

WORK

HOME

SELF

BALANCE

Workforce, Business & Community Education
Fall 2024 Class Schedule



*Something
for everyone!*

From Carroll to Career



Tatiana States

Dental Assistant completer

I had left the artistic field in pursuit of helping others. The Dental Assistant program was the perfect avenue to explore careerwise. The nature of my instructor made it easy to grasp new concepts and learn easily. She was attentive and caring towards the learning curve many students had to overcome. With her years of experience and dedication to the dental field, she made the experience so enjoyable! My time doing my workforce training prepared me for general dentistry and gave me hands-on experience. I plan on furthering my education in dentistry to either hygienist or becoming a dentist. I would have never considered a career in the dental industry without Carroll Community College.



Dante Munoz

Automotive Technician completer

I took the Automotive Technician certificate program because it's been my dream to become one for six years now. By taking classes on the electrical, braking and steering & suspension systems of automotive vehicles, I was accepted as an Automotive Technician intern at a Tesla dealership. I loved how the classes added more tools and equipment over time. It made it easier and more fun to learn from our instructor, who gave it his all when it came to teaching us about all the different systems and components. He also made me feel proud of myself when I first told him of the news of becoming an intern. I'm very happy for choosing the Automotive Technician program at Carroll.



Cassandra Freeman

CDL completer

I have always wanted to drive a semitruck. Once I saw that Carroll Community College was offering CDL courses, I went ahead and took advantage of it. The course itself was an absolute blast. Our instructor did a great job at not only explaining certain things about the truck, but he would also share real-life scenarios that he was in when he drove. He truly did everything he could to make sure we did well on test day and because of that, our class had a 100% passing rate! Getting my CDL has actually allowed me to advance at my job. I highly recommend the CDL course at Carroll. Not only do you get your CDL, but you make lifelong friends and memories you will never forget.

See all job training programs on pages 3 – 15. ►

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Numbers to Know



Admissions for Degree Programs.....	410-386-8430
Advising/Transfer for Degree Programs	410-386-8435
Career Services.....	410-386-8523
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Disabilities	410-386-8329
General College Information.....	410-386-8000
Records/Registration for Degree Programs	410-386-8440

A smiling woman with dark hair, wearing blue scrubs, is holding a golden retriever puppy. The background shows a veterinary clinic with shelves of supplies and a sign that says "STAFF".

WORKFORCE TRAINING CERTIFICATES

Make Pet Care Your Profession
Veterinary Assistant > page 5

Earn While You Learn to Become a
Certified Nursing Assistant (CNA) > page 8

Shift Your Career into High Gear
Commercial (CDL-A) Truck Driver > page 11

CAREER HERE! WORKFORCE TRAINING CERTIFICATES

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

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

Why earn your Workforce Training Certificate from Carroll?

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

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

See the Course Index (pages 74 – 76) to locate the complete course listing within this schedule. Not all courses are offered in each schedule.

To become employed or to receive state or national certification or licensure, other requirements in addition to training may apply. These may include a high school diploma, residency or additional exams.

Many occupations require a high school diploma. If you do not have one, contact the College's Adult Education Program at 410-386-8630 to learn about free options to earn your diploma.

NEED HELP PAYING FOR CAREER TRAINING?

Non-Credit Tuition Assistance

Tuition assistance may be available for eligible non-credit students. Visit www.carrollcc.edu/tuitionassistance.

Affordable Payment Plan

Tuition \$200 or more?
Pay in installments! Visit www.carrollcc.edu/tuitionassistance.



Show It Off.

Broadcast your accomplishment with a Digital Badge

Upon successful completion of a Workforce Training Certificate, receive a Digital Badge to validate your new skills across all online platforms.

- LinkedIn, Facebook & Twitter
- Email signatures
- Digital résumés
- Online portfolios
- Personal & business websites

Offered in partnership with Credly, you can:

- Instantly let employers know what you have to offer.
- Explore Credly's labor market insights to search and apply for job opportunities.

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

REGISTER NOW



Continuing Education & Training:
carrollcc.edu/CETRegistration
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**.

Financial Assistance for Workforce Training Certificates

Scholarships
available!

**ASSISTANCE IS AVAILABLE
FOR STUDENTS TO:**

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

**Scholarships are limited,
so act fast!**



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

WORKFORCE TRAINING CERTIFICATES FOR CAREER ENTRY

ADVANCED MANUFACTURING

Automotive Technician

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

Courses

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

Approximate Number of Hours

129

Approximate Training Cost

\$2,130

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.

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

Electronic Assembler

Train to get employed in the tech industry! Gain fundamental skills and knowledge essential for success in electronic assembly and related industries. Dive into the art of soldering, master circuit board utilization, and hone mechanical assembly techniques using hand tools. Our well-rounded education blends theory with hands-on experience, preparing you to pursue the IPC J-STD-001.

Courses

- VOC-808 Electrical Assembler

Approximate Number of Hours

40

Approximate Training Cost

\$1,780

Licensure/Certification earned

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

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Hybrid/Electric Vehicle Technician

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

Prerequisite Course:

VOC-750 Automotive Electrical Systems or equivalent training.

Courses

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

Approximate Number of Hours

90

Approximate Training Cost

\$1,399

Licensure/Certification earned

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

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

Welder/Advanced Welding

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

Courses

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

Approximate Number of Hours

120 hours

Approximate Training Cost

\$3,043

Licensure/Certification Earned

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

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

ANIMAL CONTROL AND CARE

Veterinary Assistant

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

Courses

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

Approximate Number of Hours

250 hours

Approximate Training Cost

\$3,348

Licensure/Certification Earned

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

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

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BUSINESS

Entrepreneurship

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

Courses

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

Approximate Number of Hours

80

Approximate Training Cost

\$1,129

Licensure/Certification Earned

Entrepreneurship and Small Business Certification from Certiport.

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

CHILD CARE

Child Care Professional Early Childhood Teacher

This program is for those who seek responsible positions in the field of early childhood education. An early childhood teacher provides care and educational experiences for children ages 3 – 5 at a child care center. Teachers develop lesson plans, integrate curriculums, teach lessons, establish age-appropriate environments, discipline children, maintain records and interact with parents. This program meets the state requirements for the 90 clock hours of training in a school-aged program.

Courses

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

Approximate Number of Hours

90 hours

Approximate Training Cost

\$880

Licensure/Certification Earned

None

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

Child Care Professional Infant/Toddler Teacher

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

Courses

- CCT-529 Growth and Development in Early Childhood (online)
- or CCT-107 Materials and Methods for Early Childhood Education
- and CCT-108 Infants & Toddlers: Development & Care

Approximate Number of Hours

90 hours

Approximate Training Cost

\$880

Licensure/Certification Earned

None

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

GET HELP PAYING FOR CAREER TRAINING

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

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

075-02-24-1023

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Child Care Professional School Age Teacher

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

Courses

- CCT-529 Growth and Development in Early Childhood (online)
- CCT-530 School Age Child Care Training (online)

Approximate Number of Hours

90 hours

Approximate Training Cost

\$880

Licensure/Certification Earned

None

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

DRONE

UAS (Drone) FAA Remote Pilot

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

Courses

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

Approximate Number of hours

95

Approximate Training Cost

\$2,187

Licensure/Certification Earned

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

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

FITNESS

Personal Fitness Trainer

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

Courses

- VOC-746 ACE Certification for Personal Fitness Trainer

Approximate Number of Hours

60 hours

Approximate Training Cost

\$598

Licensure/Certification Earned

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

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

Certified Health Coach

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

Courses

- AHE-392 Certified Health Coach

Approximate number of hours

45

Approximate Training Cost

\$584

Licensure/Certification Earned

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

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

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410-386-8100

Carroll County residents: **DEDUCT \$10** per course
Maryland Non-Carroll County residents: **DEDUCT \$5** per course
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HEALTH CARE

Certified Nursing Assistant (CNA)

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

Prerequisites

- AHE-315 BLS Provider or current AHA-BLS Provider CPR card
- AHE-257 CNA Preparation

Courses

- AHE-042 Certified Nursing Assistant Training Part 1 (Theory)
- AHE-580 Certified Nursing Assistant Training Part 2 (Clinical)

Approximate Number of Hours

133 hours (excluding prerequisites)

Approximate Training Cost

\$2,045 (excluding prerequisites)

Licensure/Certification Earned

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

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

Dental Assistant

Dental assistants play a vital role in dental offices helping dentists and dental hygienists provide services to patients. Duties may include maintaining medical records, assisting with collection of patient information, instrument and patient preparation, taking and developing x-rays, and casting impressions. Hours are generally standard daytime with some evening and weekend flexibility.

Prerequisite

- AHE-196 Professional Preparation in Health Care

Courses

- AHE-063 Introduction to Dental Assisting
- AHE-298 Oral Radiography

Approximate Number of Hours

90 hours (excluding prerequisites)

Approximate Training Cost

\$1,900 (excluding prerequisites)

Licensure/Certification Earned

Students who successfully complete Oral Radiography will be eligible to take the Radiation Health and Safety examination through the Dental Assisting National Board (DANB). This certification is required in Maryland for anyone who takes dental x-rays.

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

Emergency Medical Technician

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

Courses

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

Approximate Number of Hours

141.5 hours

Approximate Training Cost

\$1,563

Licensure/Certification Earned

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


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

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410-386-8100

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Workforce Training Certificates for Career Entry

Medical Assistant

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

Courses

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

Approximate Number of Hours

451

Approximate Training Cost

\$4,952

Licensure/Certification Earned

Students will be prepared to take the certification exam and will be eligible for national certification as a Certified Clinical Medical Assistant through the National Healthcareer Association (NHA).

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

Pharmacy Technician

Pharmacy technicians work in pharmacy settings in clinics, retail locations, hospitals and sometimes in physicians' offices. Their primary responsibility is to assist the pharmacist in the preparation and packaging of prescription drugs. Hours may span day, evening, night and weekend shifts.

Courses

- AHE-356 Pharmacy Technician Training I
- AHE-361 Pharmacy Technician Training II

Approximate Number of Hours

105 hours (excluding prerequisites)

Approximate Training Cost

\$1,506 (excluding prerequisites)

Licensure/Certification Earned

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

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

Phlebotomy Technician

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

Prerequisite Courses

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

Courses

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

Approximate Number of Hours

168 hours (excluding prerequisites)

Approximate Training Cost

\$2,425 (excluding prerequisites)

Licensure/Certification Earned

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

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

Your job search starts here!



**COLLEGE
CENTRAL
NETWORK**

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

001-15-23

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410-386-8100

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Registered Behavior Technician

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

Courses

- AHE-388 Registered Behavior Technician® 40-Hour Training Part I
- AHE-389 Registered Behavior Technician® 40-Hour Training Part II

Approximate Number of Hours

40 hours

Approximate Training Cost

\$590

Licensure/Certification Earned

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

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

Sterile Processing Technician

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

Prerequisite Courses

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

Courses

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

Approximate Number of Hours

96 hours (excluding prerequisites)

Approximate Training Cost

\$1,627 (excluding prerequisites)

Licensure/Certification Earned

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

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

REAL ESTATE

Home Inspector

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

Courses

- VOC-330 Home Inspection Training

Approximate Number of Hours

81 hours

Approximate Training Cost

\$1,058

Licensure/Certification Earned

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

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

Real Estate Sales Agent

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

Courses

- REA-266 Maryland Real Estate Principles & Practices

Approximate Number of Hours

60 hours

Approximate Training Cost

\$829

Licensure/Certification Earned

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

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TRADES

Electrical Apprentice

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

Courses

- VOC-174 Electrical Apprenticeship Year 1: Part 1
- VOC-030 Electrical Apprenticeship Year 1: Part 2
- VOC-577 Electrical Apprenticeship Year 2: Part 1
- VOC-032 Electrical Apprenticeship Year 2: Part 2
- VOC-578 Electrical Apprenticeship Year 3: Part 1
- VOC-034 Electrical Apprenticeship Year 3: Part 2
- VOC-579 Electrical Apprenticeship Year 4: Part 1
- VOC-036 Electrical Apprenticeship Year 4: Part 2

Approximate Number of Hours

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

Approximate Training Cost

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

Licensure/Certification Earned

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

For more information, call 410-876-0484.

HVACR Apprentice

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

Courses

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

Approximate Number of Hours

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

Approximate Training Cost

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

Licensure/Certification Earned

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

For more information, call 410-431-8889.

TRANSPORTATION

Truck Driver

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

Courses

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

Approximate Number of Hours

CDL-A: 280 hours

Approximate Training Cost

CDL-A: \$5,500 (plus applicable fees)

Licensure/Certification Earned

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

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



WORKFORCE TRAINING CERTIFICATES FOR CAREER ADVANCEMENT

HEALTH CARE

Assisted Living Manager

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

Courses

AHE-113 Assisted Living Manager

Approximate Number of Hours

80 hours

Approximate Training Cost

\$1,209

Licensure/Certification Earned

Successful completion meets the OHCQ requirements for Assisted Living Managers.

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

Medicine Aide Training

Currently employed Geriatric Nursing Assistants may safely prepare, administer and chart routine medicines in a nursing home.

Courses

AHE-588 Medicine Aide Training

Approximate Number of Hours

74 hours

Approximate Training Cost

\$945

Licensure/Certification Earned

Eligible to become a Certified Medicine Aide in Maryland

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

INFORMATION TECHNOLOGY

Digital 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

Prerequisite Course

None

Courses (in order)

- MKT-012 Digital Marketing Planning & Strategizing
- MKT-013 Digital Marketing Content Creation & Tactics
- MKT-014 Digital Marketing Analytics

Approximate Number of Hours

48 hours

Approximate Training Cost

\$999

Licensure/Certification Earned

None

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

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

QuickBooks Online Specialist

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

Courses

DAP-591 QuickBooks Online Pt. 1
DAP-762 QuickBooks Online Pt. 2

Approximate Number of Hours

24 hours

Approximate Training Cost

\$458

Licensure/Certification Earned

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

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

MANAGEMENT & LEADERSHIP

Emerging Leader

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

Courses

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

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

Approximate Number of Hours

12

Approximate Training Cost

\$1,759

Licensure/Certification earned

None

Mid/Senior-Level Leader

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

Courses

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

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

Approximate Number of Hours

15

Approximate Training Cost

\$2,075

Licensure/Certification earned

None

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EXAM PREPARATION FOR INDUSTRY CREDENTIALS

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

If you complete an exam preparation class that is 30 hours or more, you will also receive a Workforce Training Certificate.

DRONE

UAS (Drone) FAA Remote Pilot

If you are a new pilot looking to obtain your Remote Pilot Certification for commercial or business use, this course will cover the application process and prepare you for the exam. Focus on the objectives that relate to the Aeronautical Knowledge Test which will allow successful students to obtain the FAA Airman Certificate. This certificate is necessary to apply for and obtain the Remote Pilot Certificate.

Course

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

Approximate Number of Hours

20 hours

Approximate Training Cost

\$599

Licensure/Certification Earned

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

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

HOME IMPROVEMENT

Home Improvement Contractor: MHIC Exam Prep

Prepare to take the Maryland Home Improvement Contractors (MHIC) exam with an intensive review of the self-study contractor's manual used for the exam. Topics include the MD Home Improvement Law, Door-to-Door Sales Act, and a review of the various business and employee laws included in the exam. Business planning, start-up and operating considerations including sales and estimating are also covered. An MHIC license is required to practice in Maryland.

Courses

VOC-373 MHIC License Exam Preparation

Approximate Number of Hours

12 hours

Approximate Training Cost

\$222

Licensure/Certification Earned

Students are prepared to take the MHIC License exam.

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

HUMAN RESOURCES

Human Resources for Professionals and Certification Exam Preparation

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

Course

MGT-572 Human Resources for Professionals and Certification Exam Preparation

Approximate Number of Hours

30 hours

Approximate Training Cost

\$1,159

Licensure/Certification Earned

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

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

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Exam Preparation for Industry Credentials

INFORMATION TECHNOLOGY

CompTIA A+

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

Courses

- CMP-098 CompTIA A+ Certification Prep 1: Hardware
- CMP-100 CompTIA A+ Certification Prep 2: Software
- CMP-112 CompTIA A+ Certification Prep 3: Network/Security

Approximate Number of Hours

48 hours

Approximate Training Cost

\$250

Licensure/Certification Earned

Students are prepared to sit for the CompTIA A+ Exam. This course gives you the knowledge to base the rest of your CompTIA A+ certification studies for the 220-1101/1102 CompTIA A+ certification exam.

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

CompTIA Network+

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

Courses

- DAP-819 CompTIA Network+ Certification Prep

Approximate Number of Hours

24 hours

Approximate Training Cost

\$125

Licensure/Certification Earned

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

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

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

QuickBooks Online Specialist Certification Preparation

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

Courses

- DAP-124 QuickBooks Online Certified User Exam Prep

Approximate Number of Hours

6 hours

Approximate Training Cost

\$299 includes practice exam and voucher

Licensure/Certification Earned

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

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

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

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CAREER & CONTINUING PROFESSIONAL EDUCATION

Get Charged Up for a Career
As an **Electronic Assembler** > page 17

Draw on Our Top-Notch Training
Become a **Phlebotomy Technician** > page 39

Examine a Rewarding Role
As a **Medical Assistant** > page 40

ADVANCED MANUFACTURING

ASSEMBLY

NEW! Electronic Assembler

★ Part of a Workforce Training Certificate; see page 3

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 hone mechanical assembly techniques using a variety of hand tools. 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 | \$1,780 (includes fees: \$1,647)

A2 Oct. 21 – 25 | 5 sessions

Mon | Oct. 21 | 8:30 a.m. – 4:30 p.m.

Main Campus

Tue – Fri | Oct. 22 – 25 | 8:30 a.m. – 4:30 p.m.

Circuit Technology

AUTOMOTIVE

AUTOMOTIVE TECHNICIAN

Introduction to Automotive Technician

★ Part of a Workforce Training Certificate; see page 3

If there is one thing you can count on, it's that your car will need to be repaired at some point and it's going to cost you big! Instead of paying someone to fix it, have people pay you to repair their car troubles. No experience is needed to start your journey as an entry-level auto-technician. Review the topics covered in the Auto-Technician Certificate and how it can be a launching pad to attain your Maintenance and Light Repair in only a year. Learn the basics of what it will take to be successful in the program and the industry.

VOC-749 | \$339 (includes fees: \$240)

A2 Mon, Wed | Sept. 16 – 25 | 6 – 9:15 p.m.

4 sessions | Main Campus

Instructor: Todd Renfro

Automotive Electrical Systems

★ Part of a Workforce Training Certificate; see page 3

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 Certification. No prior work experience is required. This is the second class in the Auto-Technician program Prerequisite: Introduction to Auto Technician

VOC-750 | \$632 (includes fees: \$355)

A2P Wed, Mon | Oct. 2 – Nov. 13 | 6 – 9:15 p.m.

13 sessions | Main Campus

Instructor: Todd Renfro

Automotive Brake Systems

★ Part of a Workforce Training Certificate; see page 3

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 Certification. This is the third class in the Auto Technician program. Prerequisite: Automotive Electrical Systems or comparable training.

VOC-751 | \$632 (includes fees: \$355)

A2P Mon, Wed | Nov. 18 – Jan. 15* | 6 – 9:15 p.m.

13 sessions | Main Campus

Instructor: Todd Renfro

*No class 11/27, 12/23, 12/25, 12/30, 01/1/2025

Automotive Suspension and Steering Systems

★ Part of a Workforce Training Certificate; see page 3

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 Certification. This is the final class in the Auto Technician program. Prerequisite: Automotive Brake Systems or comparable training.

VOC-752 | \$632 (includes fees: \$355)

A3P Wed, Mon | Jan. 29 – March 12 | 6 – 9:15 p.m.

13 sessions | Main Campus

Instructor: Todd Renfro

GET HELP PAYING FOR CAREER TRAINING

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

For info, visit

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075-02-24-1023

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4-YEAR APPRENTICESHIP TRAINING PROGRAMS

Earn WHILE YOU Learn!

