

WORK

HOME

SELF

# BALANCE

Workforce, Business & Community Education  
Spring – Summer 2026 Class Schedule



*Something  
for everyone!*



**CARROLL**  
COMMUNITY COLLEGE

Ratcliffe Works: Building Skills, Creating Futures

# Top Trades Training

**Are you ready to unlock opportunities for a better job and a better life for you & your family?**

Through **Ratcliffe Works**, Carroll Community College is now offering fully funded programs that cover up to 100% of tuition, fees, and certification testing—so there's no financial barrier to advancing your career!

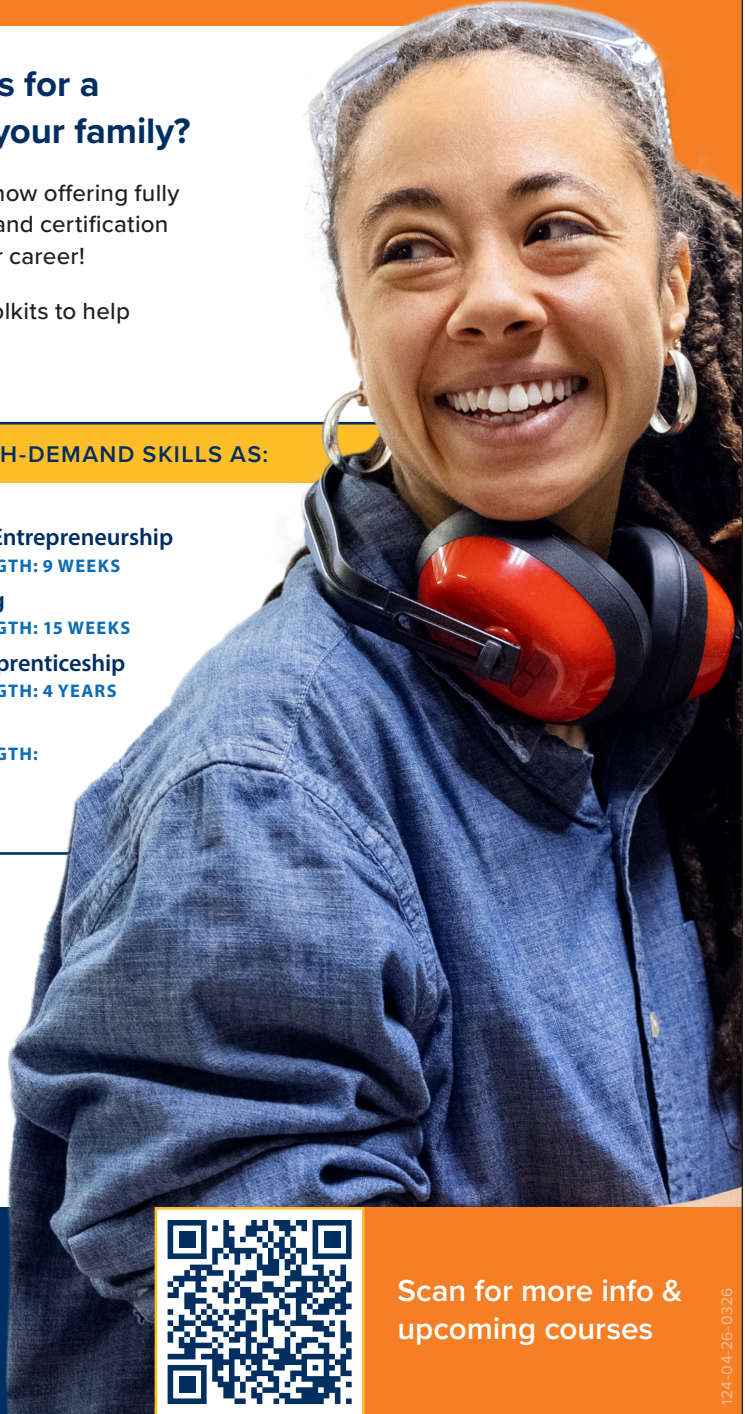
Plus, you may qualify for monetary stipends and free toolkits to help you succeed from day one.

**RECEIVE HANDS-ON TRAINING FOR SUCH HIGH-DEMAND SKILLS AS:**

- **Automotive Technician\***  
PROGRAM LENGTH: 7 - 8 MONTHS
- **CDL-A (Truck Driver)**  
PROGRAM LENGTH: 8 WEEKS
- **Electronic Assembler**  
PROGRAM LENGTH: 1 WEEK
- **Hybrid/Electric Vehicle Technician\***  
COMING SOON  
PROGRAM LENGTH: 2 - 3 MONTHS
- **Pathways to Entrepreneurship**  
PROGRAM LENGTH: 9 WEEKS
- **Pet Grooming**  
PROGRAM LENGTH: 15 WEEKS
- **Plumbing Apprenticeship**  
PROGRAM LENGTH: 4 YEARS
- **Welding**  
PROGRAM LENGTH: 6 MONTHS

**Don't miss this chance to take the first step toward a new career and a brighter future!**

\*This project is funded by the State of Maryland's EARN Maryland Grant Program, administered by the Maryland Department of Labor.



**RATCLIFFE WORKS**  
Carroll Community College



Scan for more info & upcoming courses

124-04-26-0326

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We'd love to talk with you  about your **next steps.**

### CONTACT US

PHONE: 410-386-8100

EMAIL: [WBCE@carrollcc.edu](mailto:WBCE@carrollcc.edu)

WEB: [carrollcc.edu/requestinfo](http://carrollcc.edu/requestinfo)



**WORKFORCE  
TRAINING  
CERTIFICATES**

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## CAREER HERE!

# Workforce Training Certificates

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

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

### Why earn your Workforce Training Certificate from Carroll?

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

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

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.

### Affordable Payment Plan

Tuition \$200 or more? Pay in installments!

Visit [www.carrollcc.edu/tuitionassistance](http://www.carrollcc.edu/tuitionassistance).



# Show It Off.

Level up your career with a Digital Badge & get noticed today!

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- X (formerly Twitter)
- Résumés
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For more information, visit [www.carrollcc.edu/digitalbadges](http://www.carrollcc.edu/digitalbadges) or call 410-386-8100.

**REGISTER NOW**



Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100



# Pathways to 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. One-on-one consultation with your local Small Business Development Center (SBDC) included and required to sit for the Entrepreneurship and Small Business Certification exam.

## Licensure/Certification Earned

Students are prepared to take the exam to earn the Entrepreneurship and Small Business Certification.

## Approximate Training Cost

\$1,129 | Financial assistance available; up to 100% of tuition covered

## Approximate Length

9 weeks plus additional consultation hours/78 hours

## Format

All online

## Upcoming Sessions

Offered multiple times a year beginning in January, April, July and October.

## Course

### Pathways to Entrepreneurship

Have a business idea? Prepare for your venture into entrepreneurship. Entrepreneurs are most successful when equipped with knowledge and understanding of the business landscape. Find out everything you need to know to own and operate your business. Start your business on a solid foundation with core competencies including business planning, market research, budgeting and accounting, human resources, managing risk, growth strategies, and more. The course will connect you with your local Small Business Development Center (SBDC) representative for required one-on-one consultation, after which you will have the opportunity to test for the Entrepreneurship and Small Business Certification.

# SBD-009 | \$1,129 (includes fees: \$621)

A4 Online April 13 – June 12

A1 Online July 20 – Sept. 18



# Financial Assistance

## for Workforce Training Certificates

### Up to 100% of Tuition Covered!

ASSISTANCE IS AVAILABLE FOR STUDENTS TO:

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

Training starts soon, so act fast!

For information, call **410-386-8100** or

visit [www.carrollcc.edu/tuitionassistance](http://www.carrollcc.edu/tuitionassistance).

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410-386-8100

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

# 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.

## Licensure/Certification Earned

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

## Approximate Training Cost

\$829

## Approximate Length

3 months/60 hours

## Upcoming Sessions

Offered Spring,  
weekday evening classes

Get notified when registration opens:  
[www.carrollcc.edu/certificate-notify](http://www.carrollcc.edu/certificate-notify)

## Course

### Maryland Real Estate Principles & Practices

Become a real estate salesperson. This basic 60 clock-hour course meets the educational requirements for all applications for licensure as real estate salespersons and is approved by the Maryland Real Estate Commission. Successful completion qualifies you to take the Real Estate Salespersons Examination. Topics include: real property, leasing, contracts, agencies and listing, property transfers, appraising, financing, license law, human relations, ethics, basic mathematics and the real estate day-to-day activities.

# REA-266



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410-386-8100

5

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

# Certified Health Coach

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

## Licensure/Certification Earned

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

## Approximate Training Cost

\$585

## Approximate Length

2 – 3 months/ 45 hours

## Format

Hybrid/Online and In person

## Upcoming Sessions

Next session offered on Wednesday evenings in the Fall

Get notified when registration opens:  
[www.carrollcc.edu/certificate-notify](http://www.carrollcc.edu/certificate-notify)

## Course

### Certified Health Coach

Use your passion for health and wellness to become a Certified Health Coach. Gain the knowledge and skills necessary to empower and guide your clients to make lasting behavioral changes. Topics include the art of coaching, nutrition, lifestyle and medical factors. Prepare for the American Council on Exercise Certified Health Coach Exam and gain the credentials to be recognized in a growing and evolving field.

# AHE-395



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410-386-8100

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

# Certified Nursing Assistant

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.

## Licensure/Certification Earned

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

## Approximate Training Cost

\$2,645 (excluding prerequisites)

## Approximate Length

2 – 3 months/132 hours  
(excluding prerequisites)

## Upcoming Sessions

Offered 3 times a year;  
Fall and Spring (weekday evenings);  
Summer (daytime)



## Prerequisites

### CNA Preparation

Prepare for the rewards 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. Students must take the College's reading placement test no later than one week before the first session.

# AHE-257 | \$289 (includes fees: \$171)

A4 Mon, Tue, Thu, Fri | June 29 – July 9 | 8:30 – 11:45 a.m.  
6 sessions | Main Campus  
Instructor: Beverly Spicknall

### BLS Provider or current AHA-BLS Provider CPR card

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 | \$110 (includes fees: \$75)

B4 Sat | April 25 | 9 a.m. – 4 p.m.  
1 session | Main Campus  
Instructor: Bobbie-Jo Phelps

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

# CNA *(continued)*

## Courses

### Certified Nursing Assistant Training Part 1 (Theory)

Become a caring, efficient, safe, and professional member of the health care team. 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 National Nurse Aide Assessment Program (NNAAP) exam. Requires study time outside of class. Includes exams, which must be passed prior to starting the clinical rotation. Prerequisites: AHE-257 CNA Preparation, American Heart Association BLS Provider CPR. Recommended: AHE-277 Heartsaver First Aid.

# AHE-042 | \$1,346 (includes fees: \$795) plus text

A1BP Mon, Tue, Thu, Fri | July 13 – Aug 3  
8:30 a.m. – 4 p.m.  
13 sessions | Main Campus  
Instructor: Beverly Spicknall

### Certified Nursing Assistant Training Part 2 (Clinical)

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 MBON approved instructor. Prerequisites: successful completion of Nursing Assistant Part I. Uniform, 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. Flu vaccine is required. Cost includes required fingerprinting and the fee for the NNAAP 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 CNA skills lab (AHE-401) prior to the NNAAP exam. Refer to the course listing for the skills lab and register now.

# AHE-580 | \$852 (includes fees: \$549)

A1P Mon, Tue, Wed, Thu, Fri | Aug 7 – 14  
7 a.m. – 3:30 p.m.  
6 sessions | 7 a.m. – 3:30 p.m.  
Instructor: Beverly Spicknall

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410-386-8100



# 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.

## 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.

## Approximate Training Cost

\$1,970 (excluding prerequisites)

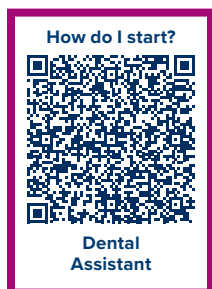
## Approximate Length

3 months/90 hours  
(excluding prerequisites)

## Upcoming Sessions

Offered Fall and Winter;  
weekday evening classes

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## Prerequisite

### Professional Preparation in Health Care

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. Internet access is required.

# AHE-196

## Courses

### Introduction to Dental Assisting

Gain entry-level dental assisting job skills. This hands-on course provides practice in a fully equipped dental operator. Training includes practice using an intraoral scanner and 3-D printer, reflecting the evolving technology. Topics include terminology, anatomy, charting, medical history, instruments, four-handed dentistry, restorative materials, oral hygiene, infection control, sterilization and OSHA regulations. Prerequisite: Professional Preparation in Healthcare AHE-196. Course includes an online component; internet access required.

# AHE-063

### Oral Radiography

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. Our fully equipped, state-of-the-art dental lab features a fully functioning x-ray arm. Learn the proper techniques for positioning the patient, the tube head and digital sensor, and practice taking digital x-rays on a dental x-ray manikin. 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

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410-386-8100

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

# Emergency Medical Technician (EMT)

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.

