

BALANCE

Continuing Education & Training
Spring – Summer 2023 Class Schedule

Inside

NEW Programs in:

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

*Build your career.
Enrich your life.*





I needed a career change. Years of working in hospice left me wanting something new that still allowed me to draw on my patient care skills. I chose a career in dental assisting. I started at Carroll Community College with Introduction to Dental Assisting, followed by Oral Radiography, and within a year had completed Expanded Functions: General Chairside. **Carroll walked me through every step of my journey.** The instructor engaged us by bringing her **personal experience** as a dental assistant into the classroom. Her **support** and **encouragement** helped me excel in school and confidently embrace a new career. I now have an exciting position in an amazing dental practice. Thanks to the programs and instructors at Carroll, **my knowledge has expanded and my future is brighter!**

Jennifer Pappas
Expanded Functions
Dental Assistant (EFDA)
Program Completer

START A NEW CAREER THIS SPRING & SUMMER

Certified Nursing Assistant (CNA/GNA)

Earn your CNA certification in as little as a few months and join one of the most in-demand job sectors in the U.S. See page 38.

CDL Class A Commercial Driver's License

Prepare for the Maryland Class A Commercial Driver's License (CDL) in only 8 weeks! See page 42.

Dental Assistant

Only 3 months to complete! Our state-of-the-art dental lab has a fully functioning x-ray arm, digital sensor and dental x-ray manikin. See page 31.

Electrical Helper

Learn basic electrical theory, commercial wiring and blueprint reading. Use as a pathway to our Electrical Apprenticeship program which starts in the Fall. See page 27.

Entrepreneurship

Prepare for your venture into entrepreneurship. Learn business planning, market research, budgeting, accounting, human resources and more. Includes 1:1 consultation. See page 19.

QuickBooks® Pro Specialist

Learn how to use *QuickBooks® Online* to keep financial records. Prepare to pass the exam to become a QuickBooks® Certified User. See page 25.

Phlebotomy Technician

Many students are hired directly by their clinical sites! Get hands-on training using new, cutting-edge phlebotomy arms. See page 35.

Registered Behavior Technician (RBT)

RBTs are in high demand! Prepare for the RBT certification exam, a nationally recognized paraprofessional certification in behavior analysis. See page 29.

Veterinary Assistant

Approved by the National Association of Veterinary Technicians in America (NAVTA) and taught by experienced Veterinary Technicians. See page 43.

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

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WORKFORCE TRAINING CERTIFICATES

Make Pet Care Your Career

Veterinary Assistant Info Session > page 5

Earn While You Learn to Become a

Certified Nursing Assistant (CNA) > page 7

Charge Up Your Future!

Train to Be an **Electrical Helper** > page 10

CAREER HERE! WORKFORCE TRAINING CERTIFICATES

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

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

Why earn your Workforce Training Certificate from Carroll?

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

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

See the Course Index (pp. 58 – 59) 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:

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



Financial Assistance for Workforce Training Certificates

More than \$100,000
in scholarship
funds 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 well-ventilated 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

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

Approximate Training Cost

\$1,946

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.

Manufacturing Associate

Manufacturing is a technology-rich industry filled with opportunities for continued growth and advancement into higher level positions. Employers in the manufacturing field are looking for individuals who are not only comfortable with new technology but can also use time-proven solutions to solve problems

Courses

MFG-016 Manufacturing and the Workplace
MFG-017 Intro to Manufacturing Math
MFG-018 Understanding Blueprints
MFG-019 Precision Machining Technology
MFG-020 Quality & Inspection
MFG-021 Intro to Industry 4.0

Approximate Number of Hours

96

Approximate Training Cost

\$1,899

Licensure/Certification Earned

Students who successfully complete the program will be prepared to sit for two entry level NIMS certifications: Job Planning, Benchwork & Layout and 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.



ANIMAL CONTROL AND CARE

Veterinary Assistant

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

Courses

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

Approximate Number of Hours

250 hours

Approximate Training Cost

\$3,348

Licensure/Certification Earned

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

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

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

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

\$429

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 school-aged program.

Courses

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

Approximate Number of Hours

90 hours

Approximate Training Cost

\$880

Licensure/Certification Earned

None

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

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

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starts here!**



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NETWORK**

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

001-15-23



Child Care Professional Infant/Toddler Teacher

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

Courses

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

or CCT-513 Materials and Methods for Early Childhood Education

and CCT-512 Infants & Toddlers: Development & Care

Approximate Number of Hours

90 hours

Approximate Training Cost

\$880

Licensure/Certification Earned

None

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

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

Child Care Professional School Age Teacher

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

Courses

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

CCT-516 School Age Child Care Training (online)

Approximate Number of Hours

90 hours

Approximate Training Cost

\$880

Licensure/Certification Earned

None

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

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

DRONE

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

\$1996

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.

GET HELP PAYING FOR CAREER TRAINING

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

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

001-02-23



FITNESS

Personal Fitness Trainer

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

Courses

VOC-746 ACE Certification for Personal Fitness Trainer

Approximate Number of Hours

60 hours

Approximate Training Cost

\$574

Licensure/Certification Earned

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

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

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

HEALTH CARE

Certified Nursing Assistant (CNA)

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

Prerequisites

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

AHE-257 CNA Preparation

Courses

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

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

AHE-455 GNA Skills Lab

Approximate Number of Hours

138 hours (excluding prerequisites)

Approximate Training Cost

\$2,088(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

\$1,870 (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.

SAVE THE DATE!

CARROLL COMMUNITY COLLEGE CAREER FAIR

TUESDAY, APRIL 18, 2023

LOOKING FOR A JOB?

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

www.carrollcc.edu/careerfair

096-13-23 1022



Emergency Medical Technician

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

Courses

AHE-373 Emergency Medical Technician 1
AHE-320 Emergency Medical Technician 2

Approximate Number of Hours

141.5 hours

Approximate Training Cost

\$1,509

Licensure/Certification Earned

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

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

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

Medical Assistant

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

Courses

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

\$1,500 (excluding prerequisites)

Licensure/Certification Earned

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

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

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

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www.carrollcc.edu/tuitionassistance
to learn more!



Phlebotomy Technician

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

Prerequisite Courses

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

Courses

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

Approximate Number of Hours

168 hours (excluding prerequisites)

Approximate Training Cost

\$2,173 (excluding prerequisites)

Licensure/Certification Earned

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

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

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

Registered Behavior Technician

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

Courses

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

Approximate Number of Hours

40 hours

Approximate Training Cost

\$550

Licensure/Certification Earned

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

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

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

Sterile Processing Technician

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

Prerequisite Courses

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

Courses

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

Approximate Number of Hours

96 hours (excluding prerequisites)

Approximate Training Cost

\$1,374 (excluding prerequisites)

Licensure/Certification Earned

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

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

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



REAL ESTATE

Home Inspector

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

Courses

VOC-330 Home Inspection Training

Approximate Number of Hours

81 hours

Approximate Training Cost

\$1,058

Licensure/Certification Earned

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

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

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

Real Estate Sales Agent

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

Courses

REA-266 Maryland Real Estate Principles & Practices

Approximate Number of Hours

60 hours

Approximate Training Cost

\$829

Licensure/Certification Earned

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

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

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

TRADES

Electrical Helper

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

Courses

VOC-735 Introduction to the Electrical Trade—Part 1

VOC-736 Introduction to the Electrical Trade—Part 2

Approximate Number of Hours

90 hours

Approximate Training Cost

\$1,520

Licensure/Certification Earned

None.

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

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

Electrical Apprenticeship

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

Courses

VOC-174 Electrical Apprenticeship Year 1: Part 1

VOC-030 Electrical Apprenticeship Year 1: Part 2

VOC-577 Electrical Apprenticeship Year 2: Part 1

VOC-032 Electrical Apprenticeship Year 2: Part 2

VOC-578 Electrical Apprenticeship Year 3: Part 1

VOC-034 Electrical Apprenticeship Year 3: Part 2

VOC-579 Electrical Apprenticeship Year 4: Part 1

VOC-036 Electrical Apprenticeship Year 4: Part 2

Approximate Number of Hours

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

Approximate Training Cost

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

Licensure/Certification Earned

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

For more information, call 410-876-0484.



HVACR Apprentice

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

Courses

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

Approximate Number of Hours

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

Approximate Training Cost

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

Licensure/Certification Earned

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

For more information, call 410-431-8889.

HVACR Technician

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

Courses

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

Approximate Number of Hours

90 hours

Approximate Training Cost

\$1,178

Licensure/Certification Earned

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

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

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

Welder/Advanced Welding

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

Courses

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

Approximate Number of Hours

120 hours

Approximate Training Cost

\$2,702

Licensure/Certification Earned

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

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

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

GET HELP PAYING FOR CAREER TRAINING

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

For info, visit

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

001-02-23



TRANSPORTATION

Truck Driver

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

Courses

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

Approximate Number of Hours

CDL-A: 280 hours

Approximate Training Cost

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

Licensure/Certification Earned

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

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

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

WORKFORCE TRAINING CERTIFICATES FOR CAREER ADVANCEMENT

HEALTH CARE

Assisted Living Manager

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

Courses

AHE-113 Assisted Living Manager

Approximate Number of Hours

80 hours

Approximate Training Cost

\$1,019

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.

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001-15-23



INFORMATION TECHNOLOGY

Amazon Web Services (AWS) Cloud Practitioner

Just about everybody uses the “Cloud” in some way or another. No matter your role, having a background in IT Networking and an understanding of the Cloud will make you stand out above the rest. AWS Certified Cloud Practitioner validates cloud fluency and foundational AWS knowledge.

Courses

CMP-079 Intro to IT Networking
CMO-001 AWS Cloud Foundations

Approximate Number of Hours

32

Approximate Training Cost

\$620

Licensure/Certification Earned

Students are prepared to take the AWS Cloud Practitioner Exam.

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

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

Digital and Social Media Professional

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

Prerequisite Course

None

Courses (in order)

DAP-772 Introductory Seminar in Digital and Social Media
DAP-837 Social Media Strategies and Tactics
DAP-775 Social Media Analytics: Measuring and Assessing Metrics and ROI
DAP-807 Advertising on Social Media
DAP-778 Digital and Social Media Program Capstone

Approximate Number of Hours

33 hours

Approximate Training Cost

\$767

Licensure/Certification Earned

None

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

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

Need Help?

Help With Career Choices

Need help choosing a career? Attend a free monthly session. No cost, but please register to reserve your seat.

XXB-138 | No Cost

A4 Mon. | Apr. 24 | 6 – 7 p.m.
1 session | Main Campus
Instructor: Beth Lee

B4 Mon. | May 22 | 6 – 7 p.m.
1 session | Main Campus
Instructor: Beth Lee

C4 Mon. | June 26 | 6 – 7 p.m.
1 session | Main Campus
Instructor: Beth Lee

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

121-03-23 0123



QuickBooks Pro Specialist

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

Courses

DAP-591 QuickBooks Pro Level 1
DAP-762 QuickBooks Pro Level 2

Approximate Number of Hours

24 hours

Approximate Training Cost

\$450

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.

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

\$499

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.

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HUMAN RESOURCES

Human Resources for Professionals and Certification Exam Preparation

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

Course

MGT-572 Human Resources for Professionals and Certification Exam Preparation

Approximate Number of Hours

30 hours

Approximate Training Cost

\$1,159

Licensure/Certification Earned

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

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

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

INFORMATION TECHNOLOGY

CompTIA A+

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

Courses

CMP-067 Basic CompTIA A+ Certification Prep

Approximate Number of Hours

24 hours

Approximate Training Cost

\$125

Licensure/Certification Earned

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

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

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

CompTIA Network+

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

Courses

DAP-819 CompTIA Network+ Certification Prep

Approximate Number of Hours

24 hours

Approximate Training Cost

\$125

Licensure/Certification Earned

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

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

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

QuickBooks Pro Specialist Certification Preparation

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

Courses

DAP-124 QuickBooks Pro Certified User Exam Prep

Approximate Number of Hours

6 hours

Approximate Training Cost

\$255 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.



CAREER & CONTINUING PROFESSIONAL EDUCATION

Try Out a Trio of Trades

Skilled Trades Career Explorations > page 17

Learn to Be a Caring Professional

Registered Behavior Technician > page 29

Draw on Our Top-Notch Training

Become a **Phlebotomy Technician** > page 35



ADVANCED MANUFACTURING

COMPUTER AIDED DESIGN (CAD)

AutoCAD 1 - Basic 2D

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

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

Online Start Anytime 3 months to complete

AutoCAD Fundamentals Certificate

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

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

Online Start Anytime 9 months to complete

MANUFACTURING SKILLS

NEW! 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 10 – 26 | 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 May 1 – June 5* | 10 sessions
Mon, Wed | May 1 – 3 | 6 – 9:15 p.m.
Main Campus
Wed, Mon | May 8 – June 5 | 6 – 9:15 p.m.
Carroll County Career & Tech Center
*No class 5/29
Instructor: Harrison Wilt

Earn WHILE YOU Learn!



4-YEAR APPRENTICESHIP TRAINING PROGRAMS

Electrical

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

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

HVACR

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

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



MILLER

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**Build your business...
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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.

