

The Carroll County Community Mediation Center

Offering free
mediation services
to county residents

The Carroll County Community Mediation Center (CCMC), a nonprofit community and volunteer based organization, offers free mediation services to help resolve conflicts.

- Mediation is voluntary and confidential
- Neutral mediators help people find a win-win solution
- Mediation lets people speak for themselves and make their own choices.

Mediators are professionally trained volunteers who have completed classroom training, an apprenticeship, a series of evaluations and continuing education. They represent the racial, class, age and educational diversity of Carroll County.

CCCMC also provides public education and intensive conflict resolution training.

*Program offered under the auspices of Carroll Community College.
The Center is supported by the Maryland Mediation and Conflict Resolution Office.*

For information or an appointment
410-386-8120
carrollcc.edu

220-A09-109

Communication

Goodbye to Shy

Shyness may be keeping you from achieving the goals you want in life. Learn how to appreciate the positives of being shy as well as learn how to change the negative behaviors. Increase your self-confidence while reducing physical symptoms of anxiety, initiate both casual and deep conversations, and learn how to relate effectively in romantic situations.

Cost: \$99 (MD Senior Adults: \$99)

Online; New sections begin monthly

For more information and course registration details go to www.ed2go.com/carrollcc

Computers

Create Brochures, Flyers and More Using Word

Home Networking Simplified

Internet Safety for Parents

Introduction to Windows

Protect Your Computer from Online Threats

Successful Selling on eBay

Unleash Your iPod

See Computer section starting on p. 9 for course details.

TEST & ACADEMIC SKILLS PREPARATION

Academic Skills Enhancement: English

Review and practice the usage and mechanics of English grammar to upgrade your skills in writing clear, precise sentences and paragraphs. This course is designed to prepare you for Carroll Community College's placement test in English.

Cost: \$288 (MD Senior Adults: \$25); plus text

Course #: PDE-582-A2B

Mon., Sep. 14 - Nov. 30, 6:00 - 9:15 PM (12 sessions)

Business Training Center, Rm. T325

Academic Skills Enhancement: Reading

Review and practice fundamental reading techniques, vocabulary development, word analysis, and studying strategies to upgrade your reading comprehension skills. This course is designed to prepare you for Carroll Community College's placement test in reading.

Cost: \$288 (MD Senior Adults: \$25); plus text

Course #: PDE-583-A2B

Wed., Sep. 9 - Dec. 2, 6:00 - 9:15 PM

(12 sessions; no class 11/25)

Washington Road Campus, Rm. TBA

Math Skills Enhancement

Upgrade your math skills through review and practice of arithmetic operations, fractions, decimals, ratios, proportions, and solving word problems. This course is designed to prepare you for Carroll Community College's placement test in mathematics.

Cost: \$297 (MD Senior Adults: \$25); plus text

Course #: ADS-092-A2B

Tue. & Thu., Sep. 8 - Oct. 15, 1:00-4:15 PM (12 sessions)

Business Training Center, Rm. T317

Course #: ADS-092-B2B

Wed., Sep. 9 - Dec. 2, 1:00 - 4:15 PM

(12 sessions; no class 11/25)

Washington Road Campus, Rm. N104

High School Diploma Programs for Adults

GED Preparation

Improve your skills and prepare for the GED tests. Most classes are free; a \$25 fee applies to all GED level classes. A \$20 materials fee is collected at registration from students wishing to keep their books. Limited Financial Aid is available to qualifying students. Please call 410-386-2550 for a registration appointment.

Testing and Registration is free and will be held at the following locations:

Business & Employment Resource Center (day and evening classes)

224 North Center Street, Westminster

Week of September 28

Northwest Middle School

99 Kings Drive, Taneytown

Week of August 24

Week of September 28

Family Support Center (includes classes for families)

10 Distillery Drive, 3rd Floor, Westminster

Week of September 7

Week of October 5

Week of November 2

Official GED Practice Test

Are you ready to earn your high school diploma? The Official GED Practice Test (OPT) is a good predictor of a student's readiness to pass the Official GED Tests. The OPT includes all five sections of the test; students receive their scores during a brief advising session that day. Space is limited; pre-registration is required.

Cost: \$20

Course #: XXZ-374

All tests are 8:30 AM - 2:00 PM at the Washington Road Campus

Saturday, August 29
Wednesday, September 16 at BERC
Saturday, October 3
Saturday, November 7
Saturday, December 5

National External Diploma Program (NEDP)

The NEDP program is designed for mature adults who have learned life skills at work, at home and in the community. Pre-registration is required for the free information session. For more information and to register call Carroll Community College's Adult Education Program at 410-386-2550.