## 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.

## Approximate Training Cost

\$1,563

## Approximate Length

5 months/174 hours

## Upcoming Sessions

Offered in the Fall; classes on weekday evenings and Saturdays

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## Courses

### Emergency Medical Technician 1

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

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. Course includes classroom, distance learning, lab and ride-along hours. Classroom hours will be during the week and laboratory hours will be scheduled on weekends. 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-402



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Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100

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

# 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 support patients, RNs and physicians in a healthcare setting.

## 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).

## Approximate Training Cost

\$4,960

## Approximate Length

6 months/451 hours

## Format

Hybrid/Online and In person

## Upcoming Sessions

Offered Fall & Spring;  
Wednesday evenings

The next Medical Assistant Training cohort starts September 2026. Call Barbara Gough at 410-386-8026 for more information.

Get notified when registration opens:  
[www.carrollcc.edu/certificate-notify](http://www.carrollcc.edu/certificate-notify)



## Courses

### Certified Clinical Medical Assistant – Part 1

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 is required. This training program includes a clinical component. You must also provide written documentation of MMR and Varicella immunity, negative TB test or chest x-ray within the last 6 months, and Hepatitis B immunity or waiver. Prerequisite: AHE-315 AHA BLS Provider course required. Recommended: AHE-277 First Aid.

# AHE-651

### Certified Clinical Medical Assistant – Part 2

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. Prerequisite: Successful completion of AHE-651

# AHE-652

### Certified Clinical Medical Assistant – Part 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. Prerequisites: Successful completion of AHE-651, AHE-652

# AHE-653

*Continued on next page.*

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Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100

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

# Medical Assistant *(continued)*

## 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. Course includes an online component; internet access required. Prerequisites: AHA BLS Provider (AHE-315) course required before CCMA Part 4. Heartsaver First Aid (AHE-277) is recommended, and successful completion of AHE-651, AHE-652, AHE-653

# 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 medical provider for well and sick visits. May not begin clinical without current AHA BLS issued card. Prerequisites: Successful completion of AHE-651, AHE-652, AHE-653, AHE-654

# 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. Prerequisites: Successful completion of AHE-651, AHE-652, AHE-653, AHE-654, AHE-655

# AHE-656

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

# 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.

## Licensure/Certification Earned

This course prepares students to sit for the Pharmacy Technician Certificate Exam (PTCE) offered by the Pharmacy Technician Certification Board. Individuals who pass are given the designation of CPhT (Certified Pharmacy Technician).

## Approximate Training Cost

\$1,566 (excluding prerequisites)

## Approximate Length

3 months/105 hours (excluding prerequisites)

## Upcoming Sessions

Offered Fall and Spring;  
weekday evening classes

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## Courses

### Pharmacy Technician Training I

Prepare to enter the fast-growing field of pharmacy as a pharmacy technician with employment opportunities in retail, home care or hospital settings. Learn the practice of pharmacy and prepare to take the national Pharmacy Technician Certification Exam (PTCE). Begin your review of the top 200 drugs. Learn about pharmaceutical calculations, dosage unit conversions, medical terminology, controlled substances, and pharmacy law, regulations and ethics. Training includes a virtual component and practical experience working in a mock pharmacy. A strong foundation in math and computer concepts is recommended. Students must register for Pharmacy Technician Training I and II together, and course must be taken consecutively. Veterans: Pharmacy Technician Training is an approved program for Veterans Education Benefits. Call 410-386-8100 for more information.

# AHE-356

### Pharmacy Technician Training II

Complete your review of the top 200 drugs and continue practicing in the mock pharmacy. Learn about aseptic technique, sterile and nonsterile compounding, medication safety, inventory management, OSHA regulations and durable medical equipment. Topics include pharmaceutical calculations, common drugs and their uses, factors affecting drug activity, non-sterile compounding, inventory management and community pharmacy. Training includes a virtual component and practical experience working in the mock pharmacy. Prerequisite: Successful completion of Pharmacy Technician Training I.

# AHE-361



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Continuing Education & Training:  
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410-386-8100

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

# 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.

## 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.

## Approximate Training Cost

\$2,425 (excluding prerequisites)

## Approximate Length

3 months/168 hours (excluding prerequisites)

## Upcoming Sessions

Offered Fall and Spring; classroom portion on weekday evenings; clinicals Monday – Friday

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## Prerequisite Courses

### Professional Preparation in Health Care

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. Internet access is required.

# AHE-196

### BLS Provider or current AHA-BLS Provider CPR card

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

## Courses

### Phlebotomy Technician Training I: Theory

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. 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.

# AHE-200

### Phlebotomy Technician Training II: Clinical

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

# AHE-077

### Phlebotomy Technician Training III: Clinical

Refine your phlebotomy techniques in various local labs. Uniform required. Prerequisite: Successful completion of Phlebotomy Technician Training II: Clinical.

# AHE-078

**REGISTER NOW**

Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100

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

# 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.

## Licensure/Certification Earned

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

## Approximate Training Cost

\$610

## Approximate Length

2 months/40 hours

## Format

All classes online

## Upcoming Sessions

Offered Fall, Spring, and Summer; weekday evenings



## Courses

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

Learn the essentials to become a Registered Behavior Technician (RBT). RBTs work primarily with individuals on the autism spectrum in the home, community and school settings. Working under the close supervision of a behavior analyst, an RBT is responsible for the direct implementation of skill acquisition and behavior reduction plans. Completion of Registered Behavior Technician® 40-Hour Training Part 1 and Part II meets the Behavior Analyst Certification Board (BACB) 40-hour education requirement for the RBT examination. These instructor-led, remote courses are offered using MS Teams and Canvas. Students must register for Registered Behavior Technician® 40-Hour Training Part 1 and Part II together, and courses must be taken consecutively. To be eligible to sit for the RBT exam, you must also possess a high school diploma or equivalent, be over the age of 18, pass an RBT Competency Assessment and pass a background check. Instructions on how to activate your account to access the class will be sent a week before the class. Please activate prior to the first day of class.

# AHE-388 | \$305 (includes fees: \$160)

A4 Mon, Tue | June 8 – 29 | 6 – 9:15 p.m.  
7 sessions | Online  
Instructor: Lauren Neubauer

### Registered Behavior Technician® 40-Hour Training Part II

Develop a deeper understanding of behavioral health. Learn how to provide interventions that encourage socially acceptable behaviors, and build and improve upon communication, social interaction and problem-solving skills. Prerequisite: Successful completion of Registered Behavior Technician® 40-Hour Training Part I.

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

A4P Mon, Tue | June 30 – July 21 | 6 – 9:15 p.m.  
7 sessions | Online  
Instructor: Lauren Neubauer

REGISTER NOW

Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100

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

# Assembler: Electronic

Step into the fast-paced world of manufacturing and electronics. Get hands-on training in electronic assembly with a combination of theory and real-world practice. Learn schematic reading, soldering techniques, circuit board handling, and prepare for the IPC J-STD-001 certification—the industry benchmark for electronic assembly.

## Licensure/Certification Earned

Students who successfully complete the program will be prepared and sit for the IPC J-STD-001 certification, the industry standard for soldering processes and materials used in electronic assemblies

## Approximate Training Cost

\$2,134 | Financial assistance available; up to 100% of tuition covered

## Approximate Length:

32 hours/1 week

## Upcoming Sessions

Offered a few times a year; weekday daytime classes

## Course

### Electronic Assembler

Prepare for a rewarding career in the dynamic tech industry! Gain the fundamental skills and knowledge essential for success in electronic assembly and related industries.

Explore the intricacies of soldering, master circuit board utilization, and industry expectations. Our well-rounded training program combines theory with practical hands-on experience, equipping you with the confidence to sit for the IPC J-STD-001 certification, the industry standard for soldering processes and materials used in electronic assemblies. Elevate your career prospects and join the ranks of skilled professionals thriving in this dynamic field.

# VOC-808 | \$2,134 (includes fees: \$1,835)

A4 Tue – Fri | May 5 – 8 | 8:30 a.m. – 5:30 p.m.  
4 sessions | Circuit Technology



**REGISTER NOW**



Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100

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

# Assembler: Electronic & Mechanical

Broaden your skillset and boost your career potential in the fast-paced world of manufacturing and electronics. This hands-on training program goes beyond electronic assembly to include mechanical skills that make you more versatile and employable. Learn precision measurement, schematic reading, and the safe use of hand tools and basic machinery—all while mastering soldering techniques and circuit board handling. With a strong focus on safety, theory, and real-world practice, you'll also prepare for the IPC J-STD-001 certification—the industry benchmark for electronic assembly. Add valuable tools to your professional toolkit and stand out in today's competitive job market.

## Licensure/Certification Earned

Students who successfully complete the program will be prepared and sit for the IPC J-STD-001 certification, the industry standard for soldering processes and materials used in electronic assemblies

## Approximate Training Cost

\$2,459

## Approximate Length

5 weeks

## Upcoming Sessions

Offered a few times a year; class times vary



## Courses

### Mechanical Assembler

Embark on a fulfilling career in the dynamic manufacturing industry. Learn essential skills and knowledge to be successful in mechanical assembly. Dive into precision measurement, master the use of hand tools, learn basic use of heavy machinery, and develop your ability to read and interpret schematics. With a strong emphasis on safety and hands-on practice, you'll gain the confidence to tackle real-world assembly projects. Become part of a community of skilled professionals thriving in the ever-evolving world of manufacturing.

# MFG-026

Get notified when registration opens: [www.carrollcc.edu/certificate-notify](http://www.carrollcc.edu/certificate-notify)

### Electronic Assembler

Prepare for a rewarding career in the dynamic tech industry! Gain the fundamental skills and knowledge essential for success in electronic assembly and related industries.

Explore the intricacies of soldering, master circuit board utilization, and industry expectations. Our well-rounded training program combines theory with practical hands-on experience, equipping you with the confidence to sit for the IPC J-STD-001 certification, the industry standard for soldering processes and materials used in electronic assemblies. Elevate your career prospects and join the ranks of skilled professionals thriving in this dynamic field.

# VOC-808 | \$2,134 (includes fees: \$1,835)

A4 Tue – Fri | May 5 – 8 | 8:30 a.m. – 5:30 p.m.  
4 sessions | Circuit Technology



**REGISTER NOW**



Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100

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

# 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.

## Licensure/Certification Earned

Each class prepares students to test for the ASE individual certification in the respected area. Three entry-level 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.

## Approximate Number of Hours

6 – 7 months/156 hours

## Approximate Training Cost

\$3,036 Financial assistance available; up to 100% of tuition covered

## Upcoming Sessions

Offered only in the Fall; classes held 2 nights a week from 6 – 9 p.m.

Get notified when registration opens:  
[www.carrollcc.edu/certificate-notify](http://www.carrollcc.edu/certificate-notify)



## Courses

### Automotive Essentials

This course introduces students to the automotive service industry and the foundational skills required for an entry-level auto technician career. Students learn essential shop safety practices, proper use of tools and equipment, and basic industry standards and professional expectations. Instruction provides an overview of automotive systems and the topics covered in the Auto-Technician Certificate program, while emphasizing the skills necessary for success in both the program and the workplace. Required: Valid driver's license.

# VOC-022

### Automotive Brake Systems

Gain the knowledge and know-how to diagnose and repair different types of brake systems. At the end of the course, you will be prepared to take the Individual ASE Brakes (A5) exam. This is the second course in the Auto Technician program. Prerequisite: Automotive Essentials and a valid driver's license.

# VOC-751

### Automotive Suspension and Steering Systems

Continue building your auto technician knowledge by learning the suspension and steering of automobiles. Gain an understanding of how to diagnose and repair steering, suspension, and wheel alignment problems. At the end of the course, you will be prepared to take the Individual ASE Suspension and Steering (A4) exam. This is the third class in the Auto Technician program. Prerequisite: Automotive Brake Systems (or comparable training) and a valid driver's license.

VOC-752

### Automotive Electrical Systems

Working on modern cars is like working on a computer. Understanding the electrical system is one of the top skills an auto technician needs. Learn how to diagnose and repair electrical problems in everything from batteries to the instrument panel. At the end of the course, you will be prepared to take the Individual ASE Electrical/Electronic Systems (A6) exam. This is the final class in the Auto Technician program. Prerequisite: Automotive Brake Systems, Automotive Suspension & Steering Systems, and a valid driver's license.

# VOC-750

**REGISTER NOW**



Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100

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

# 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.

## Licensure/Certification Earned

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

## Approximate Training Cost

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

## Approximate Length

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

## Upcoming Sessions

Offered in the Fall. Classes held twice a week in the evening

For more information, call  
410-876-0484.