001-16-23 1021 CAR

**For complete details
and to apply, visit**

www.MillerSmallBusiness.com

Advanced Welding 2

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

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

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

A4P Thu, Tue | April 20 – June 8 | 6 – 9:15 p.m.
15 sessions | Carroll County Career & Tech Center
Instructor: Michael Schweinsberg

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 27 | 9 – 11 a.m.
1 session | Online

B4 Thu | May 25 | 9 – 11 a.m.
1 session | Online

C4 Thu | June 22 | 9 – 11 a.m.
1 session | Online

A1 Thu | July 27 | 9 – 11 a.m.
1 session | Online

B1 Thu | Aug. 24 | 9 – 11 a.m.
1 session | Online

And Away We Grow: Business Essentials 🚀

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

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

A4 Fri | April 21 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

B4 Fri | June 16 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

A1 Fri | Aug. 18 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

And Away We Grow: Marketing 🚀

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

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

A4 Fri | June 2 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

A1 Fri | Aug. 4 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

Get Business Now 2023

Hear from key speakers from Carroll County business associations focusing on their benefits to entrepreneurs and small businesses. The event will also include a 2.5 hour workshop on Methods and Best Practices for Increasing Sales and Profitability.

MSB-093 | \$30 (includes fees: \$10)

A4 Fri | June 23 | 8 a.m. – 3:30 p.m.
1 session | Main Campus



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

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 | \$20 (includes fees: \$20)

B4 Online May 15 – 29

C4 Online June 12 – 26

A1 Online July 10 – 24

Pathways to Entrepreneurship

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 | \$409 (includes fees: \$140)

A4 Online May 15 – July 3

B4 Online June 19 – Aug. 7

A1 Online July 17 – Sept. 4

B1 Online Aug. 14 – Oct. 2

Small Business Marketing Workshop



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

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

B4 Fri | June 23 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Missie Wilcox

A1 Fri | July 14 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Missie Wilcox

Understanding Business Insurance



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

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

B4 Tue, Thu | June 20 & 22 | 9 – 11:15 a.m.
2 sessions | Online
Instructor: Thomas Mazerski

A1 Tue, Thu | Aug. 22 & 24 | 9 – 11:15 a.m.
2 sessions | Online
Instructor: Thomas Mazerski

SPECIALIZED CLASSES AND WORKSHOPS

The 4 P's of Marketing for Small Business

Traditionally, marketers blend four ingredients into the marketing planning process: product, price, place and promotion. Each element is instrumental in a successful product launch and product life. Through 1-on-1 consulting and instructional simulations, understand how the core elements of the marketing mix work together to create a successful marketing program. Topics include product, price, fundamentals, yield management pricing, place, location and distribution, promotion, social media and web marketing, advertising and analytics.

SBD-004 | \$159 (includes fees: \$66)

B4 Online April 15 – 30

Blogging Workshop

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

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

A4 Tue, Thu | April 18 & 20 | 6 – 9:15 p.m.
2 sessions | Online
Instructor: Megan Odegaard

A1 Tue, Thu | July 11 & 13 | 6 – 9:15 p.m.
2 sessions | Online
Instructor: Megan Odegaard

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or contact Beth Lee at 410-386-8096.

001-02-23



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 | \$119 (includes fees: \$30)

A4 Wed | April 19 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

B4 Wed | June 14 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

A1 Wed | Aug. 9 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

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 | \$69 (includes fees: \$30)

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

A1 Fri | Aug. 11 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

How to Start and Market Your Business Online

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

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

A4 Fri | April 28 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

B4 Fri | June 30 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

A1 Fri | Aug. 25 | 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 | \$99 (includes fees: \$30)

B4 Wed | June 7 | 6 – 10:45 p.m.
1 session | Main Campus
Instructor: Douglas Donaldson

A1 Wed | Aug. 16 | 6 – 10:45 p.m.
1 session | Main Campus
Instructor: Douglas Donaldson

Market Research Process for Small Business

Plan and execute sound marketing strategies to encourage your target market(s) to purchase and repurchase your products. Through 1-on-1 consulting and instructional simulations learn marketing strategies for your small business in consumer behavior and market research. Topics include an introduction to marketing, consumer behavior, marketing ethics, market segmentation and market research.

SBD-002 | \$159 (includes fees: \$66)

B4 Online April 15 – 30

Marketing and Sales Tactics for Small Business

Strategies to reach your unique market vary considerably from the strategies to reach consumers in terms of messages, media, pricing practices and ultimately selling tactics. Salespeople must understand these differences as they enter the diverse yet lucrative arena of business-to-business commerce. Through 1-on-1 consulting and instructional simulations, learn marketing topics for your small business in B2B marketing and sales. Topics include business-to-business marketing, services marketing and sales.

SBD-003 | \$159 (includes fees: \$66)

B4 Online April 15 – 30

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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 | \$119 (includes fees: \$30)

A4 Wed | April 26 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

B4 Wed | June 21 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Thomas Mazerski

A1 Wed | Aug. 23 | 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 | \$119 (includes fees: \$30)

A4 Fri | May 19 | 8 a.m. – 12:45 p.m.
1 session | Online
Instructor: Megan Odegaard

Understanding Accounting and Financial Statements

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

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

A4 Tue, Thu | April 25 & 27 | 9 – 11:30 a.m.
2 sessions | Online
Instructor: Thomas Mazerski

B4 Tue, Thu | June 13 & 15 | 9 – 11:30 a.m.
2 sessions | Online
Instructor: Thomas Mazerski

A1 Tue, Thu | Aug. 15 & 17 | 9 – 11:30 a.m.
2 sessions | Online
Instructor: Thomas Mazerski

Website Development

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

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

B4 Mon | June 5 – 26* | 6 – 7:30 p.m.
3 sessions | Online
Instructor: Megan Odegaard
*No class 6/19

A1 Mon | Aug. 7 – 21 | 6 – 7:30 p.m.
3 sessions | Online
Instructor: Megan Odegaard

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 | \$209 (includes fees: \$159)

B4 Online May 17 – July 21

C4 Online June 14 – Aug. 18

A1 Online July 12 – Sept. 22

B1 Online Aug. 16 – Oct. 20

Blogging and Podcasting for Beginners

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

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

B4 Online May 17 – June 23

C4 Online June 14 – July 21

A1 Online July 12 – Aug. 18

B1 Online Aug. 16 – Sept. 22



Mastery of Business Fundamentals



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

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

B4 Online May 17 – June 23

C4 Online June 14 – July 21

A1 Online July 12 – Aug. 18

B1 Online Aug. 16 – Sept. 22

Small Business Marketing on a Shoestring



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

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

B4 Online May 17 – June 23

C4 Online June 14 – July 21

A1 Online July 12 – Aug. 18

B1 Online Aug. 16 – Sept. 22

Start Your Own Arts and Crafts Business



If you have an art or a craft and you dream about starting your own home-based or small business, this is the course for you! You will learn to start your own arts and crafts business from a professional artist. You will learn to create your own unique business identity, and discover what makes marketing in the arts and crafts business different from marketing in most other enterprises and find a sales approach that fits your personality.

SBA-654 | \$129 (includes fees: \$105)

B4 Online May 17 – June 23

C4 Online June 14 – July 21

A1 Online July 12 – Aug. 18

B1 Online Aug. 16 – Sept. 22

HUMAN RESOURCES

Human Resources for Professionals and Certification Exam Preparation



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

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

A4 Tue, Thu | May 2 – June 8 | 6 – 8:30 p.m.
12 sessions | Online

NEW! Why Do Moral People Act Unethically? A Course for Human Resources Professionals



Strong workplace ethics, or the lack thereof, have had far-reaching consequences for many companies and corporate leaders. Learn the fundamental principles of ethics and delve into various workplace scenarios where these principles may or may not be applied. Arm yourself with a framework to encourage an ethical workplace regardless of role. Explore the difference between morals and ethics, gain an understanding of what makes moral people behave unethically, and learn which elements are most important in crafting an ethics policy for the workplace. Additionally, examine various ethics theories and learn how they may be applied to evaluate and resolve relevant dilemmas in the workplace. This course meets the Ethics requirement toward aPHR™, aPHRi™, PHR®, PHRca®, SPHR®, GPHR®, PHRI™ and SPHRI™ recertification through HR Certification Institute® (HRCI®) and has been submitted for 1 recertification credit hour. Carroll Community College is recognized by SHRM to offer Professional Development Credits (PDCs) for SHRM-CP or SHRM-SCP. This course has been approved for 1.00 HR (General) recertification credit hours toward SHRM-CP or SHRM-SCP.

MGT-591 | \$49 (includes fees: \$30)

A4 Wed | April 19 | 11 a.m. – 12 p.m.
1 session | Online
Instructor: Danna Blum

B4 Thu | May 25 | 11 a.m. – 12 p.m.
1 session | Online

Interested in a degree?

Explore Carroll's

**CREDIT
PROGRAMS**

at www.carrollcc.edu/degree



MANAGEMENT & LEADERSHIP

The role of managers and the need for leadership development have never been more important! Contact Business Solutions at 410-386-8095 for additional management development programs and services not listed here.

Cultural Awareness and Sensitivity in the Workplace 🏠

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

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

A4 Tue | May 16 | 9 a.m. – 1:30 p.m.
1 session | Online
Instructor: DaVida Anderson

Promoting Racial Equity and Justice at Work 🏠

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

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

A4 Wed | June 28 | 9 a.m. – 1:30 p.m.
1 session | Online
Instructor: DaVida Anderson

Putting the Success in Succession Planning 🏠

Across the U.S., significant numbers of experienced professionals are exiting the workforce daily, leaving behind critical knowledge and employment gaps. This trend comes at a time when the already challenging task of attracting and retaining talent can make the difference between a successful and unsuccessful organization. In spite of these facts, many organizations are failing at their succession planning efforts. Join fellow managers and human resource professionals for this 2-part, online course that will provide practical tactics and considerations for managing critical knowledge and ensuring business continuity in your workplace.

MGT-593 | \$169 (includes fees: \$30)

A4 Wed | May 10 & 17 | 8:30 a.m. – 12:30 p.m.
2 sessions | Online

Turning Incivility into a Respectful, Thriving Work Culture 🏠

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

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

A4 Wed | June 7 | 9 a.m. – 1:30 p.m.
1 session | Online
Instructor: DaVida Anderson

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 ever-changing 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



Business Solutions
CARROLL COMMUNITY COLLEGE



LEADERSHIP FOR THIS NEW WORLD SERIES

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

The Self-Aware Leader

In study after study, real-life example after real-life example, it has been shown that the foundation of successful leadership is self-awareness. Gain increased clarity on why you choose to lead, review what's required of a leader in today's demanding world and develop your personal leadership brand.

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

A4 Fri | April 21 – May 5 | 11 a.m. – 12:30 p.m.
3 sessions | Online
Instructor: Ed Stern

Building Safety and Trust

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

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

A4 Fri | May 19 – June 2 | 11 a.m. – 12:30 p.m.
3 sessions | Online
Instructor: Ed Stern

Focus, Resilience & Essentialism

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

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

A4 Fri | June 16 – 30 | 11 a.m. – 12:30 p.m.
3 sessions | Online
Instructor: Ed Stern

COMPUTERS & TECHNOLOGY

Computer and Technology Information Session

NO COST!

Learn about the computer and IT classes offered this fall and see what best meets your needs. Get an overview of the scope of classes and material taught. Learn about Workforce Training Certificates and Digital Badges to start or advance your career. Find out about resources available to help pay for training, class schedules and any prerequisites.

XXB-200 | No Cost

A1 Wed | July 19 | 11 a.m. – 12 p.m.
1 session | Main Campus
Instructor: Jeremy Rupp

COMPUTER APPLICATIONS

Microsoft Office Skills: Building a Strong Foundation

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

DAP-126 | \$165 (includes fees: \$114)

A4 Mon, Wed | June 5 – 14 | 6 – 8:30 p.m.
4 sessions | Main Campus
Instructor: Julia Reier

Word Level 1

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

DAP-014 | \$164 (includes fees: \$112)

A1 Mon, Wed | July 10 – 17 | 6:30 – 8:50 p.m.
3 sessions | Online
Instructor: Michele Swing

A4B Mon, Wed | May 1 – 8 | 6:30 – 8:50 p.m.
3 sessions | Online
Instructor: Michele Swing

Excel Level 1

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

DAP-017 | \$164 (includes fees: \$112) plus text

A4B Mon, Wed | May 15 – 22 | 6:30 – 8:50 p.m.
3 sessions | Online
Instructor: Michele Swing



PowerPoint Level 1

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

DAP-020 | \$164 (includes fees: \$112) plus text

A4B Mon, Wed | June 12 – 21* | 6:30 – 8:50 p.m.
3 sessions | Online
Instructor: Michele Swing
*No class 6/19

DATA SCIENCE

NEW! Introduction to Database Development

A number of powerful tools are available to help you build databases and database applications. However, if you do not apply a systematic, structured approach to the use of those tools, you will probably produce systems that fail to meet user needs. Many projects bog down or are never completed for lack of a disciplined approach to development. This course will guide you step-by-step through all the phases of a system development project to guarantee that the resulting product will not only work as it was designed to work, but also that the design truly responds to user needs.

