

WORK

HOME

SELF

# BALANCE

Workforce, Business & Community Education  
Winter – Spring 2025 Class Schedule



*Something  
for everyone!*

# From Carroll to Career



## Cecilia M. Bryan

**Phlebotomy Technician  
completer**

Carroll gave me the opportunity to change careers by working with me to complete pre-requirements and be accepted into a medical program. I liked the interaction with the other students and the hands-on experience we were offered. The classes were held at a time that students who were working could still be accommodated. The ability to do our clinicals at local institutions was also a plus. Carroll gave me the skills to follow a new career path, and I plan to continue in this career for as long as I can be of service to others.



## Heidi Moore

**Welding completer**

When I decided that welding was the career path for me, I started looking into trade schools that were both affordable and qualified. I was fortunate that Carroll Community College had just the right program. All classes were hands-on, with equipment and materials supplied for us. Now I am officially a certified welder working in the field. Without this program and the financial assistance they so graciously offered me, along with my knowledgeable instructors who had a major impact on my journey, I know I would not be where I am today.



## Luke Van der Meulen

**Commercial UAS (Drone) Pilot  
completer**

Since graduating Carroll's drone program, I completed my first of many recurrent trainings with part 107 and have moved on to my third job working in the drone industry. Beginning with mapping agriculture in Ohio, followed by flying a drone for security at a Kia manufacturing plant in Georgia while also running maintenance at the Atlanta Falcons stadium, I now have a full-time position with a new company as an operational manager flying 800 drones at Disney Springs. It has been a great experience so far and I've learned so much more about operational, team, and spectator safety.

075-04-25 0924

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

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A smiling woman with dark hair, wearing blue scrubs, is holding a golden retriever puppy. The background is a clinical or hospital setting with shelves and medical equipment. The image is partially overlaid by a blue diagonal shape on the left side.

# WORKFORCE TRAINING CERTIFICATES

Connect with a Rewarding Career  
As an **Electronic Assembler** > page 4

Make an Impact on Public Safety  
As a **Security Guard** > page 13

Serve & Protect Your Community  
As a **Special Police Officer** > page 13

## **CAREER HERE! WORKFORCE TRAINING CERTIFICATES**

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

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

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

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

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

See the Course Index (pages 63 – 64) 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](http://www.carrollcc.edu/tuitionassistance).

#### **Affordable Payment Plan**

Tuition \$200 or more?  
Pay in installments! Visit [www.carrollcc.edu/tuitionassistance](http://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.

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- Email signatures
- Digital résumés
- Online portfolios
- Personal & business websites

**Offered in partnership with Credly, you can:**

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

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

Carroll Community College

410-386-8100

www.carrollcc.edu

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  
and stipends  
are available!

**ASSISTANCE IS AVAILABLE  
FOR STUDENTS TO:**

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

**Training starts soon,  
so act fast!**



075-10-25-0924

For information,  
call 410 386 8100 or visit  
[www.carrollcc.edu/tuitionassistance](http://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
- VOC-789 ASE Engine Performance

**Approximate Number of Hours**  
168

**Approximate Training Cost**  
\$2,887

#### 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 and sit for the IPC J-STD-001 certification, the industry standard for soldering processes and materials used in electronic assemblies

#### Hybrid/Electric Vehicle Technician

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

#### Courses

- VOC-790 ASE Light Duty Hybrid/Electric

**Approximate Number of Hours**  
51

**Approximate Training Cost**  
\$799

#### Licensure/Certification earned

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

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**REGISTER NOW**

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Register at [www.carrollcc.edu/WBCE](http://www.carrollcc.edu/WBCE)

Carroll Community College  
Call 410-386-8100  
Registration

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



# Workforce Training Certificates for Career Entry

## 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

\$3,462

### Licensure/Certification Earned

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

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

## BUSINESS

### Entrepreneurship

Prepare for your venture into entrepreneurship. Learn core competencies in business planning, market research, budgeting and accounting, human resources, managing risk, growth strategies and much more. Includes one-on-one consultation with your local Small Business Development Center (SBDC).

### Courses

- SBD-009 Pathways to Entrepreneurship

### Approximate Number of Hours

78

### Approximate Training Cost

\$1,129

### Licensure/Certification Earned

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

**\*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**.

## 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.

### 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.

## 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](http://www.carrollcc.edu/tuitionassistance)  
 or contact Beth Lee at **410-386-8096**.

075-02-24-1023

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## 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 Personal Fitness Trainer

#### Approximate Number of Hours

60 hours

#### Approximate Training Cost

\$588

#### 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

\$574

#### 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.

## 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

#### Courses

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

#### Approximate Number of Hours

151 hours (excluding prerequisites)

#### Approximate Training Cost

\$2,176 (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.

**SAVE THE DATE!**

**CARROLL COMMUNITY  
COLLEGE JOB FAIR**

**TUESDAY, MARCH 11, 2025**

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

## 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

\$1,880 (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.

## 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

\$4,892

### 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.

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# Workforce Training Certificates for Career Entry

## 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.

## 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.

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## 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.

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or contact Beth Lee at **410-386-8096**.

075-02-24-1023

## 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

\$1,415

### Licensure/Certification Earned

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

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

### Real Estate Sales Agent

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

### Courses

REA-266 Maryland Real Estate Principles & Practices

### Approximate Number of Hours

60 hours

### Approximate Training Cost

\$829

### Licensure/Certification Earned

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

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

## TRADES

### Electrical 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**.

**REGISTER NOW**



Continuing Education & Training:  
[carrollcc.edu/CETRegistration](http://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**.

## 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

\$1,199

### 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.

### SAVE THE DATE!

## CARROLL COMMUNITY COLLEGE JOB FAIR

TUESDAY, MARCH 11, 2025

### LOOKING FOR A JOB?

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

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

075-11-25 0924

**REGISTER NOW**



Continuing Education & Training:  
[carrollcc.edu/CETRegistration](http://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**.

## 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.

### 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

- CMP-092 QuickBooks Online Pt. 1
- CMP-093 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

Your job search starts here!



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CENTRAL  
NETWORK**

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[www.CollegeCentral.com/CarrollCC](http://www.CollegeCentral.com/CarrollCC)

00145-23

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Continuing Education & Training:  
[carrollcc.edu/CETRegistration](http://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**.



## 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

## SECURITY

### Security Guard

Enhance your professional credentials and make a significant impact in the security field. The state of Maryland mandates a comprehensive 12-hour training program for all aspiring security guards, designed to arm you with the latest industry knowledge and skills. Stay ahead of the curve with up-to-date standards and regulations. This training is for current employees or applicants for employment with a licensed security guard agency. A sponsoring agency is required for certification.

### Courses:

LAW-025

### Approximate Number of Hours:

12 hours

### Approximate Training Cost:

\$250

### Licensure/Certification Earned:

Students who successfully complete this course will receive a training certificate that is required to submit to the Maryland State Police when applying for a Security Guard License.

### Special Police Officer

Make a difference in your community as a Special Police Officer. Special police officers work in various environments including colleges and universities, K-12 school systems, court systems, retail establishments and restaurants, and hospitals and healthcare facilities. With a commission granted by the Governor, you'll be empowered to exercise police authority on specific properties, ensuring safety and security. Special Police Officer candidates must complete a minimum of 80 hours of training covering all state-mandated learning objectives before their employer can apply for a commission on their behalf.

### Courses:

LAW-026

### Approximate Number of Hours:

88 hours

### Approximate Training Cost:

\$860

### Licensure/Certification Earned:

Students who successfully complete this course will receive a certificate of completion that employers are required to submit to the Maryland State Police when applying for a Special Police Officer commission.

**REGISTER NOW**



Continuing Education & Training:  
[carrollcc.edu/CETRegistration](http://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**.

## 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](http://www.hrci.org) and SHRM at [www.shrm.org](http://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.

**REGISTER NOW**



Continuing Education & Training:  
[carrollcc.edu/CETRegistration](http://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**.

# 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

- CMP-094 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.

**TUITION \$200  
OR MORE?**

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to learn more!

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Continuing Education & Training:  
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410-386-8100

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



A close-up photograph of a person's hands using a multimeter to test electrical wiring. The person is holding a red probe and a black probe, which are connected to a multimeter. The background shows a server rack with various cables and components. The image is partially obscured by a dark blue diagonal overlay on the left side.

# CAREER & CONTINUING PROFESSIONAL EDUCATION

Learn How to Launch a New Business  
Through **Pathways to  
Entrepreneurship** > page 19

Examine a Healthy Future  
Become a **Medical Assistant** > page 35

Take Your Career on the Road  
**Commercial (CDL-A) Truck Driver** > page 41

## ADVANCED MANUFACTURING

### ASSEMBLY

#### 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 knowledgeable 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 actuit 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)

**A3** Feb. 10 – 14 | 5 sessions  
Mon | Feb 10 | 8 a.m. – 5 p.m.  
Main Campus  
Tue – Fri | Feb. 11 – 14 | 8 a.m. – 5 p.m.  
Circuit Technology

**A4** April 14 – 18 | 5 sessions  
Mon | April 14 | 8 a.m. – 5 p.m.  
Main Campus  
Instructor: Chip Gachot  
Tue – Fri | April 15 – 18 | 8 a.m. – 5 p.m.  
Circuit Technology

### AUTOMOTIVE

#### 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 | \$759 (includes fees: \$414)

**A3** Tue, Thu | Feb. 4 – April 8\* | 6 – 9:15 p.m.  
17 sessions | Main Campus  
\*No class 3/25, 3/27

#### 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 | \$1,059 (includes fees: \$1,049)

Online Start Anytime 3 months to complete



Prepare for a career in the dynamic tech industry in as few as **40 hours!**

Explore soldering, master circuit board utilization, and hone mechanical assembly techniques using hand tools to assemble and test electrical components and systems.

This exciting program:

- Combines theory with practical hands-on experience.
- Teaches basic hand tool use and safety.
- Prepares you to sit for the IPC J-STD001 certification.

**Scholarships & stipends are available to pay for this training.**

“Northrop Grumman develops leading-edge technology here in Central Maryland. Our future depends on valuable skills we use every day in our manufacturing processes, especially electronic assembly skills.”

– Brian Diehl, Director,  
Manufacturing Operations,  
Northrop Grumman

See Electronic Assembler on p. 17 for complete details.

075-03-25 1024-CAR

## 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](http://www.carrollcc.edu/tuitionassistance)  
or contact Beth Lee at 410-386-8096.

075-02-24-1023

**REGISTER NOW**



Continuing Education & Training:  
[carrollcc.edu/CETRegistration](http://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**.

Earn  
WHILE YOU  
Learn!

