

WORK

HOME

SELF

BALANCE

Workforce, Business & Community Education
Summer 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.



Cassandra Freeman

CDL completer

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



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.

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

Contents

02 WORKFORCE TRAINING

- 04 Workforce Training Certificates for Career Entry
- 11 Workforce Training Certificates for Career Advancement
- 14 Exam Preparation for Industry Credentials

16 CAREER AND CONTINUING PROFESSIONAL EDUCATION

- 17 Advanced Manufacturing
- 18 Business
- 24 Computers & Technology
- 27 Environmental & Conservation
- 27 Healthcare & Human Services
- 33 OSHA/Safety/CPR
- 34 Additional Career Training
- 36 Adult Basic Education

37 PERSONAL ENRICHMENT

- 38 Art
- 38 History, Culture & World View
- 39 Home & Hobby
- 39 Kids@Carroll
- 40 Languages
- 40 Motorcycle & Personal Safety
- 41 Music
- 42 Photography
- 42 Wellness & Outdoor Adventure
- 44 Writing

45 INFORMATION

- 48 Registration Form
- 49 Index

Numbers to Know



Admissions for Degree Programs.....	410-386-8430
Advising/Transfer for Degree Programs	410-386-8435
Career Services.....	410-386-8523
Cashier's Office	410-386-8040
Disabilities	410-386-8329
General College Information.....	410-386-8000
Records/Registration for Degree Programs	410-386-8440



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.

See the Course Index (pages 49 – 50) to locate the complete course listing within this schedule. Not all courses are offered in each schedule.

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

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

NEED HELP PAYING FOR CAREER TRAINING?

Non-Credit Tuition Assistance

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

Affordable Payment Plan

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



Show It Off.

Broadcast your accomplishment with a Digital Badge

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

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

Offered in partnership with Credly, you can:

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

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

REGISTER NOW



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

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

Financial Assistance for Workforce Training Certificates

Scholarships
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.

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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410-386-8100

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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-828 Professional Preparation for the Veterinary Assistant
- VOC-829 Veterinary Assistant Training I: Outpatient Care, Diagnostics and Pharmacy
- VOC-830 Veterinary Assistant Training II: Patient Care and Treatment, Surgery, Anesthesia and Emergency Care
- VOC-831 Veterinary Assistant Training III: Clinical Externship

Approximate Number of Hours

149 hours

Approximate Training Cost

\$2,565

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.

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

Courses

- SBD-009 Pathways to Entrepreneurship

Approximate Number of Hours

78 course hours plus additional consultation hours

Approximate Training Cost

\$1,129

Licensure/Certification Earned

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

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410-386-8100

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Workforce Training Certificates for Career Entry

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

42 hours

Approximate Training Cost

\$574

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-257 CNA Preparation
- 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

132 hours (excluding prerequisites)

Approximate Training Cost

\$2,178 (excluding prerequisites)

Licensure/Certification Earned

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

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410-386-8100

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Workforce Training Certificates for Career Entry

Dental Assistant

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

Prerequisite

AHE-196 Professional Preparation in Health Care

Courses

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

Approximate Number of Hours

90 hours (excluding prerequisites)

Approximate Training Cost

\$1,900 (excluding prerequisites)

Licensure/Certification Earned

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

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

Emergency Medical Technician

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

Courses

AHE-373 Emergency Medical Technician 1
AHE-402 Emergency Medical Technician 2

Approximate Number of Hours

158 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

\$5,433

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).

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410-386-8100

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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

\$1,536 (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.

REGISTER NOW



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carrollcc.edu/CETRegistration
410-386-8100

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Maryland senior adults pay **fees only**.

Workforce Training Certificates for Career Entry

Sterile Processing Technician

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

Prerequisite Courses

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

Courses

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

Approximate Number of Hours

96 hours (excluding prerequisites)

Approximate Training Cost

\$1,627 (excluding prerequisites)

Licensure/Certification Earned

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

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

REAL ESTATE

Home Inspector

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

Courses

VOC-330 Home Inspection Training

Approximate Number of Hours

81 hours

Approximate Training Cost

\$1,415

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.

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410-386-8100

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Workforce Training Certificates for Career Entry

TRADES

Electrical Apprentice

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

Courses

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

Approximate Number of Hours

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

Approximate Training Cost

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

Licensure/Certification Earned

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

For more information, call 410-876-0484.

HVACR Apprentice

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

Courses

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

Approximate Number of Hours

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

Approximate Training Cost

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

Licensure/Certification Earned

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

For more information, call 410-431-8889.

TRANSPORTATION

Truck Driver

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

Courses

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

Approximate Number of Hours

CDL-A: 280 hours

Approximate Training Cost

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

Licensure/Certification Earned

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

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410-386-8100

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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

\$1,219

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.

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

*This program includes synchronous and asynchronous learning.

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 Certiport Intuit QuickBooks Certified User (QBCU) exam.

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Workforce Training Certificates for Career Advancement

MANAGEMENT & LEADERSHIP

Emerging Leader

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

Courses

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

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

Approximate Number of Hours

12

Approximate Training Cost

\$1,759

Licensure/Certification earned

None

Mid/Senior-Level Leader

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

Courses

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

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

Approximate Number of Hours

15

Approximate Training Cost

\$2,075

Licensure/Certification earned

None

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**.

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



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410-386-8100

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Exam Preparation for Industry Credentials

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.

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.

REGISTER NOW



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

Carroll County residents: **DEDUCT \$10** per course
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Exam Preparation for Industry Credentials

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.