CMP-083 | \$125 (includes fees: \$105)

B4 Online May 17 – June 23

C4 Online June 14 – July 21

A1 Online July 12 – Aug. 18

B1 Online Aug. 16 – Sept. 22

GET HELP PAYING FOR CAREER TRAINING

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

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

001-02-23

FINANCIAL

QuickBooks Pro Level 1

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

Learn to navigate QuickBooks Online, a user-friendly accounting software program that lets you invoice your customers, receive payments, create statements, prepare estimates, and enter and pay bills. Additional topics include bank deposits, check writing, funds transfers, bank reconciliation, journal entries, credit cards, sales tax, loan payments and profit analysis. Highly recommended: Familiarity with basic accounting/bookkeeping concepts, computer skills and use of Windows. Suggested prerequisite: Understanding Account and Financial Statements MSB-121.

DAP-591 | \$225 (includes fees: \$70) plus text

A4B Mon, Thu | May 8 – 22 | 6 – 8:30 p.m.
5 sessions | Main Campus
Instructor: Shanelle Hopkins

QuickBooks Pro Level 2

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

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

DAP-762 | \$225 (includes fees: \$70) plus text

A4BP Thu, Mon | May 25 – June 12* | 6 – 8:30 p.m.
5 sessions | Main Campus
Instructor: Shanelle Hopkins
*No class 5/29

QuickBooks Pro Certified User Exam Prep

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

DAP-124 | \$255 (includes fees: \$180) plus text

A4BP Thu, Mon | June 15 & 22* | 6 – 9:15 p.m.
2 sessions | Main Campus
Instructor: Shanelle Hopkins
*No class 6/19

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

B4 Online May 17 – June 23

C4 Online June 14 – July 21

A1 Online July 12 – Aug. 18

B1 Online Aug. 16 – Sept. 22

Introduction to PC Troubleshooting

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

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

B4 Online May 17 – June 23

C4 Online June 14 – July 21

A1 Online July 12 – Aug. 18

B1 Online Aug. 16 – Sept. 22



Basic CompTIA A+ Certification Prep



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

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

B4 Online May 17 – June 23

C4 Online June 14 – July 21

A1 Online July 12 – Aug. 18

B1 Online Aug. 16 – Sept. 22

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 | \$120 (includes fees: \$100)

B4 Online May 17 – June 23

C4 Online June 14 – July 21

A1 Online July 12 – Aug. 18

B1 Online Aug. 16 – Sept. 22

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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 | \$164 (includes fees: \$112) plus text

A4B Mon, Wed | May 1 – 8 | 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 | \$164 (includes fees: \$112) plus text

A4B Mon, Wed | May 15 – 22 | 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 | \$164 (includes fees: \$112) plus text

A4B Mon, Wed | June 12 – 21* | 6:30 – 8:50 p.m.
3 sessions | Main Campus
Instructor: Lara Benstein
*No class 6/19

CODING & PROGRAMMING

NEW! 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)

Online Start Anytime 6 months to complete

NEW! 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 an 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 | \$125 (includes fees: \$105)

B4 Online May 17 – June 23

C4 Online June 14 – July 21

A1 Online July 12 – Aug. 18

B1 Online Aug. 16 – Sept. 22



Introduction to Python 3 Programming

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

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

B4 Online May 17 – June 23

C4 Online June 14 – July 21

A1 Online July 12 – Aug. 18

B1 Online Aug. 16 – Sept. 22

CIW JavaScript Specialist

The CIW JavaScript Specialist course teaches developers how to use the features of the JavaScript language to design client-side, platform-independent solutions. Students will also understand and use the most popular applications of JavaScript. These specialized Web language skills can help you begin or grow a career in advanced Web development and technologies.

XXP-069 | \$409 (includes fees: \$399)

Online Start Anytime 12 months to complete

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PROGRAMS**

at www.carrollcc.edu/degree

COMPUTERS & TECHNOLOGY ONLINE PARTNERSHIP CLASSES

Offered in partnership with Ed2Go. Visit www.carrollcc.edu/online for complete course details and to register.

Keyboarding
Creating WordPress Websites
Python Developer
Introduction to Java Programming
Plus more based on your interest!

DRONES (UAS)

The next UAS Drone FAA Remote Pilot cohort starts late August 2023. Call Continuing Education and Training at 410-386-8100 for more information.

NEW! 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)

A4 Sat | June 10 – 24 | 9 a.m. – 3 p.m.
3 sessions | Main Campus
Instructor: George Colonna

CONSTRUCTION TRADES

CONSTRUCTION

Selling, Sales and Salesmanship for Home Service Providers

Gain insight and training in sales, salesmanship and sales management specific to professionals who sell products and services directly to homeowners. Selling in this industry is all about finding solutions. Learn ethical selling approaches and professional techniques to assist homeowners identify solutions for their home improvement, maintenance and remodeling needs. Interact with fellow students to practice and hone your skills in a variety of situations.

VOC-776 | \$179 (includes fees: \$71)

A4 Mon, Tue | April 24 – May 1 | 6 – 9:15 p.m.
3 sessions | Main Campus
Instructor: Steve Klitsch

ELECTRICAL

Introduction to the Electrical Trade- Part 1

Get the skills you need to work in an entry-level position as an electrical helper. Learn basic electrical theory as it pertains to residential and light commercial wiring, and reading and interpreting blueprints and schematics. Understand how to identify and utilize basic tools and materials used on job sites.

VOC-735 | \$830 (includes fees: \$555)

A4 Mon, Wed | May 8 – July 3* | 6 – 9:15 p.m.
15 sessions | Main Campus
Instructor: Michael Blizzard
*No class 5/29, 6/19

Introduction to the Electrical Trade- Part 2

Gain additional competencies relating to practical field applications. Learn blueprint interpretation to field structure applications, preparation of materials and tools, and installation of basic electrical devices. Prerequisite: Introduction to The Electrical Trade - Part 1 (VOC-735).

VOC-736 | \$580 (includes fees: \$305)

A1P Wed, Mon | July 5 – Aug. 23 | 6 – 9:15 p.m.
15 sessions | Main Campus
Instructor: Michael Blizzard



Workforce Training Certificate

Electrical Helper



Be job ready in as little as 4 months!

Get the skills needed to enter this in-demand industry.

Learn:

- Basic electrical theory
- Residential and light commercial wiring
- Reading and interpreting blueprints and schematics
- Installation of basic electrical devices

111-08-20-0120 CAR

See Workforce Training Certificates on p. 10 for course details. Not all courses may be offered in each schedule.

ENVIRONMENTAL & CONSERVATION

FOREST CONSERVATION

Forest Conservation Qualified Professional Training

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

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

A4P April 19 – May 6* | 8 sessions

Wed | April 19 – May 3 | 6 – 9:45 p.m.
Thu | April 20 & May 4 | 8:30 a.m. – 4:30 p.m.
Fri | April 21 & May 5 | 8:30 a.m. – 4:30 p.m.
Sat | April 22 – May 6 | 8 a.m. – 12 p.m.
Main Campus

*No class 4/26, 4/27, 4/28, 05/3

Instructor: James Slater

WATER & WASTE WATER TREATMENT

Introduction to Membrane Filtration and Floridation

Membrane and fluoridation technologies will be explored in this one-day course. The discussion includes an up-close look at the membrane filtration treatment methods. Membrane processes and parameters will be introduced followed by operational and maintenance techniques. The uses of membrane filters to remove fluoride will be discussed in depth. Review fluoride applications and the evaluation methods used for determining performance. The operator will also review safe handling techniques of fluoride and review how to properly store this treatment agent. Actual facilities will also be part of the classroom discussion and demonstrations.

VOC-780 | \$139 (includes fees: \$120)

A4 Wed | June 28 | 8 a.m. – 4 p.m.
1 session | Main Campus

HEALTHCARE & HUMAN SERVICES

BEHAVIORAL HEALTH

Carroll Community College is an approved provider of continuing education for the Maryland State Board of Social Work Examiners, Board of Examiners of Psychologists, and the Board of Professional Counselors and Therapists. Appropriate CEUs will be awarded for successful completion of the courses that follow (excluding Spanish for Social Services) 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 acupuncture technique known as Emotional Freedom Techniques (EFT). 3 clock hours.

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

A1 Fri | July 14 | 9 a.m. – 12:15 p.m.
1 session | Main Campus
Instructor: Daniel Holler

Clinical Supervision- How to Be the Best You Can Be! 📞

Often clinicians are promoted into supervisory and management positions with little training. The expectation is that they have been supervised and should be able to execute what they had modeled. But what if your supervisor/manager was not as good as they could have been? What have you missed? Look at how you can develop your own supervisory/management style to bring out the best in your staff. Additional topics include the legal/ethical issues of duty to warn, informed consent, PHI, conflict of interest and professional relationships. 3 clock hours.

SCW-012 | \$79 (includes fees: \$54)

A4 Mon | May 8 | 6 – 9:15 p.m.
1 session | Online
Instructor: David Goldman



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

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

SCW-011 | \$79 (includes fees: \$30)

A4 Thu | April 20 | 6 – 9:15 p.m.
1 session | Main Campus
Instructor: Elizabeth Guroff

NEW! Introduction to Addictions and Substance Use Disorders (SUDs)

Addictions and substance use disorders are in the news all the time. The issues are complex and multifaceted. This class provides an overview of use, abuse, dependency and addiction. Touch on the consequences of addiction at the individual, family, community and societal levels. Get an overview of basic physiological responses to various drugs. We will also look at assessment tools and treatment models and explore careers in addiction prevention and treatment. 3 clock hours

SCW-016 | \$79 (includes fees: \$54)

A4 Mon | June 12 | 6 – 9:15 p.m.
1 session | Online
Instructor: David Goldman

Neuroeducation 101

Neuroeducation explores the interconnectedness of the brain, body and mind through self-awareness. Everyday choices are explored in terms of learning innovative applications and techniques for practitioners to empower clients through mental health interventions. Learn strategies to help reduce stress, regulate emotion and increase self-awareness. Incorporate tools to enhance positive emotions. 3 clock hours.

SCW-014 | \$79 (includes fees: \$54)

A1 Mon | Aug. 7 | 6 – 9:15 p.m.
1 session | Online
Instructor: Sara Trescott

REGISTERED BEHAVIOR TECHNICIAN

Registered Behavior Technician Training I

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

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

AHE-368 | \$285 (includes fees: \$150)

A4 June 5 – 28* | 7 sessions
Mon, Wed | June 5 – 26 | 6 – 9:15 p.m.
Online
Wed | June 28 | 6 – 8 p.m.
Online
*No class 6/19
Instructor: Holly Bennett

Registered Behavior Technician Training II

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

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

AHE-369 | \$285 (includes fees: \$150)

A1P July 5 – 26 | 7 sessions
Wed, Mon | July 5 – 24 | 6 – 9:15 p.m.
Online
Wed | July 26 | 6 – 8 p.m.
Online
Instructor: Holly Bennett



Carroll
Community
College's
Registered
Behavior
Technician
Training



Program has changed my life in the best way possible! I have learned new skills and am now working as an RBT at a local company. I am grateful for the RBT Program because it allowed me to see the world in a brighter light by helping others. I have recommended this program to so many and some have even taken my advice! Grow your heart and become an RBT.

Kimberly Tracey,
Registered Behavior Technician
Completer





Spanish for Social Services

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

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

Online Start Anytime 6 months to complete

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

B4 Thu, Fri | June 22 & 23 | 12 – 4:30 p.m.

2 sessions | Main Campus

A1 Wed | July 12 | 8:30 a.m. – 5 p.m.

1 session | Main Campus

Youth Mental Health First Aid

NO COST!

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

AHE-292 | No Cost

A4 Wed, Thu | May 3 & 4 | 8:30 a.m. – 12:30 p.m.

2 sessions | Main Campus

A1 Tue, Wed | Aug. 15 & 16 | 12 – 4 p.m.

2 sessions | Main Campus

CPR & FIRST AID

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 | \$87 (includes fees: \$68)

B4 Mon | June 26 | 6 – 9:15 p.m.

1 session | Main Campus

Heartsaver CPR AED

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

AHE-379 | \$87 (includes fees: \$68)

A4 Thu | June 15 | 6 – 9:15 p.m.

1 session | Main Campus

Heartsaver First Aid CPR AED

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

AHE-378 | \$95 (includes fees: \$72)

A1 Mon | July 31 | 4 – 9:15 p.m.

1 session | Main Campus

BLS Provider

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

AHE-315 | \$99 (includes fees: \$74)

C4 Sat | May 13 | 9 a.m. – 4 p.m.

1 session | Main Campus

D4 Sat | June 10 | 9 a.m. – 4 p.m.

1 session | Main Campus

E4 Sat | June 24 | 9 a.m. – 4 p.m.

1 session | Main Campus

A1 Sat | July 8 | 9 a.m. – 4 p.m.

1 session | Main Campus

B1 Sat | July 22 | 9 a.m. – 4 p.m.

1 session | Main Campus

C1 Sat | Aug. 12 | 9 a.m. – 4 p.m.

1 session | Main Campus

D1 Sat | Aug. 26 | 9 a.m. – 4 p.m.

