and support on topics that align with your unique needs, including business planning, website domain registration, website design, marketing concepts and basic financials. Appropriate templates and worksheets are provided.

#### # MSB-094 | \$398 (includes fees: \$199)

- Fri | May 24 June 21 | 6 8 p.m.
   5 sessions | Main Campus Instructor: Thomas Mazerski
- C4 Fri | June 28 July 26 | 6 8 p.m. 5 sessions | Main Campus Instructor: Thomas Mazerski
- A1 Fri | Aug. 2 30 | 6 8 p.m. 5 sessions | Main Campus Instructor: Thomas Mazerski

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#### PATHWAYS TO ENTREPRENEURSHIP CERTIFICATE SERIES

Prepare for your venture into entrepreneurship with this specially designed certificate series. Recognize entrepreneurial traits and progress to complex ideas of how innovation kick starts entrepreneurial ventures. Immerse yourself in topics including financial accounting, business ethics, marketing and product planning. Both classes required for the Entrepreneurship Certificate.

## Preparation for Pathways to Entrepreneurship 👚

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

Learn the nuts and bolts of becoming an entrepreneur, from business planning to legal business entity formation. Get an overview of the Small Business Development Center (SBDC), its services, and what you can expect entering the business world including the business plan, finance management, funding sources and marketing – your guide to a successful future in the business world. Meet 1-on-1 with a consultant to better understand your business venture and to help you create your individualized content for Pathways to Entrepreneurship (second course in series) as well as provide resources for success.

#### # MSB-075 | \$125 (includes fees: \$100)

<b>B4</b>	Mon   May 6   5 – 9:30 p.m.			
	1 session   Online			
Instructor: Thomas Mazerski				

- C4 Mon | June 3 | 5 9:30 p.m. 1 session | Online Instructor: Thomas Mazerski
- A1 Mon | July 8 | 5 9:30 p.m. 1 session | Online Instructor: Thomas Mazerski
- B1 Mon | Aug. 12 | 5−9:30 p.m. 1 session | Online Instructor: Thomas Mazerski

#### Pathways to Entrepreneurship 👚

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

Prepare for your venture into entrepreneurship. An entrepreneur is most successful when they are equipped with the knowledge and understanding of the business landscape. Find out everything you need to know to own and operate your own business. Get your business started on a solid foundation with core competencies including business planning, market research, budgeting and accounting, human resources, managing risk, growth strategies and much more. Includes 1-on-1 consultation.

#### # MSB-087 | \$1,004 (includes fees: \$735)

<b>B4</b>	Online	May 7 — July 9
C4	Online	June 4 – July 30
A1	Online	July 9 – Sept. 3
B1	Online	Aug. 13 – Oct. 8

#### 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** | **\$209** (includes fees: \$125)

- B4 Fri | June 28 | 8 a.m. 12:45 p.m. 1 session | Online Instructor: Missie Wilcox
- A1 Fri | Aug. 30 | 8 a.m. 12:45 p.m. 1 session | Online Instructor: Missie Wilcox

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## Understanding Business Insurance

CAREER & PROFESSIONAL

TRAINING

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 | \$209 (includes fees: \$125)

A4 Tue, Thu | June 25 & 27 | 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** | **\$209** (includes fees: \$125)

- A4 Tue, Thu | May 7 & 9 | 6 9:15 p.m. 2 sessions | Online Instructor: Thomas Mazerski
- A1 Tue, Thu | July 16 & 18 | 6 9:15 p.m. 2 sessions | Online Instructor: Thomas Mazerski

## How to Maximize the Value of Your Business 🖑

Learn the various techniques used to value a business and how these techniques can help you maximize value. First, you will learn the various modeling applications used to evaluate a business's worth. Second, learn how to use pricing and sales methods to increase and maximize value within your business planning process. Finally, learn how to set goals to measure and hit the value targets you set to be consistent with your long-term exit strategy.

#### # MSB-090 | \$209 (includes fees: \$125)

A4 Wed | June 5 | 8 a.m. – 12:45 p.m. 1 session | Online Instructor: Thomas Mazerski

Carroll County residents: **DEDUCT \$10** per course Maryland Non-Carroll County residents: **DEDUCT \$5** per course Maryland senior adults pay **fees only.** 

#### **REGISTER NOW**

## 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 | \$209 (includes fees: \$125)

- A4 Tue, Thu | April 16 & 18 | 9 11:30 a.m. 2 sessions | Online Instructor: Thomas Mazerski
- B4 Tue, Thu | June 11 & 13 | 9 11:30 a.m.
   2 sessions | Online Instructor: Thomas Mazerski
- A1 Tue, Thu | Aug. 6 & 8 | 9 11:30 a.m. 2 sessions | 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 | \$209 (includes fees: \$125)

- A4 Fri | May 10 | 8 a.m. 12:45 p.m. 1 session | Online Instructor: Thomas Mazerski
- A1 Fri | Aug. 16 | 8 a.m. 12:45 p.m. 1 session | Online Instructor: Thomas Mazerski

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#### 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 | \$209 (includes fees: \$125)

A4 Fri | May 24 | 8 a.m. – 12:45 p.m. 1 session | Online Instructor: Thomas Mazerski

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

#### Increasing Sales Through Business and Social Networking

Meet potential clients, build a referral network and grow your business through networking. Take advantage of the more than 40 years of sales experience behind this workshop and prepare to connect with potential customers through proven and effective personal networking skills. Find out how to locate the business groups and associations that can influence your business. Learn how to interface one-on-one with individuals who can help you maximize your business sales opportunities. Leave with the skills to develop an ongoing relationship with your contacts and the follow-up techniques to maximize your sales opportunities.

#### # MSB-086 | \$209 (includes fees: \$125)

A4	Wed   April 17   6 – 10:45 p.m.
	1 session   Main Campus
	Instructor: Douglas Donaldson

B4 Wed | June 5 | 6 – 10:45 p.m. 1 session | Main Campus Instructor: Douglas Donaldson

#### Raising Money Through Crowd Funding 👚

Learn about crowd funding and the various processes you need to follow for raising money via equity funding. Learn the various types of crowd funding available and then review the type of business structure you need to sell shares of stock as well as how to prepare a business plan/ private placement to present to potential investors. Wrap up by learning how to prepare a capitalization table for purposes of pricing each share of equity you plan to sell.

#### # MSB-091 | \$209 (includes fees: \$125)

A1 Wed | July 10 | 8 a.m. – 12:45 p.m. 1 session | Online Instructor: Thomas Mazerski

#### 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 does not 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 | \$209 (includes fees: \$125)

- B4 Fri | June 21 | 8 a.m. 12:45 p.m.
   1 session | Online Instructor: Thomas Mazerski
- A1 Fri | Aug. 23 | 8 a.m. 12:45 p.m. 1 session | Online Instructor: Thomas Mazerski

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#### 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 | \$209 (includes fees: \$125)

- B4 Mon | June 10 24 | 6 7:30 p.m. 3 sessions | Online Instructor: Thomas Mazerski
- A1 Mon | Aug. 5 19 | 6 7:30 p.m. 3 sessions | Online Instructor: Thomas Mazerski

#### ONLINE PARTNERSHIP CLASSES

## Accounting Fundamentals Series

Whether you're a sole proprietor looking to manage your business finances or you simply want to gain an understanding of accounting basics for career advancement or for personal use, this course will give you a solid foundation in financial and accounting matters. The Accounting Fundamentals Series is designed for students interested in increasing their financial awareness while also gaining a marketable skill.

# FIN-020 | \$240 (includes fees: \$180)

A1	Online	July 17 – Sept. 20
<b>B1</b>	Online	Aug. 14 – Oct. 18

#### Using Social Media in Business 👚

One of the biggest challenges for business owners is finding new customers. Over the past decade, some business owners have leveraged social media to do just that. Whether you're a social media novice or a seasoned veteran, this course will give you a solid foundation in social media marketing and using it to grow your business. In today's globally connected environment, social media is a game changer for businesses. So, whether you're looking for a new way to market your business or simply want to better understand social media, this online social media marketing course will empower you.

**# MKT-011** | **\$145** (includes fees: \$119)

A4 Online April 17 – May 24

#### Accounting Fundamentals 👚

Increase your financial awareness and better manage your small business finances. Learn the basics of double-entry bookkeeping and how to analyze and record financial transactions. Get handson experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes and various common banking activities. Cover writing checks, preparing an income statement and closing out accounts at the end of each fiscal period. Build a solid foundation in financial matters.

# FIN-124 | \$139 (includes fees: \$115)

A4	Online	April 17 — May 24	
<b>B4</b>	Online	May 15 – June 21	
<b>C4</b>	Online	June 12 – July 19	
<b>A1</b>	Online	July 17 – Aug. 23	
B1	Online	Aug. 14 – Sept. 20	

#### GET HELP PAYING FOR CAREER TRAINING

More than **\$100,000** in scholarships are available, plus tuition assistance for eligible non-credit students.

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

#### Accounting Fundamentals II 👚

Build on the knowledge in Accounting Fundamentals or another introductory accounting course, and gain a solid understanding of corporate accounting practices. Explore special journals, uncollectible accounts receivable, plant assets, depreciation, notes and interest, accrued revenue and expenses, dividends, retained earnings and various financial reports for corporations. Increase your financial awareness and accountability while also gaining a marketable skill.

#### # FIN-125 | \$139 (includes fees: \$115)

<b>A4</b>	Online	April 17 — May 24
<b>B4</b>	Online	May 15 – June 21
<b>C4</b>	Online	June 12 – July 19
A1	Online	July 17 – Aug. 23
<b>B1</b>	Online	Aug. 14 – Sept. 20

## Blogging and Podcasting for Beginners 省

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 | \$135 (includes fees: \$109)

<b>A4</b>	Online	April 17 – May 24
<b>B4</b>	Online	May 15 – June 21
C4	Online	June 12 – July 19
A1	Online	July 17 – Aug. 23
B1	Online	Aug. 14 – Sept. 20

Carroll County residents: **DEDUCT \$10** per course Maryland Non-Carroll County residents: **DEDUCT \$5** per course Maryland senior adults pay **fees only.** 

Continuing Eduction & Training: carrollcc.edu/CETRegistration 410-386-8100

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## Business

## Leadership Peer Advisory Group (LPAG)

Are you an executive, business owner, government director, unit lead or senior HR professional feeling the weight of doing business in an everchanging environment?

#### SURROUND YOURSELF WITH A SELECT GROUP OF HIGH-ACHIEVING, DEDICATED PEERS TO:

- Discuss your most pressing challenges and opportunities
- Vet organizational decisions
- Leverage strengths
- Discover blind spots
- Learn new concepts
- Collaboratively create
   solutions to your biggest
   business problems
- "I have attended local, state and national leadership development workshops; I believe this program has been the most impactful and practical one of them all. The relationships cultivated in these sessions provide a support system that I will use for years to come."

-Andrea Berstler Executive Director, CCPL

Details and application at www.carrollcc.edu/lpag. More info: 410-386-8095 business-solutions@carrollcc.edu



#### **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 | April 16 – May 23 | 6 – 8:30 p.m. 12 sessions | Online Instructor: Charlene Morazzani Hood

## MANAGEMENT & LEADERSHIP

Contact Business Solutions at 410-386-8095 for additional management development programs and services.