REGISTER NOW



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410-386-8100

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CAREER & CONTINUING PROFESSIONAL EDUCATION

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

Examine a Healthy Future
Become a **Certified Nursing
Assistant** > page 32

Take Your Career on the Road
Commercial (CDL-A) Truck Driver > page 35

ADVANCED MANUFACTURING

4 YEAR APPRENTICESHIP TRAINING PROGRAMS

Electrical

✦ Part of a Workforce Training Certificate; see page 3

Training is offered in partnership with the Electrical Apprentice Program of Carroll County and is 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

✦ Part of a Workforce Training Certificate; see page 3

Training is offered in partnership with the Heating and Air Conditioning Contractors of Maryland (HACCMD) and is approved by the Maryland State Apprenticeship and Training Council. For information and to apply for the program, contact Stephanie Anderson at 410-431-8889 or sanderson@haccmd.org or visit www.haccmd.org

ADVANCED MANUFACTURING

Electronic Assembler

✦ Part of a Workforce Training Certificate; see page 3

Prepare for a rewarding career in the dynamic tech industry! Gain the fundamental skills and knowledge essential for success in electronic assembly and related industries. Explore the intricacies of soldering, master circuit board utilization, and hone mechanical assembly techniques using a variety of hand tools. Our well-rounded training program combines theory with practical hands-on experience, equipping you with the confidence to sit for the IPC J-STD-001 certification, the industry standard for soldering processes and materials used in electronic assemblies. Elevate your career prospects and join the ranks of skilled professionals thriving in this dynamic field.

VOC-808 | \$1,780 (includes fees: \$1,647)

A4 April 14 – 18 | 5 sessions

Mon | April 14 | 8 a.m. – 5 p.m.

Main Campus

Tue – Fri | April 15 – 18 | 8 a.m. – 5 p.m.

Circuit Technology

AUTOMOTIVE

NEW! Hybrid and EV Safety 101

Unlock the future of automotive technology. Designed for automotive technicians but open to anyone passionate about EVs, this course offers a dynamic blend of essential safety knowledge and hands-on experience. Dive into the critical aspects of working with high-voltage systems, battery management, and emergency protocols while adhering to the latest industry standards. This one-day course will be both informative and applicable for anyone working or interested in EVs. Learn how to confidently navigate the first step of EV maintenance, ensuring your safety and that of your colleagues. Empower your skills and stay ahead in the evolving automotive landscape. Your journey to becoming a safety-savvy EV expert starts here!

VOC-827 | \$75 (includes fees: \$40)

A4 Sat | June 21 | 9 a.m. – 3 p.m.

1 session | Main Campus

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

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

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**.

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)

A4 Online April 16 – May 23

B4 Online May 14 – June 20

C4 Online June 11 – July 18

A1 Online July 16 – Aug. 22

B1 Online Aug. 13 – Sept. 19

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)

B4 Online May 14 – June 20

A4 Online April 16 – May 23

C4 Online June 11 – July 18

A1 Online July 16 – Aug. 22

B1 Online Aug. 13 – Sept. 19

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)

A4 Online April 16 – May 23

B4 Online May 14 – June 20

C4 Online June 11 – July 18

A1 Online July 16 – Aug. 22

B1 Online Aug. 13 – Sept. 19

ENTREPRENEURSHIP

Ready, Set, Go!

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

MSB-101 | No Cost

A4 Thu | April 24 | 9 – 11 a.m.
1 session | Online
Instructor: Thomas Mazerski

B4 Thu | May 22 | 9 – 11 a.m.
1 session | Online
Instructor: Thomas Mazerski

C4 Thu | June 26 | 9 – 11 a.m.
1 session | Online
Instructor: Thomas Mazerski

A1 Thu | July 24 | 9 – 11 a.m.
1 session | Online
Instructor: Thomas Mazerski

B1 Thu | Aug. 28 | 9 – 11 a.m.
1 session | Online
Instructor: Thomas Mazerski

Pathways to Entrepreneurship



* Part of a Workforce Training Certificate; see page 3

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

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

A4 Online April 14 – June 9

A1 Online July 21 – Sept. 15

NEW! 6 Steps to Social Media Success

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

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

A1 Sat | July 12 | 9 a.m. – 3 p.m.
1 session | Main Campus
Instructor: Katie Marinello

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**.

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)

A4 Online April 16 – May 23

B4 Online May 14 – June 20

C4 Online June 11 – July 18

A1 Online July 16 – Aug. 22

B1 Online Aug. 13 – Sept. 19

Learn to Buy and Sell on Ebay

Online auctions match buyers with sellers in a global marketplace for almost any item. If you've ever dreamed of working from home or just earning extra income by buying and selling goods online, this course will guide you every step of the way! In this course, you will gain all of the knowledge necessary for success in the online marketplace.

SBA-486 | \$129 (includes fees: \$119)

A4 Online April 16 – May 23

FREE ENTREPRENEURSHIP SERIES

NEW! Need help starting and growing your business? Don't miss this FREE entrepreneurship series at the Taneytown Public Library. Take one or take them all. Classes are free but registration is required.

Business and Entrepreneurship Essentials

Discover how to protect personal and family assets by forming or changing a business structure. This course guides you through various types of business structures, how to form them, and the risk implications of each. Additionally, a workshop on completing a self-assessment is included. By the end of this course, students should understand the various types of formal business structures and their variations, choose the appropriate business structure for their needs, reduce and/or eliminate personal risks, and navigate and complete the legal and regulatory process to properly form their business at both the state and federal levels.

MGT-638 | No Cost

A4 Thu | April 3 | 6 – 7:30 p.m.
1 session | Taneytown Public Library

How to Create a Business Plan

Uncover the importance of having a business plan for creating a new business or supporting an existing one. Start with a one-page business plan and then work towards completing a full business plan. Learn techniques on how to pitch your business to various audiences. By the end of this course, students should understand the proper format and various sections needed for a business plan, create a formal business plan, and prepare a pitch presentation.

MGT-639 | No Cost

A4 Thu | April 10 | 6 – 7:30 p.m.
1 session | Taneytown Public Library

It's All About the Money

Master the skills to estimate and model start-up costs and future profits and losses. This course provides examples and templates to help understand the meanings within various accounting statements, including the income statement, balance sheet, and cash flow statement. By the end of this course, students should be able to identify and estimate start-up costs and ongoing capital needs, prepare a 3-year pro forma profit and loss statement, prepare a starting balance sheet, and prepare a 3-year cash flow statement.