1 session | Main Campus



BLS Provider Renewal

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

AHE-064 | \$89 (includes fees: \$68)

B4P Mon | May 22 | 5–9:15 p.m.
1 session | Main Campus

C4P Mon | June 5 | 5–9:15 p.m.
1 session | Main Campus

A1P Mon | July 17 | 5–9:15 p.m.
1 session | Main Campus

B1P Mon | Aug. 21 | 5–9:15 p.m.
1 session | Main Campus

DENTAL

Introduction to Dental Assisting

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

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

AHE-063 | \$975 (includes fees: \$540) plus text

A4BP June 13–July 25 | 12 sessions
Tue, Thu | June 13–25 | 5:30–9:45 p.m.
Main Campus
Instructor: Carol Bair

Oral Radiography

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

Further your dental assisting career by learning to take dental x-rays and prepare to sit for the DANB Radiation Health and Safety (RHS) exam. This course is approved by the Maryland State Board of Dental Examiners. Course includes an online component; internet access required. Prerequisite: Successful completion of Introduction to Dental Assisting (AHE-063) or another basic dental assisting course, or you must be currently working as a dental assistant.

AHE-298 | \$945 (includes fees: \$567) plus text

A1BP Aug. 1–Sept. 14 | 14 sessions
Hybrid (online with one or more sessions held on campus)
Tue | Aug. 1–Sept. 12 | 6:30–9:45 p.m.
Main Campus
Thu | Aug. 3–Sept. 14 | 6:30–9:45 p.m.
Online
Instructor: Carol Bair

Expanded Functions: General Chairside

Round out your dental assistant training with this Maryland State Board of Dental Examiners-approved course. Learn advanced tasks that require increased skill and responsibility. Prepare for the Maryland General Dental Assisting Expanded Functions Exam (MDG). Prerequisites: You must be employed as a dental assistant and employer must be willing to oversee clinical requirements at place of employment. A working knowledge of oral anatomy, dental terminology and infection control is required. Oral Radiography certification is preferred, but not mandatory.

AHE-099 | \$695 (includes fees: \$140) plus text

A4BMP May 2–June 8 | 12 sessions
Tue, Thu | May 2–June 6 | 6–9:15 p.m.
Main Campus
Thu | June 8 | 6–8:15 p.m.
Main Campus
Instructor: Carol Bair

Radiation Safety Update

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

AHE-270 | \$219 (includes fees: \$136)

A1 Aug. 1–8 | 3 sessions
Hybrid (online with one or more sessions held on campus)
Tue | Aug. 1 & 8 | 6:30–9:45 p.m.
Main Campus
Thu | Aug. 3 | 6:30–9:45 p.m.
Online
Instructor: Carol Bair

Spanish for Dentists and Dental Hygienists

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

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

Online Start Anytime 6 months to complete



Carroll Community College walked me through every step of my journey.

The instructor engaged us by bringing her personal work experience as a dental assistant into the classroom. Her support and encouragement helped me to excel in school and confidently embrace a new career. I now have an exciting position in an amazing dental practice.



Jennifer Pappas,
Dental Assistant Completer

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Pay in installments!

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



Join us for our *Spring* Open House

Thursday, April 20 | 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® & 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 tuition for CCPS students; pay for fees & materials only)

ATTEND INFORMATION SESSIONS:

- Licensure and certification career training programs
- Admissions and aid; course planning and transfer; student involvement

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.



GENERAL HEALTHCARE EDUCATION

Open to current or prospective health-care 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 | \$129 (includes fees: \$105)

B4 Online May 17 – June 23

C4 Online June 14 – July 21

A1 Online July 12 – Aug. 18

B1 Online Aug. 16 – Sept. 22

Medical Terminology: A Word Association Approach

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

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

B4 Online May 17 – June 23

C4 Online June 14 – July 21

A1 Online July 12 – Aug. 18

B1 Online Aug. 16 – Sept. 22

Professional Preparation in Healthcare

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

AHE-196 | \$134 (includes fees: \$80)

A4 Tue, Thu | May 23 – June 1* | 6 – 8:45 p.m.
3 sessions | Online
Instructor: Beth Lee
*No class 5/25

Spanish for Healthcare

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

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

Online Start Anytime 6 months to complete

HEALTHCARE OCCUPATIONS

ASSISTED LIVING

Alzheimer's and Related Dementia Training

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

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

A4 Thu | June 8 | 9 a.m. – 3 p.m.
1 session | Main Campus
Instructor: James Rowe

FREE!

Health Care Training Information Session

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

Thursday, May 11 | 6 – 7:30 p.m.

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

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

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

Find out about:

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

Course #: XXB-140-A4

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

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



Operational Management in Assisted Living

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

AHE-287 | \$144 (includes fees: \$30)

A4 May 11 & 18 | 2 sessions

Thu | May 11 | 8:30 a.m. – 5 p.m.

Main Campus

Thu | May 18 | 8:30 – 10:30 a.m.

Main Campus

Instructor: James Rowe

RN Case Manager/Delegating Nurse in Assisted Living

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

NRS-423 | \$244 (includes fees: \$137)

A4P Fri | April 14 & 21 | 8 a.m. – 4:30 p.m.

2 sessions | Main Campus

Instructor: James Rowe

A1P Thu, Fri | Aug. 24 & 25 | 8 a.m. – 4:30 p.m.

2 sessions | Main Campus

Instructor: James Rowe

GET HELP PAYING FOR CAREER TRAINING

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

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

001-02-23

EMT

The next EMT session starts August 2023.
Call Diana Dannett at 410-386-8122 for more information.

Emergency Medical Technician 1

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

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

AHE-373

Emergency Medical Technician 2

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

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

AHE-320

HEALTH INFORMATION TECHNOLOGY

Medical Billing and Coding (Voucher Included)

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

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

Online Start Anytime 12 months to complete



Advanced Hospital Coding and CCS Prep (Voucher Included)

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

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

Online Start Anytime 6 months to complete

OPTICAL ASSISTANT

Become an Optical Assistant

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

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

B4 Online May 17 – June 23

C4 Online June 14 – July 21

A1 Online July 12 – Aug. 18

B1 Online Aug. 16 – Sept. 22

PHLEBOTOMY TECHNICIAN

Phlebotomy Technician Training I: Theory

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

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

AHE-200 | \$945 (includes fees: \$540) plus text

A4BP June 5 – July 31* | 16 sessions

Mon, Wed | June 5 – July 24 | 5:30 – 8:45 p.m.

Main Campus

Wed | July 26 | 3 – 6:15 p.m.

Carroll Hospital Center

Mon | July 31 | 5:30 – 8:45 p.m.

Main Campus

*No class 6/19

Instructors: Brian Rutledge, Emma Eyler

Phlebotomy Technician Training II: Clinical

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

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

AHE-077 | \$705 (includes fees: \$367)

A1P Aug. 7 – 16 | 8 sessions

Mon – Fri | Aug. 7 – 15 | 8 a.m. – 5 p.m.

Lifebridge Health Labs

Wed | Aug. 16 | 8 a.m. – 12 p.m.

Lifebridge Health Labs

Instructor: Emma Eyler



I completed my Phlebotomy Technician program in December of 2021. Before finishing my

clinical rotation, I got a job in the hospital. I am very grateful to have had this opportunity. Thank you so much Carroll Community College for giving me a jump start in my new career!



Arslan Nazir,
Phlebotomy Technician
Completer





Phlebotomy Technician Training III: Clinical

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

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

AHE-078 | \$705 (includes fees: \$367)

A1P Aug. 16 – 25 | 8 sessions

Wed | Aug. 16 | 1 – 5 p.m.

Lifebridge Health Labs

Mon – Fri | Aug. 17 – 25 | 8 a.m. – 5 p.m.

Lifebridge Health Labs

Instructor: Emma Eyler

STERILE PROCESSING TECHNICIAN

The next Sterile Processing Technician session starts August 2023. Call Diana Dannett at 410-386-8122 for more information.

Foundations for Healthcare Careers

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

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

AHE-316

Sterile Processing Technician Training Fundamentals

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

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

AHE-299



"We are so fortunate to have Carroll Community College, with their Medical Assisting program, right here in our community. They do a great job of preparing students for the Medical Assistant role. It is a great source of qualified applicants for us."

Bruce Timmcke,
Human Resources Business
Partner, Carroll Health Group



MEDICAL ASSISTANT

The next Certified Clinical Medical Assistant session starts September 2023. Call Ashley Roper at 410-386-8020 for more information.

Certified Clinical Medical Assistant Part 1

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

Gain the foundational knowledge and basic science to start your training as a medical assistant. Review health care systems and settings, medical terminology, basic pharmacology, nutrition and psychology. Understand the critical role and responsibilities of a medical assistant and begin to speak the language of medical professionals. You'll learn to safely deliver and provide education on medications, assist patients in reaching their nutrition goals, and develop interpersonal skills important to mental health care. Participate in hands-on pharmacology skills practice. Learn how to work with team members and manage challenging patient situations. Course includes an online component; internet access required.

AHE-651

Certified Clinical Medical Assistant Part 2

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

Learn essential anatomy and physiology necessary for success in clinical patient care. Topics include in-depth body structures and organ systems, pathophysiology and disease processes, and microbiology. Learn how major body systems interact to maintain homeostasis and how abnormalities in these systems are reduced using proactive patient education, identified when present, and treated with the latest evidence-based practices. Delve into the fundamental molecules of life, microorganisms, pathogens and infection considerations. Practice hands-on eye and ear, OB/GYN and pediatric procedures. Continue to build the soft skills requested by employers. Course includes an online component; internet access required.

AHE-652



Certified Clinical Medical Assistant Part 3

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

Prepare to care for patients in the clinical setting. Learn general patient care tasks, infection control standards, and test and laboratory procedures including phlebotomy, EKG and cardiovascular tests. Review patient care coordination and education activities, administrative assisting, communication and customer service, and medical law and ethics considerations. Practice hands-on urine collection and analysis, laboratory tests, phlebotomy and related testing, cardiac and respiratory procedures, clinical communication, infection control procedures, vital signs and body measurements, and minor surgical tasks. Complete your study of soft skills. Comprehensive exams will be given at the end of this course for certification preparation. Course includes an online component; internet access required.

AHE-653

Certified Clinical Medical Assistant Part 4

Continue to build your skills caring for patients in the clinical setting and practice the same skills covered in Certified Clinical Medical Assistant Part 3. Comprehensive exams will be given at the end of this course for certification preparation. Receive certifications in AHA Heartsaver First Aid and AHA Basic Life Support CPR. Course includes an online component; internet access required.

AHE-654

Certified Clinical Medical Assistant Part 5

Clinical externship combining front and back medical office skills. Certified Clinical Medical Assistant students who have successfully completed Parts 1-4 of their training will have an opportunity to practice administrative and clinical skills in a clinical setting working with the staff, patients and families visiting the physician's office for well and sick visits.

AHE-655

Certified Clinical Medical Assistant Part 6

Certified Clinical Medical Assistant students who have successfully completed Parts 1-5 of the Certified Clinical Medical Assistant training continue and complete their clinical externship combining front and back medical office skills. Students must register for Medical Assistant Clinical 1 and Medical Assistant Clinical II at the same time.

AHE-656

NURSING

Nursing Admission Exam Prep

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

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

A1 Online July 31–Aug. 30

TUITION **\$200**
OR MORE?

Pay in installments!

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

NEW!

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 Fall 2023

Scholarships and tuition assistance may be available!

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

121-B-23 0123 CAR



Earn While You Learn to Become a CNA/GNA



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

Get a jump start into a **high-demand career** helping others with the new **Earn While You Learn** employer partnership program.

Program benefits through local employers may include opportunities for:

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

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

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

096-17-23-1022

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 sites require that you're fully vaccinated (COVID-19), as defined by the CDC as 2 weeks after the second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine. If you are fully vaccinated the bivalent booster is also required per the clinical sites. If you don't meet these requirements, regardless of your age, you are NOT fully vaccinated, and Carroll Community College cannot guarantee you will be permitted in the clinical setting. Please note, if you register for this course, but cannot attend clinicals due to your vaccination status, a refund will not be issued. All students are required to wear a Fit Tested N95 mask or equivalent mask while in the clinical setting. No facial

hair, which interferes with the seal of the mask, is permitted. This N95 mask will be provided for you by the College.

AHE-257 | \$259 (includes fees: \$151)

B4 Tue, Thu | May 23 – June 8 | 5 – 8:15 p.m.
6 sessions | Online
Instructor: Nancy Rogers

A4 Mon, Tue, Thu, Fri | May 22 – June 1*
8:30 – 11:45 a.m.
6 sessions | Online
Instructor: Pamela Haines
*No class 5/29

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 | \$1,146 (includes fees: \$635) plus text

B4BMP June 13 – Aug. 3* | 18 sessions
Tue, Thu | June 13 – Aug. 3 | 5 – 9:15 p.m.
Main Campus
Sat | June 24 – July 29 | 8 a.m. – 4:30 p.m.
Main Campus
*No class 7/1, 7/4 7/15, 7/22
Instructor: Nancy Rogers

A4BMP Mon, Tue, Thu, Fri | June 5 – 27*
8:30 a.m. – 4 p.m.
13 sessions | Main Campus
Instructor: Pamela Haines
*No class 6/19



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)

A1P Aug. 8 – 26 | 9 sessions

Tue, Thu | Aug. 8 – 24 | 5 – 9:15 p.m.

Carroll Lutheran Village

Sat | Aug. 12 – 26 | 7 a.m. – 3:30 p.m.