#### LEADERSHIP CERTIFICATE PROGRAMS

The need for strong leadership within an organization has never been more urgent. Develop yourself through a personalized, online program that incorporates best practice leadership content, online supplemental resources, and 1:1 leadership coaching to support your success. Leaders who fulfill program requirements will receive a certificate and digital badge to showcase their achievement and acquired competencies.

#### Emerging Leader Certificate Program 🕂

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

First-time leaders have a lot to learn, and it's critical they receive the support they need to be successful early in their careers. In this approximately 12-hour, online certificate program, new leaders gain key skills needed to hit the ground running. Through 1:1 leadership coaching at various points in the program, participants receive individualized, real-time support to turn their insight into long-term impact. Select program courses include: Communicating with Impact Gaining Momentum as a New Leader **Building & Sustaining Trust Engaging & Retaining Talent Resolving Workplace Conflict** Developing Yourself & Others.

# MGT-613 | \$1,759 (includes fees: \$1,216)

A4 Online April 29 – Oct. 25

## TUITION **\$200** OR MORE? Pay in installments!

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**REGISTER NOW** 

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#### Mid/Senior-Level Leader Certificate Program 👚

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

While the fundamentals of effective leadership remain the same, the leadership landscape has changed dramatically! Mid- and senior-level leaders in organizations today must navigate team performance in a hybrid world, foster employee engagement across generations, ensure the future viability of the organization and more. This approximately 15-hour, online certificate program is coupled with 1:1, real-time executive coaching, helping leaders build critical skills to elevate both their roles and organizations. Select program courses include:

Communication: Connect Through Conversation

Coaching: Move People Forward Mastering Executive Interactions Six Steps to Strategic Leadership Making High-Quality Decisions Driving Change Maximizing the Power Skills Boosting Your Resilience Engaging & Retaining Talent # MGT-614 | \$2,075 (includes fees: \$1,425)

A4 Online April 29 – Oct. 25

#### **NON-PROFIT SERIES**

#### Nonprofit Management 👚

Take all four classes in this series. The series includes The Big Picture: Mission, Vision and Goals; Nonprofit Organizational Tools; Grant Writing; and Building an Engaged Board.

# MGT-626 | \$623 (includes fees: \$560)

A4 Tue | May 7 – June 25 | 9:30 a.m. – 12:30 p.m. 8 sessions | Online

## The Big Picture: Mission, Vision and Goals $\checkmark 1$

Gain a brief introduction to the world of nonprofits. Learn to define the organization's mission and ensure that its activities are mission-driven while learning to avoid mission creep through strategic planning and carefully constructed goals.

# MGT-622 | \$180 (includes fees: \$161)

A4 Tue | May 7 & 14 | 9:30 a.m. – 12:30 p.m. 2 sessions | Online

#### Building an Engaged Board 👚

For anyone serving in a non-profit leadership, administration or board role, this class teaches purposeful strategies for board recruitment, onboarding, effective decision-making, board development and board recognition. Learn how to help your board understand its role in advocacy and ambassadorship.

# MGT-625 | \$180 (includes fees: \$161)

A4 Tue | June 18 & 25 | 9:30 a.m. – 12:30 p.m. 2 sessions | Online

#### Grant Writing 👚

Professionals in the non-profit sector who are responsible for applying for and managing grant applications and awards will fine tune their grant writing skills. Topics include setting a grant strategy, searching for grants, writing effective applications, telling a compelling story and understanding the grant review process.

#### # MGT-624 | \$180 (includes fees: \$161)

A4 Tue | June 4 & 11 | 9:30 a.m. – 12:30 p.m. 2 sessions | Online

#### Nonprofit Organizational Tools 🐴

Enhance skills that make non-profit organizations more effective. Non-profit professionals will learn to plan and conduct effective meetings, develop a plan for internal and external communications, use a variety of tools to help with decision-making, gain an understanding of financial statements and develop program evaluation tools.

# MGT-623 | \$180 (includes fees: \$161)

A4 Tue | May 21 & 28 | 9:30 a.m. – 12:30 p.m. 2 sessions | Online

## PROFESSIONAL DEVELOPMENT

## Certified Business Data Analytics (CBDA) Prep 省

According to LinkedIn survey data, business data analysis is one of the fastest-growing professions. With increasing dependence on technology projects, organizations are hiring a larger number of business analysts. Certification in Business Data Analytics (CBDA) is the first data analytics certification provided by the International Institute of Business Analysis (IIBA) to recognize one's ability to effectively analyze work in business analytics initiatives. The Certified Business Data Analytics (CBDA) Prep Course provides highly focused exam preparation support for the CBDA exam. This comprehensive data analytics course offers you extensive support through sessions fully aligned to the Guide to Business Data Analytics and office hours. This course has been designed by data analytics experts who have assisted several business analysts in completing the CBDA exam successfully. The learning resources, study plan, exam tips, question banks, and exam simulators are fully aligned to the CBDA exam pattern. Furthermore, these resources equip you to prepare effectively, identify areas of weakness, and face your certification exam confidently.

# XXG-191 | \$1,005 (includes fees: \$995)

A1 Online Start Anytime 3 months to complete



scholarships are available, plus tuition assistance for eligible non-credit students.

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

Continuing Eduction & Training: carrollcc.edu/CETRegistration 410-386-8100

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Carroll County residents: **DEDUCT \$10** per course Maryland Non-Carroll County residents: **DEDUCT \$5** per course Maryland senior adults pay **fees only.** 

## 2 sessions | Online

#### PROFESSIONAL & LEADERSHIP DEVELOPMENT

**NEW!** Be prepared for whatever the workplace throws at you with these on-demand, online and self-paced, offerings. Call 410-386-8095 for more information and to register.

Don't see what you're looking for? Contact Business Solutions at 410-386-8095 for additional professional and leadership development programs and services.

#### Communicating with Impact 👚

Many organizations focus on technical skills as all-important to success in the workplace. Yet strong interpersonal skills are equally essential in transforming employees into exceptional performers who have a greater impact in their roles. This course provides individuals with a powerful set of interaction skills that enables them to communicate more effectively with colleagues and customers and, in the process, build trust, strengthen partnerships and achieve desired results.

\$117 (includes fees: \$107)

#### Driving Change 👚

In today's complex and competitive environment, it's no surprise that 70% of workplace change initiatives fail. For workplace change initiatives to be successful, organizations need leaders who are able to turn resistance into commitment and inspire team members to take ownership of change. This course provides the skills and resources learners need to accelerate the process of implementing change with their team members and create an agile work environment where people are more open to change.

\$117 (includes fees: \$107)

#### Engaging and Retaining Talent 📌

Research tells us that employee engagement is the primary enabler behind the successful execution of any business strategy. And no one affects engagement and retention more than the employee's immediate leader. This course provides leaders with a model to determine what drives each individual's engagement, as well as methods for proactive engagement and talent retention. Participants learn how to conduct "engagement conversations" and "retention conversations." They explore ways to offer recognition and create an engaging environment using no-cost "everyday engagers." \$117 (includes fees: \$107)

#### Resolving Workplace Conflict 👚

Today's business environment challenges organizations to increase productivity, improve quality, shorten cycle time and reduce costs. An unfortunate but natural byproduct of these challenges is conflict. While conflict can lead to discoveries such as new ideas and innovative breakthroughs, it can also, if allowed to escalate, result in damage to critical working relationships. This course teaches learners how to recognize the signs of escalating conflict and take appropriate action to minimize damage. Leaders are introduced to two resolution tactics-coach and mediate-and practice using the Interaction Essentials as they coach then mediate to resolve a conflict.

**\$117** (includes fees: **\$107**)

## COMPUTERS & TECHNOLOGY

#### **COMPUTER APPLICATIONS**

#### **Artificial Intelligence (AI) Essentials**

Wade into the fundamental concepts of Artificial Intelligence (AI). This compact and engaging 2 day course provides an overview of the history, core principles, practical applications and ethical considerations surrounding AI. No prior experience or knowledge needed to begin discovering the unlimited world of AI.

# CMP-114 | \$69 (includes fees: \$30)

A4 Mon, Wed | May 6 – 13 | 6:30 – 8:30 p.m. 3 sessions | Main Campus Instructor: Justin Bard

Interested in a degree? Explore Carroll's CREDIT PROGRAMS at www.carrollcc.edu/degree

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Introduction to Microsoft Word 2019

Across all industries, the ability to create documents in a word processor is essential in day-to-day functions. From writing reports to Knowing how to use Microsoft Word, the most widely-used word processing program, adds an important skill set to your professional profile. This course will introduce you to the 2019 version of Microsoft Word. You will learn the basics of Word 2019 needed to write and edit text and to create, format, and organize documents. By the time you're done with these hands-on activities, you will be able to use Word confidently at home or on the job.

# CMP-103 | \$157 (includes fees: \$119)

A4 Online April 17 – May 24

#### Introduction to Microsoft PowerPoint 2019/Office 365 👚

This in-depth course introduces Power-Point's functions and will teach you how to plan and create professional-quality presentations. You will learn how to catch your audience's attention with Power-Point's visual features like photo album. As you become acquainted to Office 365, you will learn how to utilize OneDrive and PowerPoint Online's cross-functionality saving, editing, and sharing your presentations online.

# CMP-101 | \$157 (includes fees: \$119)

A4 Online April 17 – May 24

## Introduction to Microsoft Outlook 2019

Many people rely on Microsoft Outlook 2019, a unique tool to help you manage email, appointments, tasks, and contacts in a single program. In this course, you'll learn how to use Microsoft Outlook 2019 for Windows. You will learn to save, sort, organize, and read email messages. Set appointments along with reminders, so you'll never miss an important date! Store and search through names of important people and their contact information, and create task lists to help you make progress on different projects. By the end of the course, you'll master how to effectively navigate Outlook's four main features: Mail, Appointments, People, and Tasks.

# CMP-102 | \$157 (includes fees: \$119)

A4 Online April 17 – May 24

Carroll County residents: **DEDUCT \$10** per course Maryland Non-Carroll County residents: **DEDUCT \$5** per course Maryland senior adults pay **fees only.** 

**REGISTER NOW** 

Continuing Eduction & Training: carrollcc.edu/CETRegistration 410-386-8100

## Introduction to Microsoft Access 2019

Virtually every industry can benefit from the use of Microsoft Access to organize, store, and document their essential information. Data ranging from inventory and customer information to orders details and vendors can be effectively organized with Microsoft's longstanding software. If you work with databases of any kind, learning how to use Access will add a valuable skill set to your professional profile. This course will teach you one of the most useful skills for both job seekers and those looking for promotion. If you know how to use Microsoft Excel, learning Access informs and enhances your current skill set, allowing you to take a stronger role in database management. This course is for Access versions 2019, 2021 and 365.

# CMP-105 | \$157 (includes fees: \$119)

A4 Online April 17 – May 24

#### **Mac Essentials**

Learn the basics of using a Mac in this short course. Learn how to navigate a Mac, manage files and folders, and get familiar with the interface. Whether you are familiar with only PC's or new to computers in general, this course will increase your knowledge of MacOS and make you more versatile in the world of technology.