MGT-640 | No Cost

A4 Thu | April 17 | 6 – 7:30 p.m.
1 session | Taneytown Public Library

Defining Your Products/Services and Market Segments

Dive into the importance of branding and defining your products or services while building target markets for them. Learn how to differentiate and create and define product/service benefits to attract potential customers. By the end of this course, students should be able to create product/service brands using differentiation, identify target market segments for each brand, and utilize tools to access these target markets.

MGT-641 | No Cost

A4 Thu | May 1 | 6 – 7:30 p.m.
1 session | Taneytown Public Library

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**.

Marketing and Sales Basics

Explore how to market and sell your products or services, including creating a website, using social media marketing, and utilizing point-and-click hyperlinks to get attention and sales. By the end of this course, students should be able to build messaging content for various social media and other marketing forums to match with target markets, purchase available website domains, create website landing pages, and use hyperlinks for streamlining marketing communications.

MGT-642 | No Cost

A4 Thu | May 8 | 6 – 7:30 p.m.
1 session | Taneytown Public Library

CONFIDENTIAL 1 ON 1 CLASSES & WORKSHOPS

MILLER: Resources for Entrepreneurs offers personalized instruction tailored to your needs. These essential classes are offered 1 on 1 to ensure client confidentiality. Dates, times and locations (online or in person) will be scheduled as requested by the client. Contact Tom Mazerski at tmazerski@carrollcc.edu or 410-386-8393 to get started.

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

And Away We Grow: Business Essentials

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

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

And Away We Grow: Marketing

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

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

Blogging Workshop

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

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

Customized Business Development

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

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

How to Maximize the Value of Your Business

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

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

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)

REGISTER NOW



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carrollcc.edu/CETRegistration
410-386-8100

Carroll County residents: **DEDUCT \$10** per course
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Raising Money Through Crowd Funding

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

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

Small Business Marketing Workshop

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

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

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 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, and collaboratively create solutions to your biggest business problems. Details and application at www.carrollcc.edu/lpag. For more information call 410-386-8095 or email business.solutions@carrollcc.edu

REGISTER NOW



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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**.

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 April 20 - Oct. 20

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 April 20 - Oct. 20

NON-PROFIT CERTIFICATE SERIES

Nonprofit Management

Take all four classes in the Nonprofit Management Certificate series. The series includes The Big Picture: Mission, Vision and Goals; Nonprofit Organizational Tools; Grant Writing; and Building an Engaged Board.

MGT-626 | \$690 (includes fees: \$620)

A4 Wed | May 21 - July 9 | 9 - 11:30 a.m.
8 sessions | Online

The Big Picture: Mission, Vision and Goals

Gain a brief introduction to the world of nonprofits. Learn to define the organization's mission and ensure that its activities are mission-driven while learning to avoid mission creep through strategic planning and carefully constructed goals.

MGT-622 | \$180 (includes fees: \$161)

A4 Wed | May 21 & 28 | 9 - 11:30 a.m.
2 sessions | Online

Nonprofit Organizational Tools

Enhance skills that make non-profit organizations more effective. Non-profit professionals will learn to plan and conduct effective meetings, develop a plan for internal and external communications, use a variety of tools to help with decision-making, gain an understanding of financial statements and develop program evaluation tools.

MGT-623 | \$180 (includes fees: \$161)

A4 Wed | June 4 & 11 | 9 - 11:30 a.m.
2 sessions | Online

Grant Writing

Professionals in the non-profit sector who are responsible for applying for and managing grant applications and awards will fine tune their grant writing skills. Topics include setting a grant strategy, searching for grants, writing effective applications, telling a compelling story and understanding the grant review process.

MGT-624 | \$180 (includes fees: \$161)

A4 Wed | June 18 & 25 | 9 - 11:30 a.m.
2 sessions | Online

Building an Engaged Board

For anyone serving in a non-profit leadership, administration or board role, this class teaches purposeful strategies for board recruitment, onboarding, effective decision-making, board development and board recognition. Learn how to help your board understand its role in advocacy and ambassadorship.

MGT-625 | \$180 (includes fees: \$161)

A4 Wed | July 2 & 9 | 9 - 11:30 a.m.
2 sessions | Online

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**.

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)

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

Defect Recognition and Report Writing Course

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

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

A1 Sat | July 19 | 9 a.m. – 4 p.m.
1 session | Main Campus
Instructor: Ryan McGuirk

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**.

COMPUTERS & TECHNOLOGY

COMPUTER APPLICATIONS

Keyboarding

Learn touch-typing or improve your existing typing skills. Use the Keyboarding Pro 5 program, a typing tutorial designed for personal computers, to learn how to touch-type, i.e., to type text you read without looking at your keyboard. Learn how to create, edit and save word processing documents. As you improve your typing speed and accuracy, use the word processor's timed writing feature to hone your skills. Learn posture tips to minimize fatigue and help prevent carpal tunnel syndrome. By the end of the course, you'll know how to touch-type the alphabetic, numeric and symbol keys; create, save and edit word processing documents; and successfully take a timed writing test during a job interview.

DAP-347 | \$135 (includes fees: \$109)

A4 Online April 16 – May 23

B4 Online May 14 – June 20

C4 Online June 11 – July 18

A1 Online July 16 – Aug. 22

B1 Online Aug. 13 – Sept. 19

QuickBooks Online Pt. 1

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

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

A4BP 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

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)

A4 Online April 16 – May 23

B4 Online May 14 – June 20

C4 Online June 11 – July 18

A1 Online July 16 – Aug. 22

B1 Online Aug. 13 – Sept. 19

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**.