Electrical

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

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

HVACR

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

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

072-13-22-1021

HYBRID/ELECTRIC VEHICLE TECHNICIAN

ASE Engine Performance

★ Part of a Workforce Training Certificate; see page 3

Prepare for the ASE A8 Engine Performance test and learn to diagnose and repair vehicle drivability concerns. Topics include personal safety practices, diagnostic equipment usage, and following the 5-step repair process. Students will learn how to confirm a customer concern, define the problem using course information and other resources, isolate the concern with test equipment, and how to repair the concern properly and verify the repair correctly. This hands-on class provides practical experience in repairing the advanced technology found in modern vehicles. Prerequisite: 2 years of full-time related experience

VOC-789 | \$632 (includes fees: \$355)

A2 Tue, Thu | Oct. 1 – Nov. 12 | 6 – 9:15 p.m.
13 sessions | Main Campus

ASE Light Duty Hybrid/Electric

★ Part of a Workforce Training Certificate; see page 3

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 | \$794 (includes fees: \$449)

A2 Tue, Thu | Nov. 19 – Jan. 30* | 6 – 9:15 p.m.
17 sessions | Main Campus
*No class 11/28, 12/24, 12/26, 12/31, 01/2/2025

COMPUTER AIDED DESIGN (CAD)

AutoCAD 1 - Basic 2D

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

XXP-070 | \$1,049 (includes fees: \$1,039)

A2 Online Start Anytime 3 months to complete

AutoCAD Fundamentals Certificate

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

XXP-071 | \$2,729 (includes fees: \$2,719)

A2 Online Start Anytime 9 months to complete

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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**.

WELDING

Basic Welding

★ Part of a Workforce Training Certificate; see page 3

This course provides an introduction to gas and arc welding for beginning welders. Learn the safe and proper handling of welding equipment. Topics include welding and oxy-acetylene safety, electrode/filler metal selection, metal cutting techniques, and the basics of arc, MIG and TIG welding. The proper selection of appropriate welding process and electrode for various metals is also covered. Gain practical experience with welding equipment. For safety reasons, students must wear long sleeve shirt, long pants and hard shoes. Cost includes welding helmet and additional personal safety equipment and basic tools.

VOC-015 | \$785 (includes fees: \$445)

A2 Sept. 4 – Oct. 7 | 10 sessions

Wed, Mon | Sept. 4 & 9 | 6 – 9:15 p.m.
Main Campus

Wed, Mon | Sept. 11 – Oct. 7 | 6 – 9:15 p.m.
Carroll County Career & Tech Center
Instructor: Harrison Wilt

B2 Nov. 4 – Dec. 9* | 10 sessions

Mon, Wed | Nov. 4 & 6 | 6 – 9:15 p.m.
Main Campus

Mon, Wed | Nov. 11 – Dec. 9 | 6 – 9:15 p.m.
Carroll County Career & Tech Center
**No class 11/27*

Instructor: Aaron Gilmore

Advanced Welding

★ Part of a Workforce Training Certificate; see page 3

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 | \$1,029 (includes fees: \$629)

A2P Tue, Thu | Sept. 3 – Oct. 22 | 6 – 9:15 p.m.

15 sessions | Carroll County Career & Tech Center
Instructor: Aaron Gilmore

A3P Tue, Thu | Jan. 7 – Feb. 25 | 6 – 9:15 p.m.

15 sessions | Carroll County Career & Tech Center
Instructor: Harrison Wilt

Advanced Welding 2

★ Part of a Workforce Training Certificate; see page 3

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

VOC-728 | \$1,229 (includes fees: \$829)

A2P Thu, Tue | Oct. 24 – Dec. 19* | 6 – 9:15 p.m.

15 sessions | Carroll County Career & Tech Center
Instructor: Michael Schweinsberg
**No class 11/5, 11/28*

A4P Tue, Thu | March 6 – May 8, 2025*

6 – 9:15 p.m.
15 sessions | Carroll County Career & Tech Center
Instructor: Michael Schweinsberg
**No class 3/25, 3/27, 4/17, 4/22/2025*

BUSINESS

ACCOUNTING & FINANCE

Accounting Fundamentals Series

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

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

B1 Online Aug. 14 – Oct. 18

A2 Online Sept. 11 – Nov. 22

B2 Online Oct. 16 – Dec. 20

C2 Online Nov. 13 – Jan. 24

D2 Online Dec. 18 – Feb. 21

Accounting Fundamentals

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

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

B1 Online Aug. 14 – Sept. 20

A2 Online Sept. 11 – Oct. 18

B2 Online Oct. 16 – Nov. 22

C2 Online Nov. 13 – Dec. 20

D2 Online Dec. 18 – Jan. 24

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Maryland senior adults pay **fees only**.

Accounting Fundamentals II

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

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

B1 Online Aug. 14 – Sept. 20

A2 Online Sept. 11 – Oct. 18

B2 Online Oct. 16 – Nov. 22

C2 Online Nov. 13 – Dec. 20

D2 Online Dec. 18 – Jan. 24

ENTREPRENEURSHIP

Ready, Set, Go!

Launch your new business with confidence and on the right foot. Find out what to expect from an experienced business consultant. Topics include options for business entities, resources available to start-ups, costs of services needed, licensing and tax considerations, loans and financial resources, marketing strategies, and all the perks and drawbacks that come with the life of an entrepreneur.

MSB-101 | No Cost

B1 Mon | Aug. 26 | 11 a.m. – 1 p.m.
1 session | Online

A2 Mon | Sept. 23 | 11 a.m. – 1 p.m.
1 session | Online

B2 Mon | Oct. 28 | 11 a.m. – 1 p.m.
1 session | Online

Blogging and Podcasting for Beginners

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

MSB-077 | \$135 (includes fees: \$109)

B1 Online Aug. 14 – Sept. 20

A2 Online Sept. 11 – Oct. 18

B2 Online Oct. 16 – Nov. 22

C2 Online Nov. 13 – Dec. 20

D2 Online Dec. 18 – Jan. 24

PATHWAYS TO ENTREPRENEURSHIP CERTIFICATE SERIES

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

Preparation for Pathways to Entrepreneurship

 Part of a Workforce Training Certificate; see page 3

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

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

B1 Mon | Aug. 12 | 5 – 9:30 p.m.
1 session | Online
Instructor: Thomas Mazerski

A2 Mon | Oct. 9 | 5 – 9:30 p.m.
1 session | Online
Instructor: Thomas Mazerski

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Pathways to Entrepreneurship

★ Part of a Workforce Training Certificate; see page 3

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

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

B1 Online Aug. 13 – Oct. 8

A2 Online Oct. 9 – Nov. 27

CONFIDENTIAL 1 ON 1 CLASSES & WORKSHOPS

Miller: Resources for Entrepreneurs 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 Tom Mazerski at tmazerski@carrollcc.edu or 410-386-8393 to get started.

And Away We Grow: Business Essentials

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

MSB-159 | \$209 (includes fees: \$125)

And Away We Grow: Marketing

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

MSB-160 | \$209 (includes fees: \$125)

Blogging Workshop

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

MSB-068 | \$209 (includes fees: \$125)

Customized Business Development

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

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

How to Maximize the Value of Your Business

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

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



MILLER

Resources for Entrepreneurs

Scholarship Fund



Build your business... and we'll help pay for the training!

Eligibility:

- You must reside in Carroll County.
- Your business must operate in Carroll County.
- Must be an MSB, SBD or SBA class or workshop.

Award total may include up to 75% of the cost for any new or existing business until funds are depleted.

For complete details
and to apply, visit
www.MillerSmallBusiness.com

001-15-25-0624 MIL

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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**.

Leadership Peer Advisory Group (LPAG)

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

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

- Discuss your most pressing challenges and opportunities
- Vet organizational decisions
- Leverage strengths
- Discover blind spots
- Learn new concepts
- Collaboratively create solutions to your biggest business problems

“I have attended local, state and national leadership development workshops; I believe this program has been the most impactful and practical one of them all. The relationships cultivated in these sessions provide a support system that I will use for years to come.”

—Andrea Berstler
Executive Director, CCPL

Details and application at
www.carrollcc.edu/lpag.

More info: 410-386-8095
business-solutions@carrollcc.edu



121-08-23-0223 CAR

How to Pitch Your Business

Many times you will only have five minutes or less to explain your business to key stakeholders like customers, vendors, bankers or investors. If you are starting a new business or have an existing business, learning the techniques of pitching your business will be key to your success. The explanation of your business and your plan for success needs to be clear and concise, using simple language with memorable words and ideas. This workshop will help you practice these techniques.

MSB-157 | \$209 (includes fees: \$125)

How to Start and Market Your Business Online

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

MSB-161 | \$209 (includes fees: \$125)

Increasing Sales Through Business and Social Networking

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

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

Raising Money Through Crowd Funding

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

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

Small Business Marketing Workshop

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

MSB-069 | \$209 (includes fees: \$125)

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Social Media Content Creation

Social media stands apart in online marketing as an essential way to communicate and engage with the modern consumer. Today's customers are active online and waiting for their favorite businesses to effectively communicate and engage with them. Creating a consistent, inviting and branded social media presence can dramatically increase your interaction with your online audience, grow your reach and showcase the uniqueness of your brand. Learn how to craft a social media presence to attract your audience through solid strategy, focused content and appealing information that does not take all your working hours to produce. Utilize tools such as content calendars, brainstorming charts and campaign themes to give direction, clarity and power to your post. Construct stories, snaps, tweets and videos to put out into the world with a custom marketing strategy that will grow your business.

MSB-080 | \$209 (includes fees: \$125)

Understanding Accounting and Financial Statements

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

MSB-121 | \$209 (includes fees: \$125)

Understanding Business Insurance

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

MSB-072 | \$209 (includes fees: \$125)

Website Development

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

MSB-082 | \$209 (includes fees: \$125)

HUMAN RESOURCES

Human Resources for Professionals and Certification Exam Preparation

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

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

A2 Tue, Thu | Sept. 3 – Oct. 10 | 6 – 8:30 p.m.
12 sessions | Online
Instructor: Charlene Morazzani Hood

MANAGEMENT & LEADERSHIP

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

Putting the Success in Succession Planning

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

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

A2 Wed | Nov. 6 | 8:30 a.m. – 12:30 p.m.
1 session | Online
Instructor: Charlene Morazzani Hood

GET HELP PAYING FOR CAREER TRAINING

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

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

075-02-24-1023

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

LEADERSHIP CERTIFICATE PROGRAMS

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

This is an online, self-paced program. Personalized coaching is held remotely. The Fall cohort opens Aug. 5 and must be completed by Feb. 3, 2025. Registration is required by Aug. 30.

Emerging Leader Certificate Program

★ Part of a Workforce Training Certificate; see page 3

First-time leaders have a lot to learn, and it's critical they receive the support they need to be successful early in their careers. In this approximately 12-hour, online certificate program, new leaders gain key skills needed to hit the ground running. Through 1:1 leadership coaching at various points in the program, participants receive individualized, real-time support to turn their insight into long-term impact. Select program courses include:

- Communicating with Impact
- Gaining Momentum as a New Leader
- Building & Sustaining Trust
- Engaging & Retaining Talent
- Resolving Workplace Conflict
- Developing Yourself & Others

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

A1 Online Aug. 5 – Feb. 3, 2025

Interested in a degree?

Explore Carroll's

CREDIT PROGRAMS

at www.carrollcc.edu/degree

Mid/Senior-Level Leader Certificate Program

★ Part of a Workforce Training Certificate; see page 3

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

- Communication: Connect Through Conversation
- Coaching: Move People Forward
- Mastering Executive Interactions
- Six Steps to Strategic Leadership
- Making High-Quality Decisions
- Driving Change
- Maximizing the Power Skills
- Boosting Your Resilience
- Engaging & Retaining Talent

MGT-614 | \$2,075 (includes fees: \$1,425)

A1 Online Aug. 5 – Feb. 3, 2025

NON-PROFITS

Financial Bootcamp for Non-Profit Agency Professionals

Professionals in the non-profit arena need to understand their agency's financial status to be effective, informed decision-makers, and to ensure compliance with governing regulations. This full-day workshop will help attendees understand budgets and the role they play in accomplishing an institution's mission. It will take an in-depth look at the major financial statements to assist professionals understand sources of revenues and how those revenues are allocated to programs. Information needed to obtain grants will also be explored.

MGT-607 | \$199 (includes fees: \$30)

A2 Fri | Oct. 11 | 9 a.m. – 4 p.m.
1 session | Main Campus
Instructor: Darlene Ely

PROFESSIONAL DEVELOPMENT

PROFESSIONAL & LEADERSHIP DEVELOPMENT

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

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

Communicating with Impact

Many organizations focus on technical skills as all-important to success in the workplace. Yet strong interpersonal skills are equally essential in transforming employees into exceptional performers who have a greater impact in their roles. This course provides individuals with a powerful set of interaction skills that enables them to communicate more effectively with colleagues and customers and, in the process, build trust, strengthen partnerships and achieve desired results. \$117 (includes fees: \$107)

Driving Change

In today's complex and competitive environment, it's no surprise that 70% of workplace change initiatives fail. For workplace change initiatives to be successful, organizations need leaders who are able to turn resistance into commitment and inspire team members to take ownership of change. This course provides the skills and resources learners need to accelerate the process of implementing change with their team members and create an agile work environment where people are more open to change. \$117 (includes fees: \$107)

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Engaging and Retaining Talent

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

\$117 (includes fees: \$107)

Resolving Workplace Conflict

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

\$117 (includes fees: \$107)

GET HELP PAYING FOR CAREER TRAINING

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For info, visit
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or contact Beth Lee at 410-386-8096.

075-02-24-1023

REAL ESTATE

Maryland Real Estate Principles & Practices

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

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 | \$945 (includes fees: \$695)

A2 Tue, Thu | Oct. 1 – Dec. 12* | 6 – 9:15 p.m.
21 sessions | Main Campus
Instructor: Joseph Stephens
**No class 11/28*

Home Inspection Training

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

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 | \$1,415 (includes fees: \$1,015)

A2 Mon, Thu | Sept. 9 – Dec. 12* | 6:30 – 9:45 p.m.
27 sessions | Main Campus
Instructor: Chris Jenkins
**No class 11/28*

25 Standards Every Home Inspector Should Know

Learn the 25 building standards and best practices every home inspector needs to know to inspect systems and components in residential dwellings. Equip yourself with the knowledge and expertise to effectively recognize defects in condition and installation. Review the numerous building standards and gain valuable insights and practical skills to excel in the evaluation of residential properties.

VOC-811 | \$156 (includes fees: \$103)

A2 Sat | Oct. 5 | 8 a.m. – 3 p.m.
1 session | Main Campus
Instructor: Chris Jenkins

COMPUTERS & TECHNOLOGY

COMPUTER APPLICATIONS

NEW! Artificial Intelligence (AI) 101

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

CMP-114 | \$99 (includes fees: \$30)

A2 Mon, Wed | Sept. 16 – 23 | 6:30 – 8:30 p.m.
3 sessions | Main Campus

NEW! Mac Essentials

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

CMP-113 | \$79 (includes fees: \$30)

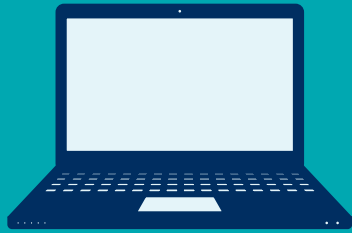
A2 Tue, Thu | Oct. 22 & 24 | 6:30 – 9 p.m.
2 sessions | Main Campus
Instructor: Nikola Tzenov

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



Discover AI and Mac Basics

Technology changes fast and adapting to it can be overwhelming. See what all the hype is around AI or jumpstart your creative side with a Mac in these low-pressure courses.

Artificial Intelligence

Explore the exciting world of AI. No experience required. See page 25.

Mac Essentials

Master basic Mac skills in a judgement-free zone. Perfect for PC users or tech newcomers. See page 25.

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Register today!

How to Get Started in Game Development

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

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

B1 Online Aug. 14 – Sept. 20

NEW! Microsoft 365 Cloud Management

Unlock the power of the Cloud to significantly boost productivity, collaboration and efficiency. Mastering cloud tools is essential in today's remote work environment. However, navigating the cloud landscape can be daunting without proper guidance. This course provides a roadmap for managing Microsoft 365 cloud services, focusing on OneDrive and SharePoint. Whether you're an educator, IT professional or business user, gain the skills needed to harness the full potential of Microsoft's cloud ecosystem. Experience with Microsoft 365 apps such as Teams, Word, Excel, etc is strongly recommended.

CMP-116 | \$249 (includes fees: \$150) plus text

A2B Tue, Thu | Nov. 5 – 21 | 6:30 – 8:30 p.m.
6 sessions | Online
Instructor: Michele Swing

Microsoft Office Skills: Building a Strong Foundation

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

DAP-126 | \$180 (includes fees: \$120)

A2 Tue, Thu | Oct. 8 – 22 | 6:30 – 8:30 p.m.
5 sessions | Main Campus

FINANCIAL

QuickBooks Online Pt. 1

★ Part of a Workforce Training Certificate; see page 3

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

CMP-092 | \$229 (includes fees: \$145) plus text

A2B Mon, Thu | Oct. 7 – 21 | 6 – 8:30 p.m.
5 sessions | Main Campus
Instructor: Shanelle Hopkins

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QuickBooks Online Pt. 2

★ Part of a Workforce Training Certificate; see page 3

Upgrade your knowledge of QuickBooks Online with this in-person class. Learn how to customize forms and create reports and graphs to better serve your clients. Cover payroll preparation, online banking and job estimates. Prerequisites: CMP-092 QuickBooks Online Pt. 1. Familiarity with basic accounting/bookkeeping concepts, computer skills and use of Windows.

CMP-093 | \$229 (includes fees: \$145) plus text

A2B Thu, Mon | Oct. 24 – Nov. 7 | 6 – 8:30 p.m.
5 sessions | Main Campus
Instructor: Shanelle Hopkins

QuickBooks Online Certified User Exam Prep

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

CMP-094 | \$299 (includes fees: \$237) plus text

A2B Mon, Thu | Nov. 11 & 14 | 6 – 9:15 p.m.
2 sessions | Main Campus
Instructor: Shanelle Hopkins

ADOBE CREATIVE CLOUD

Photoshop Level 1

Customize and edit photos like a pro! Understand image file types and apply basic photo editing features such as cropping and red eye reduction. Learn to utilize features such as layers, masking and gradients. Discover shortcuts to increase your productivity. Highly recommended: Familiarity with basic computer skills, including keyboard and mouse. Mac computer experience preferred but not required. This course utilizes Adobe Photoshop CC.

DAP-185 | \$159 (includes fees: \$109) plus text

A2B Mon, Wed | Sept. 16 – 23 | 6:30 – 8:50 p.m.
3 sessions | Main Campus
Instructor: Lara Benstein

PhotoShop Level 2

Unleash your photo creativity! Create impact with filters by altering lighting effects and changing backgrounds. Apply transparent areas in images to be used with other applications. Learn to retouch and restore old damaged photographs. Isolate image areas by creating and saving masks with specialized tools, commands, modes and layer elements. Learn to adjust the print settings for maximum output from your printer. Prerequisites: Photoshop Level 1 or equivalent experience. Mac computer experience preferred but not required. This course utilizes Adobe Photoshop CC.

DAP-186 | \$159 (includes fees: \$109) plus text

A2B Mon, Wed | Oct. 7 – 14 | 6:30 – 8:50 p.m.
3 sessions | Main Campus
Instructor: Lara Benstein

Illustrator Level 1

Create a variety of graphic designs such as logos and advertisements with Adobe Illustrator. Topics include creating logos with shapes and custom paths, using gradients to enhance graphics, manipulating text, importing graphics and creating advertisements. Highly recommended: Basic keyboard and mouse skills and experience with Windows-based programs. Mac computer experience preferred but not required. This course utilizes Adobe Illustrator CC.

DAP-440 | \$159 (includes fees: \$109) plus text

A2B Mon, Wed | Nov. 4 – 11 | 6:30 – 8:50 p.m.
3 sessions | Main Campus
Instructor: Lara Benstein

Illustrator Level 2

Take your Adobe Illustrator skills to the next level! Work with advanced features such as blending shapes and colors, applying appearance attributes and graphic styles, and utilizing type, brushes, symbols and layers. Learn to combine Illustrator graphics with other programs and how to import from Photoshop. Prerequisites: Illustrator Level 1 or equivalent experience. Mac computer experience preferred but not required. This course utilizes Adobe Illustrator CC.

DAP-573 | \$159 (includes fees: \$109) plus text

A2B Mon, Wed | Dec. 2 – 9 | 6:30 – 8:50 p.m.
3 sessions | Main Campus
Instructor: Lara Benstein

InDesign Level 1

From ads to flyers to booklets, design and produce professional print documents and layouts. Learn to manipulate text, shapes, colors and frames to create eye-catching print products using hands-on, interactive exercises. Topics include program navigation and integration with Illustrator and Photoshop, working with text, setting up documents and working with frames and color. Highly recommended: Experience with Windows-based programs and mouse skills. Mac computer experience preferred but not required. This course utilizes Adobe InDesign CC.