CMP-113 | \$49 (includes fees: \$30)

A1B Tue, Thu | June 11 & 13 | 6:30 – 9 p.m. 2 sessions | Main Campus Instructor: Nick Tzenov

## How to Get Started in Game Development 👚

Whether you want to start your own independent game project in your basement or work with a small creative team or for a large game development studio, this course will prepare you to start developing your own games. You will start by learning the fundamentals of game development and get and overview of game genres, platforms, and audiences. Next, you will learn tools and techniques to help you make better design decisions and achieve greater efficiencies as you develop your own games. You will learn why many games fail and how to ensure your games are positioned for success. During the course, you will gain hands-on experience in many of the game development processes.

# CMP-084 | \$139 (includes fees: \$115)

<b>A4</b>	Online	April 17 – May 24
<b>B4</b>	Online	May 15 – June 21
C4	Online	June 12 – July 19
A1	Online	July 17 – Aug. 23
<b>B1</b>	Online	Aug. 14 – Sept. 20

## Video Game Design and Development 👚

This is a starting point for students seeking a professional career as a video game designer and developer. Well-suited for enthusiastic amateurs and gamers looking to explore this exciting field as a recreational endeavor. Content is available online for 12 months after enrollment.

**# XXG-067** | **\$2,155** (includes fees: \$2,145)

A1 Online Start Anytime 12 months to complete

#### 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: \$109) plus text

A4B Mon, Wed | May 13 - 20 | 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: \$109) plus text

A4B Mon, Wed | June 10 – 17 | 6:30 – 8:50 p.m. 3 sessions | Main Campus Instructor: Lara Benstein

#### InDesign Level 1

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: \$109) plus text

A1B Mon, Wed | July 8 – 15 | 6:30 – 8:50 p.m. 3 sessions | Main Campus Instructor: Lara Benstein

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

**GET HELP** 

**PAYING FOR** 

CAREER TRAINING

More than **\$100,000** in

scholarships are available,

plus tuition assistance for eligible non-credit students.

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#### Adobe Certified Professional in Video Design (Vouchers Included)

Are you interested in Video Design? Does the power to influence using video content appeal to you? If so, then this course is for you! Video content is used almost everywhere. Successful video editors know how to use their technical skills with precision to tell a story. If you want to become a master storyteller, achieving the Adobe Certified Professional in Video Design credential will help you. Earn the necessary certifications in Premiere Pro and Photoshop Adobe Certified Associate to show you have the editing skills to turn clips into a cinematic original. This course prepares you for the Adobe Premiere Pro and Adobe Photoshop certification exams. If you pass both of those exams, you earn the Adobe Certified Professional in Video Design credential.

# XXG-188 | \$1,505 (includes fees: \$1,495)

A1 Online Start Anytime 6 months to complete

#### **CODING & PROGRAMMING**

#### CompTIA A+ Certification Prep 1: Hardware 👚

Get ready to roll up your sleeves and dive inside your personal computer! The CompTIA A+ Certification Prep 1: Hardware course is the first of three CompTIA courses you will need to take to successfully prepare for your A+ certification. It teaches you about the hardware common to nearly every personal computer, including microprocessors, RAM, power supplies, motherboards, UEFI/BIOS, the system setup utility, the expansion bus, and input/output devices. Throughout our CompTIA A+ prep course, you will learn techniques every tech masters for building and troubleshooting all sorts of computers, plus get the inside scoop on how techs work within the enterprise. This computer hardware course also gives you the base knowledge needed to continue your CompTIA A+ certification studies for the 220-1101 and 220-1102 exams.

# CMP-098 | \$135 (includes fees: \$115)

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A4	Online	April 17 – May 24
<b>B4</b>	Online	May 15 – June 21
C4	Online	June 12 – July 19
A1	Online	July 17 – Aug. 23
B1	Online	Aug. 14 – Sept. 20

## CompTIA A+ Certification Prep 2: Software

The CompTIA A+ Certification Prep 2: Software course picks up where the CompTIA A+ Certification Prep 1: Hardware course left off and dives into Windows, macOS, and Linux. Throughout the CompTIA A+ prep training, you will learn about operating systems from installation to operations, maintenance to troubleshooting. Our computer software training course teaches you about virtualization and virtual machines, plus it goes in-depth on printer and multifunction device technologies. This CompTIA A+ prep course takes you through the second of three prep courses you need to become both a highly competent computer tech and a CompTIA A+ certified technician, using the 1101 and 1102 competencies.

**# CMP-100** | **\$135** (includes fees: \$120)

<b>A4</b>	Online	April 17 – May 24
<b>B4</b>	Online	May 15 – June 21
C4	Online	June 12 – July 19
A1	Online	July 17 – Aug. 23
<b>B1</b>	Online	Aug. 14 – Sept. 20

## CompTIA Network+ Certification Prep

This course will teach you everything you need to know to take and pass the challenging CompTIA Network+ certification exam and become an excellent network technician. You'll learn about the OSI Seven-Layer model, protocol suites, modern network operating systems, network hardware, cabling standards, remote connectivity, Internet connections, cloud computing, network security, network troubleshooting, and more. This course will prepare you for the current exam objectives (N10-006).

# DAP-819	\$135	(includes fees: \$115)
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<b>A4</b>	Online	April 17 — May 24	
<b>B4</b>	Online	May 15 — June 21	
C4	Online	June 12 – July 19	
A1	Online	July 17 – Aug. 23	
B1	Online	Aug. 14 – Sept. 20	

#### C++ for the Absolute Beginner 👚

Here's your chance to learn how to program the easy way in C++. Introduction to C++ Programming is a project-oriented course. You'll get right to programming in this course – even if you have no prior programming experience! Before you know it, you'll be putting together programs, and you'll see how easy programming really is.

#### # CMP-106 | \$139 (includes fees: \$115)

A4	Online	April 17 – May 24	
<b>B4</b>	Online	May 15 – June 21	
C4	Online	June 12 – July 19	
<b>A1</b>	Online	July 17 – Aug. 23	
<b>B1</b>	Online	Aug. 14 – Sept. 20	

## Introduction to Java Programming

If you want to learn computer programming but don't have any prior experience, you'll enjoy a tour of Java, one of the most widely used computer languages in the world. It's a breeze to learn in a friendly and supportive environment. Start with the basics of programming and go on to write your own programs and integrate input and output, calculations, decision making, and loops. Build your knowledge and confidence with easy-to-understand examples and plenty of skill-building exercises. So whether you just want to try it out to see if you like it or plan on doing more with Java, this is a great place to start!

#### **# DAP-768** | **\$139** (includes fees: \$115)

<b>A4</b>	Online	April 17 – May 24	
<b>B4</b>	Online	May 15 – June 21	
C4	Online	June 12 – July 19	
A1	Online	July 17 – Aug. 23	
B1	Online	Aug. 14 – Sept. 20	

#### **REGISTER NOW**

#### Introduction to Python 3 Programming 4

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 objectoriented 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 | \$139 (includes fees: \$115)

<b>A4</b>	Online	April 17 – May 24
<b>B4</b>	Online	May 15 – June 21
C4	Online	June 12 – July 19
A1	Online	July 17 – Aug. 23
<b>B1</b>	Online	Aug. 14 – Sept. 20

#### Python Developer 👚

This program is aimed at those new to the Python programming language who may or may not have experience with other programming languages. You will learn all about Python programming in this comprehensive program that covers introductory through advanced methods of Python.

# XXG-162 | \$1,005 (includes fees: \$995)

A1 Online Start Anytime 6 months to complete



plus tuition assistance for eligible non-credit students.

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

#### 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 | \$139 (includes fees: \$115)

<b>A4</b>	Online	April 17 — May 24	
<b>B4</b>	Online	May 15 – June 21	
C4	Online	June 12 – July 19	
A1	Online	July 17 – Aug. 23	
B1	Online	Aug. 14 – Sept. 20	

#### Introduction to PC Troubleshooting ብ

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   \$139 (includes fees:	\$115)
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<b>A4</b>	Online	April 17 – May 24	
<b>B4</b>	Online	May 15 – June 21	
C4	Online	June 12 – July 19	
A1	Online	July 17 – Aug. 23	
<b>B1</b>	Online	Aug. 14 – Sept. 20	

#### **DRONES (UAS)**

#### Advanced Aerial Photo and Data

You've learned the rules, you've taken to the sky, and you've even learned some processing skills. Now it is time to put it all into practice. Take your knowledge, skills and abilities to the next level with hands-on commercial applications. Using industry drones, practice flying missions such as roof inspections, thermal inspections and precision agriculture as well as residential and commercial real estate. Limited seats available. Not part of the UAS (Drone) FAA Remote Pilot Workforce Training Certificate. Prerequisites: Part 107 and 35 hours of logged flight. DRN-023 highly recommended.

**# DRN-026** | \$359 (includes fees: \$160)

Sat | June 8 – 22 | 9 a.m. – 3 p.m. A4 3 sessions | Main Campus Instructor: George Colonna

#### WEB DESIGN

#### Creating Wordpress Websites 👚

Learn how to create attractive, sophisticated blogs and websites-without any coding! WordPress is the world's most popular content management system, powering more than 34 percent of all sites on the Internet. WordPress is an easy-touse solution that will help you put your site on the Web in far less time than by coding, and at a much lower cost than hiring a professional.

#### # CMP-045 | \$139 (includes fees: \$115)

<b>A4</b>	Online	April 17 — May 24	
<b>B4</b>	Online	May 15 – June 21	
C4	Online	June 12 – July 19	
A1	Online	July 17 – Aug. 23	
B1	Online	Aug. 14 – Sept. 20	

## 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: \$359)

#### A4P April 17 – May 4\* | 8 sessions

Wed | April 17 & May 1 | 6 – 9:45 p.m. Main Campus Thu | April 18 & May 2 | 8:30 a.m. – 4:30 p.m. Main Campus Fri | April 19 & May 3 | 8:30 a.m. – 4:30 p.m. Main Campus Sat | April 20 & May 4 | 8 a.m. – 12 p.m. Main Campus \*No class 4/21,4/22,4/23,4/24,4/25,4/26,4/27, 4/28,4/29,4/30 Instructor: James Slater

### TUITION **\$200** OR MORE? Pay in installments!

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

## 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) Category I CEUs provided for social workers and Category A CEUs provided for counselors.

#### Beyond Anger Management, Toward Emotional Freedom

Destructive anger – you can live with it, try to manage it or heal the causes. Focus on understanding destructive anger and learn how to find the true causes of that anger. You'll also learn how to heal those causes using a simple acupressure technique known as Emotional Freedom Techniques (EFT). 3 clock hours.

# SCW-015 | \$79 (includes fees: \$54)

A1 Fri | July 19 | 9 a.m. – 12:15 p.m. 1 session | Main Campus Instructor: Daniel Holler

#### **NEW!** Building Compassion Resilience, Preventing Compassion Fatigue in Providers

What happens when our passions start to make us feel tired, disengaged or cynical? As providers we give of ourselves every day, but what are we doing to make sure we're replenishing our souls? If we don't address compassion fatigue, it can negatively impact performance and outcomes. Explore how to build compassion resilience and create a culture of wellness. Seize this chance to energize, strengthen and equip yourself for the complex and fulfilling work ahead. 3 clock hours.