Get notified when registration opens:  
[www.carrollcc.edu/certificate-notify](http://www.carrollcc.edu/certificate-notify)



This four-year Electrical Apprenticeship Program combines full-time on-the-job training with structured classroom instruction to prepare apprentices for Journeyman Electrician licensure in Maryland. Apprentices work under experienced electricians, installing and maintaining residential, commercial, and industrial electrical systems while applying safety practices and National Electrical Code standards in real-world settings. Related Technical Instruction (typically two evenings per week over 6 months per year) covers core competencies such as electrical theory, circuitry and blueprint reading, conduit bending, motor controls, and up-to-date electrical code compliance. Throughout the program (approximately 8,000 hours on the job and 600+ hours in class), participants progressively build skills in troubleshooting electrical problems and using professional tools and testing equipment under guided supervision. Graduates of the program are fully qualified to take the Maryland Journeyman Electrician exam (or, in some cases, receive a state Journeyman license upon completion), positioning them for a high-demand career as licensed electricians with a strong foundation in both theory and hands-on practice.



## 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

**REGISTER NOW**

Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100



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

# 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.

## Licensure/Certification Earned

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

## Approximate Training Cost

\$1,520

## Approximate Length

3 months/81 hours

## Upcoming Sessions

Offered Fall and Spring. Classes held twice a week in the evening

Get notified when registration opens:  
[www.carrollcc.edu/certificate-notify](http://www.carrollcc.edu/certificate-notify)



## Course

### Home Inspection Training

Prepare for a career as a home inspector. Learn basic residential construction standards and processes, the home inspection process, and inspection techniques and defect recognition. Topics covered include the following systems: structural, exterior, interior, roofing, plumbing, electrical, air conditioning, insulation and ventilation, fireplace and solid burning, and heating. Includes tips on starting your own home inspection business. This course has been approved by the Maryland Commission of Real Estate Appraisers and Home Inspectors to provide the home inspector pre-licensing training required to receive a home inspector license in Maryland.

# VOC-330



Home Improvement Contractor:  
MHIC Exam Prep also available.  
See page 33 for information.

**REGISTER NOW**

Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100



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

# HVACR Apprenticeship

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.

## Licensure/Certification Earned

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

## Approximate Training Cost

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

## Approximate Length

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

## Upcoming Sessions

Offered in the Fall. Class meets two evenings every week.

Get notified when registration opens:  
[www.carrollcc.edu/certificate-notify](http://www.carrollcc.edu/certificate-notify)



This Heating, Ventilation, Air Conditioning & Refrigeration (HVAC/R) Apprenticeship Program is a four-year training pathway that blends practical on-the-job experience with related classroom instruction to develop skilled HVAC technicians. Employed full-time by a licensed HVAC contractor, apprentices gain hands-on experience installing, troubleshooting, and repairing a wide range of heating and cooling systems (furnaces, air conditioners, heat pumps, and refrigeration units) while adhering to industry safety standards and regulations. Evening classroom courses (approximately 150 hours per year) provide the theoretical framework behind the trade – covering topics such as refrigeration and heating cycles, electrical controls and circuitry for HVAC, ductwork and pipefitting techniques, load calculations and airflow design, and mechanical code compliance (e.g. understanding Maryland's HVAC codes and EPA refrigerant-handling requirements). By integrating work-based training (around 2,000 hours annually under a journey-level mentor) with technical instruction, the program ensures apprentices master both the fundamental principles and practical skills of the HVAC trade. Upon completion, graduates earn recognition as HVAC journey workers in Maryland, eligible for a Maryland HVAC Journeyman License, which certifies their expertise and prepares them for advanced roles in a high-demand field.

For more information, call 410-431-8889.

## 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



**REGISTER NOW**



Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100

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

# Hybrid/Electric Vehicle Technician

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

## Licensure/Certification Earned

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

## Approximate Training Cost

\$799 Financial assistance available; up to 100% of tuition covered

## Approximate Length

2 – 3 months/51 hours

## Upcoming Sessions

Coming Soon

Get notified when registration opens:

[www.carrollcc.edu/certificate-notify](http://www.carrollcc.edu/certificate-notify)

## Course

### ASE Light Duty Hybrid/Electric

Prepare for the ASE L3 Light Duty Hybrid/Electric Vehicle Specialist test and learn to diagnose and repair hybrid/electric vehicle concerns. Topics include personal safety practices and special tools that are critical when working on hybrid/electric vehicles. Students will learn to diagnose and repair the 5 support systems of hybrid/electric vehicles, including the battery system, internal combustion engine, drive systems, power electronics and hybrid support systems. This hands-on class provides practical experience in repairing the advanced technology found in hybrid/electric vehicles. For safety reasons, students must wear safety glasses when performing any testing or repairs during class. Prerequisite: 2 years of full-time related experience.

# VOC-790



**REGISTER NOW**



Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100

# Plumbing Apprenticeship

Licensed plumbers apply technical knowledge and skills to lay out, assemble, install and maintain piping fixtures and systems for steam, natural gas, oil, hot water, heating, colling, drainage, lubricating, sprinkling and industrial processing systems in home and business environments.

For more information, call 410-386-8092

## Licensure/Certification Earned

Journey certification from the Maryland Department of Labor (DOL)

## Approximate Training Cost

Varies Based on the agreement student has with his or her employer. Financial assistance available; up to 100% of tuition covered

## Approximate Length

4 years/630 classroom hours + 8000 on-the-job training hours

## Upcoming Sessions

Offered in the Fall; classes held two nights a week

Get notified when registration opens:  
[www.carrollcc.edu/certificate-notify](http://www.carrollcc.edu/certificate-notify)



The four-year Plumbing Apprenticeship program provides comprehensive, hands-on training that builds from foundational skills to advanced technical and leadership knowledge. Beginning with core concepts such as safety, tools, codes, and piping systems, apprentices progress to installing and servicing residential and commercial plumbing, interpreting complex drawings, and applying industry-standard practices. As the program advances, students develop expertise in system sizing, venting, water treatment, and specialized applications like fuel gas and compressed air systems, while also gaining exposure to business principles and crew leadership. Combining classroom instruction with practical skill development, this program prepares apprentices for a wide range of real-world plumbing applications and long-term career success in a high-demand field.

## Courses

### Plumbing Apprenticeship Year 1:

171 Hours

# VOC-834 Plumbing Apprenticeship Year 1 Part 1

# VOC-835 Plumbing Apprenticeship Year 1 Part 2

### Plumbing Apprenticeship Year 2:

153 Hours

# VOC-836 Plumbing Apprenticeship Year 2 Part 1

# VOC-837 Plumbing Apprenticeship Year 2 Part 2

### Plumbing Apprenticeship Year 3:

153 Hours

# VOC-838 Plumbing Apprenticeship Year 3 Part 1

# VOC-839 Plumbing Apprenticeship Year 3 Part 2

### Plumbing Apprenticeship Year 4:

153 Hours

# VOC-840 Plumbing Apprenticeship Year 4 Part 1

# VOC-841 Plumbing Apprenticeship Year 4 Part 2

**REGISTER NOW**

Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100

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

# Truck Driver – CDL-A



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.

## 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.

## Approximate Training Cost

CDL-A: \$5,500 (plus applicable fees)  
Financial assistance available; up to 100% of tuition covered

## Approximate Length

8 weeks/280 hours

## Upcoming Sessions

Offered 4 times a year in Fall, Winter, Spring, and Summer; weekday daytime classes

### Winter/Spring Class Dates:

June 29 – Aug. 24

Sept. 21 – Nov. 3

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

Get notified when registration opens:  
[www.carrollcc.edu/certificate-notify](http://www.carrollcc.edu/certificate-notify)



## Courses

### CDL Class A Classroom, Learner Permit and Pre-Trip Introduction

This initial course in a 3-part series provides instructional classroom training to prepare students for the Maryland Class A Commercial Driver's License (CDL) Learner's Permit, including various endorsements. Topics include basic CDL theory, hazardous materials, Federal Motor Carrier Safety Administration (FMCSA), pre-trip inspections (interior and exterior), alcohol awareness, hours of service, defensive driving techniques, logbooks, trip planning and map reading. Successful completers will be equipped with the necessary knowledge to pass the pre-trip portion of MVA Class A Commercial Driver's License examination.

# TRA-062

### CDL Class A, Maneuvers and Road Skill Basics

This second course in a 3-part series provides instruction and hands-on practice to pass the range (maneuvers) and road portions of the Maryland Vehicle Administration (MVA) Class A Commercial Driver's License examination. Topics include pre-trip inspections, air-brake leak tests, straight-line backing, blind and sight-side parallel parking, shifting, highway and road signs, and basic road operations. Additionally, students will practice a variety of maneuvers, including backing and parking, up-shifting/down-shifting, and the safe and efficient operation of various tractor-trailer (Class A) vehicles.

# TRA-063

### CDL Class A, Road and Advanced Safety Skills

This final course in the 3-part series provides instruction and hands-on practice to operate a CDL Class A vehicle and to pass the Maryland Vehicle Administration's (MVA) Class A Commercial Driver's License examination to become eligible to work as a Class A commercial driver. Topics include operating awareness; hours of service for over-the-road vehicle operation; shifting techniques; backing and parking maneuvers; use of flat, convex and fender mirrors; changing lanes and merging; road and weather hazards; emergency stops; breakdowns and accident prevention; and defensive driving techniques.

# TRA-064

**REGISTER NOW**

Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100

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

# Welding

Welders are in demand across industries like construction, manufacturing, and infrastructure. They help build essential structures—bridges, buildings, pipelines, and more. Using blueprints and symbols, welders apply hands-on skills and knowledge of metals to fuse parts together. Safety is key, so they wear protective gear and follow strict procedures. Welding offers a pathway to certifications that boost skills and job opportunities. If you enjoy working with your hands, solving problems, and building things that last, welding could be a strong career choice with room to grow and specialize in areas like robotics, inspection, or underwater welding.

## Licensure/Certification Earned

Students will be prepared to sit for the AWS D1.1 Structural Steel Welding Exam.

## Approximate Training Cost

\$3,129 | Financial assistance available; up to 100% of tuition covered

## Approximate Length

6 months/120 hours

## Upcoming Sessions

Offered Fall and Spring; weekday evening classes

Get notified when registration opens:  
[www.carrollcc.edu/certificate-notify](http://www.carrollcc.edu/certificate-notify)



## Courses

### Welding I

Welding I provides a foundational introduction to gas and arc welding for beginning welders looking to get into the industry. Students learn the safe and proper handling of welding equipment, including oxy-acetylene and arc welding systems. Instruction covers welding safety practices, electrode and filler metal selection, metal cutting techniques, and the fundamentals of arc, MIG (GMAW), and TIG (GTAW) welding processes. Students gain hands-on experience operating welding equipment in a controlled lab environment. For safety reasons, students must wear long-sleeve shirts, long pants, and hard shoes. Course cost includes a welding helmet, required personal protective equipment, and basic tools.

#VOC-153

### Welding II

Welding II builds on the skills and knowledge developed in Welding I, with increased emphasis on technique refinement, positional welding, and career readiness. Students gain additional hands-on experience safely operating oxy-acetylene, MIG (GMAW), TIG (GTAW), and arc welding equipment. Instruction focuses on developing consistent weld quality while welding in multiple positions, including flat and vertical orientations. Students continue to strengthen process-selection skills and apply industry-standard practices in preparation for advanced training and American Welding Society (AWS) certification pathways. For safety reasons, students must wear long-sleeve shirts, long pants, and hard shoes. Course cost includes additional required personal protective equipment and basic tools. Prerequisite: Welding I or equivalent experience.

#VOC-154



Welding Exam Prep also available. See page 34 for information.

**REGISTER NOW**



Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100

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

# Commercial UAS (Drone) 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 recently revised program adds more flight time that includes Night Flight, NIST training, and condensed hybrid classes.

## Licensure/Certification Earned

Students prepare for the FAA Remote Pilot Certificate (Part 107) and earn a Carroll Community College Remote Pilot Proficiency Certification based on National Institute of Standards and Technology (NIST) evaluation methods.

## Approximate Training Cost

\$1,301

## Approximate Length

2 months

## Upcoming Sessions

Offered Fall and Spring; classes weekday evenings and daytime Saturdays.

Get notified when registration opens:  
[www.carrollcc.edu/certificate-notify](http://www.carrollcc.edu/certificate-notify)



## Courses

### Commercial Remote Pilot Pt. 1

Take the first step to becoming a commercial drone pilot. Learn the rules and regulations to become certified and start earning money with your drone. Review all the topics in the FAA Part 107 to ensure you are flying legally. It's not all bookwork as you begin flying on a simulator to help build your stick control while you go through the FAA guidelines. End the class with a night flight demo!

# DRN-020

### Commercial Remote Pilot Pt. 2

Move from the simulator to actual hands-on flying. Unlike some drone programs, this class will give you the basic skills to fly a commercial drone. Experience what it's like to see the world from 400 feet above the earth. Prepare to sit for the Unmanned Aircraft General – Small (UAG) exam with practice exams and reviews of what might be on the test. Prerequisite: DRN-020 Commercial Remote Pilot Pt. 1.

# DRN-021

UAS (Drone) FAA Remote Pilot Exam Prep also available. See page 32 for information.

