

*Prerequisites: Students must either validate previous successful college courses (C or above in reading and math) or complete the Reading and Math Assessment tests after registering for the Veterinary Assistant courses.*

*To validate previous successful college in reading and math: Attach a copy of your transcript to your registration form.*

*To take the Reading and Math assessment tests: Make an appointment by calling the Carroll Community College Testing Center at 410-386-8450. When scheduling your appointment, identify yourself as a Continuing Education student and indicate the course you are taking. If you have taken the Reading and Math Assessment Tests prior to taking previous credit or non-credit courses, please indicate this on your registration form. You only need to test one time if you have successfully tested out at a 7th grade reading & math levels or above.*

Students are required to be exempt from or successfully complete ADS092 and PDE583 (7 grade reading and math levels) prior to beginning the non-credit Veterinary Assistant Training courses. **Students must be a minimum of 18 years of age.**

**Real Estate Brokers & Sales Agents**

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**Learn about:**

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*Credential granted by  
The Green Building Institute of Colorado*

**For more information call:  
Continuing Education & Training  
at 410-386-8100 or go to  
www.carrollcc.edu**

024-A10-509

### **NEW! Preparation for the Veterinary Assistant Training Course Series (REQUIRED)**

Brush up your basic skills and prepare to start your classroom and clinical training to become a veterinary assistant. This new 9 hour preliminary course is required for ALL students who wish to take the veterinary assistant series of courses. Topics include: Problem solving skills, written & verbal communication, math for medications, confidentiality, professionalism, ethics, classroom & clinical conduct. Activities and tests will be scored on a point system. Students will be required to have a cumulative score of 90 - 120 points to continue on to the Veterinary Assistant Course Series. *Instructor: Danielle Gauldin*  
**Cost: \$75 (MD Senior Adults: \$30)**  
**Course #: VOC-336-A2**  
*Mon. & Wed., Sep. 14 - 21, 6:00 - 9:15 PM (3 sessions)*  
*Washington Road Campus, Rm. M157*

### **Veterinary Assistant Training I: Outpatient Care**

Initial course consists of 24 classroom hours and 12 clinical hours. Topics covered include: an overview of the veterinary profession, office procedures, client relations, biology, and exam room procedures. *Prerequisite: Preparation for the Veterinary Assistant Training Course Series.* *Instructors: Kim Haga and Marian Beattie*  
**Cost: \$300 (MD Senior Adults: \$105); includes text**  
**Course #: VOC-914-A2**  
*Mon., Sep. 28 - Nov. 9, 6:00 - 9:15 PM and Sat. Oct. 24, 9:00 AM - 4:00 PM (8 sessions)*  
*Washington Road Campus, Rm. M157*

### **Veterinary Assistant Training II: Diagnostics & Pharmacy**

This course consists of 15 classroom hours and 12 clinical hours. Topics covered are laboratory, pharmacy, radiology, and ultrasound imaging. *Prerequisites: Vet. Assist. I.* *Instructors: Kim Haga and Marian Beattie*  
**Cost: \$200 (MD Senior Adults: \$55); includes text**  
**Course #: VOC-916-A2**  
*Mon., Nov. 16 - Dec. 14, 6:00 - 9:15 PM (5 sessions)*  
*Washington Road Campus, Rm. M157*

### **Veterinary Assistant Training III: Patient Care & Treatment**

This course consists of 18 classroom hours and 12 practicum hours. Topics covered are inpatient care and clinical procedures. *Prerequisites: Vet. Assist. I & II.* *Instructors: Kim Haga and Marian Beattie*  
**Cost: \$225 (MD Senior Adults: \$55); includes text**  
**Course #: VOC-917-A3**  
*Mon., Jan. 4 - Feb. 15, 2010, 6:00 - 9:15 PM (6 sessions; no class 1/18)*  
*Washington Road Campus, Rm. M157*

### **Veterinary Assistant Training IV: Surgery, Anesthesia & Emergency Care**

This course consists of 21 classroom hours and 8 clinical hours. Topics covered are anesthesia, surgery, emergency medicine and critical care. The course concludes with a wrap-up seminar day. *Prerequisites: Vet. Assist. I, II, III.* *Instructors: Kim Haga, Marian Beattie and Carole Contel*  
**Cost: \$200 (MD Senior Adults: \$55); includes text**  
**Course #: VOC-985-A3**  
*Mon., Feb. 22 - Mar. 22, 2010, 6:00 - 9:15 PM and Sat. Mar. 27, 9:00 AM - 4:00 PM (6 sessions)*  
*Washington Road Campus, Rm. M157*

## **REAL ESTATE**

### **Real Estate Pre-Licensing**

#### **Maryland Real Estate Principles & Practices**

Are you interested in becoming a real estate sales person? 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 of the course will qualify 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 and ethics, and basic mathematics. In addition, the day-to-day activities of the real estate person are covered. *Instructors: Stan Dill and Joe Stevens*  
**Cost: \$375 (MD Senior Adults: \$125); includes text**  
**Course #: REA-266-A2B**  
*Tue. & Thu., Sep. 15 - Nov. 19, 6:30 - 9:45 PM (20 sessions)*  
*Washington Road Campus, Rm. C073*

### **Real Estate Continuing Education**

*Attendance Regulations for Real Estate Continuing Education: All licensees must attend all hours of each course session to comply with the Maryland Real Estate Commissions continuing education time requirements. Individuals who arrive late or leave early will not receive credit for the course. There will be no exceptions.*

#### **Agency Concerns**

This six-clock hour course has been approved to meet six hours of (category - f) Professional enhancement.  
**Cost: \$50 (MD Senior Adults: \$30)**  
**Course #: REA-260-A2**  
*Thu., Sep. 10, 9:00 AM - 4:00 PM*  
*Business Training Center, Rm. T317*

## Legislative Update & Fair Housing

This six-clock hour course has been approved to meet 4.5 hours of law (category -a) and 1.5 hours of fair housing law (category -c) for Real Estate agents and brokers license renewal.