#### # AHE-394 | \$79 (includes fees: \$54)

A4 Wed | May 15 | 6 – 9:15 p.m. 1 session | Main Campus Instructor: Elizabeth Guroff

#### Mind-Body Skills for Educators 👚

This 8-week training is intended for educators and provides evidence-based techniques, which can be implemented individually and in groups to counteract the negative impact of chronic stress and trauma on emotional and physical well-being. The Center for Mind-Body Medicine (CMBM) model is used to teach practical skills that are grounded in psychobiology. You will be trained in various skills including meditation, guided imagery, biofeedback, self-expression and movement. This training has been approved by the MSDE for 1 CPD credit.

# PDE-124 | \$225 (includes fees: \$125)

A4 Mon | May 6 – July 1\* | 6 – 8 p.m. 8 sessions | Online Instructor: Susan McFadden \*No class 5/27

#### 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 | \$85 (includes fees: \$60)

A4 Tue | May 7 | 5:30 – 9:15 p.m. 1 session | Main Campus Instructor: Anne Arena

## Sleep and the Impact on Mental Health

Quality sleep is crucial for maintaining cognitive, emotional and physical health. Implications of disrupted sleep and sleep disorders are prevalent across all age groups and coexist with many psychiatric disorders. Address the biological importance of sleep, impact on overall health and the disease process, and methods for improving sleep. 3.5 clock hours.

# SCW-018 | \$85 (includes fees: \$60)

- A4 Wed | April 17 | 5:45 9:30 p.m. 1 session | Main Campus, Instructor: Anne Arena
- A1 Tue | Aug. 20 | 5:45 9:30 p.m. 1 session | Main Campus Instructor: Anne Arena

#### REGISTERED BEHAVIOR TECHNICIAN

#### Registered Behavior Technician® 40-Hour Training Part I 省

#### ★ 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® 40-Hour Training Part 1 and Part II meets the Behavior Analyst Certification Board (BACB) 40-hour education requirement for the RBT examination. These instructorled, remote courses are offered using MS Teams and Canvas. Students must register for Registered Behavior Technician<sup>®</sup> 40-Hour Training Part 1 and Part 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-388 | \$305 (includes fees: \$160)

#### A4 June 10 – July 3\* | 7 sessions Mon, Wed | June 10 – July 1 | 6 – 9:15 p.m. Online Wed | July 3 | 6 – 8 p.m. Online \*No class 6/19 Instructors: Kristen Colyer and Rachel Bassler

#### Registered Behavior Technician® 40-Hour Training Part 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® 40-Hour Training Part I.

# AHE-389 | \$305 (includes fees: \$160)

A1P July 8 – 29 | 7 sessions Mon, Wed | July 8 – 24 | 6 – 9:15 p.m. Online Mon | July 29 | 6 – 8 p.m. Online Instructors: Kristen Colyer and Rachel Bassler

#### **MENTAL HEALTH FIRST AID**

## 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

A1 Wed, Thu | July 10 & 11 | 12 – 4:30 p.m. 2 sessions | Main Campus

## Youth Mental Health First Aid

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 8 & 9   12 – 4 p.m.
	2 sessions   Main Campus

A1 Thu, Fri | Aug. 8 & 9 | 8:30 a.m. – 12:30 p.m. 2 sessions | Main Campus

#### **CPR FOR HEALTHCARE**

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 | \$88 (includes fees: \$69)

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

## Interested in a degree?



**REGISTER NOW** 

Continuing Eduction & Training: carrollcc.edu/CETRegistration 410-386-8100

29

#### 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 | \$88 (includes fees: \$69)

A4 Thu | June 27 | 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 | \$96 (includes fees: \$73)

A1 Mon | Aug. 5 | 4 – 9:15 p.m. 1 session | Main Campus



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

#### **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 | \$100 (includes fees: \$75)

# AH	E-315   \$100 (includes fees: \$75)
<b>B4</b>	Sat   April 27   9 a.m. – 4 p.m. 1 session   Main Campus
C4	Sat   May 11   9 a.m. – 4 p.m. 1 session   Main Campus
D4	Sat   June 8   9 a.m. – 4 p.m. 1 session   Main Campus
E4	Sat   June 22   9 a.m. – 4 p.m. 1 session   Main Campus
A1	Sat   July 13   9 a.m. – 4 p.m. 1 session   Main Campus
B1	Sat   July 27   9 a.m. – 4 p.m. 1 session   Main Campus

- C1 Sat | Aug. 10 | 9 a.m. 4 p.m. 1 session | Main Campus
- D1 Sat | Aug. 24 | 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 | \$90 (includes fees: \$69)

B4P	Mon   May 20   5 – 9:15 p.m. 1 session   Main Campus
C4P	Mon   June 17   5 – 9:15 p.m. 1 session   Main Campus
D4P	Mon   July 22   5 – 9:15 p.m. 1 session   Main Campus

**E4P** Mon | Aug. 19 | 5 – 9:15 p.m. 1 session | Main Campus

#### DENTAL

## 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)

A1	Online	Start Anytime	6 months to complete
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## 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.

#### 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 | \$145 (includes fees: \$119)

<b>A4</b>	Online	April 17 — May 24
<b>B4</b>	Online	May 15 – June 21
C4	Online	June 12 – July 19
A1	Online	July 17 – Aug. 23
B1	Online	Aug. 14 – Sept. 20

#### **REGISTER NOW**

Continuing Eduction & Training: carrollcc.edu/CETRegistration 410-386-8100

## 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 | \$145 (includes fees: \$119)

<b>A4</b>	Online	April 17 – May 24	
<b>B4</b>	Online	May 15 – June 21	
C4	Online	June 12 – July 19	
A1	Online	July 17 – Aug. 23	
<b>B1</b>	Online	Aug. 14 – Sept. 20	

#### 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 Spanishspeaking patients.

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

A1 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 | \$99 (includes fees: \$89)

A4 Thu | June 6 | 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 | \$169 (includes fees: \$112)

A4 April 25 & May 2 | 2 sessions Thu | April 25 | 8:30 a.m. – 5 p.m. Main Campus Thu | May 2 | 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 | \$284 (includes fees: \$177)

- A4P Fri | April 19 & 26 | 8 a.m. 4:30 p.m. 2 sessions | Main Campus Instructor: James Rowe
- A1P Thu, Fri | Aug. 22 & 23 | 8 a.m. 4:30 p.m. 2 sessions | Main Campus Instructor: James Rowe

#### Certificate in End of Life Care 👚

The Certificate in End-of-Life Care will enhance the knowledge and skills of health care professionals and individuals who work with or care for those experiencing a terminal illness.

#### # AHE-019 | \$145 (includes fees: \$129)

A4	Online	April 17 — May 24
<b>B4</b>	Online	May 15 – June 21
<b>C4</b>	Online	June 12 – July 19
A1	Online	July 17 – Aug. 23
<b>B1</b>	Online	Aug. 14 – Sept. 20

#### EMT

The next EMT session starts August 2024. 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. This is the second in a twocourse 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

#### **REGISTER NOW**

Continuing Eduction & Training: carrollcc.edu/CETRegistration 410-386-8100

#### HEALTH INFORMATION TECHNOLOGY

#### Medical Billing Specialist with Electronic Health Records (Vouchers Included)

Jump-start your career as a health information clerk, medical records coordinator, electronic medical records technician or electronic medical records specialist. Receive valuable training in legal, ethical and regulatory concepts including HIPAA compliance, fraud and abuse in medical billing, and third-party payer guidelines. Prepare to take the Certified Professional Biller (CPB) exam offered by the American Academy of Professional Coders (AAPC) and the National Healthcareer Association's (NHA) Certified Electronic Health Records Specialist (CEHRS) exam that will bolster your resume and authenticate your skillset. You will have 12 months to complete 444 hours of curriculum in this self-paced online course. Cost includes textbooks, workbooks, code books and a voucher for the CPB exam. A high school diploma or equivalent is required to sit for national certification exams. Internet access is required.

# XXG-189 | \$3,705 (includes fees: \$3,695)

A1 Online Start Anytime 12 months to complete

## 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 quidelines and third-party payer requirements. Learn all phases of the revenue cycle - 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)

A1 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)

A1 Online Start Anytime 6 months to complete

#### **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 | \$145 (includes fees: \$119)

<b>A4</b>	Online	April 17 — May 24
<b>B4</b>	Online	May 15 – June 21
C4	Online	June 12 – July 19
A1	Online	July 17 – Aug. 23
B1	Online	Aug. 14 – Sept. 20

## STERILE PROCESSING TECHNICIAN

The next Sterile Processing Technician session starts August 2024. 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 healthcare 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

#### **REGISTER NOW**

#### Sterile Processing Technician Training Fundamentals

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

Learn to work behind the scenes in healthcare 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.

#### **MEDICAL ASSISTANT**

The next Certified Clinical Medical Assistant session starts September 2024. Call Ashley Roper at 410-386-8020 for more information.

#### 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 | \$180 (includes fees: \$105)

A1 Online Aug. 1 – 31

#### CERTIFIED NURSING ASSISTANT

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 site is not currently requiring COVID vaccination but can reinstate the requirement at any time. If that should happen, any student who is not vaccinated will not be able to proceed with their clinicals unless they receive the vaccine. 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 may be 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-257 | \$259 (includes fees: \$151)

A4 Mon, Tue, Thu, Fri | May 20 – 30\* 8:30 – 11:45 a.m. 6 sessions | Main Campus \**No class 5/27* 

### **REGISTER NOW**

Continuing Eduction & Training: carrollcc.edu/CETRegistration 410-386-8100

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Carroll County residents: **DEDUCT \$10** per course Maryland Non-Carroll County residents: **DEDUCT \$5** per course Maryland senior adults pay **fees only.** 

plus tuition assistance for eligible non-credit students.

# AHE-299

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

**GET HELP** 

**PAYING FOR** 

**CAREER TRAINING** 

More than **\$100,000** in

scholarships are available,

#### CAREER & PROFESSIONAL TRAINING

## Certified Clinical Medical Assistant

#### EARN YOUR CERTIFICATION IN 26 WEEKS.

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

## OUR NEW STREAMLINED PROGRAM FEATURES:

- Instruction in a hybrid model. Classes typically meet on campus once a week.
- 120 hours of hands-on instruction at a clinical location. Clinicals begin after 22 weeks of instruction.
- Modules on medical assistant skill builders and a personalized soft skills program.

#### **REQUIRED COURSES**

 Certified Clinical Medical Assistant, Parts 1 – 6

Next cohort starts late September.

## Scholarships and tuition assistance may be available!

See page 8 for Certified Clinical Medical Assistant workforce training certificate details.