REGISTER NOW



Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100

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

# 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.

## Licensure/Certification Earned

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

## Approximate Training Cost

\$574

## Approximate Length

3 months/42 hours

## Upcoming Sessions

Offered Fall and Spring; weekday daytime classes

Get notified when registration opens:

[www.carrollcc.edu/certificate-notify](http://www.carrollcc.edu/certificate-notify)

## Course

### ACE Personal Fitness Trainer

Prepare for the American Council on Exercise Certified Personal Fitness Trainer exam. Learn the fundamentals of human anatomy and physiology as it applies to the movement of the body during daily living and exercise, how to conduct client interviews, perform pre-program assessments, determine corrective exercise measures, develop fitness plans and how to coach clients in making behavioral changes for a healthy lifestyle. Identify correct exercise posture and movement for skeletal-muscular improvements. This course includes 60 hours of classroom lecture and hands-on lab work in a fitness facility and gym. Co-listed with credit.

# VOC-746



**REGISTER NOW**



Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100

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

# Professional Pet Grooming:

Our Professional Pet Grooming Certificate program provides hands-on dog grooming training that prepares you to begin working as a professional pet groomer in just four months. Students learn essential pet grooming techniques, safe dog handling, and professional salon practices while gaining real experience grooming dogs under the guidance of experienced grooming professionals. This course is offered in a hybrid in-person/asynchronous online format.

## Licensure/Certification Earned:

Upon successful completion, a Carroll Community College Workforce Training Certificate will be awarded. No professional licensure required by the State of Maryland.

## Approximate Training Cost:

\$4,850 (cost includes a full professional grooming kit); up to 100% may be covered by the Ratcliffe Works Grant

## Approximate Length:

4 months / 195 hours

## Upcoming Sessions:

Start dates in August and January, in-person classes meet weekday evenings

Get notified when registration opens:  
[www.carrollcc.edu/certificate-notify](http://www.carrollcc.edu/certificate-notify)



## Courses:

### Professional Pet Grooming I: Groom Tech

This course introduces students to the foundational skills needed for entry level work in the pet grooming industry. Through hands on practice and guided instruction, students learn safe animal handling, bathing and drying techniques, basic coat care, and proper nail and ear maintenance. Students are responsible for securing dogs for mandatory skill practice. The course emphasizes professionalism, animal welfare, and workplace readiness, preparing students for more advanced grooming coursework.

# VOC-010

### Professional Pet Grooming II: Pet Groomer

This course builds on foundational grooming skills and prepares students for more advanced, full service grooming work. Learners practice the most common trims used in professional salons, along with clipper and scissor techniques and safe styling methods. Students are responsible for securing dogs for mandatory skill practice. The course also includes training in pet first aid and CPR to support safe, responsible grooming practices. Emphasis is placed on efficiency and professional grooming standards to support success in a salon environment.

# VOC-011

### Professional Pet Grooming III: Grooming Practicum

This course builds on the skills and knowledge developed in Professional Pet Grooming I and II, giving students the opportunity to apply their training in real world grooming scenarios. This practicum includes 40 hours of required hands on practice, allowing learners to refine techniques across a variety of coat types, behaviors, and grooming needs. Students are responsible for securing dogs they can practice full grooming services on, gaining valuable experience coordinating with owners and managing client expectations. By the end of the course, participants demonstrate increased confidence, efficiency, and grooming quality as they prepare for professional salon work.

# VOC-012

**REGISTER NOW**



Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100

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

# 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.

## Licensure/Certification Earned

Upon successful completion, a Carroll Community College Workforce Training Certificate will be awarded. No professional licensure required by the State of Maryland.

## Approximate Training Cost

\$2,656

## Approximate Length

5 months/149 hours

## Upcoming Sessions

Offered in the Fall starting in September; weekday daytime classes

Get notified when registration opens:  
[www.carrollcc.edu/certificate-notify](http://www.carrollcc.edu/certificate-notify)



## Courses

### Professional Preparation for the Veterinary Assistant

Begin your journey to become a veterinary assistant with this essential preparatory course. Required for all students entering the veterinary assistant program, this course covers key foundational skills including problem-solving, effective written and verbal communication, medication mathematics, confidentiality, professionalism and ethics. Gain the knowledge and skills needed to excel in both the classroom and clinical setting.

# VOC-828

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

Gain a comprehensive introduction to veterinary medicine. Explore the veterinary profession, focusing on office and client relations, client history taking, and exam room procedures. Key topics include animal handling techniques, basic anatomy and physiology, vaccines and immunizations, and physical examination procedures. Learn about various laboratory tests, the use of microscopes, common veterinary drugs, and radiology techniques. Prerequisite: Professional Preparation for the Veterinary Assistant.

# VOC-829

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

Gain expertise in veterinary assistant inpatient care and clinical procedures. Topics covered include patient medication, animal nutrition, fluid therapy, and therapeutic techniques. Develop essential skills for surgery and emergency care, such as anesthesia, surgery preparation, first aid, emergency procedures, CPR, and critical care. Prerequisite: Veterinary Assistant Training I.

# VOC-830

### Veterinary Assistant Training III: Clinical Externship

Observe and practice the skills you have learned in this hands-on, individually scheduled clinical externship. Receive practical training in preventive medicine, nutrition, husbandry, animal behavior, handling and restraint, medical management, and laboratory techniques under the direct supervision of veterinary staff. Reliable transportation is required, and availability on weekdays, weekends, and holidays may be necessary for successful completion. Prerequisite: Veterinary Assistant Training I and II.

# VOC-831

REGISTER NOW

Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100



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

# Digital Marketing Professional

The field of digital marketing is expanding rapidly, and companies are adopting digital strategies, requiring specialists to manage their online presence. Common entry-level roles include content writers, SEO specialists, social media coordinators, email marketing associates and more. Companies value creativity, drive and interpersonal skills over industry experience

## Licensure/Certification Earned

Upon successful completion, a Carroll Community College Workforce Training Certificate will be awarded.

## Approximate Training Cost

\$1,039

## Approximate Length

3 – 4 months/48 hours

## Format

All classes online on weekday evenings. This program includes synchronous and asynchronous learning.

## Upcoming Sessions

Offered Fall and Spring

Get notified when registration opens:  
[www.carrollcc.edu/certificate-notify](http://www.carrollcc.edu/certificate-notify)



## Courses

### Digital Marketing Planning & Strategizing

Unlock your digital potential and dive into the world of digital marketing channels, strategy and planning. Learn to develop digital marketing goals, identify target audiences, select appropriate channels, create a robust digital marketing plan, and understand the critical role of branding. Ideal for aspiring digital marketers or those eager to leverage the power of social media marketing. Students are asked have access to a Social Media Business page (Facebook, Instagram, or LinkedIn recommended).

# MKT-012

### Digital Marketing Content Creation & Tactics

Build on foundational knowledge in this second course in digital marketing. Focus on digital marketing strategies and content creation. Learn to create and implement a content calendar using relevant and effective tactics. Gain hands-on experience crafting and implementing digital marketing campaigns, including both written and visual content. Upon completion, students will have the skills needed to develop and perform successful digital marketing campaigns. Prerequisite: Digital Marketing Planning and Strategizing.

# MKT-013

### Digital Marketing Analytics

Unleash data-driven insights in this final course in digital marketing. Master the art of using analytics to improve your marketing efforts. Topics include setting clear objectives, selecting key performance indicators (KPIs), and analyzing data from published content. Discover how to boost marketing effectiveness based on ROI, engagement and conversions. Prerequisite: Digital Marketing Content Creation and Tactics

# MKT-014



**REGISTER NOW**

Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100



# QuickBooks Online Specialist

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

## Licensure/Certification Earned

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

## Approximate Training Cost

\$681

## Approximate Length

4 months/60 hours

## Format

Online

## Upcoming Sessions

Offered in the Fall

Get notified when registration opens:  
[www.carrollcc.edu/certificate-notify](http://www.carrollcc.edu/certificate-notify)

## Course

### QuickBooks Online

QuickBooks Online prepares students in computerized accounting for online business. Using QuickBooks® Online accounting software, learn to manage QuickBooks setup and maintenance, manage lists, track sales and income, track purchases and expenses, create and customize reports, customize tools, save time using devices and software, and complete the payroll process. Upon completion, students are prepared for the Intuit QuickBooks Certified User Online certification exam, taken as the final assessment. Certification is not guaranteed. It is strongly recommended that students have basic technology skills in addition to accounting and/or bookkeeping experience to be successful in this course.

# CMP-123



**REGISTER NOW**



Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100

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

EXAM PREP

# 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.

### Licensure/Certification Earned

Students are prepared to sit for the Unmanned Aircraft General exam and earn their Remote Pilot Certificate.

### Approximate Training Cost

\$682

### Approximate Length

20 hours

### Upcoming Sessions

Offered Fall and Spring

Get notified when registration opens:

[www.carrollcc.edu/certificate-notify](http://www.carrollcc.edu/certificate-notify)

### Course

#### Commercial Remote Pilot Pt. 1

Take the first step to becoming a commercial drone pilot. Learn the rules and regulations to become certified and start earning money with your drone. Review all the topics in the FAA Part 107 to ensure you are flying legally. It's not all bookwork as you begin flying on a simulator to help build your stick control while you go through the FAA guidelines. End the class with a night flight demo!

# DRN-020



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

**REGISTER NOW**



Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100

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

EXAM PREP

# 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.

### Licensure/Certification Earned

Students are prepared to take the MHIC License exam.

### Approximate Training Cost

\$222

### Approximate Length

12 hours

### Upcoming Sessions

Offered Fall and Spring

Get notified when registration opens:  
[www.carrollcc.edu/certificate-notify](http://www.carrollcc.edu/certificate-notify)



### Course

#### MHIC License Exam Preparation

Start your home improvement business today. Learn how to use the "Business and Project Management for Contractors – Maryland" manual to correctly answer questions necessary to pass the Maryland Home Improvement Examination. Passing this examination is a prerequisite to becoming a licensed Maryland Home Improvement (MHIC) contractor or salesperson. Learn how the content is organized in the manual, how to analyze sample questions to identify which section of the manual to look for the answer, and strategies to find the content in the manual that applies to the exam question. Review the elements of a home remodeling business including business planning, startup considerations, sales, production and administration to determine areas where further education may be of benefit for the successful operation of a home improvement business.

# VOC-373

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

**REGISTER NOW**



Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100

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

EXAM PREP

# Welding Exam Prep

Whether you are looking to test, retest, or need a little extra practice, this course gives you the ability to add the finishing touches on your welds without a long commitment. Students are able to test for the AWS D1.1 Structural Steel exam.

### Licensure/Certification Earned

Students are prepared to take the American Welding Society (AWS) D1.1 Structural Steel certification exam

### Approximate Training Cost

\$570

### Approximate Length

12 hours

### Upcoming Sessions

Offered Fall and Spring

Get notified when registration opens:  
[www.carrollcc.edu/certificate-notify](http://www.carrollcc.edu/certificate-notify)

### Course

#### Welding Cert Prep

Welding Cert Prep is an advanced course designed to prepare students for the American Welding Society (AWS) D1.1 Structural Steel certification exam. Students focus on refining welding techniques, improving weld quality and consistency, and applying industry standards in a certification-focused environment. Emphasis is placed on positional welding, adherence to specifications, and exam readiness. Cost of the course includes the AWS test plate and evaluation. For safety reasons, students must wear long-sleeve shirts, long pants, and hard shoes. Prerequisite: Welding II or equivalent experience.

#VOC-155

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

**REGISTER NOW**



Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100

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

A close-up photograph of a person's hand holding a white drone. The hand is positioned in the lower right, with fingers slightly curled. The drone is held horizontally, showing its propellers and camera. The background is a soft-focus field of tall grass under bright, warm light. A dark blue diagonal shape covers the left side of the image, containing white text.

**CAREER &  
CONTINUING  
PROFESSIONAL  
EDUCATION**

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## WORKFORCE TRAINING CERTIFICATES

Workforce Training Certificates give you the skills employers need—fast, affordable, and designed to launch your career or advance in your current role. See pages 3 – 34 for more information.

### Business & Entrepreneurship Programs

Pathways to Entrepreneurship  
Real Estate Sales Agent

### Healthcare & Medical Programs

Certified Health Coach  
CNA  
Dental Assistant  
Emergency Medical Technician (EMT)  
Medical Assistant  
Pharmacy Technician  
Phlebotomy Technician  
Registered Behavior Technician

### Skilled Trade & Technical Programs

Assembler: Electronic  
Assembler: Electronic & Mechanical  
Automotive Technician  
Electrical Apprenticeship  
Home Inspector  
HVACR Apprenticeship  
Hybrid/Electric Vehicle Technician  
Plumbing Apprenticeship  
Truck Driver – CDL-A  
Welder/Advanced Welder

### Specialized Training Programs

Animal Control Officer  
Commercial UAS (Drone) Pilot  
Personal Fitness Trainer  
Pet Grooming  
Veterinary Assistant

### Technology & Digital Programs

The Cyber Workforce Accelerator™  
Digital Marketing Professional  
QuickBooks Online Specialist

## ADVANCED MANUFACTURING

### NEW! Try the Trades

Discover your path to a stable, rewarding career in the skilled trades. This four-day immersive course offers an introduction to in-demand trades, including automotive technology, welding, plumbing, electrical work, and electronic assembly. Through hands-on demonstrations and foundational training in safety and measurement, you'll gain firsthand experience of what these careers entail. Industry professionals will share insights on employer expectations and available resources, helping you make informed decisions about your future.†Perfect for those considering a future in the trades or seeking a new direction with long-term potential.