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)

A4 Online April 16 – May 23

B4 Online May 14 – June 20

C4 Online June 11 – July 18

A1 Online July 16 – Aug. 22

B1 Online Aug. 13 – Sept. 19

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)

A4 Online April 16 – May 23

CompTIA Network+ Certification Training (Voucher Included)

Learn the fundamental building blocks that form a modern network, such as hardware, topologies, and protocols, along with an introduction to the OSI model. Gain an in-depth coverage of the most important concepts in contemporary networking, including TCP/IP, Ethernet, wireless transmission, virtual networks, cloud computing, segmentation, security, performance optimization, and troubleshooting. Gain the confidence to select the network design, hardware, and software that best fits your environment. You will have the skills to build a network from scratch and maintain, upgrade, troubleshoot, and manage an existing network. Students will be prepared to take CompTIA's Network+ certification exam and will receive an exam voucher with your enrollment, which covers the fee to sit for the CompTIA Network+ (N10-009) certifying exam upon eligibility..

XXG-200 | \$1,905 (includes fees: \$1,895)

Online Start Anytime 6 months to complete

Introduction to C++ Programming

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

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

A4 Online April 16 – May 23

B4 Online May 14 – June 20

C4 Online June 11 – July 18

A1 Online July 16 – Aug. 22

B1 Online Aug. 13 – Sept. 19

Introduction to Java Programming

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

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

A4 Online April 16 – May 23

B4 Online May 14 – June 20

C4 Online June 11 – July 18

A1 Online July 16 – Aug. 22

B1 Online Aug. 13 – Sept. 19

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)

A4 Online April 16 – May 23

B4 Online May 14 – June 20

C4 Online June 11 – July 18

A1 Online July 16 – Aug. 22

B1 Online Aug. 13 – Sept. 19

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**.

Python Developer

This program is aimed at those new to the Python programming language who may or may not have experience with other programming languages. You will learn all about Python programming in this comprehensive program that covers introductory through advanced methods of Python.

XXG-162 | \$1,005 (includes fees: \$995)

Online Start Anytime 6 months to complete

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)

A4 Online April 16 – May 23

B4 Online May 14 – June 20

C4 Online June 11 – July 18

A1 Online July 16 – Aug. 22

B1 Online Aug. 13 – Sept. 19

Video Game Design and Development

This is a starting point for students seeking a professional career as a video game designer and developer. Well-suited for enthusiastic amateurs and gamers looking to explore this exciting field as a recreational endeavor. Content is available online for 12 months after enrollment.

XXG-067 | \$2,155 (includes fees: \$2,145)

Online Start Anytime 12 months to complete

Adobe Certified Professional in Video Design (Vouchers Included)

Are you interested in Video Design? Does the power to influence using video content appeal to you? If so, then this course is for you! Video content is used almost everywhere. Successful video editors know how to use their technical skills with precision to tell a story. If you want to become a master storyteller, achieving the Adobe Certified Professional in Video Design credential will help you. Earn the necessary certifications in Premiere Pro and Photoshop Adobe Certified Associate to show you have the editing skills to turn clips into a cinematic original. This course prepares you for the Adobe Premiere Pro and Adobe Photoshop certification exams. If you pass both of those exams, you earn the Adobe Certified Professional in Video Design credential.

XXG-188 | \$1,505 (includes fees: \$1,495)

Online Start Anytime 6 months to complete

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)

A4 Online April 16 – May 23

B4 Online May 14 – June 20

C4 Online June 11 – July 18

A1 Online July 16 – Aug. 22

B1 Online Aug. 13 – Sept. 19

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)

A4 Online April 16 – May 23

B4 Online May 14 – June 20

C4 Online June 11 – July 18

A1 Online July 16 – Aug. 22

B1 Online Aug. 13 – Sept. 19

DRONES (UAS)

Advanced Remote Flight

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: 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: George Colonna

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**.

Foundations of Aerial Photo and Data

Love capturing stunning aerial photos and videos but unsure how to make the most of them? Gain a solid foundation in editing with industry-leading software for both visual and data applications. Experience the art and science of processing your drone footage. Learn to present your edited images professionally, as if showcasing them to a potential client. Additionally, discover how to avoid personal risks and take the next steps in launching your own business with support from Miller: Resources for Entrepreneurs at Carroll Community College. Prerequisite: DRN-022 .

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: Lara Benstein and George Colonna

Advanced Aerial Photo and Data

You've learned the rules, you've taken to the sky, and you've even learned some processing skills. Now it is time to put it all into practice. Take your knowledge, skills and abilities to the next level with hands-on commercial applications. Using industry drones, practice flying missions such as roof inspections, thermal inspections and precision agriculture as well as residential and commercial real estate. Limited seats available. Not part of the UAS (Drone) FAA Remote Pilot Workforce Training Certificate. Prerequisites: Part 107 and 35 hours of logged flight. DRN-023 highly recommended.

DRN-026 | \$359 (includes fees: \$160)

A4 Sat | June 14 – 28 | 9 a.m. – 3 p.m.

3 sessions | Main Campus
Instructor: 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)

A4 Online April 16 – May 23

B4 Online May 14 – June 20

C4 Online June 11 – July 18

A1 Online July 16 – Aug. 22

B1 Online Aug. 13 – Sept. 19

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

A4 Mon, Tue | April 14 & 15 | 12 a.m. – 4:30 p.m.
2 sessions | Main Campus

B4 Thu, Fri | June 5 & 6 | 8:30 a.m. – 1 p.m.
2 sessions | Main Campus

A1 Mon, Tue | July 21 & 22 | 12 a.m. – 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

A4 Wed, Thu | May 7 & 8 | 12 – 4 p.m.
2 sessions | Main Campus

A1 Tue, Wed | Aug. 12 & 13
8:30 a.m. – 12:30 p.m.
2 sessions | Main Campus

REGISTER NOW



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

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

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 I 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 I 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)

A4 June 9 – 30 | 7 sessions
 Mon, Wed | June 9 – 25 | 6 – 9:15 p.m.
 Mon | June 30 | 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)

A1P July 2 – 23 | 7 sessions
 Wed, Mon | July 2 – 21 | 6 – 9:15 p.m.
 Wed | July 23 | 6 – 8 p.m.
 Online
 Instructor: Crystal Opasina

CAREGIVER

Caring for Yourself While Caring for Others

NO COST!