DAP-441 | \$159 (includes fees: \$109) plus text

A2B Mon, Wed | Oct. 21 – 28 | 6:30 – 8:50 p.m.
3 sessions | Main Campus
Instructor: Lara Benstein

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CODING & PROGRAMMING

CompTIA A+ Certification Prep 1: Hardware

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

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

B1 Online Aug. 14 – Sept. 20

CompTIA A+ Certification Prep 2: Software

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

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

B1 Online Aug. 14 – Sept. 20

CompTIA Network+ Certification Prep

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

DAP-819 | \$135 (includes fees: \$115)

B1 Online Aug. 14 – Sept. 20

A2 Online Sept. 11 – Oct. 18

B2 Online Oct. 16 – Nov. 22

C2 Online Nov. 13 – Dec. 20

D2 Online Dec. 18 – Jan. 24

Basic CompTIA A+ Certification Prep

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

CMP-067 | \$135 (includes fees: \$115)

A2 Online Sept. 11 – Oct. 18

B2 Online Oct. 16 – Nov. 22

C2 Online Nov. 13 – Dec. 20

D2 Online Dec. 18 – Jan. 24

Introduction to C++ Programming

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

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

B1 Online Aug. 14 – Sept. 20

Introduction to Java Programming

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

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

B1 Online Aug. 14 – Sept. 20

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Introduction to Python 3 Programming

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

CMP-017 | \$139 (includes fees: \$115)

B1	Online	Aug. 14 – Sept. 20
A2	Online	Sept. 11 – Oct. 18
B2	Online	Oct. 16 – Nov. 22
C2	Online	Nov. 13 – Dec. 20
D2	Online	Dec. 18 – Jan. 24

CYBERSECURITY

Introduction to PC Security

This course, taught by a security expert, will bring you up to speed on the fundamentals of PC and network security. Understand and explore the vulnerabilities of operating systems, software and networks. Get into the minds of hackers and crackers to develop an understanding of the exploits they use to access your computer without your knowledge. Find out why, where and how viruses, worms and blended threats are created. You'll be able to identify and work to prevent DoS, SYN flooding and other network attacks. Learn a safe way to share files and data across the internet through a virtual private network. You will be able to install and configure a firewall to build an impenetrable moat around your computer or network.

DAP-096 | \$139 (includes fees: \$115)

B1	Online	Aug. 14 – Sept. 20
A2	Online	Sept. 11 – Oct. 18
B2	Online	Oct. 16 – Nov. 22
C2	Online	Nov. 13 – Dec. 20
D2	Online	Dec. 18 – Jan. 24

Introduction to PC Troubleshooting

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

DAP-105 | \$139 (includes fees: \$115)

B1	Online	Aug. 14 – Sept. 20
A2	Online	Sept. 11 – Oct. 18
B2	Online	Oct. 16 – Nov. 22
C2	Online	Nov. 13 – Dec. 20
D2	Online	Dec. 18 – Jan. 24

DIGITAL AND SOCIAL MEDIA

NEW! Digital Marketing Planning and Strategizing

★ Part of a Workforce Training Certificate; see page 3

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 | \$265 (includes fees: \$125)

A2	Sept. 19 – Oct. 1 4 sessions Tue, Thu Sept. 19 – Oct. 1 7 – 8:30 p.m. Online Sept. 20 – 30 Online 24/7 Instructor: Katie Marinello
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NEW! Digital Marketing Content Creation And Tactics

★ Part of a Workforce Training Certificate; see page 3

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 | \$469 (includes fees: \$199)

A2P Oct. 3 – Nov. 14 | 7 sessions

Thu | Oct. 3 – Nov. 14 | 7 – 9 p.m.

Online

Oct. 4 – Nov. 13 | Online 24/7

Instructor: Katie Marinello

NEW! Digital Marketing Analytics

★ Part of a Workforce Training Certificate; see page 3

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 | \$265 (includes fees: \$125)

A2P Nov. 21 – Dec. 10* | 4 sessions

Tue, Thu | Nov. 21 – Dec. 10 | 7 – 8:30 p.m.

Online

Nov. 22 – Dec. 9 | Online 24/7

Instructor: Katie Marinello

*No class 11/28



Since graduating the drone program I have completed my first of many recurrent trainings with part 107 and have moved on to my third job working in the drone industry. It does seem like there is a new use case every week for drones! Beginning with a summer of mapping agriculture in Ohio, followed by the last year and a half flying a drone for security at a Kia manufacturing plant in Georgia while also running maintenance for a Boston dynamics dog at the Atlanta Falcons stadium. My next venture has been a “fun” job (working part time for the last 9 months) flying multi UAS missions for drone light shows. I have now moved to a full time position with this new company as an operational manager for the summer flying 800 drones at Disney springs. It has been a great experience so far and have truly learned so much more about operational, team, and spectator safety.

Luke Van der Meulen

COMMERCIAL UAS (DRONE)
PILOT COMPLETER

DRONES (UAS)

Commercial Remote Pilot Pt. 1

★ Part of a Workforce Training Certificate; see page 3

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 book work 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 | \$599 (includes fees: \$417)

A2 Sept. 3 – 26 | 8 sessions

Hybrid (online with one or more sessions held on campus)

Tue | Sept. 3 | 6:30 – 9 p.m.

Online

Thu, Tue | Sept. 5 – 26 | 6:30 – 9 p.m.

Main Campus

Instructor: Geoffrey Voigt

Commercial Remote Pilot Pt. 2

★ Part of a Workforce Training Certificate; see page 3

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 | \$499 (includes fees: \$280)

A2P Oct. 1 – 17 | 8 sessions

Hybrid (online with one or more sessions held on campus)

Tue, Thu | Oct. 1 – 15 | 6:30 – 9 p.m.

Online

Sat | Oct. 5 & 12 | 9 a.m. – 3 p.m.

Main Campus

Thu | Oct. 17 | 6:30 – 9 p.m.

Main Campus

Instructor: Geoffrey Voigt

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Advanced Remote Flight

★ Part of a Workforce Training Certificate; see page 3

Now that you are a commercial pilot, take to the skies with professional-grade drones and learn how to capture photos and videos. Learn to plan and fly missions and collect images for your intended purposes. Get experience flying on different drones that are capable of doing a variety of jobs. Show off your skills by completing the National Institute of Standards and Technology (NIST) remote pilot test lane that will show just how much control and accuracy you have. Prerequisites: DRN-021 Commercial Remote Pilot Pt. 2, Part 107 and 15 hours of flight time.

DRN-022 | \$490 (includes fees: \$275)

A2P Oct. 31 – Nov. 23 | 5 sessions

Hybrid (online with one or more sessions held on campus)

Thu | Oct. 31 | 6:30 – 8:30 p.m.

Online

Sat | Nov. 2 – 23 | 9 a.m. – 3 p.m.

Main Campus

Instructor: George Colonna

Foundations of Aerial Photo and Data

★ Part of a Workforce Training Certificate; see page 3

Love taking pictures or videos from the air but not sure what to do with them? Get a foundational understanding of how to edit using industry-leading software for both the visual and data world. Learn the art and science of editing and processing what you capture with your drone. Present your edited images as if you were presenting to a potential client. Get the next steps on how to launch your own business with entrepreneur help. Prerequisite: DRN-022 or DRN-002.

DRN-023 | \$599 (includes fees: \$330)

A2P Nov. 5 – Dec. 17* | 13 sessions

Hybrid (online with one or more sessions held on campus)

Tue, Thu | Nov. 5 – 21 | 6:30 – 8:30 p.m.

Main Campus

Tue, Thu | Nov. 26 – Dec. 17 | 6:30 – 8:30 p.m.

Online

Sat | Dec. 7 | 9 a.m. – 2 p.m.

Main Campus

*No class 11/28

Instructors: Nikola Tzenov, George Colonna

WEB DESIGN

Creating Wordpress Websites

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

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

B1 Online Aug. 14 – Sept. 20

CONSTRUCTION TRADES

CONSTRUCTION

MHIC License Exam Prep

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 | \$241 (includes fees: \$163)

A2 Mon, Tue | Oct. 7 – 15 | 6 – 9:15 p.m.

4 sessions | Main Campus

Instructor: Steve Klitsch

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)

A2P Oct. 2 – 19* | 8 sessions

Wed | Oct. 2 & 16 | 6 – 9:45 p.m.

Main Campus

Thu | Oct. 3 & 17 | 8:30 a.m. – 4:30 p.m.

Main Campus

Fri | Oct. 4 & 18 | 8:30 a.m. – 4:30 p.m.

Main Campus

Sat | Oct. 5 & 19 | 8 a.m. – 12 p.m.

Main Campus

*No class 10/9, 10/10, 10/11, 10/12

Instructor: James Slater

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HEALTHCARE & HUMAN SERVICES

BEHAVIORAL HEALTH

Carroll Community College is an approved provider of continuing education for the Maryland State Board of Social Work Examiners, Board of Examiners of Psychologists, and the Board of Professional Counselors and Therapists. Appropriate CEUs will be awarded for successful completion of the courses that follow (excluding Spanish for Social Services) Category I CEUs provided for social workers and Category A CEUs provided for counselors.

Building Compassion Resilience, Preventing Compassion Fatigue in Providers

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

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

A2 Wed | Oct. 23 | 6–9:15 p.m.
1 session | Main Campus
Instructor: Elizabeth Guroff

The Neurobiology of Aging

With people living longer, many are impacted by cognitive changes. This class will provide an overview of the neurological causes for these changes, how to determine typical from atypical cognitive decline, preventative measures and best practices for responding to our aging population. 3.5 clock hours.

SCW-008 | \$85 (includes fees: \$60)

A2 Mon | Sept. 16 | 5:30–9:15 p.m.
1 session | Main Campus
Instructor: Anne Arena

Sleep and the Impact on Mental Health

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

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

A1 Tue | Aug. 20 | 5:45–9:30 p.m.
1 session | Main Campus
Instructor: Anne Arena

A2 Wed | Nov. 13 | 5:45–9:30 p.m.
1 session | Main Campus
Instructor: Anne Arena



The registered behavior technician program was wonderful. Holly is so sweet, and the material provided helped me truly understand and pass the exam. I'm working in school and home settings as an RBT; I'm very grateful to have this opportunity. Thank you so much Carroll Community College for giving me a jump start in my new career.



Karla Lovato
RBT COMPLETER

REGISTERED BEHAVIOR TECHNICIAN

Registered Behavior Technician® 40-Hour Training Part I

* Part of a Workforce Training Certificate; see page 3

Learn the essentials to become a Registered Behavior Technician (RBT). RBTs work primarily with individuals on the autism spectrum in the home, community and school settings. Working under the close supervision of a behavior analyst, an RBT is responsible for the direct implementation of skill acquisition and behavior reduction plans. Completion of Registered Behavior Technician® 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.

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

A2 Oct. 7–28 | 7 sessions
Mon, Wed | Oct. 7–23 | 6–9:15 p.m.
Online
Mon | Oct. 28 | 6–8 p.m.
Online

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Maryland senior adults pay **fees only**.

Registered Behavior Technician® 40-Hour Training Part II

★ Part of a Workforce Training Certificate; see page 3

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

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

A2P Oct. 30 – Nov. 20 | 7 sessions
Wed, Mon | Oct. 30 – Nov. 18 | 6 – 9:15 p.m.
Online
Wed | Nov. 20 | 6 – 8 p.m.
Online

MENTAL HEALTH FIRST AID

Mental Health First Aid

NO COST!

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

AHE-291 | No Cost

A2 Wed | Sept. 18 | 8:30 a.m. – 5 p.m.
1 session | Main Campus
B2 Thu, Fri | Oct. 10 & 11 | 12 – 4:30 p.m.
2 sessions | Main Campus
C2 Thu, Fri | Dec. 5 & 6 | 8:30 a.m. – 1 p.m.
2 sessions | 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

A2 Tue, Wed | Nov. 19 & 20 | 8:30 a.m. – 12:30 p.m.
2 sessions | Main Campus

CPR FOR HEALTHCARE

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

Books are included in the cost of the course and provided on the day of the class, but are also available in advance by calling Diana Dannettel at 410-386-8122.

Heartsaver First Aid

This course is designed for anyone with limited or no medical training who wants to be prepared for a first aid emergency or needs a course completion card in first aid to meet job, regulatory or other requirements. Learn first aid basics for the most common life-threatening emergencies, how to recognize them, how to call for help and how to perform lifesaving skills. Upon successful completion, an AHA Heartsaver First Aid card will be issued, valid for two years.

AHE-277 | \$88 (includes fees: \$69)

A1 Thu | Aug. 15 | 6 – 9:15 p.m.
1 session | Main Campus
A2 Thu | Nov. 7 | 6 – 9:15 p.m.
1 session | Main Campus

Heartsaver CPR AED

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

AHE-379 | \$88 (includes fees: \$69)

A2 Thu | Sept. 19 | 6 – 9:15 p.m.
1 session | Main Campus

Heartsaver First Aid CPR AED

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

AHE-378 | \$96 (includes fees: \$73)

A2 Sat | Oct. 12 | 9 a.m. – 2:15 p.m.
1 session | Main Campus

GET HELP PAYING FOR CAREER TRAINING

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

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

075-02-24-1023

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Carroll County residents: **DEDUCT \$10** per course
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BLS Provider

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

AHE-315 | \$100 (includes fees: \$75)

D1 Sat | Aug. 24 | 9 a.m. – 4 p.m.
1 session | Main Campus

A2 Sat | Sept. 28 | 9 a.m. – 4 p.m.
1 session | Main Campus

B2 Sat | Oct. 26 | 9 a.m. – 4 p.m.
1 session | Main Campus

C2 Sat | Nov. 23 | 9 a.m. – 4 p.m.
1 session | Main Campus

D2 Sat | Dec. 14 | 9 a.m. – 4 p.m.
1 session | Main Campus

BLS Provider Renewal

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

AHE-064 | \$90 (includes fees: \$69)

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

A2P Sat | Sept. 14 | 9 a.m. – 1:15 p.m.
1 session | Main Campus

B2P Mon | Oct. 21 | 5 – 9:15 p.m.
1 session | Main Campus

C2P Sat | Nov. 9 | 9 a.m. – 1:15 p.m.
1 session | Main Campus



I completed the Dental Assistant program and the Dental Radiology program with Sam Bair. Sam was an amazing instructor and made learning easy and fun. The program director, Diana Dannettel, also provided resources for job opportunities. I was able to get a job in my new field before the course was complete. I started my position with advanced knowledge and was able to jump right into my new career. Sam goes above and beyond to prepare her students for their new paths and ensured our education was geared towards success. I was able to take my radiology state exam with ease due to the profound education I received. Thank you for this opportunity! I highly recommend them.

Cara White

DENTAL ASSISTANT
COMPLETER

DENTAL

Introduction to Dental Assisting

★ Part of a Workforce Training Certificate; see page 3

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 used in dentistry. 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 | \$975 (includes fees: \$540) plus text

A2BP Sept. 17 – Oct. 24 | 12 sessions

Tue, Thu | Sept. 17 – Oct. 24 | 5:30 – 9:45 p.m.

Main Campus

Instructor: Carol Bair

Oral Radiography

★ Part of a Workforce Training Certificate; see page 3

Further your dental assisting career by learning to take dental x-rays and prepare to sit for the DANB Radiation Health and Safety (RHS) exam. This course is approved by the Maryland State Board of Dental Examiners. 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 | \$945 (includes fees: \$567) plus text

A2BP Oct. 29 – Dec. 17* | 14 sessions

Tue, Thu | Oct. 29 – Dec. 10 | 6:30 – 9:45 p.m.

Main Campus

Thu, Tue | Dec. 12 & 17 | 6:30 – 8:30 p.m.

Main Campus

*No class 11/28

Instructor: Carol Bair

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Maryland senior adults pay **fees only**.

Radiation Safety Update

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

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

A2 Tue, Thu | Oct. 29 – Nov. 5 | 6:30 – 9:45 p.m.
3 sessions | Main Campus
Instructor: Carol Bair

Spanish for Dentists and Dental Hygienists

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

XXP-074 | \$174 (includes fees: \$164)

A2 Online Start Anytime 6 months to complete

GENERAL HEALTHCARE EDUCATION

Open to current or prospective healthcare workers, these courses prepare you with the terminology, basic knowledge of the body's anatomy and physiology, and the professional skills required to be successful in a variety of healthcare professions.

Human Anatomy and Physiology



Understand the intricacies and inner workings of the human body. Learn everything from cell anatomy to the functions of the different organ systems. Each lesson includes information about specific disorders that may result in impairment, deterioration or malfunction. By the end of this course, you will have a greater appreciation and understanding of the complexity of the human body. Internet access required.

AHE-650 | \$145 (includes fees: \$119)

B1 Online Aug. 14 – Sept. 20

A2 Online Sept. 11 – Oct. 18

B2 Online Oct. 16 – Nov. 22

C2 Online Nov. 13 – Dec. 20

D2 Online Dec. 18 – Jan. 24

Medical Terminology: A Word Association Approach



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

AHE-044 | \$145 (includes fees: \$119)

B1 Online Aug. 14 – Sept. 20

A2 Online Sept. 11 – Oct. 18

B2 Online Oct. 16 – Nov. 22

C2 Online Nov. 13 – Dec. 20

D2 Online Dec. 18 – Jan. 24

Professional Preparation in Healthcare



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

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

A2 Mon, Tue, Thu | Sept. 9 – 12 | 6 – 8:45 p.m.
3 sessions | Online
Instructor: Tracy Berends

B2 Mon, Tue, Thu | Sept. 16 – 19 | 6 – 8:45 p.m.
3 sessions | Online
Instructor: Tracy Berends

Spanish for Healthcare



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

XXP-077 | \$174 (includes fees: \$164)

A2 Online Start Anytime 6 months to complete

TUITION **\$200**
OR MORE?

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Maryland senior adults pay **fees only**.

ASSISTED LIVING

Assisted Living Manager

★ Part of a Workforce Training Certificate; see page 3

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

AHE-113 | \$1,209 (includes fees: \$714)

A2 Thu | Sept. 12 – Nov. 14 | 8:30 a.m. – 5 p.m.
10 sessions | Main Campus
Instructor: James Rowe

Clinical Patient Management in Assisted Living

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

AHE-483 | \$169 (includes fees: \$112)

A2 Oct. 3 & 10 | 2 sessions
Thu | Oct. 3 | 8:30 a.m. – 5 p.m.
Main Campus
Thu | Oct. 10 | 8:30 – 10:30 a.m.
Main Campus
Instructor: James Rowe

Operational Management in Assisted Living

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

AHE-287 | \$169 (includes fees: \$112)

A2 Oct. 24 & 31 | 2 sessions
Thu | Oct. 24 | 8:30 a.m. – 5 p.m.
Main Campus
Thu | Oct. 31 | 8:30 – 10:30 a.m.
Main Campus
Instructor: James Rowe

RN Case Manager/Delegating Nurse in Assisted Living

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

NRS-423 | \$284 (includes fees: \$177)

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

A2P Thu, Fri | Dec. 12 & 13 | 8 a.m. – 4:30 p.m.
2 sessions | Main Campus
Instructor: James Rowe

Certificate in End of Life Care

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

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

B1 Online Aug. 14 – Sept. 20

A2 Online Sept. 11 – Nov. 22

B2 Online Oct. 16 – Dec. 20

C2 Online Nov. 13 – Jan. 24

D2 Online Dec. 18 – Feb. 21

EMT

Emergency Medical Technician 1

★ Part of a Workforce Training Certificate; see page 3

Train to become an Emergency Medical Technician (EMT) and receive National Registry EMT certification. Topics include medical, legal and ethical issues, basic anatomy and physiology, patient care management, medical emergencies, basic cardiac life support, respiratory emergencies and pharmacological treatments. Classroom hours will be held during the week and lab hours will be scheduled on weekends. Course includes classroom, distance learning and lab instruction. Students must be 17 to enroll. This is the first in a two-course series. Students must successfully complete both Emergency Medical Technician 1 and Emergency Medical Technician 2 to sit for the National Registry EMT written exam and the MIEMSS practical evaluation. Course includes an online component; internet access required. **An orientation for the EMT program will be held on August 26 at 6 p.m. on campus in room N106. Students should plan to attend. Co-listed with credit.**

AHE-373 | \$1,042 (includes fees: \$580) plus text

A2B Wed, Mon | Sept. 4 – Dec. 18* | 6 – 9:30 p.m.
30 sessions | Main Campus
*No class 11/27

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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**.