## 4-YEAR APPRENTICESHIP TRAINING PROGRAMS

### Electrical

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

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

### HVACR

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

For information and to apply for the program, contact Stephanie Anderson at **410-431-8889** or [sanderson@haccmd.org](mailto:sanderson@haccmd.org) or visit [www.haccmd.org](http://www.haccmd.org)

072-13-22-1021

### 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 | \$2,739 (includes fees: \$2,729)

Online Start Anytime 9 months to complete

### 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)

A3 Jan. 6 – Feb. 12\* | 10 sessions

Mon, Wed | Jan. 6 & 8 | 6 – 9:15 p.m.  
Main Campus

Mon, Wed | Jan. 13 – Feb. 12 | 6 – 9:15 p.m.  
Carroll County Career & Tech Center

\*No class 1/20, 1/27

Instructor: Aaron Gilmore

B3 Feb. 26 – April 7\* | 10 sessions

Wed, Mon | Feb. 26 & March 3 | 6 – 9:15 p.m.  
Main Campus

Wed, Mon | March 5 – April 7 | 6 – 9:15 p.m.  
Carroll County Career & Tech Center

\*No class 3/24, 3/26

Instructor: Harrison Wilt

### 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)

A4P Wed, Mon | April 16 – June 2\*

5:45 – 9:45 p.m.

12 sessions | Carroll County Career & Tech Center

Instructor: Aaron Gilmore

\*No class 4/21, 5/26

## 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)

D2 Online Dec. 18 – Feb. 21

REGISTER NOW



Continuing Education & Training:  
[carrollcc.edu/CETRegistration](http://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**.

### 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)

D2 Online Dec. 18 – Jan. 24

### 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)

D2 Online Dec. 18 – Jan. 24

## ENTREPRENEURSHIP

### 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)

D2 Online Dec. 18 – Jan. 24

### Pathways to Entrepreneurship

★ Part of a Workforce Training Certificate; see page 3

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

# SBD-009 | \$1,129 (includes fees: \$772)

A3 Online Jan. 27 – March 31

A4 Online April 14 – June 9

## 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](mailto: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)

TUITION **\$200**  
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**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 100% of the cost for any new or existing business until funds are depleted.*

001-16-23-1021-CAR

For complete details  
and to apply, visit  
[www.MillerSmallBusiness.com](http://www.MillerSmallBusiness.com)

### 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)

### 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)

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Maryland senior adults pay **fees only**.

### 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)

### 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)

### MANAGEMENT & LEADERSHIP

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

### 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.

### 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

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at [www.carrollcc.edu/degree](http://www.carrollcc.edu/degree)

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### 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

### PROFESSIONAL DEVELOPMENT

#### Certified Business Data Analytics (CBDA) Prep

According to LinkedIn survey data, business data analysis is one of the fastest-growing professions. With increasing dependence on technology projects, organizations are hiring a larger number of business analysts. Certification in Business Data Analytics (CBDA) is the first data analytics certification provided by the International Institute of Business Analysis (IIBA) to recognize one's ability to effectively analyze work in business analytics initiatives. The Certified Business Data Analytics (CBDA) Prep Course provides highly focused exam preparation support for the CBDA exam. This comprehensive data analytics course offers you extensive support through sessions fully aligned to the Guide to Business Data Analytics and office hours. This course has been designed by data analytics experts who have assisted several business analysts in completing the CBDA exam successfully. The learning resources, study plan, exam tips, question banks, and exam simulators are fully aligned to the CBDA exam pattern. Furthermore, these resources equip you to prepare effectively, identify areas of weakness, and face your certification exam confidently.

# XXG-191 | \$1,005 (includes fees: \$995)

Online Start Anytime 3 months to complete

### 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)

#### 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)

## 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](http://www.carrollcc.edu/tuitionassistance) or contact Beth Lee at 410-386-8096.

075-02-24-1023

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Maryland senior adults pay **fees only**.

### 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)

## REAL ESTATE

### Maryland Real Estate Principles & Practices

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

**# REA-266 | \$945** (includes fees: \$695)

**A3** Tue, Thu | Feb. 25 – May 8\*  
6 – 9:15 p.m.  
20 sessions | Main Campus  
Instructor: Joseph Stephens  
*\*No class 3/25, 3/27*

### 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, fireplaces 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: \$815)

**A3** Tue, Thu | March 4 – June 10\* | 6 – 9:15 p.m.  
27 sessions | Main Campus  
*\*No class 3/25, 3/27*

### Defect Recognition and Report Writing Course

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

**# VOC-792 | \$156** (includes fees: \$103)

**A3** Sat | Feb. 22 | 8 a.m. – 5 p.m.  
1 session | Main Campus

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

More info: 410 386 8095  
[business\\_solutions@carrollcc.edu](mailto:business_solutions@carrollcc.edu)



121-08-23-0223 CAR

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## COMPUTERS & TECHNOLOGY

### COMPUTER APPLICATIONS

#### 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)

A3 Online Jan. 15 – Feb. 21

B3 Online Feb. 12 – March 21

C3 Online March 12 – April 18

A4 Online April 16 – May 23

#### 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)

A3 Mon, Wed | Mar. 31 & Apr. 2 | 6:30 – 9 p.m.  
2 sessions | Main Campus

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at [www.carrollcc.edu/degree](http://www.carrollcc.edu/degree)

#### 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

A4B Tue, Thu | April 1 – 17 | 6:30 – 8:30 p.m.  
6 sessions | Main Campus

#### 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)

A3 Tue, Thu | March 4 – 18 | 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/book-keeping concepts, computer skills and use of Windows. Suggested prerequisite: Understanding Account and Financial Statements MSB-121.

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

A3B Mon, Thu | April 7 – 21 | 6 – 8:30 p.m.  
5 sessions | Main Campus  
Instructor: Shanelle Hopkins

### 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/book-keeping concepts, computer skills and use of Windows.

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

A4B Thu, Mon | April 24 – May 8 | 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

A4B Mon, Thu | May 12 & 15 | 6 – 9:15 p.m.  
2 sessions | Main Campus  
Instructor: Shanelle Hopkins

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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)

A3 Online Jan. 15 – Feb. 21

B3 Online Feb. 12 – March 21

C3 Online March 12 – April 18

A4 Online April 16 – May 23

### 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)

A3 Online Jan. 15 – Feb. 21

B3 Online Feb. 12 – March 21

C3 Online March 12 – April 18

A4 Online April 16 – May 23

### CompTIA A+ Certification Prep 3: Network/Security

The CompTIA A+ Certification Prep 3: Networking/Security course focuses on fun and practical technology. You will learn how to select, install, and service sound and display components, and how to set up, maintain, and troubleshoot wired and wireless networks. During this network/security training, you will also learn about many aspects of PC and network security and discover how to configure and troubleshoot tablets and smartphones. Note: This CompTIA A+ Prep 3 course completes the three-course CompTIA A+ certification exam prep series that is needed to prepare you for both the 220-1101/1102 exams and your career as a certified technician.

# CMP-112 | \$135 (includes fees: \$115)

A3 Online Jan. 15 – Feb. 21

B3 Online Feb. 12 – March 21

C3 Online March 12 – April 18

A4 Online April 16 – May 23

### 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)

D2 Online Dec. 18 – Jan. 24

A3 Online Jan. 15 – Feb. 21

B3 Online Feb. 12 – March 21

C3 Online March 12 – April 18

A4 Online April 16 – May 23

### 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)

D2 Online Dec. 18 – Jan. 24

### 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)

D2 Online Dec. 18 – Jan. 24

A3 Online Jan. 15 – Feb. 21

B3 Online Feb. 12 – March 21

C3 Online March 12 – April 18

A4 Online April 16 – May 23

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## 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)

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)

D2 Online Dec. 18 – Jan. 24

## DIGITAL AND SOCIAL MEDIA

### 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)

A3 March 15 – 17 | 14 sessions

Mon, Wed | March 15 – 17 | 7:30 – 9 p.m.  
Online

March 6 – 16 | Online 24/7

Instructor: Katie Marinello

### 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)

A4P April 2 – May 17 | 13 sessions

Wed | April 2 – May 17 | 7:30 – 9:30 p.m.  
Online

April 3 – May 13 | Online 24/7

Instructor: Katie Marinello

## 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)

A4P May 19 – June 2 | 6 sessions

Mon, Wed | May 19 – June 28 | 7:30 – 9 p.m.  
Online

May 20 & June 1 | Online 24/7  
Online

\*No class 5/26

Instructor: Katie Marinello

## 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 bookwork as you begin flying on a simulator to help build your stick control while you go through the FAA guidelines. End the class with a night flight demo!

# DRN-020 | \$599 (includes fees: \$417)

A3 Feb. 4 – 27 | 8 sessions

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

Tue | Feb. 4 | 6:30 – 9 p.m.

Online

Thu, Tue | Feb. 6 – 27 | 6:30 – 9 p.m.

Main Campus

Instructor: Geoffrey Voigt

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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**.

### 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)

A3P March 4 – 20 | 8 sessions

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

Tue | March 4 – 18 | 6:30 – 9 p.m.

Main Campus

Thu | March 6 – 20 | 6:30 – 9 p.m.

Online

Sat | March 8 & 15 | 9 a.m. – 3 p.m.

Main Campus

Instructor: Geoffrey Voigt

### 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)

A4P April 3 – 26 | 5 sessions

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

Thu | April 3 | 6:30 – 8:30 p.m.

Online

Sat | April 5 – 26 | 9 a.m. – 3 p.m.

Main Campus

Instructor: Geoffrey Voigt

### 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)

A4P April 8 – May 15 | 13 sessions

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

Tue, Thu | April 8 – 24 | 6:30 – 8:30 p.m.

Main Campus

Tue, Thu | April 29 – May 15 | 6:30 – 8:30 p.m.

Online

Sat | May 3 | 9 a.m. – 2 p.m.

Main Campus

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)

A3 Online Jan. 1 – March 31

B3 Online Feb. 12 – March 21

C3 Online March 12 – April 18

A4 Online April 16 – May 23

## 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 | \$261 (includes fees: \$163)

A3 Mon, Tue | March 3 – 11 | 6 – 9:15 p.m.

4 sessions | Main Campus

Instructor: Steve Klitsch

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## ENVIRONMENTAL & CONSERVATION

### FOREST CONSERVATION

#### Forest Conservation Qualified Professional Training

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

# TEC-350 | \$680 (includes fees: \$430)

A4P Mon – Fri | April 21 – 25 | 8 a.m. – 5 p.m.  
5 sessions | Main Campus  
Instructor: Jonathan Bowman

## HEALTHCARE & HUMAN SERVICES

### BEHAVIORAL HEALTH

#### Mental Health First Aid

**NO COST!**

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

# AHE-291 | No Cost

A3 Thu, Fri | Jan. 23 & 24 | 12 – 4:30 p.m.  
2 sessions | Main Campus

B3 Tue, Wed | Feb. 25 & 26 | 8:30 a.m. – 1 p.m.  
2 sessions | Main Campus

A4 Mon, Tue | April 14 & 15 | 12 – 4:30 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

A3 Wed, Thu | March 19 & 20 | 12 – 4 p.m.  
2 sessions | Main Campus

### 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)

A3 Feb. 17 – March 10 | 7 sessions  
Mon, Wed | Feb. 17 – March 5 | 6 – 9:15 p.m.  
Online  
Mon | March 10 | 6 – 8 p.m.  
Online  
Instructor: Crystal Opasina

#### 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)

A3P March 12 – April 9\* | 7 sessions  
Wed, Mon | March 12 – April 7 | 6 – 9:15 p.m.  
Online  
Wed | April 9 | 6 – 8 p.m.  
Online  
\*No class 3/24, 3/26  
Instructor: Crystal Opasina



*My experience of Carroll Community's RBT program was exactly what I was*



*looking for. I needed a change in my career path and knew I wanted to help others. The instructors were great and so willing to take the time to explain anything! This course led me to my new career, I am now a Registered Behavior Technician doing what I love!*

**Samantha Williams**  
RBT COMPLETER

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410-386-8100

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

## 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)

A3 Wed | Feb. 5 | 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)

A3 Wed | Feb. 12 | 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)

A3 Sat | March 22 | 9 a.m. – 2:15 p.m.  
1 session | Main Campus

### BLS Provider

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

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

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

A3 Sat | Jan. 25 | 9 a.m. – 4 p.m.  
1 session | Main Campus

B3 Sat | Feb. 22 | 9 a.m. – 4 p.m.  
1 session | Main Campus

C3 Sat | March 8 | 9 a.m. – 4 p.m.  
1 session | Main Campus

A4 Sat | April 12 | 9 a.m. – 4 p.m.  
1 session | Main Campus

B4 Sat | April 26 | 9 a.m. – 4 p.m.  
1 session | Main Campus

### BLS Provider Renewal

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

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

A3P Sat | Feb. 8 | 9 a.m. – 1:15 p.m.  
1 session | Main Campus

B3P Wed | Jan. 29 | 5 – 9:15 p.m.  
1 session | Main Campus

C3P Wed | March 12 | 5 – 9:15 p.m.  
1 session | Main Campus

A4P Wed | April 16 | 5 – 9:15 p.m.  
1 session | Main Campus

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Maryland senior adults pay **fees only**.