It is easy to overlook yourself when caring for loved ones. This course emphasizes the importance of self-care and finding a balance that allows caregivers to rest, stay healthy, and avoid “compassion fatigue.” You’ll gain insights into the aging brain and learn strategies to enhance your care giving capacity. Invest in yourself to provide the best care for your loved ones. Offered by The Bureau of Aging & Disabilities in partnership with Carroll Community College. No cost but registration is required.

AHE-399 | No Cost

A1 Sat | July 12 | 9 a.m. – 12 p.m.
 1 session | Main Campus

Preparing for the Big Decisions

NO COST!

Navigating end of life decisions can be challenging, but addressing these difficult conversations can significantly reduce stress, anxiety and fear. This course empowers caregivers to develop comprehensive plans for managing the legal and financial responsibilities of caring for loved ones. Our experts will guide you through critical legal topics such as advanced directives and power of attorney, as well as financial issues including documentation acquisition, asset liquidation and debt identification. Offered by The Bureau of Aging & Disabilities in partnership with Carroll Community College. No cost but registration is required.

AHE-398 | No Cost

A4 Sat | April 26 | 9 a.m. – 12 p.m.
 1 session | Main Campus

CPR FOR HEALTHCARE

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

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

Heartsaver First Aid

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

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

A1 Wed | Aug. 27 | 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)

A4 Sat | June 21 | 9 a.m. – 12:15 p.m.
 1 session | Main Campus

REGISTER NOW



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

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

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)

A1 Sat | July 19 | 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)

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

C4 Sat | May 10 | 9 a.m. – 4 p.m.
1 session | Main Campus

D4 Sat | June 14 | 9 a.m. – 4 p.m.
1 session | Main Campus

E4 Sat | June 28 | 9 a.m. – 4 p.m.
1 session | Main Campus

A1 Sat | July 12 | 9 a.m. – 4 p.m.
1 session | Main Campus

B1 Sat | July 26 | 9 a.m. – 4 p.m.
1 session | Main Campus

C1 Sat | Aug. 9 | 9 a.m. – 4 p.m.
1 session | Main Campus

D1 Sat | Aug. 23 | 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)

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

B4P Wed | May 14 | 9 a.m. – 1:15 p.m.
1 session | Main Campus

C4P Wed | June 11 | 5 – 9:15 p.m.
1 session | Main Campus

A1P Wed | July 16 | 5 – 9:15 p.m.
1 session | Main Campus

B1P Wed | Aug. 13 | 5 – 9:15 p.m.
1 session | Main Campus

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

EMT

The next EMT session starts August 2025. Call Diana Dannettel at 410-386-8122 for more information.

Emergency Medical Technician 1

★ Part of a Workforce Training Certificate; see page 3

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

AHE-373

Emergency Medical Technician 2

★ Part of a Workforce Training Certificate; see page 3

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

AHE-402

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**.

GENERAL HEALTHCARE OCCUPATIONS

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)

A4 Online April 16 – May 23

B4 Online May 14 – June 20

C4 Online June 11 – July 18

A1 Online July 16 – Aug. 22

B1 Online Aug. 13 – Sept. 19

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)

A4 Online April 16 – May 23

B4 Online May 14 – June 20

C4 Online June 11 – July 18

A1 Online July 16 – Aug. 22

B1 Online Aug. 13 – Sept. 19

ASSISTED LIVING

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.

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.

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)

A4P Fri | April 18 & 25 | 8 a.m. – 4:30 p.m.

2 sessions | Main Campus

Instructor: James Rowe

A1P Thu, Fri | Aug. 21 & 22 | 8 a.m. – 4:30 p.m.

2 sessions | Main Campus

Instructor: James Rowe

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

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**.

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

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)

A4 Online April 16 – May 23

B4 Online May 14 – June 20

C4 Online June 11 – July 18

A1 Online July 16 – Aug. 22

B1 Online Aug. 13 – Sept. 19

Medical Assistant

The next Medical Assistant Training cohort starts starts Fall 2025. Call Barbara Gough at 410-386-8026 for more information.

STERILE PROCESSING TECHNICIAN

The next Sterile Processing Technician Training session starts August 2025. Call Diana Dannettel at 410-386-8122 for more information.

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

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**.

Sterile Processing Technician Training Fundamentals

★ Part of a Workforce Training Certificate; see page 3

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

AHE-299

NURSING

Nursing Admission Exam Prep

Assess your proficiency in the basic academic subjects required for nursing school applicants. Review the basic verbal, math and science skills tested on entrance exams. Test-taking skills and practice questions are included. Students are eligible for a certificate showing course completion, but no credit is awarded. Access to the internet and basic computer skills are required. Students must use a Carroll Community College email address, provided at registration. Completion of this course or score on the admission exam does not guarantee admission to the Nursing program at Carroll Community College. See the Nursing degree program at www.carrollcc.edu for prerequisites for admission to the College's Practical or Registered nursing courses.