# VOC-224 | \$650 (includes fees: \$475)

A4 Mon – Thu | June 22 – 25  
9:30 a.m. – 12:30 p.m.  
4 sessions | Main Campus  
Instructor: Melissa Messerschmidt

## WELDING

### Advanced Welding

Build on the skills learned in Basic Welding. Gain additional hands-on practice making welds operating oxy-acetylene and arc welding equipment safely and properly. Learn new skills and techniques using TIG, MIG and arc welders. Weld plates in various positions including flat and vertical orientations to hone your skills. Develop career skills and take the first step to prepare for the American Welding Society (AWS) certification. For safety reasons, students must wear long sleeve shirts, long pants and hard shoes. Cost includes additional personal safety equipment and basic tools. Prerequisite: Basic Welding VOC-015.

# VOC-467 | \$1,084 (includes fees: \$684)

A4P Tue, Thu | April 21 – June 9 | 6 – 9:15 p.m.  
15 sessions | Carroll County Career & Tech Center  
Instructor: Harrison Wilt

## BUSINESS

### ENTREPRENEURSHIP

The Miller: Resources for Entrepreneurs Scholarship Fund will help pay for the training to build your business! To be eligible you must reside in Carroll County and your business must operate in Carroll County. The course must be an MSB, SBD or SBA class or workshop. Award total may include up to 100% of the cost for any new or existing business until funds are depleted. For complete details and to apply, visit [www.MillerSmallBusiness.com](http://www.MillerSmallBusiness.com)

### CONFIDENTIAL 1 ON 1 CLASSES & WORKSHOPS

Business Solutions offers personalized instruction tailored to your needs. These essential classes are offered 1 on 1 to ensure client confidentiality. Dates, times and locations (online or in person) will be scheduled as requested by the client. Contact 410-386-8095 or email [Business-Solutions@carrollcc.edu](mailto:Business-Solutions@carrollcc.edu) to get started.

### Customized Business Development

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

# MSB-094 | \$582 (includes fees: \$552)

REGISTER NOW

Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100

### 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 | \$278 (includes fees: \$249)

### MANAGEMENT & LEADERSHIP

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

### MARKETING

#### 6 Steps to Social Media Success

Unlock the potential of social media with this concise, action-packed professional development course. Gain practical insights and strategies to elevate your social media presence. Whether you are a professional looking to enhance their digital footprint or simply wanting to learn, this course will be a great step for you!

# MKT-015 | \$99 (includes fees: \$65)

A1 Sat | Aug. 1 & 8 | 7 – 9:30 p.m.  
2 sessions | Online  
Instructor: Katie Marinello

### REAL ESTATE

#### Defect Recognition and Report Writing Course

This continuing education course will help the home inspector to write a comprehensive home inspection report according to the standards and the inspector's observations. Topics include entering data into a checklist, describing the difference between a checklist and a narrative report, listing the report narrative and identifying defects found during a typical home inspection in writing.

# VOC-792 | \$108 (includes fees: \$55)

A4 Sat | June 27 | 9 a.m. – 4 p.m.  
1 session | Main Campus  
Instructor: Christopher Gotsch

### COMPUTERS & TECHNOLOGY

#### COMPUTER APPLICATIONS

#### Artificial Intelligence (AI) Foundations for Beginners (Level 1)

This entry-level continuing education course is designed for small business owners, administrators, project managers, and other professionals who want to work smarter in a fast-moving, resource-limited world. No prior experience with artificial intelligence is required. Through guided instruction, peer collaboration, and hands-on activities, participants will explore the core principles, ethical considerations, and practical applications of AI across a range of industries and roles. Whether you're looking to automate tasks, streamline communication, or enhance decision-making, this course will help you build the skills and confidence to integrate AI tools into your day-to-day work. Participants will earn the Level 1: AI Business Professional Certification from Quantum Leap Academy, and leave with a foundational understanding of how AI can be used to boost productivity, support strategic goals, and drive innovation—no tech background needed.

# CMP-125 | \$110 (includes fees: \$90)

A4 Fri | April 10 | 8:30 a.m. – 4:30 p.m.  
1 session | Main Campus

B4 Wed | June 10 | 8:30 a.m. – 4:30 p.m.  
1 session | Main Campus

### DRONES (UAS)

#### What's Up With Drones

Take your interest in drones to the next level with this hands-on, one-day course designed for enthusiasts who want to explore the world of unmanned aerial systems. Dive into the fundamentals of unmanned aerial systems, including FAA rules and regulations, safe operation practices, and licensing requirements. After covering the basics, you'll transition from a flight simulator to hands-on drone piloting, gaining real-world experience. This immersive experience offers a taste of professional drone operation and is perfect for anyone ready to combine technology, precision, and adventure.

# DRN-030 | \$99 (includes fees: \$54)

A1 Sat | July 11 | 9 a.m. – 3 p.m.  
1 session | Main Campus  
Instructor: Geoffrey Voigt

GET THE **SKILLS** EMPLOYERS NEED!

Workforce Training Certificates are fast, affordable, and designed to launch your career or advance in your current role.

See pages 3 – 34 for more information.

REGISTER NOW

Continuing Education & Training:  
carrollcc.edu/WBCERegistration  
410-386-8100

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

## 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 | \$680 (includes fees: \$430)

**A4P** Mon – Fri | April 20 – 24 | 8 a.m. – 5 p.m.  
5 sessions | Main Campus  
Instructor: Jonathan Bowman

## HEALTHCARE & HUMAN SERVICES

### BEHAVIORAL HEALTH

#### Mental Health First Aid

##### NO COST!

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

# AHE-291 | No Cost

**C4** Fri | April 10 | 8:30 a.m. – 5 p.m.  
1 session | Main Campus

**A4** Thu, Fri | June 25 & 26 | 8:30 a.m. – 1 p.m.  
2 sessions | Main Campus

**A1** Mon, Tues | July 20 & 21 | 12 – 4:30 p.m.  
2 sessions | Main Campus

**B1** Wed | Aug 19 | 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 6 & 7  
8:30 a.m. – 12:30 p.m.  
2 sessions | Main Campus

## CPR FOR HEALTHCARE

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

#### 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. Call 410-386-8100 for additional dates.

# AHE-315 | \$110 (includes fees: \$75)

**B4** Sat | April 25 | 9 a.m. – 4 p.m.  
1 session | Main Campus  
Instructor: Bobbie-Jo Phelps

#### 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. Call 410-386-8100 for additional dates.

# AHE-064 | \$100 (includes fees: \$69)

**A4P** Wed | April 15 | 9 a.m. – 1:15 p.m.  
1 session | Main Campus  
Instructor: Constance McKain

GET THE **SKILLS**  
EMPLOYERS  
NEED!

Workforce Training Certificates  
are fast, affordable, and  
designed to launch your career  
or advance in your current role.

See pages 3 – 34  
for more information.

REGISTER NOW

Continuing Education & Training:  
carrollcc.edu/WBCERegistration  
410-386-8100

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

**NURSING**

**CNA Skills Lab**

Refresh your technique for all 21 performable skills required by the NNAAP certification exam. This class provides skills practice for nursing assistants who are preparing to take the NNAAP certification exam or for healthcare professionals who want to improve or update a particular CNA skill. Examples of skills include vital signs, positioning, ambulating, feeding, and bathing.

# AHE-401 | \$150 (includes fees: \$100)

A4P Wed | June 3 | 9 a.m. – 3:30 p.m.  
1 sessions | Main Campus

A2P Wed | Sept 2 | 9 a.m. – 3:30 p.m.  
1 sessions | Main Campus

**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](http://www.carrollcc.edu) for prerequisites for admission to the College's Practical or Registered nursing courses.

# NRS-422 | \$180 (includes fees: \$105)

A1 Online Aug 1–31  
Instructor: LuAnn Gamber

**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 long term care facility 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 | \$175 (includes fees: \$117)

A4P Mon | May 18 | 8 a.m. – 4:30 p.m.  
1 session | Main Campus  
Instructor: Jennifer Barnaby

A1P Mon | July 20 | 8 a.m. – 4:30 p.m.  
1 session | Main Campus  
Instructor: Jennifer Barnaby

**OSHA/SAFETY/CPR**

**OSHA**

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

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

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

# VOC-613

A4 Mon – Thu | April 13 – 16 | 8 a.m. – 4 p.m.  
4 sessions | Main Campus

**Excavation, Trenching and Soil Mechanics Train-The-Trainer**

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

# SFT-008

A4 Thu | May 14 | 8 a.m. – 4 p.m.  
1 session | Main Campus

**REGISTER NOW**

Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100

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

## ADDITIONAL CAREER TRAINING

### CAREER DEVELOPMENT

#### Help With Career Choices

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

# XXB-138 | No Cost

### 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](http://www.carrollcc.edu/LegalStudies).

#### 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 | \$1,305 (includes fees: \$1,066) plus text

A4B Online May 4 – June 19

B4B Online June 29 – Aug. 14

A1B Online Aug. 24 – Oct. 9

#### 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 | \$1,105 (includes fees: \$906) plus text

A4B Online May 4 – June 19

B4B Online June 29 – Aug. 14

A1B Online Aug. 24 – Oct. 9

#### 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 | \$2,105 (includes fees: \$1,706) plus text

A4B Online May 4 – June 19

B4B Online June 29 – Aug. 14

A1B Online Aug. 24 – Oct. 9

#### 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 4 – June 19

B4B Online June 29 – Aug. 14

A1B Online Aug. 24 – Oct. 9

### TRANSPORTATION

#### Hazardous Materials for Commercial Truck Drivers

This continuing education course prepares students for the Maryland CDL HazMat endorsement and provides instruction on the basic competencies of transportation for HazMat driver-trainees. Topics include the preparation and transportation of hazardous materials, understanding Pipeline & Hazardous Materials Safety Administration (PHMSA) incident reports, review of shipping labels and classes of bulk packages, vehicle fueling, HazMat driving regulations, Hazardous Materials Safety Permit requirements and acceptable hazardous materials for transport.

# TRA-067 | \$180 (includes fees: \$160)

A4 Online June 15 – July 31

REGISTER NOW

Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100

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

## ADULT BASIC EDUCATION

### GED®

#### GED® Test/High School Diploma Preparation

##### NO COST!

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

Summer session classes start July 14 You must attend a FREE information session to be eligible for classes.

##### Contact us to get started.

In person: 224 N. Center Street, Westminster

By phone: 410-386-8630

By email: ged@carrollcc.edu

On our website: www.carrollcc.edu/ged

### ESOL

#### English for Speakers of Other Languages

##### NO COST!

Learn to read, write and speak English in our ESOL classes. FREE English classes for adult speakers of other languages are offered online and in person with day and evening programs available.

Summer session classes start July 15. You must attend a FREE information session to be eligible for classes.

##### Contact us to get started.

In person: 224 N. Center Street, Westminster

By phone: 410-386-8630

By email: esol@carrollcc.edu

On our website: www.carrollcc.edu/esol

#### English Language Conversation Groups

##### NO COST!

Practice your speaking skills. New topics every week. **Conversation groups are FREE but registration is required.** Contact the Literacy Council at 410-857-0776 or info@carrollliteracy.org to register.

##### Mondays | 5 p.m.

Carroll County Workforce Development Center  
224 N. Center Street, Westminster

##### Tuesdays | 5:30 p.m.

Carroll County Public Library (CCPL) | Finksburg Branch  
2265 Old Westminster Pike, Finksburg

##### Thursdays | 7:15 p.m.

Crossroads Community Center  
21 Sullivan Ave, Westminster

##### Wednesdays | 5 p.m.

Carroll County Public Library (CCPL) | Mt. Airy Branch  
705 Ridge Ave, Mt Airy

#### Spanish Practice Circles

##### NO COST!

Practice your Spanish skills. **Spanish practice circles are free but registration is required.** Contact the Literacy Council at 410-857-0776 or info@carrollliteracy.org.

##### Tuesday mornings

Carroll County Public Library (CCPL) | Eldersburg Branch  
6400 W Hemlock Dr, Sykesville

##### Every other Friday | 11 a.m.

Carroll County Public Library (CCPL) | Taneytown Branch  
10 Grand Dr, Taneytown

GET THE **SKILLS**  
EMPLOYERS  
NEED!

**Workforce Training Certificates**  
are fast, affordable, and  
designed to launch your career  
or advance in your current role.