Emergency Medical Technician 2

★ Part of a Workforce Training Certificate; see page 3

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

AHE-320 | \$541 (includes fees: \$323)

A3 Jan. 8 – 29* | 8 sessions

Hybrid (online with one or more sessions held on campus)

Wed | Jan. 8 – 29 | 6:30 – 9 p.m.

Main Campus

Sat | Jan. 11 & 25 | 9 a.m. – 3 p.m.

Main Campus

Mon | Jan. 13 & 27 | 6:30 – 9 p.m.

Main Campus

*No class 1/18/2025, 01/20/2025

HEALTH INFORMATION TECHNOLOGY

Medical Billing Specialist with Electronic Health Records (Vouchers Included)

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

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

A2 Online Start Anytime 12 months to complete

Medical Billing and Coding (Voucher Included)

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

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

A2 Online Start Anytime 12 months to complete

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

Become a Certified Health Coach

Use your passion for health & wellness to empower people to live healthier!

Learn the art of coaching about nutrition, lifestyle and medical factors to guide your clients to make lasting behavior changes.

- Hybrid program meets on campus once a week for 10 weeks with remaining work online.
- Prepare for the ACE Certified Health Coach Exam and gain the credentials to be recognized in a growing and evolving field.



Next cohort starts in January.
For more information,
call 410-386-8100.

Advanced Hospital Coding and CCS Prep (Voucher Included)

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

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

A2 Online Start Anytime 6 months to complete

OPTICAL ASSISTANT

Become an Optical Assistant

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

AHE-364 | \$145 (includes fees: \$119)

B1 Online Aug. 14 – Sept. 20

A2 Online Sept. 11 – Oct. 18

B2 Online Oct. 16 – Nov. 22

C2 Online Nov. 13 – Dec. 20

D2 Online Dec. 18 – Jan. 24

PERSONAL TRAINER

ACE Personal Fitness Trainer

* Part of a Workforce Training Certificate; see page 3

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 classroom lecture and hands-on lab work in a fitness facility and gym. Co-listed with credit.

VOC-746 | \$598 (includes fees: \$314) plus text

A2B Tue, Thu | Sept. 3 – Dec. 19* | 12:30 – 1:50 p.m.
31 sessions | Main Campus
*No class 11/28

Before taking the pharmacy technician program, I hadn't had any professor who was as respectful and who sincerely wanted to help aid in my learning. I hadn't had a professor who was as committed to making sure I understood all the material and even offered to help after class or whenever our schedules would allow, and for that I sincerely thank them.

Brianna Tingler
PHARMACY TECHNICIAN
COMPLETER

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

PHARMACY TECHNICIAN

Pharmacy Technician Training I

★ Part of a Workforce Training Certificate; see page 3

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 | \$699 (includes fees: \$384) plus text

A2B Sept. 16 – Oct. 21 | 16 sessions

Mon, Wed, Thu | Sept. 16 – Oct. 21

6 – 9:15 p.m.

Main Campus

Instructor: Isabel Chiat, Kaosi Di-ibor,

Cassie Roberts

Pharmacy Technician Training II

★ Part of a Workforce Training Certificate; see page 3

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 | \$827 (includes fees: \$449)

A2P Oct. 23 – Dec. 9* | 19 sessions

Wed, Thu, Mon | Oct. 23 – Dec. 9 | 6 – 9:15 p.m.

Main Campus

*No class 11/27, 11/28

Instructor: Isabel Chiat, Kaosi Di-ibor,

Cassie Roberts



I've always had a passion for helping others. I left my position as a patient care aide to find a position in healthcare that allowed me to be equally as helpful but not demand so much from me physically. Phlebotomy has filled that role and I absolutely love it! I'm grateful to my instructors [at Carroll] who not only taught me what I need to know but took the time to work with me as well as each one of my classmates. My instructor Brian made class fun and focused on our strengths and weaknesses, ensuring all of us passed the class. The clinical instructor Emma gave insight on who to apply with and what a day in the life [of a phlebotomist] looked like. I finished my clinicals on a Monday and was hired on Wednesday! Now I work for one of the largest lab corporations around.

Nichole Johnson

PHLEBOTOMY TECHNICIAN
COMPLETER

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Maryland senior adults pay **fees only**.

Phlebotomy Technician Training I: Theory

★ Part of a Workforce Training Certificate; see page 3

In this initial 48-hour course, you will learn about the anatomy and physiology of the circulatory system, specimen collection, specimen processing and handling, and laboratory operations including safety and quality control. Successful completion of Phlebotomy Technician Training I, II and III is required to sit for the ASCP national certification exam. Prerequisites: Successful completion of Professional Preparation in Healthcare (AHE-196). You must also have a current American Heart Association BLS Provider CPR card. This course includes a clinical component. A criminal background check, drug testing and evidence of immunization are required for the clinical portion of this course at an additional cost. Information distributed at first class. Uniform required while in the clinical setting. You must register for Phlebotomy I, II and III together, and all three courses must be taken consecutively. Veterans: Phlebotomy Technician Training is an approved program for Veterans Education Benefits. Call 410-386-8100 for more information.

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

A2BP Sept. 23 – Nov. 13 | 16 sessions

Mon, Wed | Sept. 23 – Nov. 6 | 5:30 – 8:45 p.m.

Main Campus

Mon | Nov. 11 | 3 – 6:15 p.m.

Carroll Hospital Center

Wed | Nov. 13 | 5:30 – 8:45 p.m.

Main Campus

Instructors: Emma Eyler, Brian Rutledge

Phlebotomy Technician Training II: Clinical

★ Part of a Workforce Training Certificate; see page 3

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

AHE-077 | \$755 (includes fees: \$367)

A2P Nov. 18 – Dec. 2 | 8 sessions

Mon – Fri | Nov. 18 – 26 | 8 a.m. – 5 p.m.

Local Health Labs

Mon | Dec. 2 | 8 a.m. – 12 p.m.

Local Health Labs

Instructor: Emma Eyler

Phlebotomy Technician Training III: Clinical

★ Part of a Workforce Training Certificate; see page 3

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

AHE-078 | \$755 (includes fees: \$367)

A2P Dec. 2 – 11 | 8 sessions

Mon | Dec. 2 | 1 – 5 p.m.

Local Health Labs

Mon – Fri | Dec. 3 – 11 | 8 a.m. – 5 p.m.

Local Health Labs

Instructor: Emma Eyler

STERILE PROCESSING TECHNICIAN

Foundations for Healthcare Careers

★ Part of a Workforce Training Certificate; see page 3

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

AHE-316 | \$533 (includes fees: \$507) plus text

A1BP Tue, Thu | Aug. 20 – Sept. 26 | 6 – 9 p.m.

12 sessions | Frederick Community College

Sterile Processing Technician Training Fundamentals

★ Part of a Workforce Training Certificate; see page 3

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

AHE-299 | \$1,114 (includes fees: \$1,024)

A2P Tue, Thu | Oct. 1 – Dec. 10* | 6 – 9 p.m.

20 sessions | Frederick Community College

*No class 11/28

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

MEDICAL ASSISTANT

Certified Clinical Medical Assistant Orientation Session

This course will assist the student in preparing for the certified clinical medical assistant training program. Topics include registration into the National Healthcare Association's website, how to navigate, and an overall review of the program.

AHE-648 | No Cost

A2 Thu | Sept. 26 | 5:15 – 8:30 p.m.
1 session | Main Campus

Certified Clinical Medical Assistant Part 1

★ Part of a Workforce Training Certificate; see page 3

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

AHE-651 | \$942 (includes fees: \$571) plus text
Hybrid (online with 4 sessions held on campus)

A2B Sept. 30 – Oct. 27
Sept. 30 – Oct. 27
Online
Wed | Oct. 10 - 23 | 5 – 9:15 p.m.
Main Campus

Certified Clinical Medical Assistant Part 2

★ Part of a Workforce Training Certificate; see page 3

Learn essential anatomy and physiology necessary for success in clinical patient care. Topics include in-depth body structures and organ systems, pathophysiology and disease processes, and microbiology. Learn how major body systems interact to maintain homeostasis and how abnormalities in these systems are reduced using proactive patient education, identified when present, and treated with the latest evidence-based practices. Delve into the fundamental molecules of life, microorganisms, pathogens and infection considerations. Practice hands-on eye and ear, OB/GYN and pediatric procedures. Continue to build the soft skills requested by employers. Course includes an online component; internet access required. Prerequisite: Successful completion of AHE-651

AHE-652 | \$1,120 (includes fees: \$575)
Hybrid (online with 5 sessions held on campus)

A2P Oct. 28 – Dec. 15*
Oct. 28 – Dec. 15
Online
Wed | Nov. 6 – Dec. 11 | 5 – 9:15 p.m.
Main Campus
*No class 11/27,11/28,11/29,11/30,12/1

Certified Clinical Medical Assistant



EARN YOUR CERTIFICATION IN 26 WEEKS.

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

OUR NEW STREAMLINED PROGRAM FEATURES:

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

REQUIRED COURSES

- Certified Clinical Medical Assistant, Parts 1 – 6

Next cohort starts late September.

Scholarships and tuition assistance may be available!

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

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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**.

Certified Clinical Medical Assistant Part 3

★ Part of a Workforce Training Certificate; see page 3

Prepare to care for patients in the clinical setting. Learn general patient care tasks, infection control standards, and test and laboratory procedures including phlebotomy, EKG and cardiovascular tests. Review patient care coordination and education activities, administrative assisting, communication and customer service, and medical law and ethics considerations. Practice hands-on urine collection and analysis, laboratory tests, phlebotomy and related testing, cardiac and respiratory procedures, clinical communication, infection control procedures, vital signs and body measurements, and minor surgical tasks. Complete your study of soft skills. Comprehensive exams will be given at the end of this course for certification preparation. Course includes an online component; internet access required. Prerequisites: Successful completion of AHE-651, AHE-652

AHE-653 | \$1,194 (includes fees: \$697)

Hybrid (online with 5 sessions held on campus)

A2P Dec. 16 – Feb. 9*

Dec. 16 – Feb. 9

Online

Wed | Jan. 8 – Feb. 2 | 5 – 9:15 p.m.

Main Campus

*No class 12/23, 12/24, 12/25, 12/26, 12/27, 12/28, 12/29, 12/30, 12/31, 1/1/25, 1/2/25, 1/3/25, 1/4/25, 1/5/25, 1/16/25



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

Bruce Timmcke,

HUMAN RESOURCES BUSINESS



Certified Clinical Medical Assistant Part 4

★ Part of a Workforce Training Certificate; see page 3

Continue to build your skills caring for patients in the clinical setting and practice the same skills covered in Certified Clinical Medical Assistant Part 3. Comprehensive exams will be given at the end of this course for certification preparation. Receive certifications in AHA Heartsaver First Aid and AHA Basic Life Support CPR. Course includes an online component; internet access required. Prerequisites: Successful completion of AHE-651, AHE-652, AHE-653

AHE-654 | \$1,316 (includes fees: \$723)

Hybrid (online with 8 sessions held on campus)

A3P Feb. 10 – March 22

Feb. 10 – March 22

Online

Wed | Feb. 12 – March 19 | 5 – 9:15 p.m.

Main Campus

Sat | March 15 | 9 a.m. – 12:15 p.m.

Main Campus

Sat | March 22 | 9 a.m. – 4 p.m.

Main Campus

Certified Clinical Medical Assistant Part 5

★ Part of a Workforce Training Certificate; see page 3

Clinical externship combining front and back medical office skills. Certified Clinical Medical Assistant students who have successfully completed Parts 1-4 of their training will have an opportunity to practice administrative and clinical skills in a clinical setting working with the staff, patients and families visiting the physician's office for well and sick visits. Prerequisites: Successful completion of AHE-651, AHE-652, AHE-653, AHE-654.

AHE-655 | \$190 (includes fees: \$110)

A3P Mon – Fri | March 31 – April 11

9 a.m. – 3:30 p.m.

10 sessions | Clinical Site

Certified Clinical Medical Assistant Part 6

★ Part of a Workforce Training Certificate; see page 3

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 I 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 | \$190 (includes fees: \$110)

A4P Mon – Fri | April 14 – 25 | 9 a.m. – 3:30 p.m.

10 sessions | Clinical Site

NURSING

Nursing Admission Exam Prep

Assess your proficiency in the basic academic subjects required for nursing school applicants. Review the basic verbal, math and science skills tested on entrance exams. Test-taking skills and practice questions are included. Students are eligible for a certificate showing course completion, but no credit is awarded.

Access to the internet and basic computer skills are required. Students must use a Carroll Community College email address, provided at registration. Completion of this course or score on the admission exam does not guarantee admission to the Nursing program at Carroll Community College. See the Nursing degree program at www.carrollcc.edu for prerequisites for admission to the College's Practical or Registered nursing courses.

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

A2 Online

Oct. 1 – 31

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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**.

CERTIFIED NURSING ASSISTANT

Prerequisites: All three must be completed before starting CNA Part 1.

- AHE-257 CNA Preparation
- AHE-315 BLS Provider or current AHA BLS Provider CPR card
- Students must take the College's reading placement test no later than one week before the first session of CNA Part 1. Placement testing can be scheduled by calling the Admissions Office at 410-386-8430. Identify yourself as a Continuing Education student and indicate you are registering for the CNA training program. In lieu of placement testing you may provide a copy of your college degree or a college transcript documenting successful completion (C or above) of college level reading. You will be contacted with your test results and instructions regarding which sections to choose. If you are providing college transcripts, you will also be contacted. **Please do not register for any of these classes until receiving this guidance.**

CNA Preparation

Prepare for the challenges of becoming a Certified Nursing Assistant. Get the foundation you need to be successful in the classroom as well as the workplace. Sharpen your skills in taking measurements and basic math. Learn about communication, professionalism on the job and in the classroom, and teamwork. Other topics include resumes, application letters and how to prepare for interviews. This training program includes a clinical component. The clinical site is not currently requiring COVID vaccination but can reinstate the requirement at any time. If that should happen, any student that is not vaccinated will not be able to proceed with their clinicals unless they receive the vaccine. Please note, if you register for this course, but cannot attend clinicals due to your vaccination status, a refund will not be issued. Students are required to wear a Fit Tested N95 mask or equivalent mask while in the clinical setting. No facial hair, which interferes with the seal of the mask, is permitted. This N95 mask will be provided for you by the College.

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

A2B Tue, Thu | Sept. 3 – 19 | 5 – 8:15 p.m.
6 sessions | Online
Instructor: Nancy Rogers

Certified Nursing Assistant Training Part I

★ Part of a Workforce Training Certificate; see page 3

Be employed as a CNA in a few weeks! Learn basic patient care skills, the CNA role on the healthcare team, disease processes, infection control and safety issues. Combined with the clinical portion (AHE-580), this course meets all requirements to be eligible for CNA certification in MD and prepares students for the GNA test. Requires study time outside of class. Includes tests, which must be passed prior to starting clinical. Prerequisites: AHE-257 CNA Preparation, American Heart Association BLS Provider CPR. Students must take the College's reading placement test no later than one week before the first session.

AHE-042 | \$1,146 (includes fees: \$635) plus text

A2BMP Sept. 24 – Nov. 12* | 18 sessions

Tue, Thu | Sept. 24 – Nov. 12 | 5 – 9:15 p.m.
Main Campus

Sat | Oct. 5 – Nov. 9 | 8 a.m. – 4:30 p.m.
Main Campus

*No class 10/12, 10/26, 11/2

Certified Nursing Assistant Training, Part II

★ Part of a Workforce Training Certificate; see page 3

Build upon the skills and knowledge in Part I (AHE-042). Assume the role of the CNA in a long-term care facility under the supervision of an instructor. Prerequisites: successful completion of Nursing Assistant Part I. Uniform, white shoes, written documentation of MMR and Varicella immunity, negative TB test or chest x-ray within last 6 months, Hepatitis B immunity or waiver, and American Heart Association BLS Provider CPR are required. Cost includes required fingerprinting and the fee for the NNAAP GNA exam which will be administered on campus at a date to be determined after successful completion of this course. Students are responsible for additional costs such as application fee to MBON and background checks. These costs vary. All CNA students are required to attend the GNA skills lab (AHE-455) prior to the GNA exam. Refer to the course listing for the skills lab and register now.

AHE-580 | \$802 (includes fees: \$499)

A2P Nov. 14 – Dec. 7* | 9 sessions

Thu, Tue | Nov. 14 – Dec. 5 | 5 – 9:15 p.m.
Carroll Lutheran Village

Sat | Nov. 16 – Dec. 7 | 7 a.m. – 3:30 p.m.
Carroll Lutheran Village

*No class 11/28, 11/30

GET HELP PAYING FOR CAREER TRAINING

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

For info, visit

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

075-02-24-1023

REGISTER NOW



Continuing Education & Training:
carrollcc.edu/CETRegistration
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**.

Resolve Conflicts



MEDIATION CAN HELP WITH:

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

SERVICES ARE:

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

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

001-06-24-0523

GNA Skills Lab

Provides skills practice for nursing assistants who are preparing to take the GNA (NNAAP) certification exam or for healthcare professionals who need to brush up on a particular skill. Refresh your technique for taking and recording blood pressure, pulse and respiration; providing peri-care; handwashing; ambulating a client; and any skills required by the GNA skills exam.

AHE-455 | \$150 (includes fees: \$100)

A3 Wed | Jan. 8 | 9 a.m. – 3:30 p.m.
1 session | Main Campus

Medicine Aide Update

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

AHE-120 | \$155 (includes fees: \$107)

A2MP Fri | Sept. 6 | 8 a.m. – 4:30 p.m.
1 session | Main Campus

B2MP Fri | Nov. 8 | 8 a.m. – 4:30 p.m.
1 session | Main Campus

OSHA/SAFETY/CPR

FIRST AID & CPR

Heartsaver First Aid CPR AED

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

AHE-378 | \$96 (includes fees: \$73)

A2 Sat | Oct. 12 | 9 a.m. – 2:15 p.m.
1 session | Main Campus

OSHA/SAFETY

OSHA

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

OSHA 511-Basic Course in General Industry

Learn about OSHA standards, policies and procedures in general industry. Upon course completion, students will have the ability to define general industry terms found in the OSHA General Industry Standards; identify hazards which may occur in general industry; locate and determine appropriate OSHA General Industry Standards, policies and procedures; and describe the use of OSHA General Industry Standards and regulations to supplement an ongoing safety and health program.

VOC-468

A2 Mon – Thu | Sept. 30 – Oct. 3 | 8 a.m. – 4 p.m.
4 sessions | Main Campus

REGISTER NOW



Continuing Education & Training:
carrollcc.edu/CETRegistration
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**.

OSHA 3115 Fall Protection

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

SFT-005

A2 Mon, Tue, Wed | Oct. 28 – 30 | 8 a.m. – 4 p.m.
3 sessions | Main Campus

OSHA 510 - Basic Course for Construction Industry

Learn about OSHA standards, policies and procedures in the construction industry. Upon course completion, students will have the ability to define construction terms found in the OSHA Construction Standards; identify hazards, which may occur in the construction industry; locate and determine appropriate OSHA Construction Standards, policies and procedures; and describe the use of the OSHA Construction Standards and regulations to supplement an ongoing safety and health program.

VOC-596

A2 Mon – Thu | Nov. 18 – 21 | 8 a.m. – 4 p.m.
4 sessions | Main Campus

OSHA 3015 - Excavation, Trenching, & Soil Mechanics

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

SFT-007

A2 Mon, Tue, Wed | Dec. 16 – 18 | 8 a.m. – 4 p.m.
3 sessions | Main Campus

Excavation, Trenching and Soil Mechanics Train-The-Trainer

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

SFT-008

A2 Thu | Dec. 19 | 8 a.m. – 4 p.m.
1 session | Main Campus

SAFETY

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

Lift Truck Train the Trainer

This OSHA compliant, comprehensive program covers every aspect of lift truck training. Learn about OSHA Powered Industrial Truck Standard 1910.178 and 1926.602 compliance, how to evaluate operators' performance, educate non-operators about working safely around powered industrial trucks, and teach safe procedures and maintenance. Includes easy-to-follow Facilitator Guide with companion DVD to help course leaders engage participants through 7 instructional modules.

VOC-111

A2 Fri | Oct. 4 | 8 a.m. – 4 p.m.
1 session | Main Campus

Fall Protection Train-the-Trainer Course

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

SFT-006

A2 Thu | Oct. 31 | 8 a.m. – 4 p.m.
1 session | Main Campus

Interested in a degree?