Information sessions for the NEDP program will be held at the following times:

Business and Employment Resource Center

224 North Center Street, Westminster
Wednesday, September 9 at 9:00 AM
Thursday, September 10 at 6:00 PM
Wednesday, October 7 at 9:00 AM
Thursday, October 8 at 6:00 PM

Cost: \$200 (Tuition payable in two payments). Limited Financial Aid is available to qualifying students.

Online Courses...

- GED Preparation
- Prepare for the GED Language Arts, Writing Test
- Prepare for the GED Math Test

For more information go to www.ed2go.com/carrollcc

SAT Test Preparation

SAT/ACT Preparation – Part 1

This course will prepare you to take the verbal question types on both the ACT and the new SAT 2005. SAT/ACT Preparation Part I is designed to prepare you for the reading, English, and science sections of the ACT and the critical reading and writing sections of the new SAT 2005.

Cost: \$99 (MD Senior Adults: \$84)
Online; new sections begin monthly

For more information and course registration details go to www.ed2go.com/carrollcc

SAT/ACT Preparation – Part 2

This course will prepare you take the math questions on both the ACT and the SAT. You'll refresh your knowledge of math subjects and learn techniques to help you move through the tests more quickly. Review arithmetic, algebra, geometry, trigonometry, and statistics as well as the Student Produced Response questions on the SAT. Practice techniques and approaches using similar exam questions and fully explain and interpret the correct and incorrect answers.

Cost: \$99 (MD Senior Adults: \$84)

Online; new sections begin monthly

For more information and course registration details go to www.ed2go.com/carrollcc

WRITING & LITERATURE

NEW! Lyric Essay: Pieces of Your Life

The lyric essay has its roots in memoir. It is different from memoir, allowing the writer to pull little pieces from one's life. The writer can use poetry, prose, letters and more. These bits, when strung together, can relay the whole of the author's personal essence. In this friendly and supportive class, the instructor guides students to write and respond to each other's work and analyze contemporary lyric essays.

Instructor: Katherine McCord.

Cost: \$69 (MD Senior Adults: \$69)

Course #: XXZ-704-A2

Sun., Oct. 4 - 25, 1:00 - 3:00 PM (4 sessions)

Business Training Center, Rm. T315

Katherine McCord has an MA in English/ Creative Writing/Poetry and an MFA in Poetry. She has published two books of poetry and published widely in many literary journals and magazines. She brings over 8 years of college teaching experience and her great love and understanding of poetry to her students.

New! Writer's Workshop: Finding Your Niche Writing for Magazines & Publications

Find your voice and your niche as a freelance writer. Mine your interests, be it politics, trends, history, community action or personal experiences. Decide on your audience and write for those readers. Find the publications most likely to publish your work. Write an engaging query to the appropriate editors and send a polished article to the editor that responds. Read and discuss the work of both professional writers and students to learn about structure, pacing, language, quotations, setting the scene and writing within word count limitations. Before the first class, jot down why you want to

publish your own work, what kinds of articles or essays you would like to write, and where you would like to see them published. Come prepared to share with the class. Instructor:

Anne Raver

Cost: \$85 (MD Senior Adults: \$25)

Course #: PWL-358-A2

Tue., Oct. 6 - Nov. 3, 6:30 - 8:30 PM (5 sessions)

Washington Road Campus

Anne Raver, an award-winning journalist with more than 30 years experience on weekly and daily newspapers, has written about gardening, landscape design and the environment since 1991 for the New York Times. She has a Masters degree in creative writing from Johns Hopkins University. She knows how to get her students started as writers, no matter what the age or subject.

Writing for Children

Author Lois Szymanski lends her expertise to this fun and exciting genre-writing children's books. Explore the world of children's book publishing, including what goes into a good story for kids, proper format, and how to find a publisher. You will learn how to market a manuscript, and what happens after the sale.

Instructor: Lois Szymanski

Cost: \$135 (MD Senior Adults: \$25)

Course #: PDE-868-A2

Wed., Oct. 7 - Dec. 2, 7:00 - 9:00 PM

(8 sessions; no class 11/25)

Washington Road Campus, Rm. TBA

*Lois Szymanski, fulltime author of 16 books for children and one nonfiction book for all ages, is a wealth of stories and experiences. Her writing has been featured in children's magazines, including Highlights for Children, U*S*Kids, Turtle Magazine for Preschoolers, Hopscotch Magazine for Girls, and others.*

Online Courses...

- Beginner's Guide to Getting Published
- Mystery Writing
- Romance Writing Secrets
- Write Fiction Like a Pro
- Write Your Life Story
- Writeriffic: Creativity Training for Writers
- Writers Guide to Descriptive Settings
- And other courses in Writing and Publishing

For more information go to www.ed2go.com/carrollcc