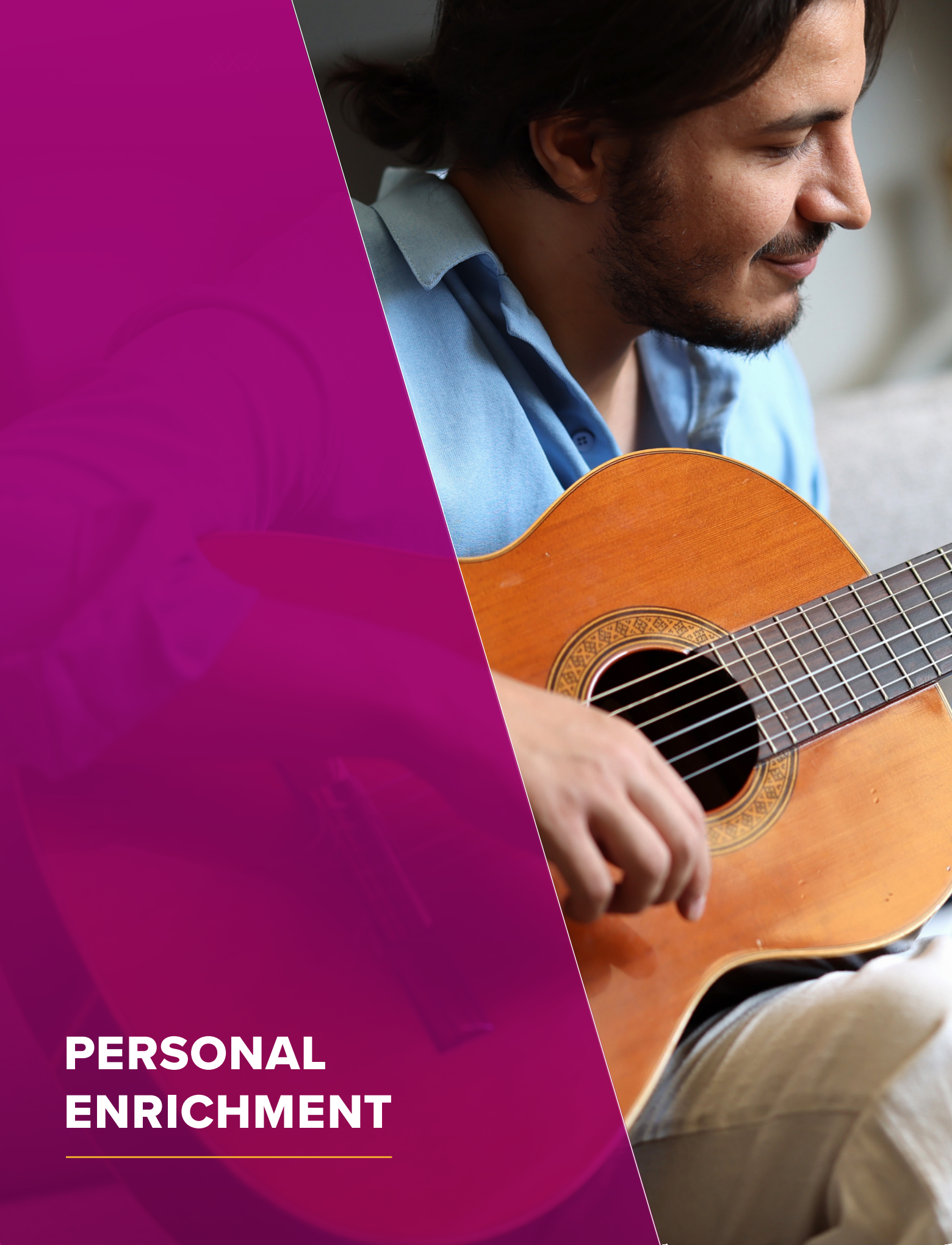
See pages 3 – 34  
for more information.

**REGISTER NOW**



Continuing Education & Training:  
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410-386-8100

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**PERSONAL  
ENRICHMENT**

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**ART****Studio Art: Drawing and Painting**

Students who have completed the course Drawing and Painting (Continuing) will work on independent projects and explore more advanced techniques in a variety of media.

# PDE-102

# 4 Sessions | \$130 (includes fees: \$75)

**A4** Wed | May 13 – June 3 | 6:30 – 9 p.m.  
4 sessions | Main Campus  
Instructor: Sarah Abel-DeLuca

# 8 Sessions | \$239 (includes fees: \$75)

**D3** Fri | April 3 – May 22 | 9:30 a.m. – 12 p.m.  
8 sessions | Main Campus  
Instructor: Stacy Lund-Levy

**A4** Fri | May 29 – Aug. 14\* | 9:30 a.m. – 12 p.m.  
8 sessions | Main Campus  
Instructor: Stacy Lund-Levy  
*\*No class 6/19, 7/3, 7/10, 7/17*

**FINE CRAFT****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 | \$80 (includes fees: \$70)

**A4** Thu | April 23 | 6 – 8:30 p.m.  
1 session | Main Campus  
Instructor: Jalna Brown

**Needle Felted Goldfish**

Dive into the art of needle felting by creating a delightful goldfish. In this beginner-friendly class, craft a charming aquatic companion using soft wool and a simple armature. Perfect for adding whimsy to your home décor or gifting to a fellow fish enthusiast. All materials provided, including felting pad, needles, wool, and pipe cleaners. No experience needed.

# DPM-140 | \$80 (includes fees: \$70)

**A4** Mon | April 20 | 6 – 8:30 p.m.  
1 session | Main Campus  
Instructor: Gayle Mathues

**CERAMICS****Studio Ceramics**

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

# DPM-027 | \$225 (includes fees: \$215)

**A4** Thu | April 30 – June 4 | 5:30 – 8 p.m.  
6 sessions | Main Campus  
Instructor: Nicole Diem

**Ceramic Trivets**

Add a personal touch to your kitchen with stylish, handcrafted ceramic trivets! In this hands-on class, learn how to design and sculpt decorative flat plates - square, round, oval, or rectangular - that protect surfaces from hot or cold dishes. Whether you prefer bold patterns or minimalist designs, your custom creation will be both functional and uniquely yours. All materials included.

# DPM-142 | \$120 (includes fees: \$110)

**A4** Tue | April 14 – 28 | 5:30 – 8 p.m.  
3 sessions | Main Campus  
Instructor: Karen Goldberg

**NEW! Clay Pendants**

Design and shape up to four clay medallions using your own artwork or inspired templates in this hands-on class. Sketch your ideas on paper, roll out the clay, cut your personalized shapes, and bring your designs to life. Perfect for beginners and experienced makers alike, this class offers a stylish, tactile way to explore jewelry-making through clay. All materials included.

# DPM-143 | \$120 (includes fees: \$110)

**A4** Tue | May 5 – 19 | 5:30 – 8 p.m.  
3 sessions | Main Campus  
Instructor: Karen Goldberg

**Raku Pottery**

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

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

**A4** Thu | April 2 – 23 | 5:30 – 8 p.m.  
4 sessions | Main Campus  
Instructor: Nicole Diem

**STAINED GLASS****Fused Glass Lantern**

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

# DPM-088 | \$80 (includes fees: \$70)

**A4** Mon | April 27 | 6 – 9 p.m.  
1 session | Main Campus  
Instructor: Linn Wichowski

**REGISTER NOW**

Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100

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

## FOOD & DRINK

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

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

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

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

### NEW! Art of Tikka Masala and Brown Onion Masala

Dive into the heart of Indian flavors. Explore the role of spices, learn multiple cooking methods, and discover how to adapt these restaurant-style bases for everyday meals. Gain confidence in balancing flavors and techniques that elevate your home cooking to authentic Indian cuisine. Learn spice secrets, cooking techniques, and creative ways to use these sauces beyond traditional dishes. Presentation with tasting.

# C00-127 | \$55 (includes fees: \$45)

A4 Wed | June 17 | 6:30 – 8:30 p.m.  
1 session | Main Campus  
Instructor: Ravi Lahori

### NEW! Royal Thai Fruit Carving Traditions

Discover the elegance of Thai fruit carving - an ancient art once reserved for royalty. Rooted in centuries of tradition, explore the cultural significance, meditative techniques, and legendary stories behind the craft. Learn how women in the royal palace carved fruits into birds and swans to honor festivals like Songkran. With a focus on precision and beauty, watch a demonstration of this stunning edible art while connecting to Thailand's rich ceremonial heritage. Presentation with practical demonstration.

# C00-122 | \$55 (includes fees: \$45)

A4 Thu | April 2 | 6 – 9 p.m.  
1 session | Main Campus  
Instructor: Nutsicha Nestor

### NEW! Slice of History: the Story Behind Pizza

Ever wondered why pizza tastes different from place to place or how it became a global favorite? Explore the secrets of pizza dough and uncover the fascinating stories behind iconic styles. From shaping and stretching to savoring the culture that made pizza legendary, this class is equal parts delicious and enlightening. Come hungry for knowledge and maybe more! Hands-on.

# C00-123 | \$67 (includes fees: \$57)

A4 Thu | April 16 | 5:30 – 8:30 p.m.  
1 session | Carroll County Career & Technology Center  
Instructor: Anthony Artista

### NEW! Sushi With a Twist

Roll into creativity! Discover the art of sushi with a creative twist. Explore traditional sushi ingredients - shrimp tempura, eel sauce, spicy mayo - and transform them into unexpected delights like sushi sandwiches and bowls. Learn innovative techniques, garnishing tips, and flavor pairings that elevate your sushi game. Fresh, fun, and full of flavor! Hands-on.

# C00-125 | \$77 (includes fees: \$67)

A4 Wed | April 29 | 6:30 – 9:30 p.m.  
1 session | Westminster High School  
Instructor: Ravi Lahori

### NEW! Shrimp Thai Fried Rice and Tom Yum Soup

Warm up your taste buds with authentic Thai flavors! From crafting a soul-soothing broth to stir-frying shrimp rice with crisp veggies, this class brings authentic taste and creative techniques straight to your plate. Learn the secrets of building rich, aromatic stock and balancing sweet, sour, and spicy notes for a truly satisfying meal. Presentation with tasting.

# C00-126 | \$55 (includes fees: \$45)

A4 Wed | May 20 | 6:30 – 8:30 p.m.  
1 session | Main Campus  
Instructor: Ravi Lahori

REGISTER NOW

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410-386-8100

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

## HISTORY, CULTURE & WORLD VIEW

### HISTORY

#### NEW! The American Revolution Part Two: From Winning the War to Creating the Republic

The 250th anniversary of the American Revolution has arrived, and those events of so long ago still shape the way we think about governments, freedoms, rights, and what sort of a nation we really are. Explore how, after initial setbacks and struggles, the United States won our war of independence, including international dimensions of the war and the establishment of new political institutions, culminating in the Constitution and the Bill of Rights. How did these former subjects of a British king develop a democratic republic that still endures into the 21st Century? And what is the true meaning of the American Revolution for Americans and the world today?

# HCW-188 | \$80 (includes fees: \$70)

A4 Wed | April 1 & 8 | 6 – 8 p.m.  
2 sessions | Main Campus  
Instructor: Robert Young

### WORLD VIEW

#### NEW! A Celebration of American Music

Experience three unforgettable evenings exploring the rich traditions of American music. From early colonial influences rooted in the Old World to the fresh sounds of contemporary Americana, folk, country, and rock, trace the nation's musical journey. Discover Appalachian roots, the anthems that carried Civil War soldiers, the music that won World War II, and the revolutionary impact of Elvis Presley. Each session blends lecture, listening, and singing to make history come alive through music.

# HCW-190 | \$99 (includes fees: \$89)

A4 Wed | April 22 – May 20\* | 6:30 – 8:30 p.m.  
3 sessions | Main Campus  
Instructor: Katherine Fanning, Karen Goldberg  
\*No class 4/29, 5/13

#### NEW! A Celebration of American Music- Early Roots, Appalachian Traditions and the Birth of Folk

Discover how Old-World influences from Europe and Africa blended to create the earliest American folk traditions. Follow the migration of ballads, fiddle tunes, and spirituals into the Appalachian Mountains, where they evolved into a distinctly American sound. Enjoy singing many of your old favorites along the way!

# HCW-191 | \$45 (includes fees: \$35)

A4 Wed | April 22 | 6:30 – 8:30 p.m.  
1 session | Main Campus  
Instructor: Katherine Fanning, Karen Goldberg

#### NEW! A Celebration of American Music- the Songs America Took to War and the Birth of Bluegrass Country

Examine the powerful role of music as a unifying force during conflict and hardship. From the Civil War to World War anthems, music carried America through difficult times. Explore how American bluegrass, country, and folk songs became voices of protest during the early labor movement and the Great Depression, giving voice to the struggles of working people.