Explore Carroll's
CREDIT PROGRAMS

at www.carrollcc.edu/degree

REGISTER NOW



Continuing Education & Training:
carrollcc.edu/CETRegistration
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

CANNABIS

Exploring Cannabis Careers

Learn about the tasks and functions of an entry-level worker in the Maryland Cannabis industry. Examine the day-to-day duties of this unique retail establishment including how the METRC system tracks cannabis products through the supply chain from seed to sale. Explore the ethical issues surrounding this new industry and how to design a resume and cover letter to begin the job search process.

CWD-012 | \$286 (includes fees: \$227)

A2 Mon, Wed | Sept. 9 – 25 | 6 – 9:15 p.m.
6 sessions | Online
Instructor: Shad Ewart

Introduction to Cannabis Entrepreneurship

Learn how to identify entrepreneurial opportunities in the cannabis industry. Explore opportunities to obtain a license to grow, process or dispense cannabis as well as the ancillary businesses that are essential to serving the licensed businesses. Once an opportunity is identified, begin the process of constructing a business plan to further explore the viability of your entrepreneurial concept.

CWD-007 | \$286 (includes fees: \$227)

A2 Mon, Wed | Oct. 14 – 30 | 6 – 9:15 p.m.
6 sessions | Online
Instructor: Shad Ewart

Cannabis Growing Basics

For the home grower or individual who seeks an entry-level position in a cultivation facility in the Maryland cannabis industry. Learn the basics of plant growth through its various stages whether grown outdoors or indoors. Learn about various hydroponic options, super soils as well as the best lighting choices for indoor growers. Learn about nutrients, diseases and pest control.

CWD-008 | \$286 (includes fees: \$227)

A2 Mon, Wed | Nov. 11 – Dec. 4* | 6 – 9:15 p.m.
6 sessions | Online
Instructor: Shad Ewart
*No class 11/25, 11/27

Cannabis Regulations

Learn about the legal regulations that govern the Maryland medical cannabis industry. This is an essential course for employment in the industry that examines Maryland Medical Cannabis Commission's regulations for grow facilities, processors and dispensaries. Examine the requirements to become a cannabis cardholder plus testing, packaging and labeling requirements for all Maryland cannabis products.

CWD-009 | \$198 (includes fees: \$163)

A3 Mon, Wed | Jan. 27 – Feb. 5, 2025
6 – 9:15 p.m.
4 sessions | Online
Instructor: Shad Ewart

Introduction to Cannabis and the Human Body

Learn about the rudiments of how the cannabinoids, terpenes and flavonoids in the cannabis plant interact with the human body. Review the human body's endocannabinoid system and how the cannabis plant compounds regulate many of our critical health and wellness functions. This is an essential course for employment in the Maryland medical cannabis industry.

CWD-005 | \$238 (includes fees: \$189)

A3 Mon, Wed | March 31 – April 14, 2025
6 – 9:15 p.m.
5 sessions | Online
Instructor: Shad Ewart

CHILD CARE

Basic Health & Safety Training

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

CCT-510 | \$90 (includes fees: \$75)

A1 Online Self-paced 3-hr class *Complete by Dec. 6*

Child Care Administration

This course prepares prospective directors to administer and manage a child care center. Topics include state requirements and compliance standards for physical facilities, licensing, insurance and staffing child care programs. Other topics include recordkeeping, budget and bookkeeping, personnel selection, training and managing staff, food services, equipment, materials and community involvement. This certification course satisfies the MSDE requirement for 45 hours of administrative training for child care center directors.

CCT-327 | \$456 (includes fees: \$30) plus text

A2BP Online Sept. 16 – Dec. 20

Child Growth and Development

 Part of a Workforce Training Certificate; see page 3

Child Growth and Development examines the physical, cognitive, social and emotional growth of young children from prenatal development through middle childhood. It reviews prominent theories of development and topics such as health, nutrition, play and the family. This course meets the Maryland State Department of Education Child Development requirement for an initial certificate in Early Childhood Education and Elementary Education and satisfies 45 hours of the 90-hour Child Care Certificate required for Senior Staff.

CCT-529 | \$456 (includes fees: \$30) plus text

A2BP Tue, Thu | Sept. 3 – Dec. 19* | 9:30 – 10:50 a.m.
31 sessions | Main Campus
*No class 11/28

Engaging Children With Remote Learning

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

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

A1 Online Self-paced 3-hr class *Complete by Dec. 6*

REGISTER NOW

Continuing Education & Training:
carrollcc.edu/CETRegistration
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**.

Including All Children and the ADA

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

CCT-487 | \$70 (includes fees: \$55)

A1 Online Self-paced 3-hr class Complete by Dec. 6

Materials and Methods in Early Childhood Education

★ Part of a Workforce Training Certificate; see page 3 Provides the second pre-service component of the required training for child care professionals. The course introduces the basic concepts of curriculum planning for children birth to age eight. Topics include curriculum areas, environment, schedule planning, literacy, child development, teaching techniques, resources and code of ethics. Can be taken as a credit or non-credit course.

CCT-107 | \$448 (includes fees: \$30) plus text

A2BP Online Sept. 3 – Dec. 20

Nutrition and Active Living

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

CCT-485 | \$70 (includes fees: \$55)

A1 Online Self-paced 3-hr class Complete by Dec. 6

Positive Child Guidance and Discipline

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

CCT-481 | \$70 (includes fees: \$55)

A1 Online Self-paced 3-hr class Complete by Dec. 6

Pyramid Model for Social and Emotional Competence - Preschool

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

CCT-511 | \$219 (includes fees: \$190)

A2 Online Self-paced 3-hr class Complete by Nov. 4

Resources That Guide Daily Planning

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

CCT-448 | \$70 (includes fees: \$55)

A1 Online Self-paced 3-hr class Complete by Dec. 6

School-Age Care (SAC)

School-Age Care (SAC) is an early childhood education career course which examines the child between ages five and twelve. Appropriate methods, materials and experiences for school-age care will be covered. This course meets state requirements for 45 clock hours of the 90-hour childcare certificate of training in a school-age program.

CCT-530 | \$456 (includes fees: \$30) plus text

A2BP Online Sept. 16 – Dec. 20

SIDS

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

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

A1 Online Self-paced 3-hr class Complete by Dec. 6

Supporting Children with Disabilities

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

CCT-488 | \$70 (includes fees: \$55)

A1 Online Self-paced 3-hr class Complete by Dec. 6

Taking Learning Outside

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

CCT-461 | \$70 (includes fees: \$55)

A1 Online Self-paced 3-hr class Complete by Dec. 6

REGISTER NOW

Continuing Education & Training:
carrollcc.edu/CETRegistration
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**.

English Language Conversation Groups

Practice your speaking skills.

NO COST!

NEW TOPICS EVERY WEEK!

Groups meet Mondays at 5 p.m. at Carroll Community College's Main Campus (1601 Washington Road, Westminster, Rm. K219) and Tuesdays at 5:30 p.m. at Mt. Airy Elementary School (405 No. Main street, Mt. Airy).

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



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



001-06-25.0524.AEP

LAW ENFORCEMENT AND LEGAL CAREERS

Offered in partnership with The Center for Legal Studies. For additional online legal career training visit www.carrollcc.edu/LegalStudies.

Paralegal Certification Course

Get a foundation for the study of paralegalism. Gain an understanding of the American legal system and learn how you can be of assistance in the field of law. Course results in a paralegal certificate, demonstrating mastery of foundations of law.

VOC-553 | \$1,905 (includes fees: \$1,546) plus text

A1B Online Aug. 19 – Dec. 6

A2B Online Oct. 21 – Feb. 21

Legal Nurse Consultant Training Course

This program prepares medical professionals for a career in the legal field as legal nurse consultants. This course provides the RN and PA with fundamental skills necessary to advise law firms, health care providers, insurance companies and governmental agencies regarding medically related issues and to appear in court as expert witnesses. Learn legal concepts related to the health care industry, as well as the role a legal nurse consultant might play in litigation areas such as medical malpractice, toxic torts, product liability, personal injury, wrongful death, criminal law and workers' compensation.

VOC-555 | \$1,205 (includes fees: \$986) plus text

A1B Online Aug. 19 – Oct. 4

A2B Online Oct. 21 – Dec. 6

Legal Secretary Certificate Course

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

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

A1B Online Aug. 19 – Oct. 4

A2B Online Oct. 21 – Dec. 6

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

A1B Online Aug. 19 – Oct. 4

A2B Online Oct. 21 – Dec. 6

SECURITY GUARD

NEW! Security Guard In-Service Training

Mandated by the State, our Security Guard License Renewal Training is a comprehensive 8-hour program designed to fulfill the learning objectives necessary for security guard license renewals. This course equips security professionals with essential knowledge and skills, ensuring they are up-to-date on the latest industry standards and regulations. Topics include conflict resolution and avoidance, laws affecting security guards, how security guard license renewals are administered, and how to navigate special situations. Upon successful completion, participants will receive training certificates, providing documentation of their commitment to maintaining the highest standards of professionalism in the security industry.

LAW-023 | \$160 (includes fees: \$140)

B1 Tue, Thu | Aug. 20 & 22 | 5:30 – 9:45 p.m.
2 sessions | Main Campus

A2 Mon, Wed | Sept. 16 & 18 | 5:30 – 9:45 p.m.
2 sessions | Main Campus

B2 Tue, Thu | Oct. 15 & 17 | 5:30 – 9:45 p.m.
2 sessions | Main Campus

C2 Tue, Thu | Nov. 12 & 14 | 5:30 – 9:45 p.m.
2 sessions | Main Campus

D2 Tue, Thu | Dec. 10 & 12 | 5:30 – 9:45 p.m.
2 sessions | Main Campus

REGISTER NOW



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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**.

TRANSPORTATION

Commercial (CDL) Truck Driver

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

Aug. 12 – Oct. 7
Oct. 14 – Dec. 11

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

NEW! 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)

A2 Online Oct. 8 – Dec. 19

VETERINARY ASSISTANT

Preparation for the Veterinary Assistant Training Course Series

Brush up on your basic skills and prepare to start your classroom and clinical training to become a veterinary assistant. This 9-hour course is required for ALL students who wish to take the veterinary assistant series of courses. Topics include problem-solving skills, written verbal communication, math for medications, confidentiality, professionalism and ethics. Classroom work will be scored on a point system.

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

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

Veterinary Assist Training I: Outpatient Care, Diagnostics and Pharmacy

★ Part of a Workforce Training Certificate; see page 3 This course consists of 78 classroom hours and 18 clinic hours and provides an introduction to the field of veterinary medicine. Topics include an orientation to the veterinary profession, office and client relations, client history taking and exam room procedures, animal handling techniques, basic anatomy and physiology, vaccines and immunizations, and physical examination procedures. It also provides instruction on laboratory procedures, drug therapy and radiology procedures. Topics include types of laboratory tests, microscopes, drugs used in the field and radiology. This course includes a supervised practicum. Prerequisite: Preparation for the Veterinary Assistant Training Course Series.

VOC-691 | \$1,384 (includes fees: \$797)

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

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

★ Part of a Workforce Training Certificate; see page 3 This course consists of 63 classroom hours and 36 clinic hours. Students will learn veterinary assistant inpatient care and clinical procedures. Topics include medicating the patient, animal nutrition, fluid therapy and therapeutic techniques for animals. You will also learn assistant skills related to surgery and emergency care including anesthesia, surgery preparation, first aid and emergency procedures, CPR and the critical care of animals. The course includes a supervised practicum. Prerequisite: Veterinary Assistant Training 1: Outpatient Care, Diagnostics and Pharmacy.

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

A3P Mon, Wed | Feb. 3 – April 21* | 6 – 9:15 p.m.
21 sessions | Main Campus
Instructor: Kimberly Haga
**No class 3/24/2025,03/26/2025*

Veterinary Assistant Training III: Clinic Externship

★ Part of a Workforce Training Certificate; see page 3 This final course consists of an individually scheduled, hands-on experience related to veterinary management and clinical procedures. Opportunities include preventive medicine, nutrition, husbandry, animal behavior, handling and restraint, medical management and laboratory techniques. Observe and practice procedures and skills under direct supervision. Must be at least 18 years old with a valid driver's license and reliable transportation. Weekday, weekend and holiday hours necessary for successful completion. Prerequisite: Veterinary Assistant Training I and II. Technical standards apply.

VOC-430 | \$596 (includes fees: \$313)

A3P Mon – Sat | Feb. 10 – April 14
64 sessions | Clinical Site
Dates and times to be scheduled individually
Instructor: Carole Contel

REGISTER NOW 

Continuing Education & Training:
carrollcc.edu/CETRegistration
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**.

GED® Test/High School Diploma Preparation

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

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

Classes start Tuesday, October 8.

You must attend a FREE information session before September 19 to be eligible for Fall classes. Registration for the info session is required.

Contact us today for available dates.



“I want to encourage someone who is considering Adult Education classes to learn from my story. It took me a long time to make the decision to sign up for classes, but I am happy that I took the step toward getting my GED® Diploma. This

*will help me get **a better life and earn more money.** It is not always easy to be an adult student, but the effort pays off. After my classes, I watch videos and complete assignments to study more and **I am seeing the results.** Students, keep on pushing. You will succeed in the end!”*

—Annette Igdimba, GED® student

Ready to get started? Contact us!

- In person at
1601 Washington Road, Westminster
Suite T-323
- By phone at 410-386-8630
- By email at ged@carrollcc.edu
- On our website at
www.carrollcc.edu/ged
- Or use the QR code below:



REGISTER NOW



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

ESOL (English for Speakers of Other Languages)

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

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

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

Fall classes start Monday, October 7.

You must attend a FREE information session before September 18 to be eligible for Fall classes. Registration for the info session is required.

Contact us today for available dates.



*“This is my first time taking online ESOL classes. **The online registration was easy, and the instructions were simple to follow. I love the online classes because I am learning a lot and they save me a lot of time** driving to*

class. My teacher is very nice and patient. I just passed my naturalization test and became a U.S. citizen because I had improved my English through the ESOL classes. Thanks teacher!”

—Jimmy Wei, ESOL student

Ready to get started? Contact us!

- In person at
1601 Washington Road, Westminster
Suite T-323
- By phone at 410-386-8630
- By email at esol@carrollcc.edu
- On our website at
www.carrollcc.edu/esol
- Or use the QR code below:



001-05-25 0524 AEP

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

OPEN HOUSE

Wednesday, September 25 | 5:30 – 7:30 p.m.

EVERYONE IS INVITED!

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

LEARN ABOUT:

- Job training opportunities for licensure and certification
See pages 3 – 15 for more than 40 non-credit career training programs.
Start a new career in as little as 2 months!
- Adult education programs (GED® & ESOL)
- Associate degree pathways and certificate programs
- Student clubs, service learning, sports & other extracurricular activities
- Financial aid, scholarship and payment plan options
- Ways Carroll can help you transfer to a 4-year college/university
- Dual Enrollment

ATTEND INFORMATION SESSIONS:

- Licensure and certification career training programs
- Admissions and aid; course planning and transfer; student involvement
- Information session in Spanish covering programs, scholarships and other helpful info
Confirme asistencia a www.carrollcc.edu/casaabierta
- Programs and opportunities in technology

College tours will be offered. Refreshments will be served.

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

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PERSONAL ENRICHMENT

Cultivate Your Creative Side
In an **Arts & Crafts** Class > page 54

Laugh & Learn with Your Child
By Taking a **Class2gether** > page 62

Care for Your Mind & Body
In a **Health & Wellness** Class > page 68

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

6 Sessions | \$171 (includes fees: \$65)

A2 Wed | Nov. 6 – Dec. 18* | 6:30 – 9 p.m.
6 sessions | Main Campus
Instructor: Sarah Abel-DeLuca
**No class 11/27*

8 Sessions | \$229 (includes fees: \$65)

A1 Fri | Aug. 16 – Oct. 4 | 9:30 a.m. – 12 p.m.
8 sessions | Main Campus
Instructor: Stacy Lund-Levy

A2 Wed | Sept. 11 – Oct. 30 | 6:30 – 9 p.m.
8 sessions | Main Campus
Instructor: Sarah Abel-DeLuca

B2 Fri | Oct. 11 – Dec. 6* | 9:30 a.m. – 12 p.m.
8 sessions | Main Campus
Instructor: Stacy Lund-Levy
**No class 11/29*

C2 Fri | Dec. 13 – Feb. 14* | 9:30 a.m. – 12 p.m.
8 sessions | Main Campus
Instructor: Stacy Lund-Levy
**No class 12/27, 1/3/2025*

Drawing and Painting: Beginning

Embark on a creative journey. Equip yourself with the foundational skills to produce your own unique artwork. Dive into the world of drawing with the initial four sessions, each dedicated to a fundamental aspect of the craft. Enhance your drawing abilities and lay the groundwork for the painting. Engage in a series of swift painting exercises and gain proficiency in color mixing, paint application, and developing your personal artistic style and color palette.

PDE-808 | \$229 (includes fees: \$70)

A2M Mon | Sept. 9 – Oct. 28 | 6:30 – 9 p.m.
8 sessions | Main Campus
Instructor: Sarah Abel-DeLuca

Drawing and Painting: Continuing

Advance your artistic talents. Build upon the foundation with a more sophisticated and self-directed learning experience. Choose your preferred medium and tailor your education with four curricular paths: tackle a more complex version of the beginner's curriculum; re-examine core drawing lessons such as perspective, negative space and composition through the lens of painting; explore a unique instructor-provided painting exercise each class; and design a personalized study plan with the instructor focusing on a particular drawing or painting technique you wish to master.

PDE-809 | \$229 (includes fees: \$70)

A2M Mon | Sept. 9 – Oct. 28 | 6:30 – 9 p.m.
8 sessions | Main Campus
Instructor: Sarah Abel-DeLuca

FINE CRAFT

CERAMICS

NEW! Archaeology and Art:
Historic Ceramics

Learn how to identify, classify and interpret historic ceramics from different regions and periods. Explore the history and diversity of ceramic production and consumption. Examine examples of historic ceramics in a hands-on demonstration. Create your own ceramic piece using historical decoration, technique or vessel shape. Whether you are interested in archaeology, art or history, this class will help you appreciate the cultural and aesthetic significance of ceramics.

DPM-109 | \$92 (includes fees: \$82)

A2 Mon, Wed | Sept. 16 & 18 | 6 – 9 p.m.
2 sessions | Main Campus

Intro to Throwing on the Potter's Wheel

Get your hands dirty on the wheel! Study basic wheel throwing techniques with a knowledgeable instructor. Experience the thrill of spinning clay as you center, pull up and shape the clay to create cups and bowls.

DPM-025 | \$170 (includes fees: \$160)

A2 Tue | Sept. 3 – Oct. 8 | 5:30 – 8 p.m.
6 sessions | Main Campus
Instructor: Karen Goldberg

B2 Sat | Sept. 7 – Oct. 12 | 9 – 11:30 a.m.
6 sessions | Main Campus
Instructor: Anna Crooks

Intermediate Throwing on the Potter's Wheel

Intermediate students practice and develop wedging, centering, pulling and shaping techniques. Learn helpful tips such as the best way to remove pots from the wheel and repeat throwing. Some experience on the wheel expected.

DPM-077 | \$170 (includes fees: \$160)

A2 Tue | Oct. 15 – Nov. 19 | 5:30 – 8 p.m.
6 sessions | Main Campus
Instructor: Karen Goldberg

NEW! Ceramic Holiday Tree

Make a beautiful ceramic holiday tree using a fun hand-building technique. Trees can vary in size, shape and color. Added holes can also create a magical light display! Students can make one to two trees depending on the size. No clay experience needed.

DPM-105 | \$90 (includes fees: \$80)

A2 Tue | Nov. 26 – Dec. 10 | 5:30 – 8 p.m.
3 sessions | Main Campus
Instructor: Nicole Diem

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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

8 Sessions | \$205 (includes fees: \$195)

A2 Thu | Sept. 5 – Oct. 24 | 5:30 – 8 p.m.
8 sessions | Main Campus
Instructor: Nicole Diem

6 Sessions | \$170 (includes fees: \$160)

B2 Thu | Oct. 31 – Dec. 12* | 5:30 – 8 p.m.
6 sessions | Main Campus
Instructor: Nicole Diem
**No class 11/28*

FLOWER ARRANGING

Holiday Centerpieces

Fashion a unique arrangement that will be the star of your holiday table. Create one for yourself or make the perfect handmade gift for a loved one. Grab some friends for an evening of fun and celebrate the season with a fabulous centerpiece. All supplies included.