*Instructor: Stan Dill*

*Cost: \$50 (MD Senior Adults: \$30)*

**Course #: REA-251-A1**

*Thu., Aug. 27, 9:00 AM - 4:00 PM*

*Business Training Center, Rm. T317*

**Course #: REA-251-A2**

*Wed., Oct. 7, 9:00 AM - 4:00 PM*

*Business Training Center, Rm. T315*

**Course #: REA-251-B2**

*Thu., Dec. 10, 9:00 AM - 4:00 PM*

*Business Training Center, Rm. T317*

## Real Estate Ethics: Predatory Lending/ Flipping

This required course has been approved for 3 clock hours of (D) Real Estate Ethics & Professional Standards. *Instructor: Stan Dill*

*Cost: \$30 (MD Senior Adults: \$25)*

**Course #: REA-313-B2**

*Mon., Nov. 9, 9:00 AM - 12:15 PM*

*Business Training Center, Rm. T315*

## Real Estate Appraisal

### Appraisal Principles & Procedures

Thinking of becoming a real estate appraiser? Completion of this 60 clock hour course and the 15 hour USPAP course meets the course requirements for a provisional license.

For more information on the 2000 hours of practical experience go to [www.dllr.state.md.us](http://www.dllr.state.md.us). Learn about property concepts and characteristics, legal considerations, value influences & approaches, real estate finance, types of value, economic principles, real estate markets, analysis and ethics, valuation procedures, property descriptions, residential & commercial applications, improvement construction, home inspection, and appraisal math. A financial calculator is recommended. Attendance is mandatory. A final exam will be given.

*Instructor: Ken Baker and Lisa Ecker*

*Cost: \$520 (MD Senior Adults: \$95); includes text*

**Course #: REA-234-A2**

*Tue. & Thu., Oct. 6 - Nov. 19, 6:30 - 9:45 PM; and Sat., Oct.*

*17, 24 & Nov. 7, 9:00 AM - 4:00 PM (17 sessions)*

*Washington Road Campus, Rm. L287*

### Real Estate: Appraisal Standards and Ethics

*See listing below under Real Estate Appraisal Continuing Education*

## Real Estate Appraisal Continuing Education

*Carroll Community College is partnering with The Maryland Association of Appraisers to offer continuing education courses held at Washington Road Campus. For information contact Sandra Fournier at 410-386-8574.*

### Residential Report Writing Studies

*Thu. & Fri., Sep. 24 & 25, 8:00 AM - 4:30 PM (2 sessions)*

### National USPAP

*Tue., Oct. 13, 8:00 AM - 4:00 PM*

### NEW! Statistics, Modeling, & Finance

*Wed. & Thu., Nov. 18 & 19, 8:00 AM - 4:30 PM (2 sessions)*

### Appraising Standards and Ethics

*Fri. & Sat., Dec. 4 & 5, 8:00 AM - 4:30 PM (2 sessions)*

### NEW! Zoning and Development Regulations in MD

*Mon., Dec. 14, 9:00 AM - 12:15 PM*

### Appraising Farm Properties: An Overview

*Mon., Dec. 14, 1:00 - 4:15 PM*

## SAFETY

### CPR & First Aid

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

### American Heart Association

#### Heartsaver AED: Adult, Infant & Child

Can you save a life? You can if you know CPR and how to use an AED (Automated External Defibrillator). Learn to recognize and respond to cardiac and respiratory emergencies in the adult, infant, and child, and to recognize and help an individual who is choking. You'll practice using an AED simulator until it is second nature. You'll also learn the risks of Stroke, and actions you can take to minimize the consequences of a Stroke. A 2-year American Heart Association Heartsaver AED CPR card will be issued to you after successful completion of this course.

*Cost: \$65 (MD Senior Adults: \$45)*

# Motorcycle Safety

## There is Still Time to Ride This Year!

**Courses offered weekends through mid-October. 2010 courses begin mid-April.**

### Three Motorcycle Safety Courses to Meet Your Needs

#### Basic Motorcycle Safety

No previous motorcycle riding experience necessary. Upon successful completion, students receive a Completion Certificate for their Class M designation.

#### Basic Motorcycle Safety II

This 1-day course is for riders with some experience who do not have a Class M license. Upon successful completion, students will receive a Completion Certificate for their Class M designation.

#### Experienced Rider Course

This 1-day course is designed for **licensed motorcyclists** who wish to improve or refresh their skills. Advanced riding skills and strategies needed to survive in traffic will be covered. Students must use their own motorcycle.



**Continuing Education & Training:**

**410-386-8100**

**[www.carrollcc.edu](http://www.carrollcc.edu)**

039-410-509