#### 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 | \$1,145 (includes fees: \$635) plus text

A4BMP Mon, Tue, Thu, Fri | June 3 – 24 8:30 a.m. – 4 p.m. 13 sessions | Main Campus

#### 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 | \$802 (includes fees: \$499)

B4P Mon - Fri | June 25 - July 2 | 7 a.m. - 3:30 p.m. 6 sessions | Carroll Lutheran Village Instructor: Beverly Spicknall

#### **GNA Skills Lab**

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 | \$150 (includes fees: \$100)

A1 Wed | July 31 | 9 a.m. – 3:30 p.m. 1 session | Main Campus Instructor: Nancy Rogers

#### **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, nonparenteral 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 | \$155 (includes fees: \$97)

A4MP Fri | May 17 | 8 a.m. – 4:30 p.m. 1 session | Main Campus Instructor: Nancy Rogers

A1MP Fri | July 19 | 8 a.m. – 4:30 p.m. 1 session | Main Campus Instructor: Nancy Rogers



## CPR/OSHA/SAFETY

## **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 | \$96 (includes fees: \$73)

A1 Mon | Aug. 5 | 4 – 9:15 p.m. 1 session | Main Campus

## **OSHA/SAFETY**

## **OSHA**

The following courses, offered by Mid Atlantic OTI Education Center, are held at Carroll Community College, Host Training Organization. For more information and to register, call the Chesapeake Region Safety Council at 1-800-875-4770.

## 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 | April 22 – 24 | 8 a.m. – 4 p.m. 3 sessions | 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 3 – 6 | 8 a.m. – 4 p.m. 4 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 22 – 25 🕴 8 a.m. – 4 p.m.	
	4 sessions 🕴 Main Campus	

## OSHA 2264 Permit Required Confined Space Entry

Learn the safety and health hazards associated with permit-required confined space entry. Topics include recognition of confined space hazards, identification of permit and non-permit required confined spaces, use of instrumentation to evaluate atmospheric hazards, ventilation techniques, development and implementation of a confined space program, proper signage and training requirements.

## # VOC-112

A1 Mon, Tue, Wed | Aug. 5 – 7 | 8 a.m. – 4 p.m. 3 sessions | Main Campus

## SAFETY

The following courses, offered by Chesapeake Region Safety Council, are held at Carroll Community College, Host Training Organization. For more information and to register, call the Chesapeake Region Safety Council at 1-800-875-4770.

## 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 | April 25 | 8 a.m. – 4 p.m. 1 session | Main Campus

## **Confined Space Train the Trainer**

This trainer course provides training on all aspects of 29 CFR 1910.146 and 29 CFR 1926.1200 Subpart AA Confined Space in Construction. Each student will receive a student binder and a CD, which includes PowerPoint presentations, video clips, test questions and additional resource information for Confined Spaces training. Prerequisite: You must have completed the OSHA 2264 Permit Required Confined Space Entry course within the last 12 months and provide the CRSC with a copy of your course completion certificate.

## # VOC-113

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

TUITION \$200 OR MORE? Pay in installments! Visit www.carrollcc.edu/tuitionassistance to learn more!

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Continuing Eduction & Training: carrollcc.edu/CETRegistration 410-386-8100

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## 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 | \$90 (includes fees: \$75)

A4 Online Self-paced 3-hr class Complete by Aug. 16

## 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-onone 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, 1hr SN.

# CCT-520 | \$90 (includes fees: \$75)

A4 Online Self-paced 3-hr class Complete by Aug. 16

## 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 | \$70 (includes fees: \$55)

A4 Online Self-paced 3-hr class Complete by Aug. 16

## 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 | \$70 (includes fees: \$55)

A4 Online Self-paced 3-hr class *Complete by Aug. 16* 

## 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 | \$219 (includes fees: \$190)

A4 Online Self-paced 3-hr class *Complete by Aug. 16* 

## 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 | \$70 (includes fees: \$55)

A4 Online Self-paced 3-hr class *Complete by Aug. 16* 

## 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 | \$70 (includes fees: \$55)

A4 Online Self-paced 3-hr class Complete by Aug. 16

## SIDS 😷

Learn all about Sudden Infant Death Syndrome (SIDS), which can affect apparently healthy infants under one year of age.

# CCT-494 | \$70 (includes fees: \$55)

A4 Online Self-paced 3-hr class Complete by Aug. 16

## 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 | \$70 (includes fees: \$55)

A4 Online Self-paced 3-hr class *Complete by Aug. 16* 

## 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 | \$70 (includes fees: \$55)

A4 Online Self-paced 3-hr class *Complete by Aug. 16* 



## Additional Career Training

## 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** | **\$1,905** (includes fees: \$1,546) plus text

A4B	Online	April 29 – Aug. 9	
B4B	Online	June 24 – Oct. 4	
A1B	Online	Aug. 19 – Dec. 6	

## 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	April 29 – June 14	
B4B	Online	June 24 – Aug. 9	
A1B	Online	Aug. 19 – Oct. 4	

## 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	April 29 – June 14
B4B	Online	June 24 – Aug. 9
A1B	Online	Aug. 19 – Oct. 4

## 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	April 29 – June 14	••••
B4B	Online	June 24 – Aug. 9	
A1B	Online	Aug. 19 – Oct. 4	

## Resolve Conflicts



## **MEDIATION CAN HELP WITH:**

- Family conflicts
- Landlord/tenant conflicts
- Business/consumer conflicts
- Employee conflicts
- Neighborhood conflicts
- Custody/visitation conflicts
- Attendance issues
- Parent/teen conflicts
- Student/student conflicts
- And more

#### **SERVICES ARE:**

- Confidential
- Voluntary
- No cost
- Scheduled at convenient times and locations

To learn more, contact the Carroll County Community Mediation Center at **410-848-1764** or **CCCMC@carrollcc.edu.** 

**REGISTER NOW** 

## TRANSPORTATION

#### **Commercial (CDL) Truck Driver**

Earn a Maryland Class A Commercial Driver's License in 8 weeks. Summer and fall class dates are:

June 4 – Aug. 8
Aug. 12 – Oct. 7
Oct. 14 – Dec. 11

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

## **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! The Veterinary Assistant Training program includes four noncredit courses, with supervised clinical practicums. Courses run September - May. 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 26 | 6 – 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.

#### # VOC-336 | \$182 (includes fees: \$122)

A2P	Mon, Wed   Sept. 23 – 30   6 – 9:15 p.m.	
	3 sessions   Main Campus	

## Veterinary Assist Training I: Outpatient Care, Diagnostics and Pharmacy

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

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** | **\$1,384** (includes fees: \$797)

A2MP Mon, Wed | Oct. 7 – Jan. 27\* | 6 – 9:15 p.m. 26 sessions | Main Campus Instructor: Kimberly Haga \*No class 11/27,12/18,12/19,12/20,12/21,12/22,12/23, 12/25,12/30,1/20/2025,1/1/2025

## Veterinary Assist Training II Patient Care, Treatment, Surgery, Anesthesia, and Emergency Care

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

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 1: Outpatient Care, Diagnostics and Pharmacy.

# VOC-692 | \$1,340 (includes fees: \$735)

A3P Mon, Wed | Feb. 3 – April 21\* | 6 – 9:15 p.m. 21 sessions | Main Campus Instructor: Kimberly Haga \*No class 3/24/2025, 3/26/2025

## Veterinary Assistant Training III: Clinic Externship

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

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** | **\$596** (includes fees: \$313)

A3P Mon – Sat | Feb. 10 – April 14 To be scheduled | Clinical Site Instructor: Carole Contel

## TUITION **\$200** OR MORE? Pay in installments!

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

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## **REGISTER NOW**

Continuing Eduction & Training: carrollcc.edu/CETRegistration 410-386-8100

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# ADULT BASIC EDUCATION

## 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	\$235	(includes fees: \$175)	
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A4	Online	April 17 – June 21
<b>B4</b>	Online	May 15 — July 19
<b>C4</b>	Online	June 12 – Aug. 23

## SAT/ACT Preparation: Part 1 👚

Master the reading, writing, English, and science questions on the ACT and new SAT.

#### # ADS-106 | \$135 (includes fees: \$109)

A4	Online	April 17 – May 24
<b>B4</b>	Online	May 15 – June 21
C4	Online	June 12 – July 19

## **CAREER DEVELOPMENT**

## Help With Career Choices 👚

Need some help with your career choice? Let us help you with an overview of resources and possible next steps to help you develop a plan. Sessions are FREE and offered on a monthly basis. Once registered, you will be contacted to schedule a date and time.

#### # XXB-138 | No Cost

<b>B4</b>	Online	May 1 – 31	
C4	Online	June 1 – 30	
A1	Online	July 1 – 31	
B1	Online	Aug. 1 – 31	

## ESOL

## 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.

# ES	# ESL-075   \$139 (includes fees: \$115)				
A4	Online	April 17 — May 24			
<b>B4</b>	Online	May 15 – June 21			
<b>C4</b>	Online	June 12 – July 19			

## English Language Conversation Groups

Practice your speaking skills.

## NO COST!

## **NEW TOPICS EVERY WEEK!**

Beginner and intermediate groups meet Mondays at 5 p.m. at the Multi-Service Center, 224 N. Center Street in Westminster.

Conversation groups are FREE but registration is required. Contact the Literacy Council at 410-857-0776 or info@carrollliteracy.org to register.



Offered through a partnership with the Literacy Council of Carroll County.



Carroll County residents: **DEDUCT \$10** per course Maryland Non-Carroll County residents: **DEDUCT \$5** per course Maryland senior adults pay **fees only.** 

Interested in a degree? Explore Carroll's CREDIT PROGRAMS at www.carrollcc.edu/degree

## **REGISTER NOW**

Continuing Eduction & Training: carrollcc.edu/CETRegistration 410-386-8100

# GED<sup>®</sup> Test/High School Diploma Preparation

Brush up your skills and get ready to pass the GED<sup>®</sup> tests in our adult basic skills and GED<sup>®</sup> preparation classes.

Free GED<sup>®</sup> preparation classes for adults 18 and older are offered online and in person with day and evening programs available.

## Summer classes start Tuesday, July 16.

You must attend a FREE information session before July 2 to be eligible for Summer classes. Registration for the info session is required. **Contact us today for available dates.** 



"The Adult Education team at Carroll Community College sought out resources and ways to help accommodate my needs. They are very flexible and supported me when I had to change from one job to another. They worked with my schedule,

and I had the option to choose between a virtual class or an in-person class. The Adult Education team at Carroll never gave up on helping me!"

–Jay West, GED® student

## Ready to get started? Contact us!

- In person at 224 N. Center Street, Westminster
- By phone at 410-386-8630
- By email at ged@carrollcc.edu
- On our website at www.carrollcc.edu/ged
- Or use the QR code below:



## **REGISTER NOW**

Continuing Eduction & Training: carrollcc.edu/CETRegistration 410-386-8100

CAREER & PROFESSIONAL TRAINING

# ESOL (English for Speakers of Other Languages)

Learn to read, write and speak English in our ESOL classes.

Para español, por favor llame 410-386-8636.

Free English classes for adult speakers of other languages are offered online and in person with day and evening programs available.

## Summer classes start Monday, July 15.

You must attend a FREE information session before July 3 to be eligible for Summer classes. Registration for the info session is required. **Contact us today for available dates.** 



"A million thanks to all the Carroll Community College team for teaching us, helping us and mostly believing in us. Because of you, I strive to continue to speak, read and write comfortably in English. This experience has been very

helpful and has opened many doors for me to grow in confidence and hope."