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

A1 Online Aug. 1–31

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 rewards of becoming a Certified Nursing Assistant. Get the foundation you need to be successful in the classroom as well as the workplace. Sharpen your skills in taking measurements and basic math. Learn about communication, professionalism on the job and in the classroom, and teamwork. Other topics include resumes, application letters and how to prepare for interviews. 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)

A4 Mon, Tue, Thu, Fri | June 2–10
8:30–11:45 a.m.
6 sessions | Main Campus
Instructor: Beverly Spicknall

Certified Nursing Assistant Training Part I

★ Part of a Workforce Training Certificate; see page 3

Become a caring, efficient, safe, and professional member of the health care team. Learn basic patient care skills, the CNA role on the healthcare team, disease processes, infection control and safety issues. Combined with the clinical portion (AHE-580), this course meets all requirements to be eligible for CNA certification in MD and prepares students for the National GNA exam. Requires study time outside of class. Includes exams, 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

A4BP Mon, Tue, Thu, Fri | June 16–July 10*
8:30 a.m. – 4 p.m.
13 sessions | Main Campus
Instructor: Beverly Spicknall
*No class 6/19,7/4

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 MBON approved 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. Flu and Covid vaccines may be 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)

A1P Mon–Fri | July 14–21 | 7 a.m. – 3:30 p.m.
6 sessions | Carroll Lutheran Village
Instructor: Beverly Spicknall

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**.

GNA Skills Lab

★ Part of a Workforce Training Certificate; see page 3

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)

A4P Wed | June 4 | 9 a.m. – 3:30 p.m.
1 session | Main Campus
Instructor: Danya Shumaker

A1P Wed | Aug. 20 | 9 a.m. – 3:30 p.m.
1 session | Main Campus
Instructor: Beverly Spicknall

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)

A4P Fri | May 16 | 8 a.m. – 4:30 p.m.
1 session | Main Campus
Instructor: Jennifer Barnaby

B1P Fri | July 18 | 8 a.m. – 4:30 p.m.
1 session | Main Campus
Instructor: Jennifer Barnaby

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)

A1 Sat | July 19 | 9 a.m. – 2:15 p.m.
1 session | Main Campus

OSHA

OSHA

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

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

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

VOC-613

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

OSHA 3015 - Excavation, Trenching, & Soil Mechanics

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

SFT-007

A4 Mon, Tue, Wed | May 12 – 14
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

A4 Thu | May 15 | 8 a.m. – 4 p.m.
1 session | Main Campus

OSHA 511-Basic Course in General Industry

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

VOC-468

A4 Mon – Thu | June 2 – 5 | 8 a.m. – 4 p.m.
4 sessions | Main Campus

REGISTER NOW



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

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

OSHA 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

A1 Mon - Thu | Aug. 11 - 14 | 8 a.m. - 4 p.m.
4 sessions | Main Campus

OSHA 2264 Permit Required Confined Space Entry

Learn the safety and health hazards associated with permit-required confined space entry. Topics include recognition of confined space hazards, identification of permit and non-permit required confined spaces, use of instrumentation to evaluate atmospheric hazards, ventilation techniques, development and implementation of a confined space program, proper signage and training requirements.

VOC-112

A2 Mon, Tue, Wed | Sept. 15 - 17
8 a.m. - 4 p.m.
3 sessions | Main Campus

SAFETY

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

Lift Truck Train the Trainer

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

VOC-111

A2 Thu | Sept. 18 | 8 a.m. - 4 p.m.
1 session | Main Campus

ADDITIONAL CAREER TRAINING

LAW ENFORCEMENT AND LEGAL CAREERS

Paralegal Certification Course

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

VOC-553 | \$2,105 (includes fees: \$1,706) plus text

A4B Online June 30 - Aug. 15

A1B Online Aug. 25 - Oct. 10

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 medic-related issues and to appear in court as expert witnesses. Learn legal concepts related to the health care industry, as well as the role a legal nurse consultant might play in litigation areas such as medical malpractice, toxic torts, product liability, personal injury, wrongful death, criminal law and workers' compensation.

VOC-555 | \$1,305 (includes fees: \$1,066) plus text

A4B Online June 30 - Aug. 15

A1B Online Aug. 25 - Oct. 10

Victim Advocacy Certificate Course

Prepare to work in victim advocacy arenas, such as domestic violence shelters, crisis centers, crisis hotlines, and with state and county governments to assist crime victims through the criminal justice system and toward successful recovery. Topics include: legal terminology; legal process; legislation regarding victims' rights; jurisdiction and venue; ethics; effects of victimization on the victim; victim advocate skills; guardianships and crisis intervention. Also covers counseling skills for victims of assault, battery, robbery, domestic violence, sexual assault and child abuse.

VOC-559 | \$1,005 (includes fees: \$826) plus text

A4B Online June 30 - Aug. 15

A1B Online Aug. 25 - Oct. 10

REGISTER NOW



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

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

Additional Career Training

Legal Secretary Certificate Course



Beginning and experienced secretaries, improve your skills in the law office.

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

VOC-558 | \$1,095 (includes fees: \$906) plus text

A4B Online June 30 – Aug. 15

A1B Online Aug. 25 – Oct. 10

Security Guard Initial Training

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)

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

A1 Tue, Wed, Thu | July 8 – 10
5:30 – 9:45 p.m.
3 sessions | Main Campus
Instructor: Bruce Smith

SECURITY GUARD

Security Guard In-Service Training

★ Part of a Workforce Training Certificate; see page 3

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)

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

A1 Tue, Thu | July 15 & 17 | 5:30 – 9:45 p.m.
2 sessions | Main Campus
Instructor: Bruce Smith

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. Summer and fall class dates are:

- July 14 – Sept. 8
- Sept. 29 – Nov. 21

Hazardous Materials for Commercial Truck Drivers



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

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

A4 Online June 9 – July 14

A2 Online Sept. 15 – Oct. 31

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**.

VETERINARY ASSISTANT

Launch your career as a Veterinary Assistant in less than 5 months. Next session starts Fall 2025. Call Barbara Gough at 410-386-8026 for more information.

Professional Preparation for the Veterinary Assistant

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

VOC-828

Veterinary Assist Training I: Outpatient Care, Diagnostics and Pharmacy

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

VOC-829

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

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

VOC-830

Veterinary Assistant Training III: Clinical Externship

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

VOC-831

ADULT BASIC EDUCATION

CAREER DEVELOPMENT

Help With Career Choices

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

XXB-138 | No Cost

A4 Online April 1 – 30

B4 Online May 1 – 31

C4 Online June 1 – 30

A1 Online July 1 – 31

B1 Online Aug. 1 – 31

GED®

GED® Test/High School Diploma Preparation

NO COST!