Carroll Lutheran Village

B4P Mon – Fri | June 28 – July 6* | 7 a.m. – 3:30 p.m.
6 sessions | Carroll Lutheran Village

*No class 7/4

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 | \$140 (includes fees: \$90)

A1 Wed | Aug. 9 | 9 a.m. – 3:30 p.m.

1 session | Main Campus

Instructor: Pamela Haines

A2 Wed | Sept. 20 | 9 a.m. – 3:30 p.m.

1 session | Main Campus

Instructor: Pamela Haines

Medicine Aide Update

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

AHE-120 | \$135 (includes fees: \$87)

A4MP Fri | May 19 | 8 a.m. – 4:30 p.m.

1 session | Main Campus

Instructor: Pamela Haines

A1MP Fri | July 28 | 8 a.m. – 4:30 p.m.

1 session | Main Campus

Instructor: Pamela Haines

OSHA/SAFETY/CPR

FIRST AID & CPR

Heartsaver First Aid CPR AED

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

AHE-378 | \$95 (includes fees: \$72)

A1 Mon | July 31 | 4 – 9:15 p.m.

1 session | Main Campus

OSHA

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

OSHA 501-Outreach Trainer for General Industry

Prepare to teach the 10- and 30-hour general industry safety and health Outreach Training Program. Using the OSHA General Industry Standards as a guide, learn about those topics required in the 10- and 30-hour programs, with special emphasis placed on those which are most hazardous. Prerequisites: Students must successfully complete the OSHA 511 Occupational Safety and Health Standards for General Industry and have 5 years of safety and health work experience in general industry. A degree in occupational safety and health, a Certified Safety Professional (CSP) or a Certified Industrial Hygienist (CIH) designation may be substituted for 2 years of work-related experience.

VOC-469

A4 Mon – Thu | April 24 – 27 | 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

A4 Mon, Tue, Wed | May 22 – 24 | 8 a.m. – 4 p.m.

3 sessions | Main Campus



Become a Volunteer Mediator

LEARN TO HELP COMMUNITY MEMBERS RESOLVE:

- *Family conflicts*
- *Landlord/tenant conflicts*
- *Business/consumer conflicts*
- *Employee conflicts*
- *Neighborhood conflicts*
- *Custody/visitation conflicts*
- *And more*

TRAINING INCLUDES:

- *45 hours of classroom training*
- *Apprenticeship*
- *Co-mediation opportunities*
- *Evaluation*

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

096-05-23

Training starts soon!

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

A4 Thu | May 25 | 8 a.m. – 4 p.m.
1 session | Main Campus

OSHA 3115 Fall Protection

This course covers the OSHA Fall Protection Standard for construction and an overview of fall protection methods. Topics include principles of fall protection, components and limitations of fall arrest systems, and OSHA Standards and policies regarding fall protection. Participate in workshops demonstrating the inspection and use of fall protection equipment, residential construction fall protection, training requirements and developing a fall protection program. Upon course completion, students will have the ability to assess compliance with the OSHA Fall Protection Standard, evaluate installed passive systems and fall arrest systems, and develop and implement fall protection plans.

SFT-005

A4 Tue, Wed, Thu | June 20 – 22 | 8 a.m. – 4 p.m.
3 sessions | Main Campus

GET HELP PAYING FOR CAREER TRAINING

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

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

001-02-23

Fall Protection Train-the-Trainer Course

In the U.S. construction industry, falls are the leading cause of worker fatalities. This program provides the elements to develop a good Fall Protection Training Program to include determining fall protection training needs, identifying goals and objectives, developing learning activities, and conducting and evaluating the training program. Includes Facilitator Guide and CD. Prerequisite: Must have completed OSHA 3115 Fall Protection within the last 12 months and provide CRSC with a copy of your course completion certificate.

SFT-006

A4 Fri | June 23 | 8 a.m. – 4 p.m.
1 session | Main Campus

OSHA 3015 - Excavation, Trenching, & Soil Mechanics

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

SFT-007

A1 Mon, Tue, Wed | July 31 – Aug. 2
8 a.m. – 4 p.m.
3 sessions | Main Campus

Excavation, Trenching and Soil Mechanics Train-The-Trainer

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

SFT-008

A1 Thu | Aug. 3 | 8 a.m. – 4 p.m.
1 session | Main Campus



ADDITIONAL CAREER TRAINING

CHILD CARE

Basic Health & Safety Training

Gain a foundation in critical health and safety and practice skills designed to meet the Maryland licensing regulation requiring training for all child care providers in basic health and safety. Topics include how to set up and maintain a safe and healthy environment including supervision, safe practices to prevent and reduce injuries, identification and reporting of abuse or neglect, and proper sanitation practices and procedures. Five MSDE Core of Knowledge: Health, Safety and Nutrition hours awarded.

CCT-510 | \$85 (includes fees: \$70)

A4 Online Self-paced 3-hr class Complete by Aug. 11

Engaging Children With Remote Learning

Remote learning is here to stay. Now more than ever, teachers and caregivers are engaging children with remote learning and are tasked with helping parents support learning when working one-on-one with their child outside of the online learning environment. Learn effective methods for engaging children of all ages in various forms of online learning and supportive strategies for parents. MSDE Core of Knowledge: 2 hrs CD, 1 hr CC, 1 hr CP, 1 hr SN.

CCT-520 | \$85 (includes fees: \$70)

A4 Online Self-paced 3-hr class Complete by Aug. 11

Including All Children and the ADA

Learn essential information that every child care and education professional needs to know about the requirements of the Americans with Disabilities Act (ADA). Go beyond the definition of ADA to learn inclusionary best practices, strategies and resources for implementing an early childhood or school age environment that is inclusive to all children and families. This new Credential Boosters course aligns with MD Staff Credential (proposed) levels 2, 3, 4. MSDE Core of Knowledge: Special Needs three hours.

CCT-487 | \$65 (includes fees: \$50)

A4 Online Self-paced 3-hr class Complete by Aug. 11

Nutrition and Active Living

Examine the nutritional and physical needs of today's children, and gain skills to promote a healthy lifestyle and overall wellness throughout childhood. Topics include strategies to inform families about nutritional food items, and developing physical and large motor activities and games. Aligns with MD Staff Credential: (proposed) levels 2, 3, 4. MSDE Core of Knowledge: Health, Safety & Nutrition three hours.

CCT-485 | \$65 (includes fees: \$50)

A4 Online Self-paced 3-hr class Complete by Aug. 11

Pandemic and Infectious Diseases: Reducing Risks in Child Care

Are you challenged to adopt new health and safety protocols and keep up with recent changes in child care regulations caused by the COVID-19 pandemic? Gain a foundation of information about COVID-19, other infectious diseases and the latest Maryland child care regulations in this timely course taught by a professional nurse educator. You will be introduced to best practices and protocols for maintaining a safe and healthy environment for children and staff, protecting your child care site from infection, preventing the spread of COVID-19 with proper sanitation practices and procedures, and handling other childhood illnesses in a child care setting. MSDE Core of Knowledge: 5 hours HSN.

CCT-519 | \$85 (includes fees: \$70)

A4 Online Self-paced 3-hr class Complete by Aug. 11

Positive Child Guidance and Discipline

Gain an overview of positive child guidance and discipline by examining theory and best practices. Learn appropriate guidance techniques, internal and external factors that influence child behavior, and ways to partner with families to foster positive child guidance. This new Credential Boosters course aligns with MD Staff Credential: (proposed) levels 2, 3, 4. MSDE Core of Knowledge: Child Development three hours.

CCT-481 | \$65 (includes fees: \$50)

A4 Online Self-paced 3-hr class Complete by Aug. 11

Pyramid Model for Social and Emotional Competence - Preschool

Has a child's angry or aggressive behavior ever challenged your progress in achieving your teaching goals? Have you wished you could help a child who has trouble getting along with others or making friends? Do you wish you had a better way to understand why a child exhibits challenging behavior and design a solution to support them toward positive behavior? Using the Pyramid Model of SEFEL (Social and Emotional Foundations for Early Learning), gain strategies for understanding, addressing and preventing challenging behavior in children ages 3-5, and practice positive ways to support children with challenging behaviors toward social competence and success. MSDE Core of Knowledge: 18 hours CD. 1.8 CEUs.

CCT-511 | \$214 (includes fees: \$185)

A1 Online Self-paced 3-hr class Complete by Aug. 21

Resources That Guide Daily Planning

Explore state supported early learning and school age standards, guidelines and MSDE approved curriculum such as the Maryland Common Core State Curriculum, Healthy Beginnings, and other state planning resources. Learn what is expected as an early childhood professional when using these resources for planning purposes. Three Core of Knowledge hours awarded.

CCT-448 | \$65 (includes fees: \$50)

A4 Online Self-paced 3-hr class Complete by Aug. 11



SIDS

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

CCT-494 | \$65 (includes fees: \$50)

A4 Online Self-paced 3-hr class Complete by Aug. 11

Supporting Children with Disabilities

More than ever, children with special needs are growing and learning in child care, and educators need strategies to enable all children with disabilities, delays or special needs to gain knowledge, skills and enthusiasm for learning. Learn the child care professional's role in supporting IEP/IFSPs, how to select materials, adapt instruction and provide a motivational environment for all. This new Credential Boosters course aligns with MD Staff Credential (proposed) levels 2, 3, 4. MSDE Core of Knowledge: Special Needs three hours.

CCT-488 | \$65 (includes fees: \$50)

A4 Online Self-paced 3-hr class Complete by Aug. 11

Taking Learning Outside

Get out! Learn how outdoor learning environments and play space can assist with development and learning. Identify the importance of outdoor activities in all learning domains, examine traditional and non-traditional outdoor learning activities and prepare examples of structured and unstructured outdoor play. Three Core of Knowledge hours awarded.

CCT-461 | \$65 (includes fees: \$50)

A4 Online Self-paced 3-hr class Complete by Aug. 11

COMMERCIAL TRUCK DRIVER

Earn a Maryland Class A Commercial Driver's License in 8 weeks.

Spring and summer class dates are:

- May 1 – June 26
- July 10 – Sept. 1

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

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 May 1 – Aug. 11

B4B Online June 26 – Oct. 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 May 1 – June 16

B4B Online June 26 – Aug. 11

Legal Secretary Certificate Course

Beginning and experienced secretaries, improve your skills in the law office. Topics include: legal terminology; legal process; jurisdiction and venue; ethics; written communications including letters, pleadings, discovery, notices and motions; filing procedures, billing and accounting; time management; records management; an overview of commonly used word and data processing programs; legal research; memoranda preparation and citation format. Discuss job search strategies and placement possibilities.

VOC-558 | \$1,005 (includes fees: \$826) plus text

A4B Online May 1 – June 16

B4B Online June 26 – Aug. 11

Victim Advocacy Certificate Course

Prepare to work in victim advocacy arenas, such as domestic violence shelters, crisis centers, crisis hotlines, and with state and county governments to assist crime victims through the criminal justice system and toward successful recovery. Topics include: legal terminology; legal process; legislation regarding victims' rights; jurisdiction and venue; ethics; effects of victimization on the victim; victim advocate skills; guardianships and crisis intervention. Also covers counseling skills for victims of assault, battery, robbery, domestic violence, sexual assault and child abuse.

VOC-559 | \$1,005 (includes fees: \$826) plus text

A4B Online May 1 – June 16

B4B Online June 26 – Aug. 11



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 non-credit 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 28 | 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 | Sept. 11 – 25 | 6 – 9:15 p.m.
3 sessions | Main Campus
Instructor: Beth Lee

Veterinary Assistant 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 Wed, Mon | Sept. 27 – Jan. 17* | 6 – 9:15 p.m.
26 sessions | Main Campus
Instructor: Carole Contel
*No class 11/22, 18, 12/20, 12/25, 12/27, 1/1/2024, 1/15/2024

Veterinary Assistant 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 I: Outpatient Care, Diagnostics and Pharmacy.

VOC-692 | \$1,284 (includes fees: \$130)

A3P Mon, Wed | Jan. 29 – April 1* | 6 – 9:15 p.m.
21 sessions | Main Campus
Instructor: Kim Haga
*No class 3/18/2024, 3/20/2024

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 | \$569 (includes fees: \$30)

A3P Mon – Sat | Jan. 31 – April 2 .
To be scheduled | Clinical Site
Instructor: Carole Contel

Interested in a degree?

Explore Carroll's
**CREDIT
PROGRAMS**
at www.carrollcc.edu/degree

**TUITION \$200
OR MORE?**

Pay in installments!

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



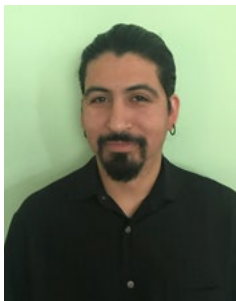
GED® Test/High School Diploma Preparation

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

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

Spring classes start Tuesday, April 18.
Summer classes start Tuesday, July 11.

You must attend a FREE information session before April 5 to be eligible for Spring classes or before July 5 to be eligible for Summer classes. Registration for the info session is required. **Contact us today for available dates.**



"Through the Adult Education program, I was able to get an excellent and supportive tutor. My tutor accommodated my busy work schedule and was always patient and understood my accent while video chatting. The staff supported

me throughout my entire journey and my teachers also helped me with reading comprehension, something I struggled with because of the language barrier. After three years, I completed my GED® tests. I am now prepared and excited to pursue educational training in Information Technology or Medical Interpretation."