*I attended the Dental Assistant program at Carroll. Not only did this class prepare me for the dental field, but my professor Sam took her time to not only teach the material, she made sure you grasp it. She worked with me and many of the other students one on one when something wasn't making sense to us. She made sure to use examples and hands on training to really prepare us for real life. I fortunately had a job as a sterilization assistant before starting this class, but this course got me the dental assistant position and a raise! I couldn't be more grateful for Sam and this program that CCC offers."*



**Bethany Black**  
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 operatory. Training includes practice using an intraoral scanner and 3-D printer, reflecting the evolving technology. Topics include terminology, anatomy, charting, medical history, instruments, four-handed dentistry, restorative materials, oral hygiene, infection control, sterilization and OSHA regulations. Prerequisite: Professional Preparation in Healthcare AHE-196. Course includes an online component; internet access required.

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

A3BP Feb. 4 – March 13 | 12 sessions

Tue, Thu | Feb. 4 – March 13 | 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

A3BP March 18 – May 8\* | 14 sessions

Tue, Thu | March 18 – May 8 | 6:30 – 9:45 p.m.

Main Campus

\*No class 3/25, 3/27

Instructor: Carol Bair

### Radiation Safety Update

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

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

A3 Tue, Thu | March 18 – April 1\*

6:30 – 9:45 p.m.

3 sessions | Main Campus

Instructor: Carol Bair

\*No class 3/25, 3/27

### 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)

Online Start Anytime 6 months to complete

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

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or contact Beth Lee at 410-386-8096.

075-02-24-1023

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## 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)

D2 Online Dec. 18 – Jan. 24

A3 Online Jan. 15 – Feb. 21

B3 Online Feb. 12 – March 21

C3 Online March 12 – April 18

A4 Online April 16 – May 23

### 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)

D2 Online Dec. 18 – Jan. 24

A3 Online Jan. 15 – Feb. 21

B3 Online Feb. 12 – March 21

C3 Online March 12 – April 18

A4 Online April 16 – May 23

### 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 is required.

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

A3 Mon, Tue, Thu | Jan. 27 – 30 | 6 – 8:45 p.m.  
3 sessions | Online  
Instructor: Tracy Berends

B3 Mon, Tue, Thu | Feb. 17 – 20 | 6 – 8:45 p.m.  
3 sessions | Online  
Instructor: Beth Lee

### 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 | \$184 (includes fees: \$174)

Online Start Anytime 6 months to complete

## 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 | \$1,229 (includes fees: \$724)

A3 Thu | March 6 – May 15\*  
8:30 a.m. – 5 p.m.  
10 sessions | Main Campus  
Instructor: James Rowe  
\*No class 3/27

### Clinical Patient Management in Assisted Living

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

# AHE-483 | \$189 (includes fees: \$122)

A4 April 3 & 10 | 2 sessions  
Thu | April 3 | 8:30 a.m. – 5 p.m.  
Main Campus  
Thu | April 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 | \$189 (includes fees: \$122)

A4 April 24 & May 1 | 2 sessions  
Thu | April 24 | 8:30 a.m. – 5 p.m.  
Main Campus  
Thu | May 1 | 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 | \$304 (includes fees: \$187)

A3P Thu, Fri | Feb. 20 & 21  
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)

D2 Online Dec. 18 – Feb. 21

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# 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.

## 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)

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)

Online Start Anytime 12 months to complete

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to learn more!

## Advanced Hospital Coding and CCS Prep (Voucher Included)

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

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

Online Start Anytime 6 months to complete

## OPTICAL ASSISTANT

### Become an Optical Assistant

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

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

D2 Online Dec. 18 – Jan. 24

A3 Online Jan. 15 – Feb. 21

B3 Online Feb. 12 – March 21

C3 Online March 12 – April 18

A4 Online April 16 – May 23

## 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

A3B Feb. 10 – March 17 | 16 sessions

Mon, Wed, Thu | Feb. 10 – March 17

9:15 a.m. – 12:30 p.m.

Main Campus

Instructors: 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)

A3P March 19 – May 7\* | 19 sessions

Wed, Thu, Mon | March 19 – May 7

9:15 a.m. – 12:30 p.m.

Main Campus

\*No class 3/24, 3/26, 3/27

Instructors: Isabel Chiat, Kaosi Di-ibor,

Cassie Roberts

## GET HELP PAYING FOR CAREER TRAINING

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

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[carrollcc.edu/CETRegistration](http://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**.

*The Pharmacy Technician Training Program offered by Carroll Community College helped me gain a deeper knowledge of the pharmacy world. This course was taught by knowledgeable instructors who were willing to go out of their way to help the class prepare and practice their skills. Because of this program, I was able to pass the PTCE (Pharmacy Technician Certification Exam) on my first try and quickly get a job in a local hospital pharmacy.*

*Grace Biddinger*

PHARMACY TECHNICIAN  
COMPLETER

## PHLEBOTOMY TECHNICIAN

### Phlebotomy Technician Training I: Theory

★ Part of a Workforce Training Certificate; see page 3

In this initial 48-hour course, you will learn about the anatomy and physiology of the circulatory system, specimen collection, specimen processing and handling, and laboratory operations including safety and quality control. Successful completion of Phlebotomy Technician Training I, II and III is required to sit for the ASCP national certification exam. Prerequisites: Successful completion of Professional Preparation in Healthcare (AHE-196). You must also have a current American Heart Association BLS Provider CPR card. This course includes a clinical component. 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

A3BP Feb. 24 – April 23\* | 16 sessions

Mon, Wed | Feb. 24 – April 16 | 5:30 – 8:45 p.m.

Main Campus

Mon | April 21 | 3 – 6:15 p.m.

Carroll Hospital Center

Wed | April 23 | 5:30 – 8:45 p.m.

Main Campus

\*No class 3/24, 3/26

Instructors: Brian Rutledge, Emma Eyler

### Phlebotomy Technician Training II: Clinical

★ Part of a Workforce Training Certificate; see page 3

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

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

A4P April 28 – May 7 | 8 sessions

Mon – Fri | April 28 – May 6 | 8 a.m. – 5 p.m.

Local Health Labs

Wed | May 7 | 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)

A4P May 7 – 16 | 8 sessions

Wed | May 7 | 1 – 5 p.m.

Local Health Labs

Mon – Fri | May 8 – 16 | 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

A3BP Tue, Thu | Jan. 16 – Feb. 25 | 6 – 9 p.m.

12 sessions | Frederick Community College

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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**.

**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 (IAHCSSM). 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)

A3P Tue, Thu | Feb. 27 – May 13\* | 6 – 9 p.m.  
20 sessions | Frederick Community College  
\*No class 4/1,4/3

**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

A3 Thu | Jan. 23 | 5:30 – 8:30 p.m.  
1 session | Main Campus  
Instructor: Lindsay Sisler

**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

A3B Jan. 27 – Feb. 23  
Jan. 27 – Feb. 23  
Online  
Wed | Jan. 29 - Feb. 19 | 5 – 9:15 p.m.  
Main Campus

**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 January 2025.**

**Scholarships and tuition assistance may be available!**

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

075-05-25 0924-CAR

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410-386-8100

35

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 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)

### A3P Feb. 24 – April 13\*

Feb. 24 – April 13

Online

Wed | March 5 – April 9 | 5 – 9:15 p.m.

Main Campus

\*No class 3/26

## 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)

### A4P April 14 – May 25

April 14 – May 25

Online

Wed | April 23 – May 21 | 5 – 9:15 p.m.

Main Campus

## 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)

### A4P May 26 – July 6

May 26 – July 6

Online

Wed | May 28 – July 2 | 5 – 9:15 p.m.

Main Campus

Sat | June 21 | 9 a.m. – 12:15 p.m.

Main Campus

Sat | June 28 | 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)

A1P Mon – Fri | July 7 – 18 | 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 1 and Medical Assistant Clinical II at the same time. Prerequisites: Successful completion of AHE-651, AHE-652, AHE-653, AHE-654, AHE-655.

# AHE-656 | \$190 (includes fees: \$110)

A1P Mon – Fri | July 21 – Aug. 1  
9 a.m. – 3:30 p.m.  
10 sessions | Clinical Site

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[carrollcc.edu/CETRegistration](http://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**.

**NURSING**

**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. 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.

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

**A3M** Tue, Thu | Jan. 28 – Feb. 13 | 5 – 8:15 p.m.  
6 sessions | Online  
Instructor: LuAnn Gamber

**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 | \$1,346 (includes fees: \$795) plus text

**A3BMP** Feb. 20 – April 19\* | 18 sessions  
Thu, Tue | Feb. 20 – April 17 | 5 – 9:15 p.m.  
Main Campus  
Sat | April 5 – 19 | 8 a.m. – 4:30 p.m.  
Main Campus  
\*No class 3/25, 3/27  
Instructor: Nancy Rogers

**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](http://www.carrollcc.edu/tuitionassistance) or contact Beth Lee at 410-386-8096.

075-02-24-1023

# 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:**

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- Scheduled at convenient times and locations

To learn more, contact the Carroll County Community Mediation Center at 410-848-1764 or [CCCMC@carrollcc.edu](mailto:CCCMC@carrollcc.edu).

001-06-24 0523

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410-386-8100

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

### Certified Nursing Assistant 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 | \$852 (includes fees: \$549)

**A4P** April 22 – May 10 | 9 sessions

Tue, Thu | April 22 – May 8 | 5 – 9:15 p.m.

Carroll Lutheran Village

Sat | April 26 – May 10 | 7 a.m. – 3:30 p.m.

Carroll Lutheran Village

Instructor: Danya Shumaker

### 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

Instructor: Nancy Rogers

**A4P** Wed | June 4 | 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 | \$175 (includes fees: \$117)

**A3MP** Fri | Jan. 17 | 8 a.m. – 4:30 p.m.

1 session | Main Campus

Instructor: Nancy Rogers

**B3MP** Fri | March 14 | 8 a.m. – 4:30 p.m.

1 session | Main Campus

Instructor: Nancy Rogers

## 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)

**A3** Sat | March 22 | 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 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

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**.