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

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

Contact us to get started.

In person: 224 N. Center Street, Westminster

By phone: 410-386-8630

By email: ged@carrollcc.edu

On our website: www.carrollcc.edu/ged

ESOL

English for Speakers of Other Languages

NO COST!

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

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

Contact us to get started.

In person: 224 N. Center Street, Westminster

By phone: 410-386-8630 (English)
410-386-8636 (Spanish)

By email: esol@carrollcc.edu

On our website: www.carrollcc.edu/esol

English Language Conversation Groups

NO COST!

Practice your speaking skills. New topics every week. Groups meet Mondays at 5 p.m. at the Multi-Service Center (224 N. Center Street, Westminster). Conversation groups are FREE but registration is required. Contact the Literacy Council at 410-857-0776 or info@carrollliteracy.org to register.

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**.

A detailed pencil drawing of a human face, focusing on the eyes and nose. The drawing is on a textured, light-colored paper. A yellow pencil with a white eraser tip is positioned diagonally across the bottom right of the drawing. The background of the page is a solid magenta color that transitions into the drawing area.

PERSONAL ENRICHMENT

Cultivate Your Creative Side

In an **Arts & Crafts** class > page 38

Take Your Best Shot

In a **Photography** class > page 42

Care for Your Mind & Body

In a **Health & Wellness** class > page 42

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)

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

B4 Fri | June 27 – Aug. 29*
9:30 a.m. – 12 p.m.
8 sessions | Main Campus
*No class 7/4, 8/15

Painting the Self Portrait

You've drawn your portrait many times. Now take the next step! Explore the layered process of the painted self-portrait. Learn the basic painting techniques that provide the formal foundation for making works of psychological depth and impact. Charcoal studies lead to a finished acrylic painting.

DPM-091 | \$105 (includes fees: \$95)

A4M Sat | April 26 – May 17 | 9 a.m. – 12 p.m.
4 sessions | Main Campus
Instructor: Ken Ecker

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)

A4 Tue | April 15 – 29 | 5:30 – 8 p.m.
3 sessions | Main Campus
Instructor: Karen Goldberg

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

NEEDLE CRAFTING

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 | \$65 (includes fees: \$55)

A4 Mon | April 28 | 6 – 8:30 p.m.
1 session | Main Campus
Instructor: Gayle Mathews

STAINED GLASS

Stained Glass 3D Flowers

Get ready for Spring by creating a beautiful 3D stained-glass flower that will last long after the season 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 | April 29 – May 13 | 6 – 8:30 p.m.
3 sessions | Main Campus
Instructor: Stephanie Chaloux

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

HISTORY, CULTURE & WORLD VIEW

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

REGISTER NOW



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410-386-8100

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Maryland senior adults pay **fees only**.

TRAVEL

Get out of town! We're excited to announce regional day/overnight trips starting this fall. Look for details in the Fall Balance or visit Travel Programs at carrollcc.edu.

COMING THIS FALL!
Harriet Tubman Tour

Join us on a guided tour of Cambridge, Maryland, where Araminta Ross lived and worked until age 27 when she escaped to freedom. Begin the day learning about her early years, visiting her childhood home and the Bucktown General Store, as well as the Courthouse and Long Wharf. There will be time for photos in front of the Take My Hand mural before visiting the Stanley Institute and The Harriet Tubman Underground Railroad Visitor Center. Finish the day with a home cooked, old fashioned fried chicken meal.

HOME & HOBBY

FINANCIAL

NEW! Money Mastery: Building Your Financial Foundation

Unlock your financial freedom. Dive into essential topics like savings, budgeting, and debt management. Perfect for anyone ready to take charge of their financial future. Get practical, actionable strategies to build savings, create and stick to a budget, and manage debt effectively. Start your journey to financial empowerment today!

PDE-168 | \$94 (includes fees: \$84)

A4 Wed | April 30 – May 14 | 6 – 8 p.m.
3 sessions | Main Campus
Instructor: Scott Gore

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)

A4 Online April 16 – May 23

B4 Online May 14 – June 20

C4 Online June 11 – July 18

A1 Online July 16 – Aug. 22

B1 Online Aug. 13 – Sept. 19

GARDENING

A Beginner's Guide to Herbalism: From Plant Identification to Herbal Uses

Journey into the fascinating world of herbal medicine. Hone your skills identifying, harvesting and preparing medicinal herbs. Explore the history and principles of herbalism and the impact of herbs on the body. Learn the art of crafting basic herbal preparations using commonly utilized herbs for various ailments. Gain hands-on experience while engaging your senses to observe and appreciate the plants around you. The last class will meet off-site for a plant walk, providing you the opportunity to see and touch the plants in their natural habitats and learn how to recognize them in the field.

PDE-155 | \$72 (includes fees: \$62)

A4T Thu | April 24 – May 8 | 6 – 7:30 p.m.
3 sessions | Main Campus & Off site
Instructor: Amy Boldt

Sprouting 101

Sprouts are the young shoots of seeds, grains, nuts or legumes soaked in water and allowed to germinate. They are rich in vitamins, minerals, enzymes and antioxidants, and add flavor, texture and variety to meals. Learn the basics of sprouting, what you need, and how to avoid common problems. See a demonstration of sprouting and taste some fresh sprouts. Grow your own sprouts in 3-5 days and enjoy the benefits of this superfood.

LPC-023 | \$46 (includes fees: \$36)

A4 Tue | April 8 | 6 – 8 p.m.
1 session | Main Campus
Instructor: Darlene Breining-Senseny

HOBBY

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.