DPM-005 | \$70 (includes fees: \$60)

A2 Thu | Nov. 7 | 6 – 8:30 p.m.
1 session | Main Campus
Instructor: Jalna Brown

B2 Thu | Dec. 5 | 6 – 8:30 p.m.
1 session | Main Campus
Instructor: Jalna Brown

Ikebana Vases Pottery

Learn the basics of Ikebana, the Japanese art of flower arranging, and create your own vase. Make a basic arrangement in your finished vase and discover just how fascinating it is to create something so beautiful with just a few branches and flowers.

DPM-104 | \$155 (includes fees: \$145)

A2 Wed | Oct. 2 – 30* | 6 – 8:30 p.m.
4 sessions | Main Campus
Instructors: Michael Hardesty & Jalna Brown
**No class 10/23*

NEEDLE CRAFTING

NEW! Nalbinding: Neck Warmer

Nalbinding is an ancient technique of creating textiles with a single needle and short pieces of yarn. It predates both knitting and crochet and was used by the Norse people to make warm and sturdy garments. Learn the basics of nalbinding, from threading the needle to joining stitches, and how to use it to make a cozy neck warmer. This class is suitable for beginners with no prior experience, as well as for those who want to improve their skills. Create a beautiful and unique neck warmer that you can wear or gift to someone special. Discover the magic of this ancient craft! Bring your own yarn or try some of ours. All materials provided.

DPM-110 | \$57 (includes fees: \$47)

A2 Sat | Oct. 12 | 9 a.m. – 12 p.m.
1 session | Main Campus
Instructor: Suzi Mazzenga

NEW! Needle Felting - A Small Sitting Squirrel

Learn to needle felt an adorable sitting squirrel to add to your fall decor. The squirrel is made without an armature. Beginners welcome. Your squirrel will stand between 4 to 6 tall and can be a gray or red squirrel.

DPM-106 | \$70 (includes fees: \$60)

A2 Mon | Oct. 28 | 6 – 9 p.m.
1 session | Main Campus
Instructor: Gayle Mathues

NEW! Needle Felting - A Small Sitting Owl

Who doesn't love a whimsical owl for fall decor? Learn to needle felt an adorable little owl to add to your home. Using a simple armature your owls will stand between 4 and 6 tall. Artistic focus will be on whimsical rather than realistic. Beginners welcome.

DPM-107 | \$65 (includes fees: \$55)

A2 Mon | Oct. 7 | 6 – 8:30 p.m.
1 session | Main Campus
Instructor: Gayle Mathues

STAINED GLASS

The Art of Stained Glass I

In the tradition of Tiffany stained glass, create a simple suncatcher and hanging flat panel. Learn basic techniques of design, cutting and construction. Tools and most basic supplies are included. Instructor will discuss consumable supplies needed at first class.

XXZ-314 | \$165 (includes fees: \$155)

A2 Fri | Sept. 6 – Oct. 11* | 9:30 a.m. – 12 p.m.
5 sessions | Main Campus
Instructor: Cathy Trostle
**No class 9/13*

B2 Wed | Sept. 11 – Oct. 16* | 6 – 8:30 p.m.
5 sessions | Main Campus
Instructor: Cathy Trostle
**No class 9/18*

Fused Glass Snowflake

Let it snow, let it snow, let it snow! Even though the weather is cold, capture the sun in a stunning, unique stained glass suncatcher. Celebrate the season and enhance your home, or give as a gift to family and friends. No experience necessary. Material fee includes all materials and firing for two snowflakes. Projects will be fired off-site. Allow two weeks for pick up.

XXZ-259 | \$60 (includes fees: \$50)

A2 Thu | Nov. 21 | 6 – 8:30 p.m.
1 session | Main Campus
Instructor: Cathy Trostle

B2 Fri | Dec. 6 | 10 a.m. – 12:30 p.m.
1 session | Main Campus
Instructor: Cathy Trostle

Fused Glass Weaved Basket

Create a unique 8 x 8 square fused glass weaved basket. Use pre-cut glass to layer strips to create, when fused, a weaved pattern. Perfect as a display piece or for fruit, candy or other goodies or as a gift. All supplies included.

DPM-083 | \$75 (includes fees: \$65)

A2 Mon | Sept. 23 | 6 – 9 p.m.
1 session | Main Campus
Instructor: Linn Wichowski

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CELEBRATE SPECIAL OCCASIONS WITH THE GIFT OF LEARNING

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- Short-term training for a new career. Train to become a pharmacy technician, welder, veterinarian assistant or even a drone pilot!

Gift Certificates are available year round.

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the Cashier's Office:

Mon. – Thurs. | 8:30 a.m. – 7 p.m.

Friday | 8:30 a.m. – 4:30 p.m.

The office will be closed

Monday, Dec. 23 – Sunday, Jan. 5

Gift Certificate(s) may be applied toward the tuition and fees of any continuing education or credit class at Carroll. The registering student is responsible for all additional tuition and/or fees. Gift Certificate(s) must accompany the registration form and may not be used in conjunction with telephone or web registration methods. Gift Certificate(s) may not be applied retroactively. Gift Certificate(s) may not be converted into cash.

001-09-25 0524 WBC

NEW! Stacked Glass Plate

Spice up your tableware in a unique and colorful way! Create a stunning 8 x 8 fused glass plate with a black base and a stack of vibrant colors on top. Discover how different types of glass react with each other to create interesting effects and patterns as the sulfur bearing glass reacts with copper bearing glass. Plate can be decorative or used to serve food.

DPM-112 | \$70 (includes fees: \$60)

A2 Mon | Nov. 4 | 6 – 9 p.m.
1 session | Main Campus
Instructor: Linn Wichowski

Stained Glass Alley Cats

Learn basic glass cutting skills while making adorable Alley Cats. All materials provided to create a minimum of two cats. A variety of glass will be available for you to choose from. Cats measure approximately 4 inches long. This is a great way to introduce yourself to the art of stained glass!

DPM-069 | \$75 (includes fees: \$65)

A2 Tue | Oct. 15 & 22 | 6:30 – 9 p.m.
2 sessions | Main Campus
Instructor: Racquel Marino

Stained Glass Holiday Ornaments

Create one-of-a-kind holiday ornaments. Take a hammer to some glass and create holiday ornaments that are uniquely yours. Pick your design. No two ornaments will look the same! The ornaments can be used on a tree or as decorative accents. All supplies included.

DPM-089 | \$90 (includes fees: \$80)

A2 Tue | Oct. 29 – Nov. 12 | 6 – 8:30 p.m.
3 sessions | Main Campus
Instructor: Stephanie Chaloux

Stained Glass Holly Wreath

Create a stunning stained glass holly wreath! Hang it in the window for the holidays or give it as a special gift. All materials are provided to construct a 13-inch wreath. Prior experience in cutting and soldering necessary. Time permitting additional holiday patterns will be available.

DPM-007 | \$110 (includes fees: \$100)

A2 Wed | Nov. 6 – 20 | 6 – 8:30 p.m.
3 sessions | Main Campus
Instructor: Cathy Trostle

Stained Glass Pumpkin

Make your own stained glass pumpkin in this fun and creative workshop! Create a 3D pumpkin that can stand on its own. Prior experience in cutting and soldering necessary. All materials and tools are provided. Make some beautiful fall art to spice up your fall decor!

DPM-111 | \$75 (includes fees: \$65)

A2 Tue | Sept. 24 & Oct. 1 | 6 – 8:30 p.m.
2 sessions | Main Campus
Instructor: Stephanie Chaloux

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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! A Taste for Healthy Cooking

Cooking is your joy? Make it healthy too! Discover how to prepare delicious gourmet meals without the high carbs, fat and calories. Perfect for anyone trying to eat more consciously as well as those on limited diets. Hands-on course.

XXZ-500 | \$82 (includes fees: \$72)

A2 Wed | Oct. 30 | 5:30 – 8:30 p.m.
1 session | Carroll County Career & Tech Center
Instructor: Brooke Hagerty

Beyond Salad: Plant Based Cooking

Plant-based doesn't have to be boring. These plant-based dishes consist primarily of vegetables, fruits, nuts and legumes. They're packed with nutrients and vitamins, and they're great for keeping you feeling good. Explore the amazing tastes that just might make plant-based your new favorite! Hands-on course.

C00-060 | \$78 (includes fees: \$68)

A2 Wed | Sept. 18 | 5:30 – 8:30 p.m.
1 session | Carroll County Career & Tech Center
Instructor: Brooke Hagerty

Blue Zone Living: Intro

Explore the way of living that has yielded the statistically longest-lived people. Discuss why food has enabled populations to elude chronic disease. Discover the practices of the longest-lived and happiest populations in the world. Compare the movement, outlook, food choices, connections and belonging that lead to longer, healthier lives. Sample dishes and take-home recipes to try. Demonstration course.

C00-066 | \$37 (includes fees: \$27)

A2 Wed | Sept. 11 | 6 – 7:30 p.m.
1 session | Main Campus
Instructor: Greg Hutsell

Blue Zone Demo: Eating to 100

Blue Zones are the places on earth where people live the longest and are healthiest. Eating to 100 covers how to eat and live like the world's healthiest people. Discuss ways of eating that yielded the statistically longest-lived people. Best of all, sample dishes prepared from these regions and take home recipes to try. Demonstration course.

C00-092 | \$37 (includes fees: \$27)

A2 Wed | Oct. 9 | 6 – 7:30 p.m.
1 session | Main Campus
Instructor: Greg Hutsell

Blue Zone Cooking: Ikaria, Greece

Ikarians eat a variation of the Mediterranean diet, with lots of fruits and vegetables, whole grains, beans, potatoes and olive oil. This way of eating includes fresh, nutrient-rich, whole foods that may reduce inflammation in the body. The diet also contains fiber, antioxidants and healthy fats such as omega-3s. Ikarians focus on local produce. With more than 150 varieties of wild greens all over the island, there is plenty for the picking. Hands-on course.

C00-078 | \$80 (includes fees: \$70)

A2 Wed | Oct. 2 | 5:30 – 8:30 p.m.
1 session | Carroll County Career & Tech Center
Instructor: Brooke Hagerty

NEW! Blue Zone Demo: Mediterranean

Visit this Mediterranean island - home to the greatest concentration of male centenarians in the world - and you'll discover healthy lifestyles that have not changed much since the time of Christ. Delve into the elements that contribute to a life of greater longevity and vitality like ingrained physical activity, emotional resilience, balanced diet, and strong community engagement. Sample dishes and take-home recipes to try. Demonstration course.

C00-075 | \$40 (includes fees: \$30)

A2 Wed | Oct. 23 | 6 – 7:30 p.m.
1 session | Main Campus
Instructor: Greg Hutsell

NEW! Enjoying Vegan Foods

Discuss the best vegan recipes to wow non-vegans! Going vegan is not a diet of deprivation or loss of flavor. Discover vegan dishes that are comforting, filling and satisfying, even for meat eaters. Hands-on course.

C00-102 | \$80 (includes fees: \$70)

A2 Wed | Oct. 16 | 5:30 – 8:30 p.m.
1 session | Carroll County Career & Tech Center
Instructor: Brooke Hagerty

Farmers' Market to My Table

Fresh, local food and socially conscious green practices create great dining experiences. Develop a menu using locally sourced ingredients. Mix and match with the bounty of local harvest. Come cook exciting dishes for your health and happiness. Class will meet at a local farmer's market (directions will be emailed prior to course) then move to the kitchen to prepare dishes Hands-on course.

C00-098 | \$82 (includes fees: \$72)

A2 Sat | Sept. 21 | 8 a.m. – 12 p.m.
1 session | Off site
Instructor: Brooke Hagerty

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NEW! Healthier Holidays

Make healthier choices and substitutions for your favorite holiday dishes without sacrificing flavor or satisfaction. Learn how to use fresh, seasonal and nutritious ingredients to create delicious and balanced meals that will please everyone at the table. Let us help you enjoy the holidays in a healthier way. Hands-on course.

C00-105 | \$72 (includes fees: \$62)

A2 Wed | Dec. 4 | 5:30 – 8:30 p.m.
1 session | Carroll County Career & Tech Center
Instructor: Brooke Hagerty

NEW! Holiday Cookies and Treats

Make a variety of scrumptious and beautiful cookies that will wow your friends and family. Discover the basics of cookie dough, baking techniques and storage tips. Explore festive and creative ways to decorate your cookies. Whether you are looking for classic recipes or want to try something new, create the perfect holiday cookie platter. Hands-on course.

C00-106 | \$70 (includes fees: \$60)

A2 Wed | Dec. 11 | 6 – 9 p.m.
1 session | Off site
Instructor: Greg Hutsell

NEW! No Bake Delights

Indulge in the art of no-bake desserts and more. Perfect for those warm days when you want to keep the kitchen cool or simply when you're short on time! Take home a variety of recipes that are as delicious as they are easy to make. Demonstration class.

C00-108 | \$45 (includes fees: \$35)

A2 Wed | Sept. 25 | 5:30 – 7 p.m.
1 session | Main Campus
Instructor: Brooke Hagerty

NEW! Turkey Roulade

This is a showstopping centerpiece for any special occasion! Impress your guests with this tender, juicy turkey roll filled with a scrumptious stuffing, all wrapped up in a beautiful package. And it can be made ahead of time; assemble it the night before and just pop it in the oven on the day of. This will make Thanksgiving dinner prep a breeze! Turkey Roulade packs the best fall flavors into a single bite. Hands-on course focused on technique.

C00-103 | \$73 (includes fees: \$63)

A2 Wed | Nov. 13 | 6 – 9 p.m.
1 session | Off site
Instructor: Greg Hutsell

Zero Proof Cocktails

A perfect alternative to alcoholic cocktails! These cocktails deliver all the flavor and fun of your favorite cocktails without alcohol. Perfect for parties or a fun night at home. Learn fun ways to make cocktails with no alcohol. Demonstration course.

C00-090 | \$38 (includes fees: \$28)

A2 Tue | Oct. 22 | 5:30 – 7 p.m.
1 session | Main Campus
Instructor: Brooke Hagerty

HISTORY, CULTURE & WORLD VIEW

HISTORY

NEW! Agricultural History: A Focus on Farms And Food

Delve into the evolution of farming practices, beginning with the techniques used in the "Old World" and their transplantation to America. Analyze the challenges of establishing a farm in the "New World". Explore agriculture in wars regarding mechanization and its impact on labor and diet from the American Civil War to World War II. Investigate farming in the Modern Age. Compare farm size and mechanization from colonial times to the present day. Examine the future of food production.

HCW-151 | \$95 (includes fees: \$85)

A2 Wed | Sept. 18 – Oct. 2 | 6 – 8 p.m.
3 sessions | Main Campus
Instructor: Katherine Fanning

NEW! Civil War Symposium

Learn about the Civil War and how it shaped our region. Hear from local experts, historians and teachers as they share their insights and perspectives on this pivotal period in American history. Explore the origins, events and outcomes of the Civil War, and how they affected our communities and culture. Don't miss this opportunity to immerse yourself in the past and connect with the present.

HCW-158 | \$99 (includes fees: \$89) includes lunch

A2 Sat | Sept. 28 | 8:15 a.m. – 5 p.m.
1 session | Main Campus

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Cold War America, 1945-1991

Survey politics, society and culture in the United States during years defined by the nation's simmering conflict with communist regimes around the globe. Review the crises and controversies of the era that either united us in confidence or divided us in uncertainty, with an emphasis on the ways the bi-polar world order that emerged after World War II established parameters for the American way of life that have outlasted the Soviet Union. Co-listed with credit.

PDE-931 | \$454 (includes fees: \$35) plus text

A2B Tue, Thu | Sept. 3 – Dec. 12* | 12:30 – 1:50 p.m.
29 sessions | Main Campus
Instructor: Robert Young
*No class 11/28

The Era of the American Civil War

Survey the major political, economic, social and cultural trends in the United States from 1840 to 1877. Focus on the growing differences between the societies of the North and the South, the partisan debates leading to the American Civil War, the war itself, and the shattering impact on the country culminating with the reconstruction of the Union. Co-listed with credit.

HCW-092 | \$454 (includes fees: \$35) plus text

A2B Tue, Thu | Sept. 3 – Dec. 12* | 2 – 3:20 p.m.
29 sessions | Main Campus
Instructor: Katherine Fanning
*No class 11/28

**LECTURE SERIES
WITH DAVID BOOZ****NEW! Maryland in the American Revolution, Part One**

Discover the pivotal role of Maryland troops in the American Revolution's northern theater. From the initial response to the battles of Lexington and Concord to their presence in every major engagement alongside Washington's army, delve into how the Maryland Line earned the moniker The Bayonets of the Revolution. Explore their contributions and impact on the evolving war effort, shedding light on their crucial significance in shaping the course of history.

HCW-163 | \$49 (includes fees: \$39)

A2 Thu | Oct. 17 | 6 – 9 p.m.
1 session | Main Campus
Instructor: David Booz

NEW! Maryland in the American Revolution, Part Two

Embark on an exploration of the indispensable role played by Maryland troops in the American Revolution's southern theater. As the conflict shifted focus to the Carolinas, delve into how the Maryland Line became the cornerstone of the American Army, particularly under Nathaniel Greene's command. Investigate their pivotal actions and engagements in the Southern campaign, and consider the enduring belief that without the Marylanders, the outcome of the war might have been vastly different.

HCW-164 | \$49 (includes fees: \$39)

A2 Thu | Nov. 21 | 6 – 9 p.m.
1 session | Main Campus
Instructor: David Booz

NEW! Maryland and the War of 1812

Often called The Forgotten War, the War of 1812 did not go well for the Americans in the first two years. In the summer of 1814, the British sent an army to capture the Chesapeake Bay area and the American capital of Washington, D.C. If the capital fell would the Americans surrender and perhaps once again become a British colony? British forces captured the American capital and then moved to capture Baltimore, which they saw as more important than Washington, D.C. Examine the British efforts to control the Chesapeake Bay area, the fighting near Washington and Baltimore, the role of Francis Scott Key and the Star-Spangled Banner.

HCW-165 | \$49 (includes fees: \$39)

A2 Thu | Dec. 12 | 6 – 9 p.m.
1 session | Main Campus
Instructor: David Booz

WORLD VIEW**Death and Dying**

Take an in-depth and interdisciplinary approach to the study of death and dying. Explore this final stage of development from various perspectives, cultures and spiritual realms. Focus on the dying process, death rituals, the grieving process, bereavement practices, and theories and beliefs regarding the afterlife. Co-listed with credit.

PDE-104 | \$454 (includes fees: \$35) plus text

A2B Wed | Sept. 4 – Dec. 11* | 12:30 – 1:50 p.m.
14 sessions | Online
*No class 11/27

Ethics

Engage in critical examination of values through the careful exploration of the views of classic and contemporary moral philosophers. Explore a variety of moral issues including those that are well known and controversial and those that are often overlooked yet relevant. Raise awareness about, and refine our capacity to act effectively in, our roles as moral agents. Co-listed with credit.

PDE-083 | \$454 (includes fees: \$35) plus text

A2B Wed, Mon | Sept. 4 – Dec. 11* | 12:30 – 1:50 p.m.
28 sessions | Main Campus
*No class 11/27

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Introduction to Philosophy

Join us in the critical and open activity of philosophical inquiry. Philosophy is an on-going conversation that explores who we are, what our world is and how we are to act toward the world. Read and discuss contributions to that conversation by classic and contemporary philosophers for the purpose of seeing how these people engaged questions that have real applications to us and to see how their thoughts shaped or prod at our lives today. Critique the contributions made by these philosophers and critique your own ideas and worldviews. Co-listed with credit.

PDE-082 | \$454 (includes fees: \$35) plus text

A2B Wed, Mon | Sept. 4 – Dec. 11* | 9:30 – 10:50 a.m.
28 sessions | Main Campus
*No class 11/27

NEW! Salem Witch Hunt

In 1692, something strange and scary was happening in Salem, Massachusetts. Young girls were seized with startling fits, screams and contortions. Was it psychosis? Was it disease? Was it “witchcraft”? Today, “witch-hunt” is a term often invoked as a metaphor for unfair persecution. In 17th-century Salem, the hunt was for actual witches, resulting in the death of 19 people. Explore this dark period of American history when hysteria prevailed.

HCW-162 | \$49 (includes fees: \$39)

A2 Wed | Oct. 23 | 6 – 9 p.m.
1 session | Main Campus
Instructor: Derrick Lapp

NEW! Skepticism Is Not a Dirty Word

Skepticism is not a dirty word and skepticism is not a synonym for cynicism. Explore how healthy skepticism can help us understand what we believe and why.