-Hind Bialobrzeski, ESOL student

## Ready to get started? Contact us!

- In person at 224 N. Center Street, Westminster
- By phone at 410-386-8630
- By email at esol@carrollcc.edu
- On our website at www.carrollcc.edu/esol
- Or use the QR code below:



## **REGISTER NOW**

Continuing Eduction & Training: carrollcc.edu/CETRegistration 410-386-8100

#### CAREER & PROFESSIONAL TRAINING

## Spring Open House



## Thursday, April 11 $\mid$ 6 – 8 p.m.

## **EVERYONE IS INVITED!**

Drop in and discover why we're the #1 choice to start or advance your career.

## **LEARN ABOUT:**

- Job training opportunities for licensure and certification.
   See pages 3 15 for more than 40 non-credit career training programs.
   Start a new career in as little as 2 months!
- Adult education programs (GED<sup>®</sup> & ESOL)
- Associate degree pathways and certificate programs
- Student clubs, service learning, sports & other extracurricular activities
- · Financial aid, scholarship and payment plan options
- Ways Carroll can help you transfer to a 4-year college/university
- · Dual Enrollment (no cost for CCPS students)

#### ATTEND INFORMATION SESSIONS:

- Licensure and certification career training programs
- Admissions and aid; course planning and transfer; student involvement
- · Information session in Spanish will cover programs, scholarships and other helpful info.

#### College tours will be offered. Refreshments will be served.

For questions, visit www.carrollcc.edu/openhouse, email admissions@carrollcc.edu or call Admissions at 410-386-8430.

## **REGISTER NOW**

Continuing Eduction & Training: carrollcc.edu/CETRegistration 410-386-8100

# PERSONAL ENRICHMENT

Cultivate Your Creative Side In an Arts & Crafts Class > page 44

Expand Your Recipe Repertoire in Fun & Flavorful Cooking Classes > page 44

Take Care of Your Mind & Body In a Health & Wellness Class > page 50

## 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 | \$229 (includes fees: \$65)

- B4 Fri | June 7 Aug. 9\* | 9:30 a.m. 12 p.m. 8 sessions | Main Campus Instructor: Sean Boylan \*No class 7/5,7/12
- A1 Fri | Aug. 16 Oct. 4 | 9:30 a.m. 12 p.m. 8 sessions | Main Campus Instructor: Stacy Lund-Levy

## **FINE CRAFT**

#### **Ceramic Leaf Bowls**

A charming addition to the tabletop and perfect for everyday use, your ceramic leaf bowl will be the very best in unique deco. Use a variety of clay hand-building techniques and learn basic decorating and glazing to create a bowl to grace your table or give as a gift.

# DPM-072 | \$114 (includes fees: \$104)

A4 Tue | April 30 – May 14 | 6 – 8:30 p.m. 3 sessions | Main Campus Instructor: Anna Crooks

#### **NEW!** Raku Pottery

Raku pottery is an ancient Japanese ceramics technique. This decorative pottery has a low-firing gas process that creates singular finishes from a metalliclike finish of an oxidation reduction firing to one like the traditional Native American horsehair smoke trails. Each piece is one of a kind, as the process lends itself to many fun and unique variables.

# DPM-102 | \$150 (includes fees: \$140)

A4 Thu | April 25 – May 16 | 5:30 – 8 p.m. 4 sessions | Main Campus Instructor: Nicole Diem

## **FLOWER ARRANGING**

## **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 | \$70 (includes fees: \$60)

A4 Thu | May 16 | 6 – 8:30 p.m. 1 session | Main Campus Instructor: Jalna Brown

## **NEW!** Spring Wreaths With Dried Flowers

Create a festive spring wreath. Make it one of a kind using a variety of faux spring floral elements to enjoy for years to come. The possibilities are endless. Once displayed, everyone will be knocking on your door to make them one! All supplies included.

# DPM-098 | \$70 (includes fees: \$60)

A4 Thu | April 18 | 6 – 8:30 p.m. 1 session | Main Campus Instructor: Jalna Brown

## **Fused Glass Lantern**

Create a one-of-a-kind hangable lantern! Design your own unique fused glass inserts using colors of your choice. All materials are provided for a piece that is both functional and beautiful. Fun and relaxing. No experience is necessary.

# DPM-088 | \$75 (includes fees: \$65)

A4 Mon | April 22 | 6 – 9 p.m. 1 session | Main Campus Instructor: Linn Wichowski

Interested in a degree? Explore Carroll's CREDIT PROGRAMS

at www.carrollcc.edu/degree

## **NEW!** Mosaic Bird Bath

Create a bold, attractive and adorable bird bath to tuck into your garden! Learn to design, shape, adhere and grout your way to a personalized garden bird bath. Enjoy an art piece that adds an extra touch of charm and personality to your garden. In addition to your functional work of art, you will leave with a basic knowledge of mosaics. Let your creativity flow as you bring beauty to your garden. All supplies included.

# DPM-103 | \$120 (includes fees: \$110)

A4 Tue | April 23 – May 14 | 6 – 8:30 p.m. 4 sessions | Main Campus Instructor: Ken Ecker

## **FOOD & DRINK**

## NEW! Blue Zone Demo: Slash Sugar

Blue Zones are the places on earth where people live the longest and are healthiest. Discuss eating like a Blue Zone centenarian. Strive to consume less than 24g of added sugars daily and replace sugar in your diet. Best of all, sample dishes prepared from these regions and take home recipes to try. Demonstration course.

# COO-093 | \$30 (includes fees: \$20)

A4 Wed | April 17 | 6 – 7:30 p.m. 1 session | Main Campus Instructor: Grea Hutsell

## 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.

# COO-067 | \$73 (includes fees: \$63)

A4 Wed | April 24 | 6 – 9 p.m. 1 session | Carroll County Career & Tech Center Instructor: Brooke Hagerty

Carroll County residents: **DEDUCT \$10** per course Maryland Non-Carroll County residents: **DEDUCT \$5** per course Maryland senior adults pay **fees only.** 

## **REGISTER NOW**

# Cool Classes 2gether

## Learn, laugh and spend quality time with your pre-teen or teenager!

Fun, interactive classes for a parent — or grandparent, aunt, uncle or godparent — and child. Course cost includes one adult and one child.

## Flying Drones Together

It's a bird. It's a plane. No, it's something even cooler – a drone and you could be its pilot! Drones are popular for good reasons. They can be used recreationally or commercially in so many ways! Discover how drones are used for fun and for business. Learn the basic rules to keep yourself and others safe and gain experience learning how to fly on drone simulators and then take to the sky using professional drones. No prior experience is necessary. Course cost includes one adult and one child ages 9 – 14. Instructor: Jeremy Roop

FAM-007-A4G | \$49 (includes fees: \$39) Saturday, April 13, 9:30 a.m. – 12 p.m. Main Campus

## **Fused Glass Bugs and Butterflies**



Create a unique suncatcher with a bug and butterfly theme! Perfect to decorate your home or give as a gift. All materials provided. Projects will

be fired offsite and available for pickup at the College following the class. No prior experience is necessary. Course cost includes one adult and one child ages 9 – 14. Instructor: Cathy Trostle

FAM-012-A4G | \$60 (includes fees: \$50) Saturday, April 13, 9:30 a.m. – 12 p.m. Main Campus

## **Clay Garden Frogs**



Play with clay and smush, carve and sculpt frogs – together! The frogs will be fired with or without glaze. These sculptures will be weatherproof,

durable fired clay pieces great for decorating gardens outdoors or flowerpots indoors. Each family can make up to six frogs. Course cost includes one adult and one child ages 9 – 15. Instructor: Anna Crooks

FAM-013-A4G | \$80 (includes fees \$70) Saturdays, May 4 – 18, 9 – 11:30 a.m. 3 sessions | Main Campus



Call **410-386-8100** to register yourself and participating child.

## **REGISTER NOW**

Continuing Eduction & Training: carrollcc.edu/CETRegistration 410-386-8100

## **NEW!** Farmers' Market to My Table

Fresh, local food and socially conscious green practices create great dining experiences. Develop a menu using locally sourced ingredients. Mix and match with the bounty of local harvest. Come cook exciting dishes for your health and happiness. Hands-on course.

# COO-098 | \$72 (includes fees: \$62)

A4 Wed | May 22 | 5:30 – 8:30 p.m. 1 session | Carroll County Career & Tech Center Instructor: Brooke Hagerty

## **NEW!** The Perfect Brunch

If breakfast is the most important meal of the day, brunch can be the most fun! Learn how to make eggs in different styles. Experiment with the perfect breakfast meats. And no brunch would be complete without breads! Hands-on course.

# COO-100 | \$78 (includes fees: \$68)

A4 Wed | May 8 | 5:30 – 8:30 p.m. 1 session | Carroll County Career & Tech Center Instructor: Brooke Hagerty

## **NEW!** Similarities From the Blue Zones

Blue Zones are the regions where people live the longest, healthiest lives. Discuss the commonalities of these centenarians. Discover what foods the Blue Zones have in common and how to mix and match to make a meal to fit your life. Put these lessons to work in your own kitchen. Hands-on course.

# COO-099 | \$72 (includes fees: \$62)

A4 Wed | June 5 | 5:30 – 8:30 p.m. 1 session | Carroll County Career & Tech Center Instructor: Brooke Hagerty

## HISTORY, CULTURE & WORLD VIEW

## **NEW!** Tour of the Gettysburg Battlefield

Join us in a guided tour of the Gettysburg Battlefield and see how the geographic features of the area helped to determine the outcome of the battle. Students will meet in Gettysburg.

# HCW-147 | \$49 (includes fees: \$39)

A4T Sat | April 27 | 9 a.m. – 12 p.m. 1 session | Gettysburg Battlefield Instructor: David Booz

## **WORLD VIEW**

## **NEW!** Understanding the U.S. Intelligence Community

National intelligence is a vital ingredient to the security of this country. The United States has a unique Intelligence Community (IC) comprised of 18 organizations, each with a unique role. Discover how the IC developed, how each component supports its mission, and the difference between intelligence and counterintelligence. Get an introduction to the history and structure of the U.S. IC with a focus on the history that shaped the IC and impacted America's national security.

# HCW-150 | \$88 (includes fees: \$78)

A4 Mon | May 6 – 20 | 6:30 – 8:30 p.m. 3 sessions | Main Campus Instructor: Paul Ruehs

## **BANNED BOOKS**

## Banned Books - The Storyteller by Jodi Picoult

This 2013 novel is set in contemporary America in which a woman confronts her friendship with an old man, a stalwart in her community, and the astounding realization that her grandmother is a Holocaust survivor. Reviewers write: "an outstanding book on the Holocaust," "delicately crafted and magnificently executed," "thought-provoking, emotionally charged," and "content is riveting yet harrowing."

# HCW-141 | \$36 (includes fees: \$26)

A4 Tue | April 23 | 6:30 – 8:30 p.m. 1 session | Main Campus Instructor: Ruth Ann Wood

## **Banned Book Series**

Books unite us; censorship divides us. Each session features a book or collection of short books targeted with removal or restriction in libraries or schools. Critique a banned book and discuss censorship issues. Join both sessions or pick the one that interests you most. Students are encouraged to read or re-read the books prior to class to improve discussion.