### 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

A3 Mon - Thu | March 3 - 6 | 8 a.m. - 4 p.m.  
4 sessions | Main Campus

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

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

# VOC-613

A4 Mon - Thu | April 7 - 10 | 8 a.m. - 4 p.m.  
4 sessions | Main Campus

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PROGRAMS**

at [www.carrollcc.edu/degree](http://www.carrollcc.edu/degree)

## 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

A3 Fri | March 7 | 8 a.m. - 4 p.m.  
1 session | Main Campus

## ADDITIONAL CAREER TRAINING

### CANNABIS

#### 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  
6 - 9:15 p.m.  
5 sessions | Online  
Instructor: Shad Ewart

### 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 | 6 - 9:15 p.m.  
4 sessions | Online  
Instructor: Shad Ewart

## LAW ENFORCEMENT AND LEGAL CAREERS

Offered in partnership with The Center for Legal Studies. For additional online legal career training visit [www.carrollcc.edu/LegalStudies](http://www.carrollcc.edu/LegalStudies).

### Paralegal Certification Course

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

# VOC-553 | \$2,484 (includes fees: \$2,125) plus text

A3B Online | Jan. 13 - April 25

B3B Online | March 10 - June 20

### 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 | \$1,544 (includes fees: \$1,325) plus text

A3B Online | Jan. 13 - Feb. 28

B3B Online | March 10 - April 25

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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**.



## 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 | \$1,204 (includes fees: \$1,025) plus text

A3B Online Jan. 13 – Feb. 28

B3B Online March 10 – April 25

## SECURITY GUARD

### NEW! Security Guard Initial Training

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

Mandated by the State, this Maryland Police and Correctional Training Commission (MPCTC) approved, comprehensive 12-hour program fulfills the learning objectives necessary for security guard initial license qualification. 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 initial licensing and renewals are administered, and navigating special situations. Upon successful completion and 100% attendance, participants will receive a certificate of completion, providing documentation to the Maryland State Police of their training and commitment to maintaining the highest standards of professionalism in the security industry.

# LAW-025 | \$250 (includes fees: \$175)

A3 Tue, Wed, Thu | Jan. 14 – 16  
5:30 – 9:45 p.m.  
3 sessions | Main Campus  
Instructor: Bruce Smith

B3 Tue, Wed, Thu | March 11 – 13  
5:30 – 9:45 p.m.  
3 sessions | Main Campus  
Instructor: Bruce Smith

C3 Tue, Wed, Thu | May 13 – 15  
5:30 – 9:45 p.m.  
3 sessions | Main Campus  
Instructor: Bruce Smith

## Security Guard In-Service Training

Mandated by the State, our Security Guard In-Service Training is a Maryland Police and Correctional Training Commission (MPCTC) approved comprehensive 8-hour program designed to fulfill the learning objectives necessary for security guard certification 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 certification renewals are administered, and navigating special situations. Upon successful completion and 100% attendance, participants will receive a certificate of completion, providing documentation to the State Police of their training and commitment to maintaining the highest standards of professionalism in the security industry.

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

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

A3 Tue, Thu | Jan. 28 & 30 | 5:30 – 9:45 p.m.  
2 sessions | Main Campus  
Instructor: Bruce Smith

B3 Tue, Thu | March 18 & 20 | 5:30 – 9:45 p.m.  
2 sessions | Main Campus  
Instructor: Bruce Smith

A4 Tue, Thu | May 20 & 22 | 5:30 – 9:45 p.m.  
2 sessions | Main Campus  
Instructor: Bruce Smith

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[www.carrollcc.edu/tuitionassistance](http://www.carrollcc.edu/tuitionassistance)  
to learn more!

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**.

**NEW! Special Police Officer Academy**

★ Part of a Workforce Training Certificate; see page 3

Serve and protect your community as a special police officer. Learn about criminal law, field interrogation, court procedure, terrorism and gangs, defensive tactics, crisis intervention, and first aid and CPR. Special police officers may be employed by colleges and universities, K-12 school systems, court systems, retail establishments and restaurants, and hospitals and healthcare facilities. A special police officer must be at least 18 years old and hold a commission granted by the Governor. A commission authorizes the officer to arrest individuals who trespass or commit offenses on the property described in the commission and exercise other powers of a police officer on the property. Upon successful completion of this course, special police officer candidates will receive a Certificate of Completion that is required to submit when applying for a commission.

# LAW-026 | \$860 (includes fees: \$400)

A3 Mon – Fri | March 31 – April 14  
8 a.m. – 5 p.m.  
11 sessions | Main Campus  
Instructor: Albert Liebno

**TRANSPORTATION**

**Commercial (CDL) Truck Driver**

Earn a Maryland Class A Commercial Driver’s License in 8 weeks. Call 410-386-8100 for more information on CDL-A classes. Winter and spring class dates are:

- Jan. 25 – March 18
- March 31 – June 6

**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)

A3 Online March 21 – April 28

A4 Online June 9 – July 14

**English Language Conversation Groups**

Practice your speaking skills.

**NO COST!**

**NEW TOPICS EVERY WEEK!**

Beginner and intermediate groups meet Mondays at 5 p.m. at the Multi-Service Center, 224 N. Center Street in Westminster.

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



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



096-05-23 1022 INF

*Interested in a degree?*

Explore Carroll’s

**CREDIT PROGRAMS**

at [www.carrollcc.edu/degree](http://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**.

# 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.

Winter session classes start  
Tuesday, Jan. 14

Spring session classes start  
Tuesday, April 8

You must attend a FREE information session before Dec. 18 for Winter session or March 14 for Spring session to be eligible for classes. Registration for the info session is required.

**Contact us today for available dates.**



*“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 Igidimba, GED® student

Ready to get started?  
**Contact us!**

- In person at  
224 N. Center Street, Westminster
- By phone at 410-386-8630
- By email at [ged@carrollcc.edu](mailto:ged@carrollcc.edu)
- On our website at  
[www.carrollcc.edu/ged](http://www.carrollcc.edu/ged)
- Or use the QR code below:



**REGISTER NOW**



Continuing Education & Training:  
[carrollcc.edu/CETRegistration](http://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.

Winter session classes start  
Monday, Jan. 13

Spring session classes start  
Monday, April 7

You must attend a FREE information session before Dec. 17 for Winter session or March 13 for Spring session to be eligible for 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  
224 N. Center Street, Westminster
- By phone at 410-386-8630
- By email at [esol@carrollcc.edu](mailto:esol@carrollcc.edu)
- On our website at  
[www.carrollcc.edu/esol](http://www.carrollcc.edu/esol)
- Or use the QR code below:



**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**.



# OPEN HOUSE

Thursday, April 3 | 6 – 8 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](http://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](http://www.carrollcc.edu/openhouse),  
email [admissions@carrollcc.edu](mailto: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 46

Take Your Best Shot  
In a **Photography** class > page 56

Care for Your Mind & Body  
In a **Health & Wellness** class > page 57

## 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-728 | \$229 (includes fees: \$70)

**A3** Wed | Jan. 15 – March 5 | 6:30 – 9 p.m.  
8 sessions | Main Campus  
Instructor: Sarah Abel-DeLuca

**C3** Wed | March 12 – May 7\* | 6:30 – 9 p.m.  
8 sessions | Main Campus  
Instructor: Sarah Abel-DeLuca  
*\*No class 3/26*

**B3** Fri | Feb. 21 – April 18\*  
9:30 a.m. – 12 p.m.  
8 sessions | Main Campus  
Instructor: Stacy Lund-Levy  
*\*No class 3/28*

**A4** Fri | April 25 – June 13  
9:30 a.m. – 12 p.m.  
8 sessions | Main Campus  
Instructor: Stacy Lund-Levy

## 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)

**A3M** Mon | Jan. 13 – March 10\* | 6:30 – 9 p.m.  
8 sessions | Main Campus  
Instructor: Sarah Abel-DeLuca  
*\*No class 1/20*

**B3M** Mon | March 17 – May 12\* | 6:30 – 9 p.m.  
8 sessions | Main Campus  
Instructor: Sarah Abel-DeLuca  
*\*No class 3/24*

## 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)

**A3M** Mon | Jan. 13 – March 10\* | 6:30 – 9 p.m.  
8 sessions | Main Campus  
Instructor: Sarah Abel-DeLuca  
*\*No class 1/20*

**B3M** Mon | March 17 – May 12\* | 6:30 – 9 p.m.  
8 sessions | Main Campus  
Instructor: Sarah Abel-DeLuca  
*\*No class 3/24*

## FINE CRAFT

## CERAMICS

## 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)

**A3** Tue | Jan. 7 – Feb. 11 | 5:30 – 8 p.m.  
6 sessions | Main Campus  
Instructor: Karen Goldberg

**B3** Sat | Jan. 25 – March 1 | 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)

**A3** Tue | Feb. 25 – April 8\* | 5:30 – 8 p.m.  
6 sessions | Main Campus  
Instructor: Karen Goldberg  
*\*No class 3/25*

## NEW! Ceramic Decorative Address Signs

Craft unique, eye-catching address signs to add a personal touch to any home. Enter the art of ceramics, from shaping and glazing to detailing. Whether you're a beginner or an experienced artist, this course offers hands-on guidance and inspiration. Transform ordinary addresses into extraordinary works of art that reflect your style and creativity.

# DPM-114 | \$85 (includes fees: \$75)

**A3** Tue | Apr. 15 – 29 | 5:30 – 8:30 p.m.  
3 sessions | Main Campus  
Instructor: Karen Goldberg

## NEW! Ceramic Tiles, Trivets and Texture

Explore handmade, textured clay tiles and trivets. Learn the basics of working with clay, slab rolling, applying textures, glazing and finishing functional and decorative clay tiles and trivets. Clay is messy, so be sure to dress down or bring an apron. This is a great introductory ceramics course for beginners, as well as an opportunity for those with experience to expand their ceramics skills. This fun and educational experience will help you discover the satisfaction of working with clay!

# DPM-116 | \$140 (includes fees: \$130)

**A4** Mon | Jan. 27 – Feb. 17 | 5:30 – 8:30 p.m.  
4 sessions | Main Campus  
Instructor: Mike Hardesty

## 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 | \$205 (includes fees: \$195)

**A3** Thu | Jan. 9 – Feb. 27 | 5:30 – 8 p.m.  
8 sessions | Main Campus  
Instructor: Nicole Diem

**B3** Sat | March 8 – May 3\* | 9 – 11:30 a.m.  
8 sessions | Main Campus  
Instructor: Anna Crooks  
*\*No class 3/29*

**C3** Thu | March 13 – May 8\* | 5:30 – 8 p.m.  
8 sessions | Main Campus  
Instructor: Nicole Diem  
*\*No class 3/27*

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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.**

## Pinch Pot Snow People



Create a snowperson! Learn basic clay techniques including rolling, shaping and smoothing. Personalize your snowperson for a perfect winter decoration or gift.