HCW-161 | \$39 (includes fees: \$29)

A2 Tue | Oct. 22 | 6 – 8 p.m.
1 session | Main Campus
Instructor: Ted Zaleski

NEW! Spies and Traitors

Dive into the fascinating and dangerous realm of espionage with this class designed for enthusiasts of spy novels, movies and games. Gain a deeper and more realistic understanding of the captivating world of covert operations. Explore the history and impact of espionage, examining the motives, methods and consequences of some of the most notorious acts of spying. Analyze the role of intelligence agencies, counterintelligence operations and covert actions in protecting national security and advancing foreign policy interests. Put your newfound skills and knowledge to the test in a small exercise: can you identify the spy?

HCW-157 | \$88 (includes fees: \$78)

A2 Mon | Oct. 7 – 21 | 6:30 – 8:30 p.m.
3 sessions | Main Campus
Instructor: Paul Ruehs

BANNED BOOKS

NEW! Banned Book Series

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

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

A2 Nov. 11 & Dec. 9 | 2 sessions
Mon | Nov. 11 | 6 – 8 p.m.
Main Campus
Mon | Dec. 9 | 6 – 8 p.m.
Main Campus
Instructor: Emily Hampton-Haynes

NEW! Banned Books - Fun Home by Ashley Bechdel

This graphic memoir by a celebrated cartoonist and LGBTQ+ activist explores Bechdel’s complex relationship with her father, a closeted gay man who ran a funeral home and died by suicide shortly after she came out as a lesbian. Fun Home is a witty, poignant and honest account of growing up in a dysfunctional family and finding one’s voice in the world. Fun Home has been widely acclaimed by critics and readers alike. Banned for its depiction of homosexuality, nudity and sexual content.

HCW-159 | \$36 (includes fees: \$26)

A2 Mon | Nov. 11 | 6 – 8 p.m.
1 session | Main Campus
Instructor: Emily Hampton-Haynes

NEW! Banned Books - Gender Queer by Maia Kobabe

A graphic novel by a nonbinary and queer author and illustrator tells the story of a journey of self-discovery, from childhood to adulthood. It explores gender identity, sexuality and expression; the challenges and joys of being nonbinary and queer in a society that often misunderstands and marginalizes these identities. Widely praised by critics and readers for its honesty, humor and insight, it faced numerous bans from school districts and libraries across the country. Some critics have even attempted to sue the author and the publisher for obscenity, but the case was dismissed as unconstitutional.

HCW-160 | \$36 (includes fees: \$26)

A2 Mon | Dec. 9 | 6 – 8 p.m.
1 session | Main Campus
Instructor: Emily Hampton-Haynes

REGISTER NOW



Continuing Education & Training:
carrollcc.edu/CETRegistration
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**.

THEATER**Acting for Non-Majors**

Study the theory and basic principles of the creative processes of acting. Emphasis is given to the development and understanding of the practical application of acting through physical, vocal and creative exercises, improvisation, monologue and scene work. Other activities include play analysis, character analysis and written assignments. No prior acting experience necessary. Co-listed with credit.

HCW-120 | \$454 (includes fees: \$35)

A2 Tue, Thu | Sept. 3 – Dec. 12*
11 a.m. – 12:20 p.m.
29 sessions | Main Campus
Instructor: Jane Frazier
*No class 11/28

B2 Mon, Wed | Sept. 4 – Dec. 11*
11 a.m. – 12:20 p.m.
28 sessions | Main Campus
Instructor: Jane Frazier
*No class 11/27

Stagecraft

Survey the history and practice of the technical aspects of theatre, from ancient Greece to modern-day Broadway. Topics include set construction methods, stage lighting, painting techniques, stage properties, costuming and sound implementation. Students may work optional laboratory hours as arranged with instructor. Co-listed with credit

HCW-136 | \$454 (includes fees: \$35) plus text

A2B Tue, Thu | Sept. 3 – Dec. 12* | 12:30 – 1:50 p.m.
29 sessions | Main Campus
Instructor: David Schanck
*No class 11/28

Theatre Appreciation

Prepare for greater understanding and enjoyment of the theatrical arts, with attention to critical, aesthetic and practical aspects. Concentrate on various dramatic forms, historical backgrounds and contemporary practices in the staging, directing and performing of theatrical productions. Co-listed with credit.

HCW-126 | \$454 (includes fees: \$35) plus text

A2B Tue, Thu | Sept. 3 – Dec. 12* | 9:30 – 10:50 a.m.
29 sessions | Main Campus
Instructor: David Schanck
*No class 11/28

TRAVEL STUDY**2025 International Travel:
Travel & Study Abroad in Ireland**

Students, faculty, staff and community members can travel as Personal Enrichment students within the Travel Study program. Contact the Travel Study Coordinators for information: Dr. David Fell at 410-386-8115 or dfell@carrollcc.edu or Siobhan Wright at 410-386-8207 or swright@carrollcc.edu).

For updated information visit Travel Programs at www.carrollcc.edu.

HOME & HOBBY**DRONE****NEW! An Introduction to the Joy of Recreational Drone Flight**

Are you fascinated by the world of drones and eager to explore the skies? Whether you're considering drone flying as a hobby or contemplating a career as a professional drone pilot, discover the exciting realm of unmanned aerial vehicles (UAVs). Led by a licensed drone flight instructor, experience actual flight time and get an overview of drone technology and its diverse applications. Gain valuable insights into the capabilities and functionalities of various drone models. Whether you're interested in capturing breathtaking aerial photography for fun or exploring opportunities in commercial drone operations, explore the world of knowledge and skills with drones. No experience necessary.

DRN-019 | \$80 (includes fees: \$70)

A2 Sept. 11 & 14 | 2 sessions
Wed | Sept. 11 | 6 – 8 p.m.
Main Campus
Sat | Sept. 14* | 9 – 11 a.m.
Main Campus
*Rain date: Oct. 12
Instructor: Jeff Voigt

FINANCIAL**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)

A2 Tue, Thu | Oct. 1 & 3 | 6:30 – 9 p.m.
2 sessions | Main Campus
Instructor: Marcy Gouge

Interested in a degree?

Explore Carroll's

**CREDIT
PROGRAMS**

at www.carrollcc.edu/degree

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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**.

Cool Classes 2gether

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

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

Collaborate Kitchen: Fall Flavors



Work together as a team to prepare delicious dishes in this cozy and festive class celebrating the flavors of fall! Sharpen your basic cooking skills.

Instructor: Brooke Hagerty

COO-107-A2G | \$80 (includes fees: \$70)

Wednesday, Sept. 4, 5:30 – 8:30 p.m.

Carroll County Career & Tech Center | Ages 8 – 14

Collaborate Kitchen: Holiday Dessert



Adults and kids create yummy desserts together using the techniques of real chefs. Learn your way around the kitchen and practice your measuring skills.

Instructor: Heather Schaefer

COO-079-A2G | \$85 (includes fees: \$75)

Monday, Nov. 18, 5:30 – 8:30 p.m.

Carroll County Career & Tech Center | Ages 8 – 14

Clay Pumpkins



Use clay to sculpt and paint adorable and scary pumpkins. Learn the basic techniques of working with clay including rolling, shaping, carving, and smoothing.

Instructor: Anna Crooks

FAM-014-A2G | \$90 (includes fees: \$80)

Saturdays, Oct. 19 – Nov. 2, 9:30 a.m. – 12 p.m.

3 sessions | Main Campus | Ages 8 – 14

Fused Together: Glass Holiday Ornament



Create two dazzling ornaments that will twinkle with holiday cheer! These treasures can be used on a tree or as decorative accents.

Instructor: Cathy Trostle

FAM-015-A2G | \$60 (includes fees: \$50)

Saturday, Dec. 7, 10 a.m. – 12 p.m.

Main Campus | Ages 8 – 14

Clay Holiday Trees: Together



Use clay to sculpt and glaze a beautiful holiday tree. Learn the basic techniques of working with clay including rolling, shaping, carving, and smoothing.

Instructor: Anna Crooks

FAM-016-A2G | \$90 (includes fees: \$80)

Saturdays, Nov. 9 – 23, 9:30 a.m. – 12 p.m.

3 sessions | Main Campus | Ages 8 – 14



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

REGISTER NOW



Continuing Education & Training:
carrollcc.edu/CETRegistration
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 Finance 

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


FIN-018 | \$139 (includes fees: \$115)

A2 Online Sept. 11 – Oct. 18

B2 Online Oct. 16 – Nov. 22

C2 Online Nov. 13 – Dec. 20

D2 Online Dec. 18 – Jan. 24

Stocks, Bonds, and Investing: Oh My! 

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

FIN-089 | \$135 (includes fees: \$109)

A2 Online Sept. 11 – Oct. 18

B2 Online Oct. 16 – Nov. 22

C2 Online Nov. 13 – Dec. 20

D2 Online Dec. 18 – Jan. 24

GARDENING**NEW! A Beginner's Guide to Herbalism: From Plant Identification to Herbal Uses**

Journey into the fascinating world of herbal medicine. Hone your skills identifying, harvesting and preparing medicinal herbs. Explore the history and principles of herbalism and the impact of herbs on the body. Learn the art of crafting basic herbal preparations using commonly utilized herbs for various ailments. Gain hands-on experience while engaging your senses to observe and appreciate the plants around you. The last class will be a plant walk around campus, providing you the opportunity to see and touch the plants in their natural habitats and learn how to recognize them in the field.

PDE-155 | \$72 (includes fees: \$62)

A2 Thu | Sept. 5 – 19 | 6 – 7:30 p.m.
3 sessions | Main Camps
Instructor: Amy Boldt

NEW! Sprouting 101

Sprouts are the young shoots of seeds, grains, nuts or legumes soaked in water and allowed to germinate. They are rich in vitamins, minerals, enzymes and antioxidants, and add flavor, texture and variety to meals. Learn the basics of sprouting, what you need, and how to avoid common problems. See a demonstration of sprouting and taste some fresh sprouts. Grow your own sprouts in 3-5 days and enjoy the benefits of this superfood.

LPC-023 | \$42 (includes fees: \$32)

A2 Tue | Oct. 8 | 6 – 8 p.m.
1 session | Main Camps
Instructor: Darlene Breining-Senseny

HOBBY**NEW! Blueprint for Aging in Place**

Learn how to stay independent in your home through comprehensive insights into navigating housing, legal and financial considerations successfully. Understand what legal documents are critical, and how to leverage them to enhance your quality of life while living in the home of your choice.

HCW-154 | \$88 (includes fees: \$78)

A2 Fri | Nov. 15 | 9 a.m. – 4 p.m.
1 session | Main Campus
Instructor: Marcy Gouge

NEW! Minimalistic Holiday Decorating

Decorate your home for the holidays using minimalistic principles and techniques. Choose a color scheme, select a few key pieces and arrange them in a harmonious way. Reuse, repurpose and recycle your existing decorations! Learn how to make your own DIY wreath to take home. Transform your home into a warm and inviting space that celebrates the season without compromising your minimalistic aesthetic.

LPC-025 | \$60 (includes fees: \$50)

A2 Wed | Nov. 6 | 6:30 – 9:30 p.m.
1 session | Main Campus
Instructor: Erin Nelson

NEW! Minimalistic Living

Discover the principles and practices of minimalism. Uncover the art of applying minimalism to diverse facets, from choosing a color palette and style that resonates with your vision and values, to selecting and arranging furniture and accessories that serve a purpose while enhancing your space. Learn to declutter and organize to create an environment of simplicity and purpose. Learn how to adopt a minimalist mindset and lifestyle to enhance your well-being, productivity and creativity. Create minimalist spaces that are elegant, functional and meaningful.

LPC-024 | \$35 (includes fees: \$25)

A2 Tue | Sept. 10 | 6:30 – 8:30 p.m.
1 session | Main Campus
Instructor: Erin Nelson

REGISTER NOW

Continuing Education & Training:
carrollcc.edu/CETRegistration
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**.

Motorcycle Safety

Get Ready to Ride...



COURSES OFFERED
APRIL – NOVEMBER

Basic Motorcycle Safety (BRC)

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

NEW! Basic RiderCourse 2 – License Waiver

For riders with or without a permit who are currently riding and want to earn a motorcycle license or endorsement. Already licensed or endorsed riders may participate.



001-14-25-0624 APE

Visit
www.carrollcc.edu/motorcycle
for details and class dates.

Introduction to Digital Scrapbooking

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

PDE-110 | \$125 (includes fees: \$115)

A2 Online Sept. 11 – Oct. 18

B2 Online Oct. 16 – Nov. 22

C2 Online Nov. 13 – Dec. 20

D2 Online Dec. 18 – Jan. 24

LANGUAGES

ASL: Basic I

Learn common vocabulary and the basics of ASL grammar, while you establish the foundation necessary to communicate effectively with deaf and hard of hearing people. The required text is used in both Beginning level courses.

FLC-202 | \$149 (includes fees: \$59) plus text

A2B Tue | Sept. 10 – Oct. 15 | 6 – 8:30 p.m.
6 sessions | Main Campus
Instructor: Charlene Vandusen

ASL- Level 2

Continue to build vocabulary and practice your signing skills. Uses the same text as Level 1.

FLC-248 | \$149 (includes fees: \$59) plus text

A2BP Tue | Oct. 22 – Nov. 26 | 6 – 8:30 p.m.
6 sessions | Main Campus

Beginning Conversational French

Learn how to communicate easily and comfortably with those who speak French. Learn practical, common phrases that will make your trip to the many French-speaking regions of the world more pleasant. You'll learn dialogue specific to various settings, and you'll be surprised how easy it can be to speak another language.

FLC-194 | \$125 (includes fees: \$105)

A2 Online Sept. 11 – Oct. 18

B2 Online Oct. 16 – Nov. 22

C2 Online Nov. 13 – Dec. 20

D2 Online Dec. 18 – Jan. 24

MOTORCYCLE & PERSONAL SAFETY

HAND GUN QUALIFICATION

Maryland Hand Gun Qualification (HQL) Course

This Handgun Qualification License training is a four-hour block of instruction which includes classroom instruction on state firearm law, home firearm safety, hand-gun mechanisms and operation, and a component that requires the applicant to demonstrate the ability to safely fire a handgun. Unless otherwise exempt, as of October 1, 2013, a Maryland resident must possess a valid Handgun Qualification License before they may purchase, rent or receive a handgun. Students must be 18 years of age to enroll. For your convenience, optional services will be available the day of class for an additional fee: Essential Support Service (ESS) will be on-site to provide live scan fingerprinting services (which are required for HQL processing), and HQL application assistance

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

A2T Sat | Oct. 12 | 8 a.m. – 12:15 p.m.
1 session | Main Campus

REGISTER NOW



Continuing Education & Training:
carrollcc.edu/CETRegistration
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**.

MOTORCYCLE SAFETY

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

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

Motorcycle Safety & Licensure Review

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

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

- E1** Aug. 14 – 16 | 3 sessions
Wed | Aug. 14 | 9 a.m. – 12 p.m. Main Campus
Thu, Fri | Aug. 15 & 16 | 8 a.m. – 2:30 p.m. Parking Lot
- A2** Sept. 5 – 8 | 3 sessions
Thu | Sept. 5 | 6 – 9 p.m. Main Campus
Sat, Sun | Sept. 7 & 8 | 8 a.m. – 2:30 p.m. Parking Lot
- B2** Sept. 11 – 15 | 3 sessions
Wed | Sept. 11 | 6 – 9 p.m. Main Campus
Sat, Sun | Sept. 14 & 15 | 8 a.m. – 2:30 p.m. Parking Lot
- C2** Sept. 18 – 22 | 3 sessions
Wed | Sept. 18 | 6 – 9 p.m. Main Campus
Sat, Sun | Sept. 21 & 22 | 8 a.m. – 2:30 p.m. Parking Lot
- D2** Sept. 25 – 29 | 3 sessions
Wed | Sept. 25 | 6 – 9 p.m. Main Campus
Sat, Sun | Sept. 28 & 29 | 8 a.m. – 2:30 p.m. Parking Lot

- E2** Oct. 2 – 6 | 3 sessions
Wed | Oct. 2 | 6 – 9 p.m. Main Campus
Sat, Sun | Oct. 5 & 6 | 8 a.m. – 2:30 p.m. Parking Lot
- F2** Oct. 16 – 20 | 3 sessions
Wed | Oct. 16 | 6 – 9 p.m. Main Campus
Sat, Sun | Oct. 19 & 20 | 8 a.m. – 2:30 p.m. Parking Lot
- G2** Oct. 23 – 27 | 3 sessions
Wed | Oct. 23 | 6 – 9 p.m. Main Campus
Sat, Sun | Oct. 26 & 27 | 8 a.m. – 2:30 p.m. Parking Lot

Basic RiderCourse 2 - License Waiver

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

Register for these sessions to use a college motorcycle:
TRA-060 | \$279 (includes fees: \$124)

- A2** Fri | Sept. 6 | 8 a.m. – 4 p.m. 1 session | Parking Lot
 - B2** Fri | Oct. 11 | 8 a.m. – 4 p.m. 1 session | Parking Lot
- Register for these sessions to use your own motorcycle:
TRA-060 | \$229 (includes fees: \$74)
- A2CVC** Fri | Sept. 6 | 8 a.m. – 4 p.m. 1 session | Parking Lot
 - B2CVC** Fri | Oct. 11 | 8 a.m. – 4 p.m. 1 session | Parking Lot

MUSIC

APPLIED MUSIC INDIVIDUAL LESSONS

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

Applied Music Lessons - 30 Minutes

MSC-008 | \$434 (includes fees: \$424)

- A2** Sept. 3 – Dec. 10
15 sessions | To be scheduled individually.

Applied Music Lessons - One Hour

MSC-010 | \$848 (includes fees: \$838)

- A2** Sept. 3 – Dec. 10
15 sessions | To be scheduled individually.

Class Piano for Adults - Beginner I

Learn techniques and reading skills in a friendly group setting. Use individual electronic keyboard pianos and move at your own pace. Each class features material presented to the group, followed by time for individualized help. Recommended text: Adult Piano Adventures All-in-One Piano Course, Book #1, Enhanced Edition, ISBN: 978-1-61677-302-1. (Available in local music stores or through Amazon, but not CCC Bookstore.)

MSC-036 | \$105 (includes fees: \$95) plus text

- A2B** Fri | Sept. 13 – Nov. 15 | 9 – 10 a.m. 10 sessions | Main Campus
Instructor: Kathy Novalis

REGISTER NOW



Continuing Education & Training:
carrollcc.edu/CETRegistration
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**.

**Class Piano for Adults -
Continuing II**

For students who have completed the Beginner course or are proficient in basic note and rhythm reading. Using individual electronic keyboard pianos, each class features material presented to a group, followed by individualized help. Recommended text: Adult Piano Adventures All-in-One Piano Course, Book #1, Enhanced Edition, ISBN: 978-1-61677-302-1. (Available in local music stores or through Amazon, but not CCC Bookstore.)

MSC-037 | \$105 (includes fees: \$95) plus text

A2B Fri | Sept. 13 – Nov. 15 | 10 – 11 a.m.
10 sessions | Main Campus
Instructor: Kathy Novalis

**Class Piano for Adults:
Accelerated Beginner**

Continue to work through Adult Piano Adventures All-in-One Piano Course, (available in local music stores or through Amazon, but not the CCC Bookstore), plus music of your choosing. New concepts are presented weekly followed by time for individualized help. Students should be proficient in note and rhythm reading. Recommended text: Adult Piano Adventures All-in-One Piano Course, Book #1, Enhanced Edition, ISBN: 978-1-61677-302-1.

XXZ-482 | \$105 (includes fees: \$95) plus text

A2B Fri | Sept. 13 – Nov. 15 | 10 – 11 a.m.
10 sessions | Main Campus
Instructor: Kathy Novalis

**NEW! Female Pop/Rock Icon Cover
Band**

Unleash your inner rock star and pay tribute to some of the most influential female pop/rock icons of all time! Join our band as we create, learn and perform a setlist of songs taken from the catalog of female pop/rock icons. Study the song lyrics and music from a composition standpoint to understand how they convey emotion, style and message. Whether you are a vocalist or an instrumentalist, improve your musical skills, confidence and stage presence. Not just for female students. The group is made up of musicians from the standard rock band instrumentation.

MSC-068 | \$80 (includes fees: \$70)

A2 Thu | Oct. 31 – Dec. 19* | 6:30 – 8:30 p.m.
7 sessions | Main Campus
Instructor: Athena Hiotis
**No class 11/28*

Introduction to Music Technology

Apply concepts of music technology to music composition, recording, education and performance. Explore properties of sound, audio equipment, audio editing software, synthesis, MIDI (musical input digital interface), acoustics, effects and sequencing. Create digital music recordings and complete creative projects. Co-listed with credit.