—Reyes Zurita Cruz, 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:





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.

Spring classes start Monday, April 17.
Summer classes start Monday, July 10.

You must attend a FREE information session before April 5 to be eligible for Spring classes or before July 5 to be eligible for Summer classes. Registration for the info session is required. **Contact us today for available dates.**



*"I've always wanted to attend an ESOL class, but the schedules were not very accessible for me. **But now that I can take classes online, I love it!** Thanks to my teacher and all my classmates, we continue learning!"*

—Laura de Lazo, 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:





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.

Literacy Council
of CARROLL COUNTY

096-05-23 1022 INF

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 | \$209 (includes fees: \$159)

B4 Online May 17 – June 23

C4 Online June 14 – Aug. 18

A1 Online July 12 – Sept. 22

B1 Online Aug. 16 – Oct. 20

SAT/ACT Preparation: Part 1

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

ADS-106 | \$110 (includes fees: \$95)

B4 Online May 17 – June 23

C4 Online June 14 – July 21

A1 Online July 12 – Aug. 18

B1 Online Aug. 16 – Sept. 22

CAREER DEVELOPMENT

Help With Career Choices

Need help with your career choice? Attend a free monthly session. No cost, but please register to reserve your seat.

XXB-138 | No Cost

A4 Mon | April 24 | 6 – 7 p.m.
1 session | Main Campus
Instructor: Beth Lee

B4 Mon | May 22 | 6 – 7 p.m.
1 session | Main Campus
Instructor: Beth Lee

C4 Mon | June 26 | 6 – 7 p.m.
1 session | Main Campus
Instructor: Beth Lee

ESOL

American English Pronunciation

This class is for students learning English as a second language. Instruction includes correct articulation and pronunciation of American English.

ESL-070 | \$295 (includes fees: \$20) plus text

B3B Tue, Thu | March 28 – May 18 | 6:15 – 8:45 p.m.
20 sessions | Online
Instructor: Michelle Muller

Advanced English Preparation 3

This 10-week, synchronous online course is designed for English language learners who want to improve their English reading, writing, speaking and listening skills for the workplace or to prepare for further education or workforce training. Grammar and pronunciation instruction are included. Placement counseling recommended; contact 410-386-8646 or esol@carrollcc.edu to schedule your placement counseling session.

ESL-098 | \$295 (includes fees: \$20) plus text

A4B Mon, Wed | April 17 – June 28*
6:30 – 8:30 p.m.
20 sessions | Online
*No class 5/29, 06/19

Grammar for ESL

If English is your second language and you're headed to college, this course will teach you the principles of grammar and structure you'll need to succeed.

ESL-075 | \$129 (includes fees: \$105)

B4 Online May 17 – June 23

C4 Online June 14 – July 21

A1 Online July 12 – Aug. 18

B1 Online Aug. 16 – Sept. 22

Interested in a degree?

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PERSONAL ENRICHMENT

Cultivate Your Creative Side
In an **Arts & Crafts** Class > page 48

Laugh & Learn with Your Child
By Taking a **Class2gether** > page 50

Care for Your Mind & Body
In a **Health & Wellness** Class > page 54



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.

DPM-728 | \$219 (includes fees: \$45)

A4 Fri | May 26 – July 14 | 9:30 a.m. – 12 p.m.
8 sessions | Main Campus
Instructor: Stacy Lund-Levy

A1 Fri | July 21 – Sept. 8 | 9:30 a.m. – 12 p.m.
8 sessions | Main Campus
Instructor: Sean Boylan

Studio Ceramics

Create your own body of work. Use our studio utilities to create your unique projects. Assisted by expert guidance and consultation. Students allotted 25 pounds of clay to make hand-built and/or thrown works. For students who have already taken a recent ceramics course.

DPM-027 | \$165 (includes fees: \$155)

A4 Tue | April 25 – May 30 | 6:30 – 9 p.m.
6 sessions | Main Campus
Instructor: Alex Simms

FINE CRAFT

The Art of Stained Glass Studio

Join our growing community of glass artists! Beginner students will learn the Tiffany or copper foil method as they create a suncatcher and hanging panel. Returning students are welcome to bring a project of their own or select from a list of instructor favorites. Tools are supplied. No materials required for the first night. Material/supply list provided at the first meeting for subsequent nights..

DPM-043 | \$210 (includes fees: \$200)

A4 Fri | April 14 – May 12 | 9:30 a.m. – 12 p.m.
5 sessions | Main Campus
Instructor: Cathy Trostle

Stained Glass Bluebirds

Some believe the bluebird is a symbol of joy and hope; others believe it means good news will be arriving soon. Make your own luck by creating a feathered friend for your window. All materials provided to create two bluebirds.

DPM-082 | \$89 (includes fees: \$79)

A4 Thu | May 4 & 11 | 6 – 9 p.m.
2 sessions | Main Campus
Instructor: Cathy Trostle

NEW! Clay Garden Frogs

Play with clay and smush, carve and sculpt frogs. 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 student can make up to four frogs.

DPM-086 | \$85 (includes fees: \$75)

A4 Thu | May 4 – 18 | 6:30 – 9 p.m.
3 sessions | Main Campus
Instructor: Alex Simms

NEW! Mosaic House Numbers

Make your own bold, attractive and eye-catching numbers to welcome people to your home. Learn to design, shape, adhere and grout your way to a personalized mosaic house number! Enjoy an art piece that adds an extra touch of charm and personality to the exterior of your home. In addition to your functional work of art, you will leave with the knowledge to mosaic just about anything! Let your creativity flow as you bring beauty to your home.

DPM-087 | \$105 (includes fees: \$95)

A4 Wed | May 24 – June 7 | 6 – 8:30 p.m.
3 sessions | Main Campus
Instructor: Ken Ecker

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 | \$65 (includes fees: \$55)

A4 Thu | April 20 | 6 – 8:30 p.m.
1 session | Main Campus
Instructor: Jalna Brown

NEW! Summer Wreaths

Create a festive wreath. Make it one-of-a-kind using a variety of faux summer 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-085 | \$65 (includes fees: \$55)

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



FOOD & DRINK

Demonstration courses: Students observe instructor prepare recipes and demonstrate technique. Class culminates with tasting and students take home recipes.

Hands-on courses: Students actively participate in practicing technique, preparing recipes and tasting the prepared food. Recipes provided for all dishes.

Classroom courses: Students will hear a short lecture, have class discussions and have a chance to ask questions. Recipes and information sheets are provided.

Please note: Students who withdraw six business days or less before the start date may receive a refund less the supply fee.

Kitchen Tools & Equipment

Explore all those cool kitchen gadgets. Get your questions answered as we tour basic kitchen tools and find out what equipment the average home cook really needs. Learn to adapt your basic tools to do the gourmet jobs. Experience how easy it can be to use the right tool for the right job.

C00-045 | \$74 (includes fees: \$64)

A4 Tue | April 18 | 6 – 9 p.m.
1 session | Carroll County Career & Tech Center
Instructor: Tim Norwood

Homemade Dressings

Skip the bottled stuff and use these healthy salad dressing recipes to make your own at home for a fraction of the cost! Make the dressing to suit your taste. Or perhaps create your own blend to bottle for friends and family. A good salad dressing goes a long way to making veggies exciting (even for those who aren't fans).

C00-063 | \$63 (includes fees: \$53)

A4 Tue | May 16 | 6 – 9 p.m.
1 session | Carroll County Career & Tech Center
Instructor: Tim Norwood

Start Your Own Edible Garden

Learn how to grow delicious, nutritious fruit and vegetables in your own backyard. You'll begin by figuring out which type of garden is right for you. You'll explore climate considerations, learn how to read a zone hardiness map, and find out how to spot a micro-climate in your yard. You'll discover how to properly prepare a garden bed so your crops have the best opportunity to thrive. You'll even learn to understand fertilizers and make compost! Whether you want to provide your family with nutritious food, save money, get some exercise, or just be more self-sufficient, this course will give you the skills and knowledge you need to be on your way to a successful harvest.

C00-058 | \$129 (includes fees: \$119)

B4 Online May 17 – June 23

C4 Online June 14 – July 21

A1 Online July 12 – Aug. 18

B1 Online Aug. 16 – Sept. 22

HISTORY, CULTURE & WORLD VIEW

NEW! Great Bookstores of the World: Shakespeare and Company, Paris

It has been famed for decades as a gathering place for literary greats, artists and tourists. Authors such as Hemingway, Joyce and Fitzgerald join weekly literary salons. The store struggled with Nazi occupation through WWII but reopened as a meeting place for the writers and artists known as the Lost Generation. Today it is a mecca for tourists and the center of the independent bookstore scene, hosting author readings and events for current authors, actors and activists. Open the store's archives to learn about those who have passed through its iconic doors for more than 100 years.

LPC-021 | \$62 (includes fees: \$52)

A4 Mon, Wed | April 10 & 12 | 6:30 – 8:30 p.m.
2 sessions | Main Campus
Instructor: Marcy Gouge

HAVE MORE FUN TOGETHER!



Take a class with a friend, family member or a group!

Take an **ART CLASS** with your co-workers.

How about a **COOKING CLASS** for your book club?

Or a **STAINED GLASS CLASS** with your family?

We can do that... **AND MORE!**

CUSTOMIZE YOUR OWN CLASS IN:

Cooking | Fine Craft | Painting
Photography | And much more!

Take a look and choose any class that interests you!



Call 410-386-8106 to get your party started!



HOME & HOBBY

NEW! 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 soap-making. Create a fully cured and basic soap recipe from scratch.

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

A4 Mon, Wed | May 15 & 17 | 6:30 – 9 p.m.
2 sessions | Main Campus

Introduction to Stock Options

Learn how stock options can protect your portfolio and help you profit in any type of market. You will begin by examining the origin of stock options and learn the real risks involved. Then, you will identify the jargon, symbols, and other peculiarities of options in a way that's easy to understand. You will explore exchange-traded funds (ETFs), which offer exciting option investments you may eventually consider.

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

B4 Online May 17 – June 23

C4 Online June 14 – July 21

A1 Online July 12 – Aug. 18

B1 Online Aug. 16 – Sept. 22

Personal Finance

Protect your assets and discover how best to achieve all your financial goals. This course will prepare you for a lifetime of worthwhile personal financial planning. The tools you will learn are useful, realistic, and easy to work into your regular routine. They will help you gain control over the financial impact of the choices you make. You will learn to create and use a budget, borrow and invest wisely, make intelligent decisions about insurance, and plan for your financial future.

FIN-018 | \$129 (includes fees: \$105)

B4 Online May 17 – June 23

C4 Online June 14 – July 21

A1 Online July 12 – Aug. 18

B1 Online Aug. 16 – Sept. 22

Stocks, Bonds, and Investing: Oh My!



Learn how to make wise investment decisions so that you have enough money to live comfortably through your retirement.

FIN-089 | \$129 (includes fees: \$105)

B4 Online May 17 – June 23

C4 Online June 14 – July 21

A1 Online July 12 – Aug. 18

B1 Online Aug. 16 – Sept. 22

Introduction to Digital Scrapbooking



Learn to use digital editing techniques to show off your photos and memorabilia in Introduction to Digital Scrapbooking! Using Photoshop Elements 11, 12, or 13, this course will teach you how to make the most of your scrapbooking talents and artistic ideas when you combine traditional and digital scrapbooking. Starting with simple projects, you'll quickly learn how to build pages, use artistic journaling, and produce sophisticated illusions. Photoshop Elements lets you build your own clip art, create frames, and develop multi-layer pages with an endless array of layouts and designs. You'll see how to draw and create your own art, build collages and scrapbooks to share, and work with both color and black and white. If you need to restore or age images – the tools are all available to you. Come take your scrapbooking to a new level!

PDE-110 | \$129 (includes fees: \$119)

B4 Online May 17 – June 23

C4 Online June 14 – July 21

A1 Online July 12 – Aug. 18

B1 Online Aug. 16 – Sept. 22

Where Does All My Money Go?

Ever get frustrated that you never seem to get ahead? Are you and your family constantly arguing about money? Do you ever wonder where your money went last month? Do you have trouble saving money? Want to work on paying down your debt but don't know where to find the money? This course will teach you the very basics of how to get control of your finances rather than letting them control you. It is the help you need before learning about investing, debt elimination, retirement or college planning. There aren't many places that you can go to learn these principles, so take advantage of this opportunity to learn online.

XXQ-227 | \$129 (includes fees: \$119)

B4 Online May 17 – June 23

C4 Online June 14 – July 21

A1 Online July 12 – Aug. 18

B1 Online Aug. 16 – Sept. 22

KIDS@CARROLL

CLASSES 2GETHER

Fun, interactive classes for a parent – or grandparent, aunt, uncle or godparent – and child. Course cost includes one adult and one child ages 9 – 15.

Family Hikes

Bring your family hiking and learn basic safety and hiking techniques. You'll explore some of the best hiking paths and trails in the surrounding area. Designed for beginners but all are welcome. Each date will have a scheduled hiking destination.