Instructor: Eb Saleh

FAM-018-A3G | \$65 (includes fees \$55)  
Wednesdays, Jan. 15 – Jan. 22, 6 – 8 p.m.  
2 Sessions | Main Campus | Ages 8 – 14

## Matching Ceramic Mugs



Shape, decorate and glaze your very own mugs. Enjoy a joyful, hands-on experience and create matching mugs as special as your time together!

Instructor: Eb Saleh

FAM-019-A3G | \$65 (includes fees \$55)  
Wednesdays, March 5 – 12, 6 – 8 p.m.  
2 Sessions | Main Campus | Ages 8 – 14

## Fused Together: Suncatchers



Experience the joy of creativity with your child when you explore the basics of glass fusing and collaborate to design and craft two beautiful suncatchers.

Instructor: Cathy Trostle

FAM-002-A2G | \$65 (includes fees: \$55)  
Saturday, Jan. 25, 9:30 – 11:30 a.m.  
Main Campus | Ages 8 – 14

## Collaborate Kitchen



Create recipes using real chef techniques. Learn your way around the kitchen and discover how to make delicious food in this enjoyable shared experience

Instructor: Heather Schaefer

FAM-004-A3G | \$85 (includes fees \$75)  
Monday, March 10, 5:30 – 8:30 p.m.  
Carroll County Career & Tech Center | Ages 8 – 14

## Collaborate Kitchen: Desserts



Make sweet memories and delicious desserts! Create scrumptious treats while learning new techniques. This fun, hands-on class is perfect for varying skill levels.

Instructor: Heather Schaefer

FAM-020-A3G | \$85 (includes fees \$75)  
Monday, Feb. 10, 5:30 – 8:30 p.m.  
Carroll County Career & Tech Center | Ages 8 – 14

## Fused Together: Jewelry



Dazzle friends and family with a one-of-a-kind fused-glass pendant. Incorporate paint and specialized glass to create up to three unique pendants for jewelry.

Instructor: Linn Wichowski

FAM-017-A2G | \$65 (includes fees: \$55)  
Saturday, April 26, 9:30 – 11:30 a.m.  
Main Campus | Ages 8 – 14

Call **410-386-8100** to register yourself and participating child.

**REGISTER NOW**



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

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Maryland senior adults pay **fees only**.



## FLOWER ARRANGING

## Fresh Flower Arranging

It's more than simply putting a bunch of flowers into a vase and filling it with water! Practice the basics of floral arranging. Create a simple vase of flowers so that it looks elegant and professional. Manage the fundamentals of floral arranging from the basic tools to the techniques that effortlessly display your favorite flowers including ones right out of your home garden!

# DPM-057 | \$70 (includes fees: \$60)

A4 Thu | May 15 | 6 – 8:30 p.m.  
1 session | Main Campus  
Instructor: Jalna Brown

## NEW! Design Your Own Flower Arrangement

Designing your own flower arrangement is a delightful and creative process! Learn to design your arrangement using your favorite vase or container from home. Learn to arrange flowers to optimally accent your choice of container.

# DPM-125 | \$70 (includes fees: \$60)

A3 Thu | Jan. 30 | 6 – 8:30 p.m.  
1 session | Main Campus  
Instructor: Jalna Brown

## NEW! Spring Wreaths With Silk Flowers

Create a festive spring wreath. Make it one of a kind using a variety of faux spring floral elements to enjoy for years to come. The possibilities are endless. Once displayed, everyone will be knocking on your door to make them one! All supplies included.

# DPM-098 | \$70 (includes fees: \$60)

A3 Thu | March 13 | 6 – 8:30 p.m.  
1 session | Main Campus  
Instructor: Jalna Brown

Interested in a degree?

Explore Carroll's  
**CREDIT  
PROGRAMS**

at [www.carrollcc.edu/degree](http://www.carrollcc.edu/degree)

REGISTER NOW



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410-386-8100

## NEEDLE CRAFTING

## NEW! Needle Felting Bunny

This sitting bunny will be perfect for your spring decor. This bunny is made without an armature and put together by needle felting shapes and then needle felting the shapes into the bunny. Choose your bunny color - brown, tan, white or grey. All supplies provided including felting pad, needles, wool and pipe cleaners. You will receive a handy free 6" ruler for participating.

# DPM-123 | \$55 (includes fees: \$45)

A3 Mon | Mar. 10 | 6 – 8:30 p.m.  
1 session | Main Campus  
Instructor: Gayle Mathues

## NEW! Needle Felting Hedgehog

Needle felt an adorable hedgehog! This is a simple beginner's project that will bring a smile to your face as you needle felt its winsome little face, tiny ears and springy spikes, which are made by using lamb and sheep curls. This is a hand-size project. All supplies provided including felting pad, needles, wool and pipe cleaners. You will receive a handy free 6" ruler for participating.

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

A3 Mon | Jan. 27 | 6 – 8:30 p.m.  
1 session | Main Campus  
Instructor: Gayle Mathues

## NEW! Needle Felting Hummingbird

Needle felt a hummingbird and bring a happy buzz to your indoor window or other decor. The hummingbird is a simple beginner project with a very simple armature. In addition to wool, use silk to add the necessary shine to the feathers. Bring a picture or two of the hummingbirds you want to replicate. These will be somewhat larger than life. All supplies provided, including felting pad, needles, wool and pipe cleaners. You will receive a handy, free 6" ruler for participating.

# DPM-124 | \$55 (includes fees: \$45)

A3 Mon | Apr. 28 | 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)

A3M Wed | Feb. 5 – March 12\*  
6:30 – 9 p.m.  
5 sessions | Main Campus  
Instructor: Cathy Trostle  
\*No class 2/12

B3M Fri | Jan. 17 – Feb. 21\*  
9:30 a.m. – 12 p.m.  
5 sessions | Main Campus  
Instructor: Cathy Trostle  
\*No class 1/24

## The Art of Stained Glass - Studio

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

# DPM-043 | \$165 (includes fees: \$155)

A3 Wed | Feb. 5 – March 12\*  
6:30 – 9 p.m.  
5 sessions | Main Campus  
Instructor: Cathy Trostle  
\*No class 2/12

B3 Fri | Jan. 17 – Feb. 21\*  
9:30 a.m. – 12 p.m.  
5 sessions | Main Campus  
Instructor: Cathy Trostle  
\*No class 1/24

**NEW! Advanced Topics in Stained Glass/Studio**

Dive deeper into the art of stained glass and create stunning stained-glass pieces. Class time will be divided between advanced glass topics and traditional studio time to work on projects of your choice. Demonstration/discussion topics include stained-glass repair and advanced soldering/decorative soldering techniques. For those who have completed Art of Stained Glass I or similar experience. Tools and some basic supplies are included.

# DPM-115 | \$165 (includes fees: \$155)

A3 Fri | March 7 – April 11\*  
9:30 a.m. – 12 p.m.  
5 sessions | Main Campus  
Instructor: Cathy Trostle  
*\*No class 3/28*

**NEW! Fused Glass Flower Panel Wall Hanging**

Get an early start on spring when you create this flower wall hanging. Each student will create their own fused-glass panel of five potted flowers on a 7 by 13 base of clear glass with assorted colors and shapes of pots and flowers using colorful glass elements. These flowers won't require watering and will never shed their blooms! Each flower panel will be fired in a kiln and will be available for pick-up approximately two weeks following the class.

# DPM-126 | \$75 (includes fees: \$65)

A3 Mon | March 31 | 6 – 9 p.m.  
1 session | Main Campus  
Instructor: Linn Wichowski

**NEW! Fused Glass Four Season Panel**

Cast your post-holiday blues aside with this free-standing fused-glass four seasons panel of trees. Each student will create their own depiction of the four seasons of trees using a 7 by 10 base of clear glass along with various glass decorative elements in multiple colors. The panels will be fused and slumped in a kiln to create the free-standing panel and will be ready for pick-up approximately two weeks following the class.

# DPM-127 | \$75 (includes fees: \$65)

A3 Mon | Feb. 3 | 6 – 9 p.m.  
1 session | Main Campus  
Instructor: Linn Wichowski

**NEW! Stained Glass 3D Flowers**

Get ready for Valentine's Day by creating a beautiful 3D stained-glass flower that will last long after the holiday has passed. Discover how to design, cut and solder your own 3D stained-glass flower. Create a stunning piece that you can cherish for years to come. Participants should have prior experience in cutting and soldering to fully benefit from the class. All necessary materials and tools will be provided. Create a piece of art that will brighten your home and heart!

# DPM-118 | \$85 (includes fees: \$75)

A3 Tue | Jan. 21 – Feb. 4 | 6 – 8:30 p.m.  
3 sessions | Main Campus  
Instructor: Stephanie Chaloux

**NEW! Stained Glass Ocean Suncatchers**

Escape the winter blues and be transported to the warmth and beauty of the ocean. Create stunning suncatchers featuring patterns inspired by the sea, including mermaids, shells, turtles and various underwater life. No prior experience is necessary, making this workshop perfect for beginners and experienced crafters alike. All materials and tools will be provided, so you can focus on bringing your ocean-themed vision to life.

# DPM-121 | \$85 (includes fees: \$75)

A3 Tue | March 4 – 18 | 6 – 8:30 p.m.  
3 sessions | Main Campus  
Instructor: Stephanie Chaloux

**NEW! Stained Glass Picture Frames**

Celebrate a special photo by crafting a unique 5x7 stained-glass frame. Design and assemble your frame for a one-of-a-kind creation. All necessary materials and tools will be provided. Have a creative and enjoyable experience and take home art that you can be proud of! Prerequisite: Art of Stained Glass I or similar glass experience.

# DPM-119 | \$99 (includes fees: \$89)

A3 Wed | Jan. 15 – 29 | 6 – 9 p.m.  
3 sessions | Main Campus  
Instructor: Racquel Marino

**NEW! Stained Glass Succulents**

Love succulents but not the upkeep? Create your very own 3D stained-glass succulent that requires no watering! Design and assemble a beautiful, lifelike succulent using stained-glass techniques to create a stunning piece that will brighten any space. All necessary materials, including a variety of glass colors and tools, will be provided. Participants should have completed Art of Stained Glass I or have equivalent experience to ensure they can fully enjoy and benefit from the class.

# DPM-117 | \$99 (includes fees: \$89)

A4 Tue | April 1 – 15 | 6 – 9 p.m.  
3 sessions | Main Campus  
Instructor: Racquel Marino

**NEW! Stained Glass Spring Suncatchers**

Welcome the arrival of spring by crafting your own beautiful suncatchers! Whether you're looking to create a charming basket filler or a vibrant window display, learn how to design and assemble spring-themed suncatchers using a variety of colorful glass pieces. All necessary materials and tools will be provided, so you can focus on unleashing your creativity and enjoying the process.

# DPM-120 | \$85 (includes fees: \$75)

A3 Tue | Feb. 11 – 25 | 6 – 8:30 p.m.  
3 sessions | Main Campus  
Instructor: Stephanie Chaloux

**FOOD & DRINK**

**DEMONSTRATION CLASSES**

**Appetizers & Hors D'Oeuvres**

Wake up your get together with mouth-watering hors d'oeuvres. Make a variety of party starters that will help make your next party a real event. Learn to make these easy starters that make any meal special.

# C00-041 | \$37 (includes fees: \$27)

A3 Wed | March 5 | 6 – 7:30 p.m.  
1 session | Main Campus  
Instructor: Greg Hutsell

**REGISTER NOW**



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410-386-8100

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

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 this schedule.