**# HCW-024** | **\$59** (includes fees: \$49)

A4 April 16 & May 14 | 2 sessions Tue | April 16 | 6 - 8 p.m. Main Campus Tue | May 14 | 6 - 8 p.m. Main Campus Instructor: Emily Hampton-Haynes

## NEW! Banned Books - The House on Mango Street by Sandra Cisneros

Esperanza Cordero, a young Latina girl growing up in Chicago, invents who and what she will become. Told in a series of vignettes, The House on Mango Street explores themes of a female coming of age in a man's world, dealing with men's advances in her own community, and facing prejudice from the outside as a Mexican American.

# HCW-148 | \$36 (includes fees: \$26)

A4 Tue | April 16 | 6 – 8 p.m. 1 session | Main Campus Instructor: Emily Hampton-Haynes

## **NEW!** Banned Books - Juliet Takes a Breath by Gabby Rivera

Juliet Milagros Palante is a self-proclaimed closeted Puerto Rican lesbian from the Bronx. Only, she's not so closeted anymore; not after coming out to her family the night before flying to Portland, Oregon, to intern with her favorite feminist writer for what is sure to be a life-changing experience.

**# HCW-149** | **\$36** (includes fees: **\$26**)

A4 Tue | May 14 | 6 – 8 p.m. 1 session | Main Campus Instructor: Emily Hampton-Haynes

**REGISTER NOW** 

## **HOME & HOBBY**

## Intro to Basic Cold-Process Soapmaking

Learn a new skill, create unique gifts for friends and family, or make your household a bit more sustainable. Creating your own soap from scratch is exciting and fun! Learn basic terminology, formulation and techniques used in cold process soapmaking. Create a fully cured and basic soap recipe from scratch.

# LPC-022 | \$119 (includes fees: \$109)

A4 May 13 & 15 | 2 sessions Mon | May 13 | 6 – 9 p.m. Main Campus Wed | May 15 | 6 – 8 p.m. Main Campus Instructors: Janice Campbell & Kim Beatty

## MOTORCYCLE & PERSONAL SAFETY

## 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 fee: Essential Support Service (ESS) will be on-sight to provide live scan fingerprinting services (which are required for HQL processing), and HQL application assistance

# PDE-080 | \$135 (includes fees: \$110)

- A4T Sat | April 20 | 8 a.m. 12:15 p.m. 1 session | Main Campus
- A1T Sat | July 20 | 8 a.m. 12:15 p.m. 1 session | Main Campus

## **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 an online component, a classroom orientation and riding instruction on the basic skills and strategies necessary to begin practicing street riding. No previous motorcycle riding experience necessary. Classroom and riding times are approximate. Program training motorcycles are provided during instruction.

# TRA-044 | \$309 (includes fees: \$125)

- B4
   April 17 21 | 3 sessions

   Wed | April 17 | 6 9 p.m.

   Main Campus

   Sat, Sun | April 20 & 21 | 8 a.m. 2:30 p.m.

   Parking Lot
- C4 April 24 28 | 3 sessions Wed | April 24 | 6 – 9 p.m. Main Campus Sat, Sun | April 27 & 28 | 8 a.m. – 2:30 p.m. Parking Lot
- D4 May 1 5 | 3 sessions Wed | May 1 | 6 – 9 p.m. Main Campus Sat, Sun | May 4 & 5 | 8 a.m. – 2:30 p.m. Parking Lot
- E4 May 8 12 | 3 sessions Wed | May 8 | 6 – 9 p.m. Main Campus Sat, Sun | May 11 & 12 | 8 a.m. – 2:30 p.m. Parking Lot
- F4 May 15 19 | 3 sessions Wed | May 15 | 6 – 9 p.m. Main Campus Sat, Sun | May 18 & 19 | 8 a.m. – 2:30 p.m. Parking Lot
- 64 May 29 June 2 | 3 sessions Wed | May 29 | 6 – 9 p.m. Main Campus Sat, Sun | June 1 & 2 | 8 a.m. – 2:30 p.m. Parking Lot

## 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.

Continuing Eduction & Training: carrollcc.edu/CETRegistration 410-386-8100

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## PERSONAL ENRICHMENT

## Motorcycle & Personal Safety

# BUT WAIT... THERE'S EVEN

More events, discussions and educational opportunities to expand your horizons.

We work diligently to bring you new & relevant programming in addition to what's included in Balance.

- Partnering with community organizations to offer unique educational opportunities.
- Creating classes by popular demand and in response to hot topics and current trends.

## SEE WHAT'S NEW!

Visit www.carrollcc.edu/ NewPersonalEnrichment



- H4 June 5 9 | 3 sessions Wed | June 5 | 6 – 9 p.m. Main Campus Sat, Sun | June 8 & 9 | 8 a.m. – 2:30 p.m. Parking Lot
- June 12 14 | 3 sessions
   Wed | June 12 | 9 a.m. 12 p.m.
   Main Campus
   Thu, Fri | June 13 & 14 | 8 a.m. 2:30 p.m.
   Parking Lot
- K4 June 27 30 | 3 sessions
   Thu | June 27 | 6 9 p.m.
   Main Campus
   Sat, Sun | June 29 & 30 | 8 a.m. 2:30 p.m.
   Parking Lot
- A1 July 10 12 | 3 sessions Wed | July 10 | 9 a.m. – 12 p.m. Main Campus Thu, Fri | July 11 & 12 | 8 a.m. – 2:30 p.m. Parking Lot
- B1
   July 17 19 | 3 sessions

   Wed | July 17 | 9 a.m. 12 p.m.

   Main Campus

   Thu, Fri | July 18 & 19 | 8 a.m. 2:30 p.m.

   Parking Lot
- D1 Aug. 7 11 | 3 sessions Wed | Aug. 7 | 6 – 9 p.m. Main Campus Sat, Sun | Aug. 10 & 11 | 8 a.m. – 2:30 p.m. Parking Lot
- E1 Aug. 14 16 | 3 sessions Wed | Aug. 14 | 9 a.m. – 12 p.m. Main Campus Thu, Fri | Aug. 15 & 16 | 8 a.m. – 2:30 p.m. Parking Lot
- A2 Sept. 5 8 | 3 sessions Thu | Sept. 5 | 6 – 9 p.m. Main Campus Sat, Sun | Sept. 7 & 8 | 8 a.m. – 2:30 p.m. Parking Lot
- Sept. 11 15 | 3 sessions
   Wed | Sept. 11 | 6 9 p.m.
   Main Campus
   Sat, Sun | Sept. 14 & 15 | 8 a.m. 2:30 p.m.
   Parking Lot
- C2 Sept. 18 22 | 3 sessions Wed | Sept. 18 | 6 – 9 p.m. Main Campus Sat, Sun | Sept. 21 & 22 | 8 a.m. – 2:30 p.m. Parking Lot

- D2 Sept. 25 29 | 3 sessions Wed | Sept. 25 | 6 – 9 p.m. Main Campus Sat, Sun | Sept. 28 & 29 | 8 a.m. – 2:30 p.m. Parking Lot
- E2 Oct. 2 6 | 3 sessions Wed | Oct. 2 | 6 - 9 p.m. Main Campus Sat, Sun | Oct. 5 & 6 | 8 a.m. - 2:30 p.m. Parking Lot
- F2
   Oct. 16 20 | 3 sessions

   Wed | Oct. 16 | 6 9 p.m.

   Main Campus

   Sat, Sun | Oct. 19 & 20 | 8 a.m. 2:30 p.m.

   Parking Lot
- 62 Oct. 23 27 | 3 sessions Wed | Oct. 23 | 6 - 9 p.m. Main Campus Sat, Sun | Oct. 26 & 27 | 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. Must have a valid motorcycle license or a class M endorsement on your Maryland driver's license. Must also bring and use your own motorcycle.

# TR/	A-058	\$185	includes	tees: \$162)	
••••••					
D/	Eri	May 10	0.2 m	5 n m	

TU		0   00.111	- J p.m.	
	1 session	Parking Lot		
•••••				

- C4 Fri | June 21 | 8 a.m. 5 p.m. 1 session | Parking Lot
- A1 Fri | Aug. 2 | 8 a.m. 5 p.m. 1 session | Parking Lot

Continuing Eduction & Training: carrollcc.edu/CETRegistration 410-386-8100

## 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)

<i>π</i> 11( <i>r</i>	
<b>B4</b>	Fri   April 19   8 a.m. – 4 p.m. 1 session   Parking Lot
C4	Fri   May 3   8 a.m. – 4 p.m. 1 session   Parking Lot
D4	Fri   May 17   8 a.m. – 4 p.m. 1 session   Parking Lot
E4	Fri   June 7   8 a.m. – 4 p.m. 1 session   Parking Lot
A1	Sat   July 20   8 a.m. – 4 p.m. 1 session   Parking Lot
to u	ister for these sessions se your own motorcycle: A-060   \$229 (includes fees: \$74)
B4CY	C Fri   April 19   8 a.m. – 4 p.m. 1 session   Parking Lot
C4CY	CFri   May 3   8 a.m. – 4 p.m. 1 session   Parking Lot
D4CY	C Fri   May 17   8 a.m. – 4 p.m. 1 session   Parking Lot
E4CY	CFri   June 7   8 a.m. – 4 p.m.
	1 session   Parking Lot

## PHOTOGRAPHY

## **Operating Your Digital Camera**

So you've switched from film to digital photography. What are all those buttons and settings, and when should you use them to get the best images? Learn to understand the camera and how it works, distinguish between automatic settings and determine the best type of settings to use for different situations. Hands-on practice during class provides deeper understanding, familiarity and ease of camera operation. Bring your digital camera and manual to class. Take pictures with confidence and consistency.

# XXZ-358 | \$69 (includes fees: \$59)

B4 Wed | May 8 & 15 | 6:30 – 9:30 p.m. 2 sessions | Main Campus Instructor: Walter Calahan

## **Cell Phone Photography**

Cell phones and tablets are changing the face of photography. Whether Apple or Android, beginner or experienced, understand the limits and capture an image with light, focus and composition. Demystify settings for panoramic, low light and HDR. Discover alternative camera apps to increase your fun and artistic expressions. Bring your own cell phone and wear comfortable walking shoes to travel around the campus trying what you've learned.

# XXZ-893 | \$69 (includes fees: \$59)

A4 Wed | April 17 & 24 | 6:30 – 9:30 p.m. 2 sessions | Main Campus Instructor: Walter Calahan

## How To Control Depth of Field

Utilize your camera and lens capabilities to emphasize your photographic vision. Understanding depth of field enhances expression and draws attention to your photos by isolating and emphasizing the scene, subject or action. Bring a tripod or other device for stabilizing the camera and charged batteries. Class may be held indoors or outside. For SLR cameras only. Prerequisite: Crafting the Photograph.