FAM-003 | \$54 (includes fees: \$44)

A4T Sat | April 15 | 9 a.m. – 12 p.m.
1 session | Patapsco Valley State Park
Instructor: Bud Grace



SUMMER! KIDS@CARROLL

Parent Orientation NO COST!

Get acquainted with our policies and programs. Ask your questions, turn in your forms and get more information on our wide variety of summer adventures!

KID-408 | No Cost

A4 Tue | May 23 | 6 – 7:30 p.m.
1 session | Main Campus
Instructor: Cassandra Casey

LANGUAGES

Speed Spanish 🗣️

This course is designed for anyone who wants to learn Spanish pronto. You'll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you'll be able to go into any Spanish speaking situation and converse in Spanish. ¡Qué Bueno!

FLC-164 | \$129 (includes fees: \$105)

B4 Online May 17 – June 23

C4 Online June 14 – July 21

A1 Online July 12 – Aug. 18

B1 Online Aug. 16 – Sept. 22

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 \$120 HQL fee: Essential Support Service (ESS) will be on-site to provide live scan fingerprinting services (which are required for HQL processing), and HQL application assistance

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

A1T Sat | July 22 | 8 a.m. – 12:15 p.m.
1 session | Main Campus

BUT WAIT...

THERE'S EVEN
MORE!

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.

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Visit www.carrollcc.edu/NewPersonalEnrichment



121-14-23 0123

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at www.carrollcc.edu/degree



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 class dates.

MOTORCYCLE SAFETY

Motorcycle classes run April - October each year. For additional motorcycle class dates, visit www.carrollcc.edu/CETregistration or call 410-386-8100.

Please note: Students must withdraw 7 full business days before the start date to receive a refund.

Motorcycle Safety & Licensure Review

For the true novice rider who has little or no riding experience, this course includes a classroom component, an online component and riding instruction on the basic skills and strategies necessary to begin practicing street riding. No previous motorcycle riding experience necessary. Classroom and riding times are approximate. Program training motorcycles are provided during instruction.

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

B4 April 19 – 23 | 3 sessions

Wed | April 19 | 6 – 10 p.m.

Main Campus

Sat, Sun | April 22 & 23 | 8 a.m. – 2:30 p.m.

Parking Lot

C4 April 26 – 30 | 3 sessions

Wed | April 26 | 6 – 10 p.m.

Main Campus

Sat, Sun | April 29 & 30 | 8 a.m. – 2:30 p.m.

Parking Lot

D4 May 3 – 7 | 3 sessions

Wed | May 3 | 6 – 10 p.m.

Main Campus

Sat, Sun | May 6 & 7 | 8 a.m. – 2:30 p.m.

Parking Lot

E4 May 10 – 14 | 3 sessions

Wed | May 10 | 6 – 10 p.m.

Main Campus

Sat, Sun | May 13 & 14 | 8 a.m. – 2:30 p.m.

Parking Lot

F4 May 17 – 21 | 3 sessions

Wed | May 17 | 6 – 10 p.m.

Main Campus

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

Parking Lot

G4 May 31 – June 4 | 3 sessions

Wed | May 31 | 6 – 10 p.m.

Main Campus

Sat, Sun | June 3 & 4 | 8 a.m. – 2:30 p.m.

Parking Lot

H4 June 7 – 11 | 3 sessions

Wed | June 7 | 6 – 10 p.m.

Main Campus

Sat, Sun | June 10 & 11 | 8 a.m. – 2:30 p.m.

Parking Lot

I4 June 14 – 16 | 3 sessions

Wed | June 14 | 9 a.m. – 1 p.m.

Main Campus

Thu, Fri | June 15 & 16 | 8 a.m. – 2:30 p.m.

Parking Lot

J4 June 21 – 25 | 3 sessions

Wed | June 21 | 6 – 10 p.m.

Main Campus

Sat, Sun | June 24 & 25 | 8 a.m. – 2:30 p.m.

Parking Lot

A1 July 5 – 9 | 3 sessions

Wed | July 5 | 6 – 10 p.m.

Main Campus

Sat, Sun | July 8 & 9 | 8 a.m. – 2:30 p.m.

Parking Lot

B1 July 19 – 21 | 3 sessions

Wed | July 19 | 9 a.m. – 1 p.m.

Main Campus

Thu, Fri | July 20 & 21 | 8 a.m. – 2:30 p.m.

Parking Lot

C1 July 26 – 30 | 3 sessions

Wed | July 26 | 6 – 10 p.m.

Main Campus

Sat, Sun | July 29 & 30 | 8 a.m. – 2:30 p.m.

Parking Lot

D1 Aug. 9 – 13 | 3 sessions

Wed | Aug. 9 | 6 – 10 p.m.

Main Campus

Sat, Sun | Aug. 12 & 13 | 8 a.m. – 2:30 p.m.

Parking Lot

E1 Aug. 16 – 18 | 3 sessions

Wed | Aug. 16 | 9 a.m. – 1 p.m.

Main Campus

Thu, Fri | Aug. 17 & 18 | 8 a.m. – 2:30 p.m.

Parking Lot

F1 Aug. 23 – 25 | 3 sessions

Wed | Aug. 23 | 9 a.m. – 1 p.m.

Main Campus

Thu, Fri | Aug. 24 & 25 | 8 a.m. – 2:30 p.m.

Parking Lot



ProRider Advanced Motorcycle Skills Training

This Motorcycle skills course includes the same training exercises used by police motorcycle officers and motorcycle rodeo competitors - riding techniques that will improve your riding ability and riding confidence on your motorcycle. Classes cover slow speed maneuvers, confined space turns, crash avoidance and various braking challenges. Must be 18 years of age or older.

TRA-058 | \$185 (includes fees: \$162)

B4 Fri | May 12 | 8 a.m. – 5 p.m.
1 session | Parking Lot

A1 Fri | July 7 | 8 a.m. – 5 p.m.
1 session | Parking Lot

B1 Fri | Aug. 4 | 8 a.m. – 5 p.m.
1 session | Parking Lot

Basic RiderCourse 2 - License Waiver

This course is designed for riders with or without a permit who are currently riding and want to earn a motorcycle license or endorsement. Already licensed or endorsed riders may also participate. Includes an online e-course to be completed prior to the in-person session. Also includes three hours of classroom and five hours of riding instruction. Motorcycles are provided for this course; however, students have the option to use their own motorcycle. Motorcycles must be transported legally. Students must fill out a liability waiver and bring license, registration and proof of insurance prior to class. All motorcycles will be inspected for safety by instructors.

Register for these sessions
to use a college motorcycle:

TRA-060 | \$279 (includes fees: \$124)

B4 Fri | April 21 | 8 a.m. – 5 p.m.
1 session | Parking Lot

C4 Fri | May 5 | 8 a.m. – 5 p.m.
1 session | Parking Lot

D4 Fri | May 19 | 8 a.m. – 5 p.m.
1 session | Parking Lot

E4 Fri | June 9 | 8 a.m. – 5 p.m.
1 session | Parking Lot

A1 Sat | July 22 | 8 a.m. – 5 p.m.
1 session | Parking Lot

B1 Fri | Aug. 18 | 8 a.m. – 5 p.m.
1 session | Parking Lot

Register for these sessions
to use your own motorcycle:

TRA-060 | \$229 (includes fees: \$74)

B4CYC Fri | April 21 | 8 a.m. – 5 p.m.
1 session | Parking Lot

C4CYC Fri | May 5 | 8 a.m. – 5 p.m.
1 session | Parking Lot

D4CYC Fri | May 19 | 8 a.m. – 5 p.m.
1 session | Parking Lot

E4CYC Fri | June 9 | 8 a.m. – 5 p.m.
1 session | Parking Lot

A1CYC Sat | July 22 | 8 a.m. – 5 p.m.
1 session | Parking Lot

B1CYC Fri | Aug. 18 | 8 a.m. – 5 p.m.
1 session | Parking Lot

MUSIC

APPLIED MUSIC INDIVIDUAL LESSONS

The applied vocal and instrumental music lessons classes are scheduled individually with an instructor. Once you are registered, the instructor will contact you to establish the day and time of your half-hour or one-hour lessons. Students provide their own practice instruments. Lessons may be available for cello, guitar, percussion, piano, ukulele, voice and more.

Applied Music Lessons—30 Minutes

MSC-008 | \$275 (includes fees: \$265)

A4 May 30 – Aug. 4
10 sessions | Main Campus
To be scheduled individually

Applied Music Lessons—One Hour

MSC-010 | \$530 (includes fees: \$520)

A4 May 30 – Aug. 4
10 sessions | Main Campus
To be scheduled individually

PHOTOGRAPHY

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)

A4P Tue | April 18 | 6:30 – 8:30 p.m.
1 session | Learning Resource Center
Instructor: Walter Calahan

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)

D3 Wed | April 19 & 26 | 6 – 9 p.m.
2 sessions | Main Campus
Instructor: Walter Calahan



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.

90 minute sessions

XXZ-862 | \$97 (includes fees: \$87)

A4 Sat | May 6 – June 17* | 9 – 10:30 a.m.
6 sessions | Main Campus
Instructor: Syeda Khan
*No class 5/27

A1 Sat | June 24 – July 29 | 9 – 10:30 a.m.
6 sessions | Main Campus
Instructor: Syeda Khan

60 minute sessions

XXZ-862 | \$69 (includes fees: \$59)

B4 Tue | May 9 – June 13 | 7 – 8 p.m.
6 sessions | Main Campus
Instructor: Syeda Khan

B1 Tue | June 20 – Aug. 1* | 7 – 8 p.m.
6 sessions | Main Campus
Instructor: Syeda Khan
*No class 7/4

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 | \$135 (includes fees: \$125)

A4 Mon, Wed | May 1 – Aug. 16* | 6 – 7 p.m.
29 sessions | Main Campus
Instructor: Deanna Dovel and Lori Maccia
*No class 5/29, 6/19, 7/3

Pickleball III

If you have taken Intro to Pickleball and Pickleball II, then you are ready for Pickleball III. Focus on doubles strategy, working with a partner to be sure coverage of your court is maintained. Learn about attack shots and non-attackable shots. Practice drills to improve your skills.

XHW-020 | \$55 (includes fees: \$45)

A4 Tue | April 25 – May 23 | 5:30 – 6:30 p.m.
5 sessions | Main Campus
Instructor: Larry Wood

Tai Chi

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. Students work towards mastering the 24-posture form.

PDE-133 | \$89 (includes fees: \$79)

A4 Thu | June 8 – July 27 | 7:15 – 8:15 p.m.
8 sessions | Main Campus

OUTDOOR ADVENTURE

Our hikes are generally suitable for novice hikers who want a bit of a challenge. Most terrains will involve a moderate incline and some may have steeper sections. Hikes are generally 3 to 6 miles.

Plant Discovery Hikes

Journey with us to learn more about the natural world and the horticulture wonders of the National Arboretum.

ADV-008 | \$39 (includes fees: \$29)

A4T Sat | April 15 | 9 a.m. – 12 p.m.
1 session | National Arboretum
Instructor: Mark Dougherty

WRITING

Explore Non-Fiction Writing Genres Suite

Explore Non-Fiction Writing teaches the best ways to tell a non-fiction story. Write and Publish Your Non-Fiction Book focuses on planning, researching, writing and editing a general non-fiction book. Write Your Life Story explores the art of memoir. The Craft of Magazine Writing teaches students how to research, write and pitch their work to magazines. Travel Writing teaches students how to translate their travel experiences into publishable articles and books.

PWL-020 | \$385 (includes fees: \$275)

B4 Online May 17 – Aug. 18

C4 Online June 14 – Sept. 22

A1 Online July 12 – Oct. 20

B1 Online Aug. 16 – Nov. 24

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at www.carrollcc.edu/degree

5

EASY WAYS TO REGISTER

Register Early!

Courses that have not met the minimum enrollment may be cancelled one week before the start date. Ensure that the course you want will be held by registering early!

Office Hours

Monday – Thursday | 8:30 a.m. – 6 p.m.
Friday | 8:30 a.m. – 4 p.m.

1. ONLINE

Register online 24/7 at
www.carrollcc.edu/CETRegistration and follow instructions. You will need to pay in full with a credit card when registering.

2. MAIL

Mail a completed and signed registration form with total payment to:
Carroll Community College
Continuing Education & Training, A115
1601 Washington Road
Westminster MD 21157

3. WALK-IN

Register in-person in Room A115 on the Washington Road Campus.
On Saturdays and after regular office hours, registrations and check or credit card payments may be left in the drop box next to the Cashier's Office.

4. FAX

Fax completed and signed registration form with credit card payment information to 410-386-8111.

5. TELEPHONE

Call 410-386-8100. Have the course details and your credit card information ready.

NUMBERS TO KNOW

Admissions for
Degree Programs
410-386-8430

Advising/Transfer
for Degree Programs
410-386-8435

Career Services
410-386-8523

Cashier's Office
410-386-8040

Disabilities
410-386-8329

General College
Information
410-386-8000

Records/Registration
for Degree Programs
410-386-8440

Course Cost

- Carroll County residents: deduct \$10 per course.
- Non-Carroll County Maryland residents: deduct \$5 per course.
- Maryland residents, 60 years of age or older: pay fees only plus a \$5 tuition cost if you are a non-Carroll County resident.
- Non-U.S. citizens: pay the course cost; with a copy of appropriate Visa on file, deduct \$10 per course.