- ▶ Partnering with community organizations to offer unique educational opportunities.
- ▶ Creating classes by popular demand and in response to hot topics and current trends.

Browse the free & fun things at Carroll open to the community: art gallery exhibitions, theater events, music performances, athletics and more!

Visit [www.carrollcc.edu/info-for-community](http://www.carrollcc.edu/info-for-community)

075-07-25 0924



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410-386-8100

### Blue Zone Demo: Slash Sugar

Blue Zones are the places on earth where people live the longest and are healthiest. Discuss eating like a Blue Zone centenarian. Strive to consume less than 24g of added sugars daily and replace sugar in your diet. Best of all, sample dishes prepared from these regions and take home recipes to try. Demonstration course.

# C00-093 | \$37 (includes fees: \$27)

A3 Wed | Feb. 19 | 6 – 7:30 p.m.  
1 session | Main Campus  
Instructor: Greg Hutsell

### 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)

A3 Wed | Jan. 22 | 6 – 7:30 p.m.  
1 session | Main Campus  
Instructor: Greg Hutsell

### Grains and Legumes

Dive into the world of grains and legumes, the unsung heroes of kitchens worldwide! Learn the secrets to making fluffy, healthful and downright delicious dishes. Discover these staples' rich history and cultural significance and master the art of cooking them to perfection. Practice your newfound skills by whipping up mouthwatering recipes that are as nutritious as they are tasty. Turn your kitchen into a hub of wholesome goodness!

# C00-110 | \$37 (includes fees: \$27)

A3 Wed | Feb. 12 | 5:30 – 7 p.m.  
1 session | Main Campus  
Instructor: Brooke Hagerty

### Similarities From the Blue Zones

Blue Zones are the regions where people live the longest, healthiest lives. Discuss the commonalities of these centenarians. Discover what foods the Blue Zones have in common and how to mix and match to make a meal to fit your life. Put these lessons to work in your own kitchen.

# C00-099 | \$37 (includes fees: \$27)

A3 Wed | March 12 | 5:30 – 7 p.m.  
1 session | Main Campus  
Instructor: Brooke Hagerty

### HANDS-ON CLASSES

#### Asian Noodles

Develop skills in the wonderful world of Asian noodles. Differentiate a variety of noodles typically found in Asia and explain the differences between them. Employ secrets for cooking noodles properly every time. Utilize your new skills to make delicious quick to the table meals.

# C00-015 | \$78 (includes fees: \$68)

A3 Wed | March 19 | 6 – 9 p.m.  
1 session | Off Site  
Instructor: Greg Hutsell

#### NEW! Chakra-cuterie: A Vegan Board

Embark on a unique culinary journey that blends the art of vegan charcuterie with the ancient wisdom of the chakra system. Join food enthusiasts, wellness seekers and anyone interested in exploring the intersection of nutrition, energy and creativity. Discover a variety of plant-based ingredients that correspond to each chakra, focusing on color, flavor and nutritional benefits. Learn how to balance and harmonize the chakras through mindful food choices.

# C00-109 | \$78 (includes fees: \$68)

A3 Wed | Feb. 26 | 5:30 – 8:30 p.m.  
1 session | Off Site  
Instructor: Brooke Hagerty

#### Feeding a Fit Family

When starting a healthier lifestyle, meal planning and cooking can seem daunting. Changing your current routine may seem overwhelming. Discover the changes you can make to improve your recipes while serving the different needs of a family. A hands-on experience.

# C00-047 | \$83 (includes fees: \$73)

A3 Wed | Feb. 5 | 6 – 9 p.m.  
1 session | Off Site  
Instructor: Greg Hutsell

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

### Step-Up Soups

Learn flavor-enhancing techniques to step up your classic soups. Few dishes can fill, comfort and satisfy like a big bowl of hearty soup. Good soup is easy to make, but great soup requires a special touch. Learn it all, plus some great recipes and tips on blending soups and making them in advance.

# C00-059 | \$78 (includes fees: \$68)

A3 Wed | Jan. 15 | 5:30 – 8:30 p.m.  
1 session | Off Site  
Instructor: Brooke Hagerty

## HISTORY, CULTURE & WORLD VIEW

### HISTORY

#### 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 War II, the Global Conflict

Explore the global history of the Second World War. Emphasis is placed on the theaters of war and related events in Europe, Africa, Asia and the Pacific, in relation to their impact on the Allied political and military objectives. The war will be examined from the perspective of the United States, Great Britain and other Allied nations, as well as Japan and Germany. The role of diplomacy and strategy, the impact of war upon society, and the fighting on land, at sea and in the air are also examined in terms of modern warfare.

# HCW-143 | \$454 (includes fees: \$35) plus text

A3B Tue, Thu | Feb. 4 – May 15\* | 2 – 3:20 p.m.  
28 sessions | Main Campus  
Instructor: Katherine Fanning  
*\*No class 3/25, 3/27*

### WORLD VIEW

#### American Civil Rights Movement

Survey the grassroots struggle of African Americans to gain equality and justice in the United States. Trace the movement from the years of Jim Crow South, when racism, segregation and discrimination reigned, through its achievements in the 1950s and 1960s. Focus on major events and personalities that transformed American society as well as issues that remain unresolved and important for race relations today. Co-listed with credit.

# PDE-921 | \$454 (includes fees: \$35) plus text

A3B Tue, Thu | Feb. 4 – May 15\*  
12:30 – 1:50 p.m.  
28 sessions | Main Campus  
Instructor: Robert Young  
*\*No class 3/25, 3/27*

### BANNED BOOKS

#### 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

#### NEW! Banned Books- Silencing Native Voices

Books unite us; censorship divides us. Class discussion will revolve around the escalation of book banning generally and on specific books by Native authors. Join one or both sessions. The first session will focus on several children's books; the second will review and discuss a New York Times YA bestseller. Students are encouraged to read Firekeeper's Daughter prior to class to improve class discussion.

# HCW-169 | \$59 (includes fees: \$49)

A3 March 18 & April 22 | 2 sessions  
Tue | March 18 | 10 a.m. – 12 p.m.  
Main Campus  
Tue | April 22 | 10 a.m. – 12 p.m.  
Main Campus  
Instructor: Ruth Ann Wood

#### NEW! Banned Books - Various Children's Books by Native Authors

Read in class and discuss several children's books written about and by Native peoples that have been banned. Books include Fry Bread by Maillard; Kapaemahu by Wong-Kalu, Hamer, and Wilson; and We Are Water Protectors by Lindstrom and Goade. All books are available in the Carroll Library System.

# HCW-167 | \$36 (includes fees: \$26)

A3 Tue | March 18 | 10 a.m. – 12 p.m.  
1 session | Main Campus  
Instructor: Ruth Ann Wood

**REGISTER NOW**

Continuing Education & Training:  
[carrollcc.edu/CETRegistration](http://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**.



# This Summer, Kids@Carroll is gonna be **HOT!**

**June 23 – Aug. 15, 2025**

Over 100 full and half-day camps to build your summer with enrichment adventures for ages 5 – 15.

Watch for more details online January 15.

## CAN'T WAIT FOR SUMMER?

Check out our Classes 2gether.

Visit us online at [carrollcc.edu/summerkids](http://carrollcc.edu/summerkids) or on Facebook at KidsatCarroll for more fun events!



075 09 25 0924

### NEW! Banned Books- Firekeeper's Daughter by Angeline Boulley

Explore a YA novel published in 2021. This book recounts the story of a young Native woman who becomes involved in an investigation of Native women's deaths and the creation of a new, illegal drug. Complex issues of societal norms and exploitation of young people are explored.

# HCW-168 | \$36 (includes fees: \$26)

A4 Tue | April 22 | 10 a.m. – 12 p.m.  
1 session | Main Campus  
Instructor: Ruth Ann Wood

### 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)

A3 Mon, Wed | Feb. 3 – May 14\*  
11 a.m. – 12:20 p.m.  
28 sessions | Main Campus  
Instructor: Jane Frazier  
\*No class 3/24, 3/26

B3 Tue, Thu | Feb. 4 – May 15\*  
11 a.m. – 12:20 p.m.  
28 sessions | Main Campus  
Instructor: Jane Frazier  
\*No class 3/25, 3/27

#### 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

A3B Tue, Thu | Feb. 4 – May 15\*  
12:30 – 1:50 p.m.  
28 sessions | Main Campus  
\*No class 3/25, 3/27

### 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

A3B Tue, Thu | Feb. 4 – May 15\*  
9:30 – 10:50 a.m.  
28 sessions | Main Campus  
\*No class 3/25, 3/27

### HOME & HOBBY

#### FINANCIAL

##### 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)

D2 Online Dec. 18 – Jan. 24

A3 Online Jan. 15 – Feb. 21

B3 Online Feb. 12 – March 21

C3 Online March 12 – April 18

A4 Online April 16 – May 23

##### 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)

D2 Online Dec. 18 – Jan. 24

A3 Online Jan. 15 – Feb. 21

B3 Online Feb. 12 – March 21

C3 Online March 12 – April 18

A4 Online April 16 – May 23

REGISTER NOW

Continuing Education & Training:  
[carrollcc.edu/CETRegistration](http://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**.

**GARDENING****NEW! Growing Medicinals**

Join our three-part series on growing medicinal herbs. Learn essential techniques for cultivating, harvesting, and storing herbs. Each one-hour class provides practical knowledge to prepare you for planting. Discover the skills to grow your own natural remedies. Ideal for gardeners and herbal enthusiasts!

# PDE-167 | \$56 (includes fees: \$46)

A3 Thu | Feb. 13 – 27 | 6 – 7 p.m.  
3 sessions | Main Campus  
Instructor: Amy Boldt

**NEW! Native Gardening: Move Over Exotics, Make Way for Natives**

It's time to let native plants take the spotlight in your garden. While Europeans quickly fell in love with America's native flora, many Americans have yet to fully appreciate the treasures in their own backyards. What native plants have you been overlooking? Review some of the thousands of plants that are native to Maryland, from annuals and perennials to shrubs and trees and everything in between!

# PDE-163 | \$62 (includes fees: \$52)

A3 Tue, Thu | Feb. 4 & 6 | 6 – 8 p.m.  
2 sessions | Main Campus  
Instructor: Laura O'Callaghan

**HOBBY****NEW! Herbal Preparations**

Explore the art of herbal preparations in this hands-on course. Learn to create teas and extracts in the classroom using simple ingredients. Discover the process of making topicals through instructional videos, in-class discussion, and take-home projects. Gain practical skills in herbalism and bring the benefits of natural remedies into your daily life. Perfect for beginners and enthusiasts alike!

# PDE-166 | \$80 (includes fees: \$70)

A3 The | Jan. 16 – 30 | 6 – 7:30 p.m.  
3 sessions | Main Campus  
Instructor: Amy Boldt

**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)

D2 Online Dec. 18 – Jan. 24

A3 Online Jan. 15 – Feb. 21

B3 Online Feb. 12 – March 21

C3 Online March 12 – April 18

A4 Online April 16 – May 23

**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

A3B Tue | Feb. 4 – March 11 | 6 – 8:30 p.m.  
6 sessions | Main Campus

**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

A3BP Tue | April 1 – May 6 | 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)

D2 Online Dec. 18 – Jan. 24

A3 Online Jan. 15 – Feb. 21

B3 Online Feb. 12 – March 21

C3 Online March 12 – April 18

A4 Online April 16 – May 23

**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 | \$145 (includes fees: \$120)

A3T Sat | Feb. 1 | 8 a.m. – 12:15 p.m.  
1 session | Main Campus

**REGISTER NOW**

Continuing Education & Training:  
[carrollcc.edu/CETRegistration](http://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.