# XXZ-140 | \$49 (includes fees: \$39)

A4 Tue | May 7 | 6:30 – 8:30 p.m. 1 session | Main Campus Instructor: Daniel Humphries-Russ

## Nikon DSLR: Set-up and Functions

Learn the features and functions of your Nikon DSLR including: displays, menus, buttons and dials. Explore 3D matrix, center-weighted, spot metering, study scene modes and more. Discuss Active-D Lighting, color space and noise reduction. Compare RAW and JPEG formats. Capture images under the widest variety of conditions. Bring your Nikon D-SLR, lens or lenses, User's Manual, formatted memory card, and charged battery to class. For Nikon D-SLR cameras only. Prerequisite: Operating the Digital Camera.

# XXZ-588 | \$45 (includes fees: \$35)

A4 Tue | April 23 | 6:30 – 9 p.m. 1 session | Main Campus Instructor: Daniel Humphries-Russ



#### Carroll County residents: **DEDUCT \$10** per course Maryland Non-Carroll County residents: **DEDUCT \$5** per course Maryland senior adults pay **fees only.**

## **REGISTER NOW**

## WELLNESS & OUTDOOR ADVENTURE

## **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.

#### 8 Sessions/90 minutes

# XXZ-862 | \$126 (includes fees: \$116)

A4 Sat | June 1 – July 20 | 9 – 10:30 a.m. 8 sessions | Main Campus Instructor: Syeda Khan 8 Sessions/60 minutes

#### # XXZ-862 | \$88 (includes fees: \$78)

- B4 Tue | May 14 July 2 | 7 8 p.m. 8 sessions | Main Campus Instructor: Syeda Khan
- B1 Tue | July 9 Aug. 27 | 7 8 p.m. 8 sessions | Main Campus Instructor: Syeda Khan

#### 5 Sessions/90 minutes

## # XXZ-862 | \$84 (includes fees: \$74)

A1 Sat | July 27 – Aug. 24 | 9 – 10:30 a.m. 5 sessions | Main Campus Instructor: Syeda Khan

## LaBlast – Fitness Powered by Dance

This partner-free dance fitness workout is perfect for all levels from beginners to experienced dancers. You will work through a diverse mix of famous ballroom dances such as Lindy Hop, Salsa, Jive, Foxtrot and more, set to music from various genres such as pop, rock, hip-hop and country.

# XXQ-979 | \$127 (includes fees: \$117)

A4 Mon, Wed | May 6 – Aug. 7\* | 6 – 7 p.m. 26 sessions | Main Campus Instructor: Lori Maccia \**No class 5/27,6/19* 

## **NEW!** Hard Wired to Be Hard Headed

Do you ever wonder why others don't listen to you when you disagree with them? There is a reason why you charge ahead instead of listening. Discuss what is happening in your nervous system – and other people's as well – that makes it almost impossible to listen. Using that knowledge, practice listening with curiosity to ourselves and others to create better discussions. Improve your empathy to see the person, not the argument. Open up to understanding those who think or feel differently.

#### **# PDE-145** | **\$29** (includes fees: \$19)

A4 Wed | April 17 | 6 – 7:30 p.m. 1 session | Main Campus Instructor: April Herring

#### **NEW!** Intro to the Chakras

Discuss the history of chakras and why they matter. Explore the seven main chakras. Discover their position, color, and main role, and how to tell if you are balanced, overactive or underactive. Discuss the ways to balance and heal your chakras. Bring an open mind and a willingness to try new things.

#### # PDE-146 | \$63 (includes fees: \$53)

A4 Tue | April 23 – May 7 | 6 – 8 p.m. 3 sessions | Main Campus Instructor: Julie Mulhern

## **NEW!** Understanding Your Stress Response

Learn about the three stages of stress response: alarm, resistance and exhaustion. Explore ways to manage your stress response, including understanding body cues and relaxation techniques. Meet your amygdala and hippocampus and discuss their role in your system.

# PDE-147 | \$29 (includes fees: \$19)

A4 Tue | April 16 | 6 – 7:30 p.m. 1 session | Main Campus Instructor: Karen Inglehart

## **FITNESS**

#### **Intro to Pickleball**

Come play Pickleball! Learn the fundamental skills necessary to play the game along with strategies and scoring. This class is tailored for the beginner and moves at a comfortable pace. If you are one those who would like to learn the game, but want to learn to play with others who are at the same level, this is a great opportunity.

**# XHW-001** | **\$55** (includes fees: \$45)

A4 Fri | May 3 – 31 | 1:15 – 2:15 p.m. 5 sessions | Main Campus Instructor: Larry Wood



## 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 | May 9 June 27 | 6:30 7:30 p.m. 8 sessions | Main Campus Instructor: William Whitenton
- A1 Thu | July 11 Aug. 29 | 6:30 7:30 p.m. 8 sessions | Main Campus Instructor: William Whitenton

#### 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 | May 9 June 27 | 6:45 7:45 p.m. 8 sessions | Main Campus Instructor: Jerry Diamond
- A1P Thu | July 11 Aug. 29 | 6:45 7:45 p.m. 8 sessions | Main Campus Instructor: Jerry Diamond

#### **Beginner Hiking Series**

Learn basic safety and hiking techniques, get in shape and explore some of the best hiking paths and trails in the surrounding area! In the first class, discuss survival and safety techniques including terrain, path markers, weather conditions, and clothing and footwear for basic hiking. Then put your skills to the test on three Saturday day hikes. Enjoy a different trail each week: Piney Run Park (3 miles), Hashawha Environmental Center (4 miles), and Manor Trail Cunningham Park (4 miles). The first class meets on campus; remaining classes meet at the designated hiking location. You must attend the first class to participate in any of the hikes.

# ADV-007 | \$135 (includes fees: \$125)

A4T April 17 – May 18 | 4 sessions Wed | April 17 | 6 – 8 p.m. Main Campus Sat | April 20 | 9 a.m. – 12 p.m. Piney Run Park Sat | May 4 | 9 a.m. – 12 p.m. Hashawa Environmental Center Sat | May 18 | 9 a.m. – 12 p.m. Manor Trail at Maryland Cunningham Park Instructor: Bud Grace

## WRITING

## The Psychology of Good Writing

To write about people well, writers must have a foundational understanding of psychology and how it might affect and influence the characters in their stories. Learn about behavior, personality, motivation, wants and needs, and how these can be developed in writing.

# PWL-412 | \$52 (includes fees: \$42)

A4 Mon, Wed | June 24 & 26 | 5 – 6:30 p.m. 2 sessions | Main Campus Instructor: Jennifer Garrett

## Worldbuilding and Lore Crafting

At the soul of a story is the setting, or "world" in which the plot takes place. Building a world and developing the myths and legends that belong there are essential processes of fiction writing that are often overlooked. This course will cover how to source inspiration for worldbuilding and lore crafting in everyday life, including a review of popular ancient mythology, settings that have been used by commercial authors in popular contemporary fiction, and tips for giving your world its own unique set of traits so that it remains with readers long after the story is over.

**# PWL-401** | **\$49** (includes fees: \$39)

A4 Mon, Wed | May 13 & 15 | 5 – 6:30 p.m. 2 sessions | Main Campus Instructor: Jennifer Garrett

## 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:

Memorial Day: May 25 – 27 Juneteenth: Wednesday, June 19 Independence Day: Thursday, 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 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 smokeand 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

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Carroll Community College is an Equal Opportunity, ADA Title 504 compliant institution.

Carroll Community College Continuing Education & Training: 410-386-8100 Register at www.carrollcc.edu/CETRegistration

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Carroll Community College is accredited by the Middle States Commission on Higher Education (MSCHE), 1007 North Orange Street, 4th Floor, MB #166, Wilmington, DE 19801, (267-284-5000), www.msche.org. The MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA).

Carroll Community College Continuing Education & Training: 410-386-8100 Register at www.carrollcc.edu/CETRegistration

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## Continuing Education and Training Registration Form

1601 Washington Road | Westminster, MD 21157 | carrollcc.edu

410-386-8100 | Fax 410-386-8111 | Room A115

Save time register online! carrollcc.edu/CETRe	gistration				
Today's Date College ID#		Date of Birth (re	quired)		
Last NameLegal First Name	Chosen Fire	Chosen First NameMide		Middle Init	ial
Home Address	Email Address (required)				
CityState	Zip	_ County of Residen	ce		
Home PhoneBusiness Phone		_ Cell Phone			
Employer					
Emergency Contact Name	Phone				
<ul> <li>U.S. citizen</li> <li>Non-U.S. citizen (with proper documentation the course costs below apply; without documentation pay full course costs)</li> <li>I am a Carroll County resident (deduct \$10 per course)</li> <li>I am a Non-Carroll County Maryland resident (deduct \$5 per course)</li> <li>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)</li> <li>I am enrolling in a Workforce Training Certificate program or course(</li> </ul>	<ul> <li>Ze: Ze/Hir/Hirs</li> <li>They: They/Them/Their</li> <li>Name: Use my name as pron</li> </ul>	Asian America Native I	or more of the f r African Americ an Indian or Alas Hawaiian or Othe	ollowing categ an ka Native er Pacific Islan	gories:
Social Security Number (required for Workforce Training Certificate program of Course)					
Social Security Numbers are used for federal and state reporting purpo					
Course Number Cours	se Title	Start Date	Start Time	Cost	t
Mail completed registration form and check or money order for full amo Carroll Community College Continuing Education & Training, A115 1601 Washington Road	punt to:	Deduct In-County			
Westminster, MD 21157 The College reserves the right to cancel courses or make changes due In these events, <u>students will be notified via email.</u> The Family Educational Rights and Privacy Act (FERPA) protects the priv			lcc.edu/ferpa		
The College prohibits the enrollment of individuals listed on any State S Services Sex Offender registry. Off-site contract training for clients may		or Maryland Departme	ent of Public Saf	ety and Corre	ectional
I certify that the statements made in this application are correct. I agree it is my responsibility to familiarize myself with the Drug-Free Schools ar and Behavioral Standards, all found at carrollcc.edu and in the College	nd Community Act, Smoke/Tobacco				
Signature (required)					
For Office Use Only: Rec by Processor	Date	Phone	e 🛛 Mail	🛛 Walk-In	□ Fax
If paying with a credit card, register online at www.carrollcc.edu/CETRegion by phone at 410-386-8100 or fax at 410-386-8111.		Use the a month www.ca	distriction for a	Payment Plan, Iram. Go to onassistance. ur CID# is the las	st three
Card Holder's Name					
Card Holder's Billing Address (required)					

# EASY WAYS TO REGISTER

## **Register Early!**

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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**

 $\begin{array}{l} Monday-Thursday \mid 8:30 \mbox{ a.m.}-5 \mbox{ p.m.} \\ Friday \mid 8:30 \mbox{ a.m.}-4 \mbox{ p.m.} \end{array}$ 

## **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



Carroll Community College Continuing Education & Training: 410-386-8100 Register at www.carrollcc.edu/CETRegistration



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115-01-24-0224 CET

# **Personal Enrichment**

Embark on the educational journey that takes you where you want to go! We are your partners for new knowledge, new skills, new friends and new passions.

Find classes to help you broaden your learning, express your creativity and fulfill your curiosity in:

- Art & Fine Crafts
- Food & Drink
- History, Culture & World View
- Languages
- Motorcycle & Personal Safety
- Music
- Photography
- Wellness & Outdoor Adventure
- Writing







## Start your journey on page 43 inside!