# HCW-192 | \$45 (includes fees: \$35)

A4 Wed | May 6 | 6:30 – 8:30 p.m.  
1 session | Main Campus  
Instructors: Katherine Fanning, Karen Goldberg

#### NEW! A Celebration of American Music- the Rise of Rock, Folk Revival and Americana

Step into the 20th century, where diverse genres converged to reshape popular culture. Trace the revolutionary arrival of Elvis Presley, whose electrifying sound launched American rock and roll, forever changing music and society. Explore the folk music revival of the 1960s and sing along with the classic tunes of the era. Discover the arrival of Americana as a genre that bridges past and present.

# HCW-193 | \$45 (includes fees: \$35)

A4 Wed | May 20 | 6:30 – 8:30 p.m.  
1 session | Main Campus  
Instructors: Katherine Fanning, Karen Goldberg

### TRAVEL

Trips are open to everyone in the community. Must be 18 for day tours and 21 for overnight trips. Visit [www.carrollcc.edu/travelprograms](http://www.carrollcc.edu/travelprograms) for details and updates. For information email [bburke@carrollcc.edu](mailto:bburke@carrollcc.edu) or call Barb Burke at 410-386-8019.

Refunds are not available after tickets/meals are purchased.

### DAY TOURS

#### NEW! New Hope and Peddler's Village, PA on Your Own

A perfect blend of charm, culture, and unforgettable experiences. Home to eclectic boutiques, riverside dining, and vibrant arts, New Hope offers all the energy of a big city wrapped in small-town warmth. It's no wonder Travel + Leisure named it one of America's Favorite Towns. Just a short distance away, Peddler's Village feels like stepping into a storybook. With its colonial-style architecture, award-winning gardens, and distinctive shops, the village invites visitors to wander its winding brick pathways, discover unique treasures, and enjoy exceptional dining. New Hope and Peddler's Village is full of memorable moments—from charming storefronts and scenic views to culinary delights and cultural gems. It's the kind of getaway that stays with you long after you've returned home. Bus leaves from Carroll Community College. Trip includes round trip transportation and gratuities. Meals are purchased separately.

#ADV-024 | \$95 (includes fees: \$85)

D4T Tue May 12 7:30 a.m. - 7:30 p.m.  
1 day | Off-Site

REGISTER NOW

Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100

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

**NEW! Sight and Sound: Joshua**

From the banks of the Jordan River to the towering walls of Jericho, JOSHUA us a miraculous adventure for the whole family. Journey alongside the people of Isreal as they navigate their new-found freedom in an unforgiving wilderness. After the show, we'll go to Hershey Farm's Grand Smorgasbord, for the perfect dining experience. Enjoy a variety of their original recipes, classic Pennsylvania Dutch favorites and modern comfort foods. It's the perfect place to satisfy your cravings! Trip includes roundtrip transportation, show ticket, lunch, and all taxes and gratuities. Bus departs from Carroll Community College.

# ADV-024 | \$220 (includes fees: \$210)

C4T Thu | June 11 | 8 a.m. – 6:30 p.m.  
1 day | Off-Site

**George Washington's Mt. Vernon**

Visit our first president's home for the country's 250th anniversary! Experience Mount Vernon, where breathtaking scenery, immersive storytelling and authentic history come together to create a truly meaningful visit for people of all ages. Admission includes the mansion and historic grounds, Donald W. Reynolds Museum and Education Center, the Ford orientation Center and the Distillery and Gristmill. All meals are on your own.

ADV-024-A2T | \$99

Mt. Vernon, VA  
Saturday, Sept 26 | 8:00 AM—6:00 PM

**New York City on Your Own**

The tallest skyscrapers, the biggest museums, the cheesiest pizza. New York City takes everything to the max. It's easy to see why it's the most-visited place in the U.S.! Whether you want to check out historic landmarks, catch a Broadway show, or stroll the streets of Brooklyn, there's no wrong way to do it—and something new to discover every time you go. Fee includes round-trip transportation on a motor coach to New York City. You will be dropped off and picked up around Times Square. All meals are on your own.

ADV-024-B2T | \$130

New York City, NY  
Saturday, Nov 7 | 7:00 AM—6:30 PM

**St. Michaels, MD on Your Own**

The historic town of St. Michaels, Maryland traces its roots to the mid-1600s. Discover St. Michaels through scenic walks, boat tours, museums, artisan shops, and outdoor activities. Whether relaxing or exploring, you'll find memorable experiences shaped by the town's coastal beauty and history. All meals are on your own.

ADV-024-C2T | \$79

St. Michaels, MD  
Saturday, Dec 5 | 9:00 AM—8:00 PM

**OVERNIGHT EXCURSIONS****America's Cowboy Country**

# ADV-026-A1T

July 7 – 14, 2026 (8 days)  
Starting at \$4,499 per person (double occupancy)

**Explore Tuscany**

# ADV-026-A2T

October 7 – 15, 2026  
Costs: Starting at \$4,099 per person (double occupancy)

**Discover Shades of Ireland**

From history-filled Dublin to the rolling green hills and dramatic coast, experience Ireland's charms on a journey through the Emerald Isle. Kiss the Blarney Stone at historic Blarney Castle. See Killarney from an Irish jaunting car and pick from a selection of the best restaurants in town with our Diner's Choice program. Experience the world-famous beauty of the Ring of Kerry. See border collies in action during a traditional sheepdog demonstration. Stand in awe at the top of the stunning 700-foot Cliffs of Moher. Feel like royalty during an overnight stay on the grounds of a castle. A vibrant blend of captivating culture and stunning scenery, these are the shades of Ireland you've always imagined. Total cost starting at \$3,999 per person (Double Occupancy). Reservation deadline to guarantee this price is September 8, 2026. Deposit of \$698 per person is due upon reservation. Cancellation Waiver and Insurance is \$549 per person. Ground transportation leaves from Carroll Community College.

ADV-026-A3T

March 14-23, 2027

**HOME & HOBBY****Executor in Maryland**

The role of the executor (personal representative) in Maryland is explained. Define the role and responsibilities of an executor. Understand the legal issues and discuss how to select professionals to help. Take away tips for locating and organizing paperwork and creating an action plan. Demystify the role of executor.

# PDE-100 | \$80 (includes fees: \$70)

A4 Fri | May 15 | 9:30 a.m. – 3 p.m.  
1 session | Main Campus  
Instructor: Marcy Gouge

**NEW! Positive Parenting Tools for the Early Years**

Join our interactive workshop series for parents of young children. Through discussion, reflection, and hands-on tools, you'll learn practical strategies rooted in positive discipline, brain science, and mindful parenting. Each session blends research-based insights with real-life application, helping you create a calm, respectful, and nurturing home environment. Designed for parents of children ages 2 – 7. No childcare provided.

# PDE-180 | \$94 (includes fees: \$84)

A4 Thu | April 9 – 23 | 6 – 8 p.m.  
3 sessions | Main Campus  
Instructor: Maram Zain

**REGISTER NOW**

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[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100

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## 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 age 8-14.

#### Flying Drones Together

It's a bird. It's a plane. No, it's something even cooler - a drone and you could be its pilot! Drones are popular for good reasons. They can be used recreationally or commercially in so many ways! Discover how drones are used for fun and for business. Learn the basic rules to keep yourself and others safe, and gain experience learning how to fly on drone simulators and then take to the sky using professional drones. No prior experience is necessary. Course cost includes one adult and one child age 8-14.

# FAM-007 | \$80 (includes fees: \$70)

A4G Sat | May 9 | 9 a.m. - 12 p.m.  
1 session | Main Campus  
Instructor: Jeff Voigt

#### Fused Together Suncatchers

Experience the joy of creativity with your child in our special hands-on workshop! Together, you'll explore the basics of glass fusing and collaborate to design and craft two beautiful suncatchers - one for each of you. All materials provided. Projects will be fired offsite. (Allow two weeks for pick up.) Course cost includes one adult and one child age 8-14.

# FAM-002 | \$85 (includes fees: \$75)

A4G Sat | April 11 | 9:30 - 11:30 a.m.  
1 session | Main Campus  
Instructor: Cathy Trostle

B4G Sat | April 18 | 9:30 - 11:30 a.m.  
1 session | Main Campus  
Instructor: Cathy Trostle

### NEW! Sensory Friendly: Music and Movement

Join our welcoming music class for children with cognitive, communication, or developmental differences. Through joyful dancing and instrument play, every child can participate in a way that feels comfortable and fun. This is not a therapeutic program - just an inclusive, friendly experience. Activities are adapted for diverse learning needs, including non-verbal children and those with cognitive delays. Celebrate music together in a supportive, developmentally appropriate environment where all children are encouraged to join in their own way! Course cost includes one adult and one child age 6-10.

# FAM-029 | \$75 (includes fees: \$65)

A4G Sat | April 25 | 9 - 11 a.m.  
1 session | Main Campus

### NEW! Sensory Friendly: Smoosh Together

Explore the joy of working with clay in a relaxed, hands-on class designed for parents and children of all abilities. Children with cognitive, physical, or neurological differences are welcome to shape, mold, and create at their own pace. This is not a therapeutic program - just a fun, inclusive space where creativity shines. Join us to discover textures, build confidence, and make art together in a warm, supportive environment. Course cost includes one adult and one child age 6-10.

# FAM-030 | \$80 (includes fees: \$70)

A4G Sat | May 16 | 9 - 11 a.m.  
1 session | Main Campus  
Instructor: Katie Gutridge

## MOTORCYCLE & PERSONAL SAFETY

Motorcycle classes run April - October each year. For additional motorcycle class dates, visit [www.carrollcc.edu/WBCRegistration](http://www.carrollcc.edu/WBCRegistration) or call 410-386-8100.

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

### Motorcycle Safety & Licensure Review

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

# TRA-044 | \$319 (includes fees: \$235)

A4 April 8 - 12 | 3 sessions  
Wed | April 8 | 6 - 9 p.m.  
Main Campus  
Sat, Sun | April 11 & 12 | 8 a.m. - 2:30 p.m.  
Parking Lot

B4 April 15 - 19 | 3 sessions  
Wed | April 15 | 6 - 9 p.m.  
Main Campus  
Sat, Sun | April 18 & 19 | 8 a.m. - 2:30 p.m.  
Parking Lot

C4 April 22 - 26 | 3 sessions  
Wed | April 22 | 6 - 9 p.m.  
Main Campus  
Sat, Sun | April 25 & 26 | 8 a.m. - 2:30 p.m.  
Parking Lot

D4 April 29 - May 3 | 3 sessions  
Wed | April 29 | 6 - 9 p.m.  
Main Campus  
Sat, Sun | May 2 & 3 | 8 a.m. - 2:30 p.m.  
Parking Lot

E4 May 6 - 10 | 3 sessions  
Wed | May 6 | 6 - 9 p.m.  
Main Campus  
Sat, Sun | May 9 & 10 | 8 a.m. - 2:30 p.m.  
Parking Lot

F4 May 13 - 17 | 3 sessions  
Wed | May 13 | 6 - 9 p.m.  
Main Campus  
Sat, Sun | May 16 & 17 | 8 a.m. - 2:30 p.m.  
Parking Lot

REGISTER NOW

Continuing Education & Training:  
[carrollcc.edu/WBCRegistration](http://carrollcc.edu/WBCRegistration)  
410-386-8100

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

- G4** May 27 – 31 | 3 sessions  
Wed | May 27 | 6–9 p.m.  
Main Campus  
Sat, Sun | May 30 & 31 | 8 a.m. – 2:30 p.m.  
Parking Lot
- H4** June 3 – 7 | 3 sessions  
Wed | June 3 | 6–9 p.m.  
Main Campus  
Sat, Sun | June 6 & 7 | 8 a.m. – 2:30 p.m.  
Parking Lot
- I4** June 10 – 14 | 3 sessions  
Wed | June 10 | 6–9 p.m.  
Main Campus  
Sat, Sun | June 13 & 14 | 8 a.m. – 2:30 p.m.  
Parking Lot
- K4** June 24 – 28 | 3 sessions  
Wed | June 24 | 6–9 p.m.  
Main Campus  
Sat, Sun | June 27 & 28 | 8 a.m. – 2:30 p.m.  
Parking Lot
- A1** July 8 – 10 | 3 sessions  
Wed | July 8 | 9 a.m. – 12 p.m.  
Main Campus  
Thu, Fri | July 9 & 10 | 8 a.m. – 2:30 p.m.  
Parking Lot
- B1** July 15 – 19 | 3 sessions  
Wed | July 15 | 6–9 p.m.  
Main Campus  
Sat, Sun | July 18 & 19 | 8 a.m. – 2:30 p.m.  
Parking Lot
- C1** July 22 – 26 | 3 sessions  
Wed | July 22 | 6–9 p.m.  
Main Campus  
Sat, Sun | July 25 & 26 | 8 a.m. – 2:30 p.m.  
Parking Lot
- D1** Aug. 5 – 9 | 3 sessions  
Wed | Aug. 5 | 6–9 p.m.  
Main Campus  
Sat, Sun | Aug. 8 & 9 | 8 a.m. – 2:30 p.m.  
Parking Lot
- E1** Aug. 12 – 16 | 3 sessions  
Wed | Aug. 12 | 6–9 p.m.  
Main Campus  
Sat, Sun | Aug. 15 & 16 | 8 a.m. – 2:30 p.m.  
Parking Lot
- F1** Aug. 19 – 21 | 3 sessions  
Wed | Aug. 19 | 9 a.m. – 12 p.m.  
Scott Center - T  
Thu, Fri | Aug. 20 & 21 | 8 a.m. – 2:30 p.m.  
Parking Lot
- B2** Sept. 9 – 13 | 3 sessions  
Wed | Sept. 9 | 6–9 p.m.  
Main Campus  
Sat, Sun | Sept. 12 & 13 | 8 a.m. – 2:30 p.m.