## ProRider®

Advanced, precision motorcycle skill training incorporates the same training exercises used by police motorcycle officers and motorcycle competitors.



001-P-23-0722-APE

Visit  
[www.carrollcc.edu/motorcycle](http://www.carrollcc.edu/motorcycle)  
for details and class dates.

## MOTORCYCLE SAFETY

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

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

### Motorcycle Safety & Licensure Review

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

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

#### A4 April 9 – 13 | 3 sessions

Wed | April 9 | 6 – 9 p.m.  
Main Campus  
Sat, Sun | April 12 & 13 | 8 a.m. – 2:30 p.m.  
Parking Lot

#### B4 April 16 – 20 | 3 sessions

Wed | April 16 | 6 – 9 p.m.  
Main Campus  
Sat, Sun | April 19 & 20 | 8 a.m. – 2:30 p.m.  
Parking Lot

#### C4 April 23 – 27 | 3 sessions

Wed | April 23 | 6 – 9 p.m.  
Main Campus  
Sat, Sun | April 26 & 27 | 8 a.m. – 2:30 p.m.  
Parking Lot

#### D4 April 30 – May 4 | 3 sessions

Wed | April 30 | 6 – 9 p.m.  
Main Campus  
Sat, Sun | May 3 & 4 | 8 a.m. – 2:30 p.m.  
Parking Lot

#### E4 May 7 – 11 | 3 sessions

Wed | May 7 | 6 – 9 p.m.  
Main Campus  
Sat, Sun | May 10 & 11 | 8 a.m. – 2:30 p.m.  
Parking Lot

#### F4 May 14 – 18 | 3 sessions

Wed | May 14 | 6 – 9 p.m.  
Main Campus  
Sat, Sun | May 17 & 18 | 8 a.m. – 2:30 p.m.  
Parking Lot

#### G4 May 29 – June 1 | 3 sessions

Thu | May 29 | 6 – 9 p.m.  
Main Campus  
Sat, Sun | May 31 & June 1  
8 a.m. – 2:30 p.m.  
Parking Lot

#### H4 June 4 – 8 | 3 sessions

Wed | June 4 | 6 – 9 p.m.  
Main Campus  
Sat, Sun | June 7 & 8 | 8 a.m. – 2:30 p.m.  
Parking Lot

#### I4 June 11 – 15 | 3 sessions

Wed | June 11 | 6 – 9 p.m.  
Main Campus  
Sat, Sun | June 14 & 15 | 8 a.m. – 2:30 p.m.  
Parking Lot

#### J4 June 18 – 22 | 3 sessions

Wed | June 18 | 6 – 9 p.m.  
Main Campus  
Sat, Sun | June 21 & 22 | 8 a.m. – 2:30 p.m.  
Parking Lot

#### K4 June 26 – 29 | 3 sessions

Thu | June 26 | 6 – 9 p.m.  
Main Campus  
Sat, Sun | June 28 & 29 | 8 a.m. – 2:30 p.m.  
Parking Lot

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**.

**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 | \$289 (includes fees: \$234)

A4 Fri | April 4 | 8 a.m. – 4 p.m.  
1 session | Parking Lot

B4 Fri | April 18 | 8 a.m. – 4 p.m.  
1 session | Parking Lot

C4 Fri | May 2 | 8 a.m. – 4 p.m.  
1 session | Parking Lot

D4 Fri | May 16 | 8 a.m. – 4 p.m.  
1 session | Parking Lot

E4 Fri | June 6 | 8 a.m. – 4 p.m.  
1 session | Parking Lot

Register for these sessions to use your own motorcycle:

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

A4CYC Fri | April 4 | 8 a.m. – 4 p.m.  
1 session | Parking Lot

B4CYC Fri | April 18 | 8 a.m. – 4 p.m.  
1 session | Parking Lot

C4CYC Fri | May 2 | 8 a.m. – 4 p.m.  
1 session | Parking Lot

D4CYC Fri | May 16 | 8 a.m. – 4 p.m.  
1 session | Parking Lot

E4CYC Fri | June 6 | 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  
4 Sessions/ 30 minutes | \$131 (includes fees: \$121)

A3 Jan. 6 -31  
4 sessions | To be scheduled individually.

15 Sessions/ 30 minutes | \$434 (includes fees: \$424)

B3 Feb. 3 – May 19\*  
15 sessions | To be scheduled individually.  
*\*No class 3/24 week*

**Applied Music Lessons - One Hour**

# MSC-010 |  
4 Sessions/ 60 minutes | \$241 (includes fees: \$231)

A3 Jan. 6 -31  
4 sessions | To be scheduled individually.

15 Sessions/ 60 minutes | \$848 (includes fees: \$838)

B3 Feb. 3 – May 19\*  
15 sessions | To be scheduled individually.  
*\*No class 3/24 week*

**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)

A3 Fri | Jan. 17 – March 21 | 10 – 11 a.m.  
10 sessions | Main Campus  
Instructor: Kathy Novalis

**NEW! Game Scores and Storytelling: The Craft Of Video Game Music**

Delve into the world of iconic video game music, exploring its history and the elements that make these scores memorable. Examine how these compositions evoke strong emotions and enhance the scenes or themes of their respective games. Discuss musical elements, but this course is designed for everyone, not just music majors. All are welcome to join and discover the artistry behind some of the most beloved video game soundtracks.

# MSC-069 | \$30 (includes fees: \$20)

A3 Mon | March 3 | 7 – 8:30 p.m.  
1 session | Main Campus  
Instructor: Athena Hiotis

**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

A3B Tue, Thu | Feb. 4 – May 15\* | 2 – 3:20 p.m.  
28 sessions | Main Campus  
*\*No class 3/25, 3/27*

**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**.



## ENSEMBLES

Registration for Ensembles closes  
Monday, Jan. 27.

## 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)

A3 Tue | Feb. 4 – May 20\* | 9 – 11 a.m.  
15 sessions | Main Campus  
\*No class 3/25

## 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)

A3P Tue | Feb. 4 – May 20\* | 5:30 – 7:30 p.m.  
15 sessions | Main Campus  
\*No class 3/25

B3P Wed | Feb. 5 – May 21\* | 7 – 9 p.m.  
15 sessions | Main Campus  
\*No class 3/26

## 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)

A3P Wed | Feb. 5 – May 21\* | 4 – 6 p.m.  
15 sessions | Main Campus  
\*No class 3/26

## 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)

A3 Wed | Jan. 8 & 15 | 6 – 9 p.m.  
2 sessions | Main Campus  
Instructor: Walter Calahan

B3 Sat | Jan. 25 & Feb. 1 | 9 a.m. – 12 p.m.  
2 sessions | Main Campus  
Instructor: Walter Calahan

C3 Tue | Feb. 18 & 25 | 6:30 – 9:30 p.m.  
2 sessions | Main Campus  
Instructor: Daniel Humphries-Russ

A4 Sat | April 5 & 12 | 9 a.m. – 12 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 | \$149 (includes fees: \$139)

A3 Sat | Feb. 8 – March 1 | 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)

A4 Tue | April 8 & 15 | 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)

A3 Thu | Jan. 23 & 30 | 6:30 – 9:30 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)

A3 Tue | Jan. 14 – Feb. 11 | 6:45 – 9:15 p.m.  
5 sessions | Main Campus  
Instructor: Daniel Humphries-Russ

REGISTER NOW



Continuing Education & Training:  
[carrollcc.edu/CETRegistration](http://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**.

**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)

A3P Thu | March 6 – April 3\* | 6:30 – 9:30 p.m.  
4 sessions | Main Campus  
Instructor: Walter Calahan  
*\*No class 3/27*

**WELLNESS & OUTDOOR ADVENTURE**

**NEW! Carroll Community College Winter Wellness Seminar**

This wealth of wellness seminar covers a wide range of topics directly relevant to your everyday life. From nutrition and fitness to stress management and mental well-being, equip yourself with the knowledge and inspiration needed to make positive shifts in your life. Whether you're seeking to optimize your physical health, manage stress more effectively or enhance your overall quality of life, this seminar has you covered.

# PDE-165 | \$75 (includes fees: \$65)

A3 Sat | Jan. 25 | 8 a.m. – 12:15 p.m.  
1 session | Main Campus  
Instructors: Carroll Community College Wellness Team

**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

# PDE-159 | \$69 (includes fees: \$59)

A3 Mon | Jan. 27 – March 17 | 7:15 – 8 p.m.  
8 sessions | Main Campus  
Instructor: Lori Maccia

**NEW! Country Line Dance Class - Intermediate**

Come kick up your heels – again, and take your line dancing to the next level. Dive deeper into the rhythm of country twang and pop hits as you refine and perfect the moves of line-dancing favorites. Explore more dances and be ready to show off your moves at line dance clubs, parties and weddings. From the lively Foot Loose to the smooth Cowboy Boogie, the invigorating Shivers to the classic Boot Scootin' Boogie, this class has it all. It's great for cardio fitness, improved muscle strength and memory retention.

# PDE-159 | \$69 (includes fees: \$59)

A4 Mon | Apr. 14 – Jun. 9 | 7:15 – 8 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)

A3 Tue | Jan. 7 – Feb. 25 | 7 – 8 p.m.  
8 sessions | Main Campus  
Instructor: Syeda Khan

C3 Tue | March 4 – April 29\* | 7 – 8 p.m.  
8 sessions | Main Campus  
Instructor: Syeda Khan  
*\*No class 3/25*

8 Sessions /90 minutes | \$126 (includes fees: \$116)

B3 Sat | Jan. 11 – March 8\* | 9 – 10:30 a.m.  
8 sessions | Main Campus  
Instructor: Syeda Khan  
*\*No class 1/18*

D3 Sat | March 15 – May 10\* | 9 – 10:30 a.m.  
8 sessions | Main Campus  
Instructor: Syeda Khan  
*\*No class 3/29*

**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 | \$140 (includes fees: \$130)

A3 Mon, Wed | Jan. 6 – April 23\* | 6 – 7 p.m.  
29 sessions | Main Campus  
Instructors: Deanna Dovel and Lori Maccia  
*\*No class 1/20, 3/24, 3/26*

**REGISTER NOW**



Continuing Education & Training:  
[carrollcc.edu/CETRegistration](http://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**.

### Intro to the Chakras

Discuss the history of chakras and why they matter. Explore the seven main chakras. Discover their position, color, and main role, and how to tell if you are balanced, overactive or underactive. Discuss the ways to balance and heal your chakras. Bring an open mind and a willingness to try new things.