The College makes every effort to keep course costs low and comparable to costs of similar courses at other area community colleges.

Age Requirements

Anyone 16 or older may register on a first-come, first-served basis. Some career training may have higher minimum age requirements. Students under 16 may take non-credit courses listed for their age group through Summer!Kids@Carroll and Teen College. Some exceptions may apply for courses designed for families; eligibility will be indicated in the course description.

Tuition Waivers

Disability Waiver

Individuals with total and permanent disabilities may be eligible for tuition waivers for continuing education instruction designed to lead to employment, including life-skills instruction. The tuition waiver may be applied to courses listed in the Career and Professional Training section of this schedule (see Table of Contents).

Students must obtain a Certification for Tuition Waiver form (available on the College website under Costs & Aid, at the Cashier's Office or by calling 410-386-8040) verifying total and permanent disability and receipt of disability or retirement benefits from the Social Security Administration, the Railroad Retirement Board, or from the individual's federal retirement or pension authority. Students must register in person and submit the completed certification form.

Qualified students are responsible for paying all associated course fees.

Senior Adults

Maryland residents age 60 and over are exempt from paying tuition for courses submitted for State funding to support course costs. Residents age 60 and over pay fees only, as shown with the course description, plus a \$5 tuition cost if not a resident of Carroll County. (Some courses are not eligible for State funding to support instructional costs. Residents 60 and over pay all course costs for such courses.)

Drops, Refunds and Cancellations

Course cancellations:

100% refund will be issued for any course the College cancels.

Before the course begins:

Course withdrawals and requests for full refunds may be made up to 24 hours before the course begins by calling Continuing Education and Training at 410-386-8100. Some exceptions may apply and will be noted in the course description.

After the course begins:

Refunds are not awarded after a course has started.

The College reserves the right to cancel courses or make changes due to insufficient enrollment or unforeseen circumstances. In these events, students will be notified via email.

Tuition Assistance

Tuition assistance may be available for eligible Carroll County non-credit students. Contact Beth Rosko Lee at blee@carrollcc.edu or 410-386-8096, or go to www.carrollcc.edu/tuitionassistance.

Continuing Education Training Programs and Employability

Passing a course or program may be the first step toward certification; however, to become employed or to receive state or national certification or licensure, other requirements in addition to training may apply. These may include a high school diploma, legal residency or additional exams. It is the student's responsibility to be aware of those requirements.

Carroll Community College cannot confirm whether a course or workforce certificate

program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the College course or training meets requirements for licensure in that state.

Employer Paid Course

Carroll County employers, Maryland State Government agencies, and local governments and municipalities may pay for any continuing education classes for their employees or clients by presenting a purchase order, voucher or letter of authorization for billing, or by paying by credit card or check at the time of registration. Carroll County employers are encouraged to have an In-County Tuition Agreement on file. All other entities are required to remit payment by credit card or check at the time of registration.

Gift Certificates

Gift certificates can be purchased in almost any amount and redeemed for the course of choice. Contact the Cashier's Office at 410-386-8040. Or stop in Monday – Thursday, 8:30 a.m. – 7 p.m. and Friday, 8:30 a.m. – 4:30 p.m.

Certificates may be applied toward the tuition and fees of any continuing education or credit class and may not be converted to cash.

Repeated Courses

Continuing Education and Training wants every student to be successful; however, we recognize that a course or training program may not always be the best match for a student. Thus, the College reserves the right to decline a student registration into any career training course or program where the student has unsuccessfully attempted the same course or training program twice.

Course Textbooks

Textbooks for Continuing Education courses are generally available for purchase in the bookstore approximately one week before your course begins. To determine whether or not a textbook purchase is required, refer to the course description. Students buying textbooks will find specific ordering information such as author, title, edition, ISBN, etc. for each

Information

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 27 – 29
Juneteenth: Monday, June 19
Independence Day: Tuesday, July 4

Inclement Weather Procedures

Receive information directly to your email or cell phone by registering for the free Campus Emergency Notification System, e2campus. Go to www.carrollcc.edu/alerts to register.

Go to www.carrollcc.edu for closing or late opening information. For more detailed information on non-credit courses and events, call the Inclement Weather line at 410-386-8457.

For college courses held at a Carroll County public school, if Carroll County Public Schools close for the day or during the day, the college courses being held there that evening will be cancelled.

The Canteen Café

Go to www.carrollcc.edu/cafe for most up to date information

Disability Support Services

Carroll is committed to providing equal access for all students in accordance with the Americans with Disabilities Act of 1990 (ADA) and related law. Students in need of accommodations should contact the Office of ADA Support Services, located in A101 Admissions, prior to the start of their course or program, or call 410-386-8327 or e-mail [jstatela@carrollcc.edu](mailto:jtatela@carrollcc.edu), or refer to the College website's list of Student Services for additional information.

Emergency Rescue Assistance stairwells are located in every building, and the College urges all students to become familiar with these locations.

Electronic Image Use

Because Carroll Community College is a public institution, photographs of students, staff, faculty or visitors in common areas on campus or at public ceremonies or events can be used in printed and electronic public relations materials without their permission. The individual has no privacy rights in this instance and no model's release is required. However, every effort will be made by the photographer to notify individuals within the shoot area so that they may choose to exclude themselves from the photograph.

Locations

Carroll Community College
Washington Road Campus
1601 Washington Road, Westminster

Adult Education Programs Multi-Service Center
224 North Center Street, Westminster

Carroll County Career and Technology Center (CCCTC)
1229 Washington Road, Westminster

Carroll County Public Library
Go to library.carr.org for branch locations and directions.

Community Media Center
1301 Washington Road, Westminster

Y of Central Maryland
1719 Sykesville Road, Westminster

Ride Carroll Transit System to Carroll

Carroll Transit System, operated by Ride With Us, provides safe and convenient transportation to campus. Discounted student passes are available for Carroll Community College students. For more information or to see current schedules, visit www.carrolltransitsystem.com or call 410-363-0622.

Smoking and Tobacco Use Policy

Carroll Community College is a smoke- and tobacco-free environment. Smoking, vaping and/or tobacco use is prohibited in College-owned or leased buildings and off-campus sites operated by the College; all College property including parking lots, athletic fields and amphitheater; and College-owned vehicles. Tobacco and smoking products restricted from use include, but are not limited to, cigarettes, cigars, pipes, bidi, clove cigarettes, dip, chew, snuff, snus and electronic cigarettes.

The Continuing Education Official College Record (transcript)

The Official Record documents:
All successfully completed Continuing Education workforce-related courses, successfully completed Workforce Training Certificate programs and earned CEUs, if applicable.
A \$5 fee is charged for each Official College Record. To request, call 410-386-8100.

Carroll Community College Board of Trustees

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

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

Continuing Education and Training Registration Form

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

Save time... register online! carrollcc.edu/CETRegistration

Today's Date _____ College ID# _____ Date of Birth (required) _____

Last Name _____ Legal First Name _____ Chosen First Name _____ Middle Initial _____

Home Address _____ Email Address (required) _____

City _____ State _____ Zip _____ County of Residence _____

Home Phone _____ Business Phone _____ Cell Phone _____

Employer _____

Emergency Contact Name _____ Phone _____

☐ U.S. citizen

☐ Non-U.S. citizen (with proper documentation the course costs below apply; without documentation pay full course costs)

☐ I am a Carroll County resident (deduct \$10 per course)

☐ I am a Non-Carroll County Maryland resident (deduct \$5 per course)

☐ 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)

☐ Male ☐ Female

Preferred Pronouns:

☐ She: She/Her/Hers

☐ He: He/Him/His

☐ Ze: Ze/Hir/Hirs

☐ They: They/Them/Their

☐ Name: Use my name as pronoun

1. Are you of Hispanic or Latino origin? ☐ Yes ☐ No

2. Race, select one or more of the following categories:

☐ White

☐ Black or African American

☐ Asian

☐ American Indian or Alaska Native

☐ Native Hawaiian or Other Pacific Islander

☐ I am enrolling in a Workforce Training Certificate program or course(s). Program: _____

Social Security Number (required for Workforce Training Certificate programs and courses) _____ - _____ - _____

Social Security Numbers are used for federal and state reporting purposes only. Your Social Security Number is confidential.

Course Number	Course Title	Start Date	Start Time	Cost
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Mail completed registration form and check or money order for full amount to:

Carroll Community College
Continuing Education & Training, A115
1601 Washington Road
Westminster, MD 21157

Deduct In-County/In-State Fees _____

Total Cost _____

The College reserves the right to cancel courses or make changes due to insufficient enrollment or unforeseen circumstances. In these events, students will be notified via email.

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student records. For information, visit www.carrollcc.edu/ferpa

The College prohibits the enrollment of individuals listed on any State Services Sex Offender registry and/or Maryland Department of Public Safety and Correctional Services Sex Offender registry. Off-site contract training for clients may be exempt.

I certify that the statements made in this application are correct. I agree to comply with all policies and regulations of Carroll Community College and understand that it is my responsibility to familiarize myself with the Drug-Free Schools and Community Act, Smoke/Tobacco-Free Campus Policy and the Code of Integrity for Academic and Behavioral Standards, all found at carrollcc.edu and in the College catalog.

Signature (required) _____

For Office Use Only: Rec by _____ Processor _____ Date _____ ☐ Phone ☐ Mail ☐ Walk-In ☐ Fax

If paying with a credit card, register online at www.carrollcc.edu/CETRegistration or by phone at 410-386-8100 or fax at 410-386-8111.

Charge to my: ☐  ☐  ☐  ☐ 

Credit Card Number _____ CID# _____

Card Holder's Name _____ Credit Card Expiration Date _____

Card Holder's Billing Address (required) _____

Card Holder's Signature _____

Note: Your CID# is the last three digits in the signature box on the back of your credit card.

SUMMER!

KIDS@CARROLL & TEEN COLLEGE



June 26 – August 18

Mix and Match Camps for a Full Day of Fun

Longer days for more fun!

Check out our new times!

Full day 8:30 a.m. – 4:30 p.m. and

Half day 8:30 a.m. – noon and/or 1 – 4:30 p.m.

Skip the hassle of packing lunch!

Grub Club is back. Our College Café will provide delicious lunches all week long! See registration info online.

Fourth of July

Fourth of July week will be a 3-day week... for three full days of FUN!

Returning favorites and some fun NEW classes

Music, history, digital tech, programming, fine art for artists, science, photography and more!

Register

Online: www.carrollcc.edu/CETRegistration

Phone: 410 386-8100 | Fax: 410 386-8111

Mail: Carroll Community College, Summer Kids, 1601 Washington Road, Westminster MD 21157

Parent Orientation (optional)

In person | Tuesday, May 23 | 6 – 7:30 p.m.

No cost, but registration is required.

Questions?

Call Continuing Education and Training at 410-386-8100.

View the full schedule at:

www.carrollcc.edu/summerkids

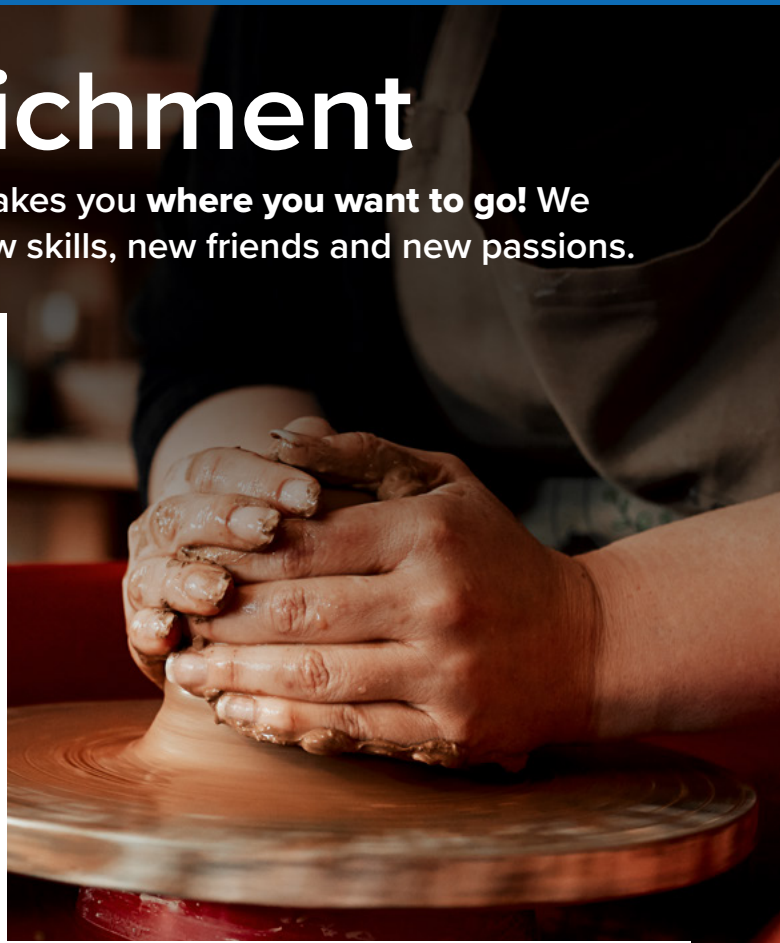
121-01-23-0223 CET

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 47 inside!