- C2** Sept. 16 – 20 | 3 sessions  
Wed | Sept. 16 | 6–9 p.m.  
Main Campus  
Sat, Sun | Sept. 19 & 20 | 8 a.m. – 2:30 p.m.  
Parking Lot
- D2** Sept. 23 – 27 | 3 sessions  
Wed | Sept. 23 | 6–9 p.m.  
Main Campus  
Sat, Sun | Sept. 26 & 27 | 8 a.m. – 2:30 p.m.  
Parking Lot
- E2** Oct. 7 – 11 | 3 sessions  
Wed | Oct. 7 | 6–9 p.m.  
Main Campus  
Sat, Sun | Oct. 10 & 11 | 8 a.m. – 2:30 p.m.  
Parking Lot
- F2** Oct. 14 – 18 | 3 sessions  
Wed | Oct. 14 | 6–9 p.m.  
Main Campus  
Sat, Sun | Oct. 17 & 18 | 8 a.m. – 2:30 p.m.  
Parking Lot
- G2** Oct. 21 – 25 | 3 sessions  
Wed | Oct. 21 | 6–9 p.m.  
Main Campus  
Sat, Sun | Oct. 24 & 25 | 8 a.m. – 2:30 p.m.  
Parking Lot

## BasicRider Course 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.

# TRA-060 | \$289 (includes fees: \$234)

**Register for these sessions to use a college motorcycle:**

- A4** Fri | April 10 | 8 a.m. – 4 p.m.  
1 session | Main Campus
- B4** Fri | April 24 | 8 a.m. – 4 p.m.  
1 session | Main Campus
- C4** Fri | May 8 | 8 a.m. – 4 p.m.  
1 session | Main Campus
- D4** Fri | May 29 | 8 a.m. – 4 p.m.  
1 session | Main Campus

- E4** Fri | June 12 | 8 a.m. – 4 p.m.  
1 session | Main Campus
- A1** Fri | Aug. 7 | 8 a.m. – 4 p.m.  
1 session | Main Campus
- A2** Fri | Sept. 4 | 8 a.m. – 4 p.m.  
1 session | Main Campus
- B2** Fri | Oct. 9 | 8 a.m. – 4 p.m.  
1 session | Main Campus

**Register for these sessions to use your own motorcycle:**

# TRA-060 | \$239 (includes fees: \$184)

- A4CYC** Fri | April 10 | 8 a.m. – 4 p.m.  
1 session | Main Campus
- B4CYC** Fri | April 24 | 8 a.m. – 4 p.m.  
1 session | Main Campus
- C4CYC** Fri | May 8 | 8 a.m. – 4 p.m.  
1 session | Main Campus
- D4CYC** Fri | May 29 | 8 a.m. – 4 p.m.  
1 session | Main Campus
- E4CYC** Fri | June 12 | 8 a.m. – 4 p.m.  
1 session | Parking Lot
- A1CYC** Fri | Aug. 7 | 8 a.m. – 4 p.m.  
1 session | Main Campus
- A2CYC** Fri | Sept. 4 | 8 a.m. – 4 p.m.  
1 session | Main Campus
- B2CYC** Fri | Oct. 9 | 8 a.m. – 4 p.m.  
1 session | Main Campus

**REGISTER NOW**



Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100

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

## 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 | \$174 (includes fees: \$164)

A4 May 26 – June 23  
5 sessions | To be scheduled individually

# MSC-008 | \$145 (includes fees: \$135)

B4 July 6 – 27  
4 sessions | To be scheduled individually

C4 Aug. 3 – 24  
4 sessions | To be scheduled individually

#### Applied Music Lessons - One Hour

# MSC-010 | \$317 (includes fees: \$307)

A4 May 26 – June 23  
5 sessions | To be scheduled individually

# MSC-010 | \$260 (includes fees: \$250)

B4 July 6 – 27  
4 sessions | To be scheduled individually

C4 Aug. 3 – 24  
4 sessions | To be scheduled individually

### NEW! Swinging Sixties

Step into the electrifying era that changed music forever! Explore the cultural revolution sparked by the Beatles, Rolling Stones, and other iconic bands of the 1960s. From British Invasion beats to psychedelic vibes, dive into the sound, style, and spirit that defined a generation and still influences artists today. Perfect for music lovers and pop culture enthusiasts alike.

# MSC-075 | \$100 (includes fees: \$50)

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

## PHOTOGRAPHY

### Studio Lighting & Tabletop Photography

Tabletop photography involves arranging items like food and drinks, gadgets, cosmetics and more on a flat surface to capture the most striking photo. Learn and apply simple post-processing techniques to bring your photographs to life. Explore optimal lighting choices for your specific subject and find budget-friendly photography equipment recommendations.

# PHO-012 | \$114 (includes fees: \$104)

A4 Thu | April 30 – May 14 | 6:30 – 9:30 p.m.  
3 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.

# XXZ-862

8 sessions/90 minutes | \$136 (includes fees: \$126)

B4 Sat | May 30 – Aug. 1\* | 9 – 10:30 a.m.  
8 sessions | Main Campus  
Instructor: Syeda Khan  
*\*No class 6/20, 7/4*

8 sessions/60 minutes | \$93 (includes fees: \$83)

A4 Tue | May 12 – June 30 | 7 – 8 p.m.  
8 sessions | Main Campus  
Instructor: Syeda Khan

A1 Tue | July 7 – Aug. 25 | 7 – 8 p.m.  
8 sessions | Main Campus  
Instructor: Syeda Khan

### LaBlast - Fitness Powered by Dance

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

# XXQ-979 | \$130 (includes fees: \$120)

A4 Mon, Wed | May 18 – Aug. 12\* | 6 – 7 p.m.  
25 sessions | Main Campus  
Instructor: Lori Maccia  
*\*No class 5/25*

### NEW! Finding Freedom in Surrender

Experience the joy, clarity, and freedom that unfold when you embrace surrender. Life doesn't always follow our plans - and that's where the beauty of surrender begins. Explore the transformative power of letting go: recognizing what lies beyond your control, leaning into uncertainty, and choosing to focus on what you can shape and nurture. Through reflective guidance and engaging practices, learn to trust the journey, accept outcomes with grace, and discover how surrender cultivates emotional resilience and inner peace. It's not about giving up; it's about opening up to possibility, presence, and empowerment.

# PDE-176 | \$40 (includes fees: \$30)

A4 Thu | April 16 | 5:30 – 7:30 p.m.  
1 session | Main Campus  
Instructor: Julie Cassaday

### 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 | \$94 (includes fees: \$84)

A4 Thu | June 4 – July 23 | 6:45 – 7:45 p.m.  
8 sessions | Main Campus  
Instructor: William Whitenton

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Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100

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

### Fundamentals of Tai Chi

Learn the basic concepts and movements of Tai Chi as well as the 24-posture Yang style short form. Study various movements that demonstrate the principles of Tai Chi and promote relaxation and energy development such as silk reeling, Qi Gong exercises, animal frolics, and two-person exercises. Team-teaching allows continuous skill development to prepare for the intermediate/advanced class. Students may need to repeat this class to master the 24-posture form.

# XXZ-155 | \$94 (includes fees: \$84)

**C3** Thu | April 9 – May 28 | 6:45 – 7:45 p.m.  
8 sessions | Main Campus  
Instructor: William Whitenton, Linda Albright

### Tai Chi: Intermediate/Advanced

Build on the basics of Tai Chi using traditional Chinese 'forms', choreographed sequences of movements, to demonstrate Tai Chi principles, martial applications, and health benefits. Intermediate students will learn a popular Yang style form, the energizing reeling silk exercises, and be introduced to 2-person push hands and other simple 2-person exercises. Advanced students will learn a Chen style form, introduction to the sword form and will practice short 2-person acts to demonstrate martial applications and refine Tai Chi movements.

# XXZ-156 | \$94 (includes fees: \$84)

**C3P** Thu | April 9 – May 28 | 7 – 8 p.m.  
8 sessions | Main Campus  
Instructor: Jerry Diamond

### OUTDOOR ADVENTURE

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

#### Hiking, Your New Adventure!

Get in shape while exploring some of the best hiking trails in the surrounding area. Learn basic safety and hiking techniques. Understand the terrain, path markers and weather conditions. Discuss clothing and footwear for basic hiking.

# ADV-013 | \$52 (includes fees: \$42)

**B4T** Sat | April 18 | 9 a.m. – 12 p.m.  
1 session | Johnny Reb Trail, Gettysburg  
Instructor: Bud Grace

**C4T** Sat | May 2 | 9 a.m. – 12 p.m.  
1 session | Union Mills Recreation Area  
Instructor: Bud Grace

**REGISTER NOW**



Continuing Education & Training:  
[carrollcc.edu/WBCERegistration](http://carrollcc.edu/WBCERegistration)  
410-386-8100

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

# Information

## 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 Workforce, Business & Community Education 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](mailto:blee@carrollcc.edu) or 410-386-8096, or go to [www.carrollcc.edu/tuitionassistance](http://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

Workforce, Business & Community Education 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](http://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](http://www.carrollcc.edu/bookstore) for most up to date information.

## The College will be closed on the following dates:

Memorial Day: May 23 – May 25  
Juneteenth: June 19  
Independence Day: July 3 – 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](http://www.carrollcc.edu/alerts) to register.

Go to [www.carrollcc.edu](http://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](http://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](http://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](http://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 \$7 fee is charged for each Official College Record. To request, call 410 386-8100.

## Carroll Community College Board of Trustees

David P. O'Callaghan, *Chairperson*  
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*Carroll Community College is an Equal Opportunity, ADA Title 504 compliant institution.*

**Save time... register online! carrollcc.edu/WBCRegistration**

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 \_\_\_\_\_

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> U.S. citizen  | <input type="checkbox"/> Male <input type="checkbox"/> Female | 1. Are you of Hispanic or Latino origin? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Non-U.S. citizen (with proper documentation the course costs below apply; without documentation pay full course costs)      | Preferred Pronouns:   | 2. Race, select one or more of the following categories:  |
| <input type="checkbox"/> I am a Carroll County resident (deduct \$10 per course)   | <input type="checkbox"/> She: She/Her/Hers                    | <input type="checkbox"/> White  |
| <input type="checkbox"/> I am a Non-Carroll County Maryland resident (deduct \$5 per course)   | <input type="checkbox"/> He: He/Him/His                       | <input type="checkbox"/> Black or African American  |
| <input type="checkbox"/> 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) | <input type="checkbox"/> Ze: Ze/Hir/Hirs                      | <input type="checkbox"/> Asian  |
|  | <input type="checkbox"/> They: They/Them/Their                | <input type="checkbox"/> American Indian or Alaska Native   |
|  | <input type="checkbox"/> Name: Use my name as pronoun         | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander                                |
| <input type="checkbox"/> 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:	<b>Deduct In-County/In-State Fees</b> _____
<b>Carroll Community College</b> Workforce, Business & Community Education, A115 1601 Washington Road Westminster, MD 21157	<b>Total Cost</b> _____

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](http://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/WBCRegistration](http://www.carrollcc.edu/WBCRegistration) or by phone at 410-386-8100 or fax at 410-386-8111.

**Tuition \$200 or more?**  
 Use the CCC Deferred Payment Plan, a monthly payment program. Go to [www.carrollcc.edu/tuitionassistance](http://www.carrollcc.edu/tuitionassistance).

 Charge to my:        

Credit Card Number \_\_\_\_\_ CID# \_\_\_\_\_

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

Card Holder's Name \_\_\_\_\_ Credit Card Expiration Date \_\_\_\_\_

Card Holder's Billing Address (required) \_\_\_\_\_

Card Holder's Signature \_\_\_\_\_

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

# 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 – Friday | 8:30 a.m. – 4:30 p.m.

#### 1. ONLINE

Register online 24/7 at [www.carrollcc.edu/WBCRegistration](http://www.carrollcc.edu/WBCRegistration) 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  
Workforce, Business &  
Community Education, 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.

We'd love to talk with you about your next steps.

### CONTACT US

#### PHONE

410-386-8100

#### EMAIL

[WBCE@carrollcc.edu](mailto:WBCE@carrollcc.edu)

#### WEB

[carrollcc.edu/requestinfo](http://carrollcc.edu/requestinfo)



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- Food & Drink
- History, Culture & World View
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- Wellness & Outdoor Adventure
- Writing



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