# PDE-146 | \$69 (includes fees: \$59)

A3 Thu | Feb. 20 – March 6 | 6 – 8 p.m.  
3 sessions | Main Campus  
Instructor: Julie Mulhern

### NEW! Meditation 101- The Perfect, Imperfect Practice

Think you can't meditate because your mind is too busy? Join us for a refreshing take on meditation where perfection is not the goal. Explore various meditation techniques designed to suit everyone. Dress comfortably and bring a yoga mat, blanket and pillow to ensure your comfort. Leave with a newfound sense of calm, peace and empowerment. Let go of the need for perfection and discover the joy of meditation!

# PDE-162 | \$29 (includes fees: \$19)

A4 Tue | April 1 | 6 – 7 p.m.  
1 session | Main Campus  
Instructor: Julie Cassaday

### NEW! Usui Reiki Level One

Discover the healing and meditative practice of Reiki. Learn traditional Japanese techniques to support your nervous system, energy and well-being. You'll master hand positions for self-treatment and sharing Reiki with others. Known for reducing stress and restoring balance, Reiki invites peaceful energy into your life. Attendance at each session is mandatory to receive your First Degree Usui Reiki Certificate. Cultivate life-changing practices and embrace the relaxing power of Reiki!

# PDE-161 | \$107 (includes fees: \$97)

A3 Mon | Feb. 10 – March 10 | 6 – 8 p.m.  
5 sessions | Main Campus  
Instructor: Annie Cumberland

### 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 | \$89 (includes fees: \$79)

A3 Thu | Jan. 9 – Feb. 27 | 6 – 7 p.m.  
8 sessions | Main Campus  
Instructor: William Whitenton

B3 Thu | March 6 – May 1\* | 6:45 – 7:45 p.m.  
8 sessions | Main Campus  
Instructor: William Whitenton  
*\*No class 3/27*

#### 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 | \$89 (includes fees: \$79)

A3P Thu | Jan. 9 – Feb. 27 | 6 – 7 p.m.  
8 sessions | Main Campus  
Instructor: Jerry Diamond

B3P Thu | March 6 – May 1\* | 7 – 8 p.m.  
8 sessions | Main Campus  
Instructor: Jerry Diamond  
*\*No class 3/27*

### 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 to play with others who are at the same level, this is a great opportunity.

# XHW-001 | \$75 (includes fees: \$65)

A3 Fri | Jan. 10 – Feb. 7 | 1:15 – 2:15 p.m.  
5 sessions | Main Campus  
Instructor: Larry Wood

B3 Fri | Jan. 10 – Feb. 7 | 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 | \$75 (includes fees: \$65)

A3 Fri | Feb. 21 – March 21 | 1:15 – 2:15 p.m.  
5 sessions | Main Campus  
Instructor: Larry Wood

B3 Fri | Feb. 21 – March 21 | 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 | \$75 (includes fees: \$65)

A3 Fri | April 4 – May 2 | 1:15 – 2:15 p.m.  
5 sessions | Main Campus  
Instructor: Larry Wood

REGISTER NOW



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[carrollcc.edu/CETRegistration](http://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**.

## 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. 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)

### A4T April 2 – May 3 | 4 sessions

Wed | April 2 | 6 – 8 p.m.

Main Campus

Sat | April 5 | 9 a.m. – 12 p.m.

Piney Run Park

Sat | April 19 | 9 a.m. – 12 p.m.

Liberty Reservoir at Rt. 32 Bridge

Sat | May 3 | 9 a.m. – 12 p.m.

Union Mills

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

3 Hours | \$45 (includes fees: \$35)

### B2T Sat | Dec. 14 | 8 a.m. – 12 p.m.

1 session | Patapsco State Park

Instructor: Bud Grace

### A3T Sat | March 15 | 8 a.m. – 12 p.m.

1 session | Mary Furnace Trail at

Codorus State Park

Instructor: Bud Grace

4 Hours | \$60 (includes fees: \$50)

### B3T Sat | March 1 | 8 a.m. – 12 p.m.

1 session | Annapolis Rock & Black

Rock Cliffs

Instructor: Bud Grace

## WRITING

### 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)

### A3 Jan. 13 – March 10 | 3 sessions

Mon | Jan. 13 | 5 – 7 p.m.

Main Campus

Mon | Feb. 10 | 5 – 7 p.m.

Main Campus

Mon | March 10 | 5 – 7 p.m.

Main Campus

### 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)

### Overcoming Writer's Block

#### A3 Mon | Jan. 13 | 5 – 7 p.m.

1 session | Main Campus

Instructor: Jennifer Garrett

### Character & Dialogue

#### B3 Mon | Feb. 10 | 5 – 7 p.m.

1 session | Main Campus

Instructor: Suzi Mazzenga

### Editing vs. Revision

#### C3 Mon | March 10 | 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)

D2 Online Dec. 18 – Jan. 24

A3 Online Jan. 15 – Feb. 21

B3 Online Feb. 12 – March 21

C3 Online March 12 – April 19

A4 Online April 16 – May 23

### 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)

D2 Online Dec. 18 – Jan. 24

A3 Online Jan. 15 – Feb. 21

B3 Online Feb. 12 – March 21

C3 Online March 12 – April 18

A4 Online April 16 – May 23

REGISTER NOW

Continuing Education & Training:  
[carrollcc.edu/CETRegistration](http://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**.



# Information

## Course Cost

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

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

## Age Requirements

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

## Tuition Waivers

### Disability Waiver

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

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

Qualified students are responsible for paying all associated course fees.

## Senior Adults

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

## Drops, Refunds and Cancellations

### Course cancellations:

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

### Before the course begins:

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

### After the course begins:

Refunds are not awarded after a course has started.

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

## Tuition Assistance

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

## Continuing Education Training Programs and Employability

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

Carroll Community College cannot confirm whether a course or workforce certificate

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

## Employer Paid Course

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

## Gift Certificates

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

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

## Repeated Courses

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

## Course Textbooks

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

# Information

textbook on the bookstore website ([www.carrollcc.edu/bookstore](http://www.carrollcc.edu/bookstore)) approximately two weeks prior to the start of the course. Students are encouraged to purchase textbooks from the College bookstore; however, they may also purchase used or new textbooks from other bookstores or online vendors.

Carroll Community College is aware of the high cost of college textbooks. We endeavor to select reasonably priced texts that provide currency, relevance and the most effective presentation of course content.

## Non-Credit Course Disclaimer

Courses and class schedule information listed in the Non-Credit Course Schedule, promotional literature and on the College website are subject to change. The College regrets any discrepancies or typographical errors.

## Bookstore Hours

Call 410-386-8447 or visit [www.carrollcc.edu/bookstore](http://www.carrollcc.edu/bookstore) for most up to date information.

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

Winter Recess: Dec. 23 – Jan. 5

College reopens: Jan. 6

Martin Luther King Jr. Holiday: Jan. 18 – 20

Spring Recess: March 23 – 31

## Inclement Weather Procedures

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

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

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

## The Canteen Café

Go to [www.carrollcc.edu/cafe](http://www.carrollcc.edu/cafe) for most up to date information

## Disability Support Services

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

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

## Electronic Image Use

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

## Locations

### Carroll Community College

Washington Road Campus  
1601 Washington Road, Westminster

### Adult Education Programs

**Multi-Service Center**  
224 North Center Street, Westminster

### Carroll County Career and Technology Center (CCCTC)

1229 Washington Road, Westminster

### Carroll County Public Library

Go to [library.carr.org](http://library.carr.org) for branch locations and directions.

### Community Media Center

1301 Washington Road, Westminster

### Y of Central Maryland

1719 Sykesville Road, Westminster

## Ride Carroll Transit System to Carroll

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

## Smoking and Tobacco Use Policy

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

## The Continuing Education Official College Record (transcript)

The Official Record documents:

All successfully completed Continuing Education workforce-related courses, successfully completed Workforce Training Certificate programs and earned CEUs, if applicable.

A \$5 fee is charged for each Official College Record. To request, call 410-386-8100.

## Carroll Community College Board of Trustees

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

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

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

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

**Signature (required)** \_\_\_\_\_

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# 5

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### Register Early!

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

### Office Hours

Monday – Friday | 8:30 a.m. – 5 p.m.

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Register online 24/7 at [www.carrollcc.edu/WBCRegistration](http://www.carrollcc.edu/WBCRegistration) and follow instructions. You will need to pay in full with a credit card when registering.

#### 2. MAIL

Mail a completed and signed registration form with total payment to:  
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Workforce, Business &  
Community Education, A115  
1601 Washington Road  
Westminster MD 21157

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

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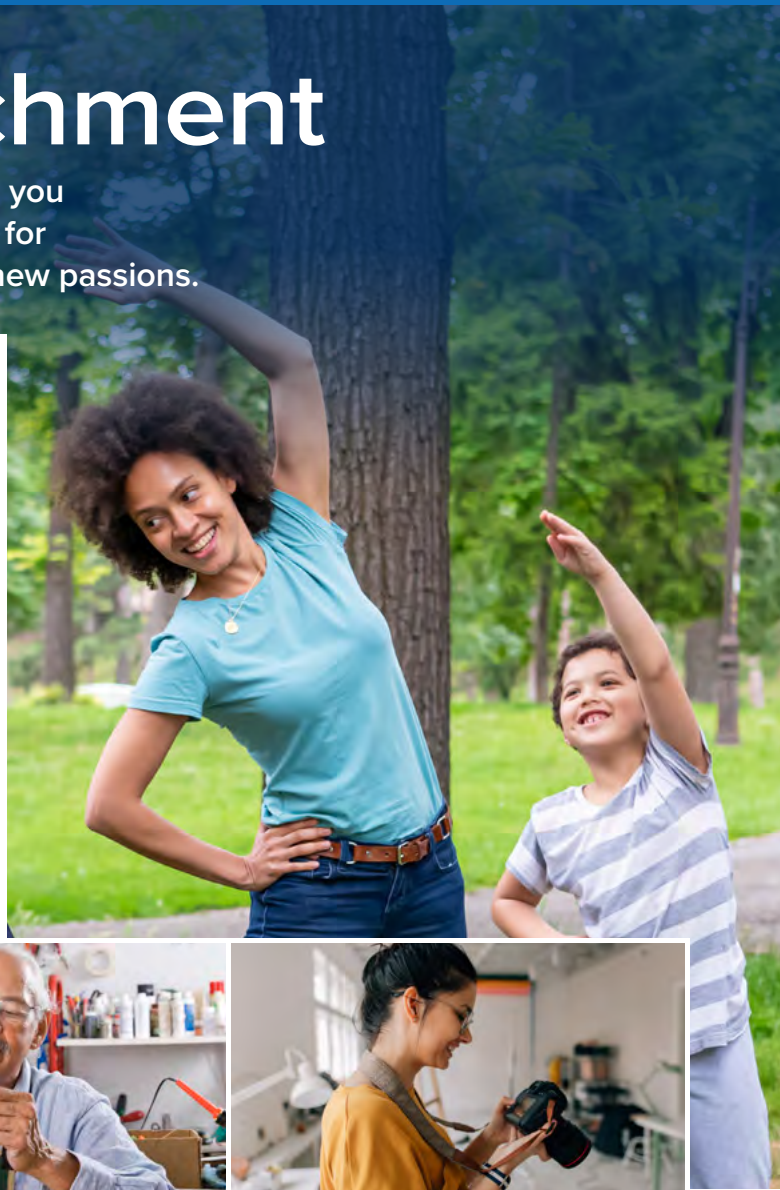
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