MSC-063 | \$454 (includes fees: \$35) plus text

A2B Tue, Thu | Sept. 3 – Dec. 12* | 2 – 3:20 p.m.
29 sessions | Main Campus
**No class 11/28*

ENSEMBLES

Registration for Ensembles closes
Monday, Aug. 26.

Guitar Ensemble

Guitar Ensemble provides guitarists with ensemble and performance experience. Repertoire includes classical, jazz, rock and blues styles arranged in guitar ensemble format. A repertoire of varied selections is prepared for College and public performances.

XXZ-554 | \$60 (includes fees: \$50)

A2P Mon | Sept. 9 – Dec. 16 | 7 – 9 p.m.
15 sessions | Main Campus

Jazz Combo

Jazz Combo examines various jazz pieces selected from the existing literature, which may include cool, swing, hard bop, bossa, Latin, samba, funk/rock and other styles. Co-listed with credit.

XXZ-110 | \$60 (includes fees: \$50)

A2 Tue | Sept. 3 – Dec. 17 | 9 – 11 a.m.
16 sessions | Main Campus

Rock 'N' Roll Ensemble

Rock 'N' Roll Ensemble is a group organized to provide experience for students and community members in performing rock and roll music. The group is made up of four to seven musicians from the standard rock band instrumentation as well as vocalists.

XXZ-995 | \$60 (includes fees: \$50)

A2P Tue | Sept. 3 – Dec. 17 | 5 – 7 p.m.
16 sessions | Main Campus

B2P Wed | Sept. 4 – Dec. 18* | 5 – 7 p.m.
15 sessions | Main Campus
**No class 11/27*

Vocal Chamber Ensemble

Vocal Chamber Ensemble gives the student an opportunity to explore and perform a diverse body of vocal repertoire in a small ensemble setting. A program of varied selections is prepared for a college performance at the end of each semester.

MSC-055 | \$60 (includes fees: \$50)

A2P Thu | Sept. 5 – Dec. 19* | 2 – 4 p.m.
15 sessions | Main Campus
**No class 11/28*

REGISTER NOW

Continuing Education & Training:
carrollcc.edu/CETRegistration
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**.

PHOTOGRAPHY

Operating Your Digital Camera

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

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

A1 Thu | Aug. 29 & Sept. 5 | 6–9 p.m.
2 sessions | Main Campus
Instructor: Walter Calahan

A2 Sat | Sept. 28 & Oct. 5 | 9 a.m. – 12 p.m.
2 sessions | Main Campus
Instructor: Walter Calahan

B2 Tue | Oct. 22 & 29 | 6–9 p.m.
2 sessions | Main Campus
Instructor: Daniel Humphries-Russ

C2 Thu | Dec. 5 & 12 | 6–9 p.m.
2 sessions | Main Campus
Instructor: Walter Calahan

Adobe Lightroom Classic

Get started with Adobe Lightroom Classic whether you are an amateur photographer or a pro. Follow a photographer's workflow from importing and managing photos in the library to editing and correcting them. Explore ways to share and print your amazing images with this software. Bring an external hard drive or 128 to 256 GB flash drive to each class to store your photos. Prerequisite: Operating Your Digital Camera.

PHO-005 | \$110 (includes fees: \$100)

A2 Sat | Oct. 26 – Nov. 16 | 9–11:30 a.m.
4 sessions | Main Campus
Instructor: Walter Calahan

Available Light Photography

Learn to take pictures without a flash at concerts, sporting events, by candlelight, of fireworks or holiday lights. Use your digital camera in this hands-on class to explore: lens speed, apertures, shutter speeds and ISO, and other settings where a flash just won't work. Take photos in and out of the classroom. Returning students welcome. Bring your digital camera, manual and charged battery. Tripods welcome but not necessary. Prerequisite: Operating Your Digital Camera.

XXZ-201 | \$65 (includes fees: \$55)

A2P Tue | Nov. 5 & 12 | 6:30–9 p.m.
2 sessions | Main Campus
Instructor: Daniel Humphries-Russ

Cell Phone Photography

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

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

A2 Thu | Oct. 10 & 17 | 6–9 p.m.
2 sessions | Main Campus
Instructor: Walter Calahan

Crafting the Photograph: Level 1

Photography is the way you see things. Learn to use your digital camera to take creative control of your photographs, as Ansel Adams said, to make good photographs. Unleash your unique creative vision. Explore both the aesthetic aspects and applied skills of digital photography. This class is for all digital cameras, DSLR and mirrorless, with interchangeable lenses. We will take photos and discuss them in class. Prerequisite: Operating Your Digital Camera.

XXZ-566 | \$155 (includes fees: \$145)

A2P Tue | Sept. 10 – Oct. 8 | 6:30–9 p.m.
5 sessions | Main Campus
Instructor: Daniel Humphries-Russ

BUT WAIT...

THERE'S EVEN
MORE!

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

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

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

SEE WHAT'S NEW!

Visit www.carrollcc.edu/NewPersonalEnrichment



12114-23 0123

REGISTER NOW



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**.

Crafting the Photograph: Level 2

Take your photos to the next level. Learn how and when to go beyond basic camera techniques to create accomplished photographs of people, animals, landscapes, plants and still life. Explore depth of field, shutter speed, filters, lenses and more. Bring your loaded single lens reflex (SLR) digital or 35mm film camera to each class. Prerequisites: Crafting the Photograph: Level 1, or a basic photography class or experience with an adjustable camera.

XXZ-586 | \$149 (includes fees: \$139)

A2P Thu | Oct. 24 – Nov. 14 | 6 – 9 p.m.
4 sessions | Main Campus
Instructor: Walter Calahan

Nikon DSLR: Set-up and Functions

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

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

A2P Tue | Dec. 3 | 6:30 – 9 p.m.
1 session | Main Campus
Instructor: Daniel Humphries-Russ

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

A2 Thu | Sept. 19 & 26 | 6 – 9 p.m.
2 sessions | Main Campus
Instructor: Walter Calahan

WELLNESS & OUTDOOR ADVENTURE

NEW! Country Line Dance Class - Beginner

Come out and kick up your heels! Groove to the beat of both country twang and pop hits as you master the moves of line-dancing favorites. Discover popular dances seen at line dance clubs, parties and weddings. From the lively Cupid Shuffle to the smooth Cha Cha Slide, the invigorating Wobble to the classic Boot Scootin' Boogie, this class has it all. It's great for cardio fitness, improved muscle strength and memory retention. This toe-tapping good time is sure to be the highlight of your week!

XXQ-979 | \$69 (includes fees: \$59)

A2 Mon | Sept. 9 – Oct. 28 | 7:30 – 8:15 p.m.
8 sessions | Main Campus
Instructor: Lori Maccia

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/ 60 minutes | \$88 (includes fees: \$78)

A2 Tue | Sept. 3 – Oct. 22 | 7 – 8 p.m.
8 sessions | Main Campus
Instructor: Syeda Khan

8 Sessions /90 minutes | \$126 (includes fees: \$116)

B2 Sat | Sept. 7 – Oct. 26 | 9 – 10:30 a.m.
8 sessions | Main Campus
Instructor: Syeda Khan

6 Sessions/60 minutes | \$69 (includes fees: \$59)

C2 Tue | Oct. 29 – Dec. 10* | 7 – 8 p.m.
6 sessions | Main Campus
Instructor: Syeda Khan
*No class 11/5

6 Sessions/90 minutes | \$97 (includes fees: \$87)

D2 Sat | Nov. 2 – Dec. 14* | 9 – 10:30 a.m.
6 sessions | Main Campus
Instructor: Syeda Khan
*No class 11/30

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 | \$145 (includes fees: \$135)

A2 Wed, Mon | Sept. 4 – Dec. 18* | 6:15 – 7:15 p.m.
30 sessions | Main Campus
Instructor: Deanna Dovel
*No class 11/27

MINDFULNESS SERIES

NEW! Heart and Mind Mindfulness Session

Discover solid practices that support heart and brain health. Explore how our whole-body systems impact how the heart and brain work to perceive experiences. Engage in mindfulness practices that help your heart and brain function more easily. Discuss how adjustments in lifestyle can improve cognitive health. Brain health is on everybody's mind; let's have some fun and be empowered about our health!

PDE-152 | \$35 (includes fees: \$25)

A2 Tue | Sept. 17 | 5:30 – 7:30 p.m.
1 session | Main Campus
Instructor: Julie Cassaday

NEW! REALER Mindfulness

Master the art of managing and healing your triggers. Utilize the REALER acronym to enhance mindfulness around your emotions and thoughts before reacting impulsively. Recognize or notice how you are feeling and what you are thinking before you react. Engage in creating an inner dialogue to understand the reasons behind your reactions. Allow this reaction and avoid the impulse to push it away. Love or appreciate why you have that reaction. Express what is going on in a manner that fosters dialogue and understanding. Repeat for the other person and what they are noticing in your actions.

PDE-154 | \$45 (includes fees: \$35)

A2 Tue | Sept. 24 & Oct. 1 | 6 – 7:30 p.m.
2 sessions | Main Campus
Instructor: April Herring

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Continuing Education & Training:
carrollcc.edu/CETRegistration
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! Starting a Daily Movement and Mindfulness Practice

Discover how to start and sustain a mindful movement routine at home. Whether you're new to yoga or a seasoned practitioner, create your own movement menu that suits your goals and preferences. Enjoy a variety of short, yoga-inspired flows and grounding practices. Connect with your body, mind and breath. You'll receive a copy of all the movements and practices to keep up the momentum at home. No yoga experience required; just wear comfortable clothes and get ready to move!

PDE-153 | \$85 (includes fees: \$75)

A2 Mon | Oct. 7 – 28 | 6 – 7:30 p.m.
4 sessions | Main Campus
Instructor: Annie Cumberland

Understanding Your Stress Response

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

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

A2 Tue | Nov. 19 | 6 – 7:30 p.m.
1 session | Main Campus
Instructor: Karen Iglehart

FITNESS**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

8 Sessions | \$89 (includes fees: \$79)

A2 Thu | Sept. 5 – Oct. 24 | 6:45 – 7:45 p.m.
8 sessions | Main Campus
Instructor: William Whittenton

6 Sessions | \$60 (includes fees: \$50)

B2 Thu | Oct. 31 – Dec. 12* | 6:45 – 7:45 p.m.
6 sessions | Main Campus
Instructor: Linda Albright
**No class 11/28*

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

8 Sessions | \$89 (includes fees: \$79)

A2P Thu | Sept. 5 – Oct. 24 | 7 – 8 p.m.
8 sessions | Main Campus
Instructor: Jerry Diamond

6 Sessions | \$60 (includes fees: \$50)

B2P Thu | Oct. 31 – Dec. 12* | 7 – 8 p.m.
6 sessions | Main Campus
Instructor: Jerry Diamond
**No class 11/28*

Intro to Pickleball

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

XHW-001 | \$70 (includes fees: \$60)

A2 Fri | Sept. 6 – Oct. 4 | 1:15 – 2:15 p.m.
5 sessions | Main Campus
Instructor: Larry Wood

B2 Fri | Sept. 6 – Oct. 4 | 2:30 – 3:30 p.m.
5 sessions | Main Campus
Instructor: Larry Wood

Pickleball II

Can't get enough Pickleball? Continue the excitement from Intro to Pickleball. Sharpen your skills, meet new players and have fun! Open to beginner and intermediate players who want more competitive play time.

XHW-006 | \$70 (includes fees: \$60)

A2 Fri | Oct. 11 – Nov. 8 | 1:15 – 2:15 p.m.
5 sessions | Main Campus
Instructor: Larry Wood

B2 Fri | Oct. 11 – Nov. 8 | 2:30 – 3:30 p.m.
5 sessions | Main Campus
Instructor: Larry Wood

Pickleball III

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

XHW-020 | \$70 (includes fees: \$60)

A2 Fri | Nov. 15 – Dec. 20* | 1:15 – 2:15 p.m.
5 sessions | Main Campus
Instructor: Larry Wood
**No class 11/29*

B2 Fri | Nov. 15 – Dec. 20* | 2:30 – 3:30 p.m.
5 sessions | Main Campus
Instructor: Larry Wood
**No class 11/29*

REGISTER NOW

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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**.

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.

Beginner Hiking Series

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

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

A2T Oct. 10 – Nov. 9 | 4 sessions

Thu | Oct. 10 | 6 – 8 p.m.

Main Campus

Sat | Oct. 12 | 9 a.m. – 12 p.m.

Piney Run Park

Sat | Oct. 26 | 9 a.m. – 12 p.m.

Union Mills Recreation Center

Sat | Nov. 9 | 9 a.m. – 12 p.m.

Mary Ann Furnace Trail/Codorus State Park

Instructor: Bud Grace

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 | \$45 (includes fees: \$35)

A2T Sat | Nov. 23 | 9 a.m. – 12 p.m.

1 session | Patapsco State Park

Instructor: Bud Grace

B2T Sat | Dec. 14 | 9 a.m. – 12 p.m.

1 session | Catoctin Mountain Park - Hog Rock

Instructor: Bud Grace

WRITING

NEW! Writer's Workshop Series

Improve your writing skills and learn from your peers. Each month features a different topic discussion led by a writer, plus exchanging drafts with other writers and providing feedback on their work (bring multiple copies to share). The instructor will guide feedback sessions to improve your skills at giving specific, helpful and respectful comments for your peers. This class suits writers of any level and genre who want to enhance their writing process and collaborate with other writers. You will need to have a draft of a writing project ready for peer review before the class. Each session features a different writing topic. Join all three sessions by registering for the series, or pick the topic that interests you most and register just for that session.

PWL-047 | \$90 (includes fees: \$80)

A2 Sept. 9 – Nov. 11 | 3 sessions

Mon | Sept. 9 | 5 – 7 p.m.

Main Campus

Mon | Oct. 14 | 5 – 7 p.m.

Main Campus

Mon | Nov. 11 | 5 – 7 p.m.

Main Campus

NEW! Writer's Workshop

Register only for the sessions that interest you. You will need to have a draft of a writing project ready for peer review before the class. Each session features a different writing topic.

PWL-046 | \$38 (includes fees: \$28)

Plot

A2 Mon | Sept. 9 | 5 – 7 p.m.

1 session | Main Campus

Instructor: Jennifer Garrett

Character

B2 Mon | Oct. 14 | 5 – 7 p.m.

1 session | Main Campus

Instructor: Suzi Mazzenga

Editing

C2 Mon | Nov. 11 | 5 – 7 p.m.

1 session | Main Campus

Instructor: Ruth Ann Wood

A to Z Grantwriting

A to Z Grant Writing will take you through the process of finding and writing a grant application. Using a Theory of Change process to engage stakeholders in framing a grant application, you will prepare a draft of a grant application of your choice step-by-step. In doing so, you will learn what grant funders look for in an application by reviewing pieces of your peers' grant proposals to provide and receive feedback. Additional features include six teachable moments videos and six choose your own adventure branching scenarios.

PWL-042 | \$135 (includes fees: \$110)

A2 Online Sept. 11 – Oct. 18

B2 Online Oct. 16 – Nov. 22

C2 Online Nov. 13 – Dec. 20

D2 Online Dec. 18 – Jan. 24

Introduction to Screenwriting

Whether you want to write micro-budget indie films or Hollywood blockbusters, this course will teach you everything you need to know to create a script that can sell. Learn how to develop that tiny spark into a story, and finally how to structure it into a screenplay. Learn how to create characters audiences will believe and how to write dialogue that will bring them to life. You'll get an inside look into the business of selling your script and building your career as a writer. You'll find out about agents and producers, contests and consultants, studios and scam artists. When you finish the course, you'll be ready to start writing your own script, and you'll know how to sell it once it's done!

PWL-389 | \$139 (includes fees: \$115)

A2 Online Sept. 11 – Oct. 18

B2 Online Oct. 16 – Nov. 22

C2 Online Nov. 13 – Dec. 20

D2 Online Dec. 18 – Jan. 24

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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**.

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 |

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

Social Security Number (required for Workforce Training Certificate programs and courses) _____ - _____ - _____
Social Security Numbers are used for federal and state reporting purposes only. Your Social Security Number is confidential.

Course Number	Course Title	Start Date	Start Time	Cost

 Mail completed registration form and check or money order for full amount to: **Carroll Community College**
 Workforce, Business & Community Education, A115
 1601 Washington Road
 Westminster, MD 21157

Deduct In-County/In-State Fees _____
Total Cost _____

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

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

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

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

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

 If paying with a credit card, register online at www.carrollcc.edu/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.

 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 _____

REGISTER NOW

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

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 or 410-386-8096, or go to www.carrollcc.edu/tuitionassistance.

Workforce 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 Workforce, Business & Community 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,

Information

edition, ISBN, etc. for each textbook on the bookstore website (www.carrollcc.edu/bookstore) approximately two weeks prior to the start of the course. Students are encouraged to purchase textbooks from the College bookstore; however, they may also purchase used or new textbooks from other bookstores or online vendors.

Carroll Community College is aware of the high cost of college textbooks. We endeavor to select reasonably priced texts that provide currency, relevance and the most effective presentation of course content.

Non-Credit Course Disclaimer

Courses and class schedule information listed in the Non-Credit Course Schedule, promotional literature and on the College website are subject to change. The College regrets any discrepancies or typographical errors.

Bookstore Hours

Call 410-386-8447 or visit www.carrollcc.edu/bookstore for most up to date information.

The College will be closed on the following dates:

Labor Day: Aug. 31 – Sept. 2
Thanksgiving: Nov. 27 – Dec. 1
Winter Recess: Dec. 23 – Jan. 5

Inclement Weather Procedures

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

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

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

The Canteen Café

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

Disability Support Services

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

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

Electronic Image Use

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

Locations

Carroll Community College
Washington Road Campus
1601 Washington Road, Westminster

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

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

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

Community Media Center
1301 Washington Road, Westminster

Y of Central Maryland
1719 Sykesville Road, Westminster

Ride Carroll Transit System to Carroll

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

Smoking and Tobacco Use Policy

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

The Continuing Education Workforce Official College Record (transcript)

The Official Record documents: All successfully completed continuing education workforce-related courses, successfully completed Workforce Training Certificate programs and earned CEUs, if applicable.

A \$5 fee is charged for each Official College Record. To request, call 410 386-8100.

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

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Community Education, A115
1601 Washington Road
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3. WALK-IN

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

5. TELEPHONE

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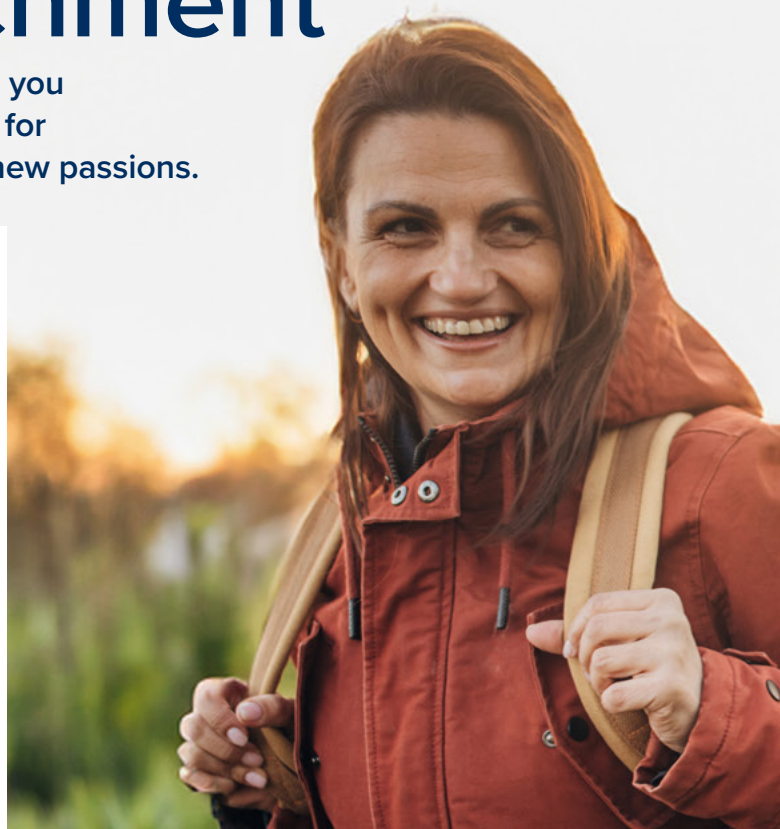
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