PDE-110 | \$125 (includes fees: \$115)

A4 Online April 16 – May 23

B4 Online May 14 – June 20

C4 Online June 11 – July 18

A1 Online July 16 – Aug. 22

B1 Online Aug. 13 – Sept. 19

KIDS@CARROLL

CLASSES 2GETHER

Fun, interactive classes for a parent - or grandparent, aunt, uncle, or godparent - and child. Course cost includes one adult and one child.

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. No experience necessary. Material fee includes all materials and firing for two pendants. Projects will be fired off site. Course cost includes one adult and one child aged 8-14.

FAM-017 | \$65 (includes fees: \$55)

A4G Sat | April 26 | 9:30 a.m. – 12 p.m.
1 session | Main Campus
Instructor: Linn Wichowski

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410-386-8100

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Maryland Non-Carroll County residents: **DEDUCT \$5** per course
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Fused Together: Nightlight

Design and craft unique nightlights using colorful glass pieces. Perfect for all skill levels, this hands-on experience offers a fun and educational way to explore the art of glass fusing. Each pair will create two nightlights. Two weeks after the class, you can pick up your beautiful, personalized nightlight to brighten your space. All materials are provided. Course cost includes one adult and one child aged 8-14.

FAM-021 | \$100 (includes fees: \$90)

A4G Sat | May 17 | 9:30 a.m. – 12 p.m.
1 session | Main Campus
Instructor: Linn Wichowski

LANGUAGES

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
Instructor: Charlene Vandusen

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)

- A4 Online April 16 – May 23
- B4 Online May 14 – June 20
- C4 Online June 11 – July 18
- A1 Online July 16 – Aug. 22
- B1 Online Aug. 13 – Sept. 19

MOTORCYCLE & PERSONAL SAFETY

Motorcycle classes run April - October each year. For additional motorcycle class dates, visit 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 10 – 13 | 3 sessions
Thu | April 10 | 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
- A1 July 9 – 11 | 3 sessions
Wed | July 9 | 9 a.m. – 12 p.m.
Main Campus
Thu, Fri | July 10 & 11 | 8 a.m. – 2:30 p.m.
Parking Lot
- B1 July 17 – 20 | 3 sessions
Thu | July 17 | 6 – 9 p.m.
Main Campus
Sat, Sun | July 19 & 20 | 8 a.m. – 2:30 p.m.
Parking Lot
- C1 July 23 – 27 | 3 sessions
Wed | July 23 | 6 – 9 p.m.
Main Campus
Sat, Sun | July 26 & 27 | 8 a.m. – 2:30 p.m.
Parking Lot
- D1 Aug. 6 – 10 | 3 sessions
Wed | Aug. 6 | 6 – 9 p.m.
Main Campus
Sat, Sun | Aug. 9 & 10 | 8 a.m. – 2:30 p.m.
Parking Lot
- E1 Aug. 13 – 15 | 3 sessions
Wed | Aug. 13 | 9 a.m. – 12 p.m.
Main Campus
Thu, Fri | Aug. 14 & 15 | 8 a.m. – 2:30 p.m.
Parking Lot

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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**.

- F1** Aug. 20 – 22 | 3 sessions
Wed | Aug. 20 | 9 a.m. – 12 p.m.
Main Campus
Thu, Fri | Aug. 21 & 22 | 8 a.m. – 2:30 p.m.
Parking Lot

- A2** Sept. 10 – 14 | 3 sessions
Wed | Sept. 10 | 6 – 9 p.m.
Main Campus
Sat, Sun | Sept. 13 & 14 | 8 a.m. – 2:30 p.m.
Parking Lot

- B2** Sept. 17 – 21 | 3 sessions
Wed | Sept. 17 | 6 – 9 p.m.
Main Campus
Sat, Sun | Sept. 20 & 21 | 8 a.m. – 2:30 p.m.
Parking Lot

- C2** Sept. 25 – 28 | 3 sessions
Thu | Sept. 25 | 6 – 9 p.m.
Main Campus
Sat, Sun | Sept. 27 & 28 | 8 a.m. – 2:30 p.m.
Parking Lot

- D2** Oct. 1 – 5 | 3 sessions
Wed | Oct. 1 | 6 – 9 p.m.
Main Campus
Sat, Sun | Oct. 4 & 5 | 8 a.m. – 2:30 p.m.
Parking Lot

- E2** Oct. 8 – 12 | 3 sessions
Wed | Oct. 8 | 6 – 9 p.m.
Main Campus
Sat, Sun | Oct. 11 & 12 | 8 a.m. – 2:30 p.m.
Parking Lot

- F2** Oct. 15 – 19 | 3 sessions
Wed | Oct. 15 | 6 – 9 p.m.
Main Campus
Sat, Sun | Oct. 18 & 19 | 8 a.m. – 2:30 p.m.
Parking Lot

- G2** Oct. 23 – 26 | 3 sessions
Thu | Oct. 23 | 6 – 9 p.m.
Main Campus
Sat, Sun | Oct. 25 & 26 | 8 a.m. – 2:30 p.m.
Parking Lot

BasicRider Course 2 - License Waiver

This course is designed for riders with or without a permit who are currently riding and want to earn a motorcycle license or endorsement. Already licensed or endorsed riders may also participate. Includes an online e-course to be completed prior to the in-person session. Also includes three hours of classroom and five hours of riding instruction. Motorcycles are provided for this course; however, students have the option to use their own motorcycle. Motorcycles must be transported legally. Students must fill out a liability waiver and bring license, registration and proof of insurance prior to class. All motorcycles will be inspected for safety by instructors.

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

- A1** Fri | July 18 | 8 a.m. – 4 p.m.
1 session | Parking Lot

- A2** Fri | Sept. 5 | 8 a.m. – 4 p.m.
1 session | Parking Lot

- B2** Fri | Oct. 10 | 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)

- A4CVC** Fri | April 4 | 8 a.m. – 4 p.m.
1 session | Parking Lot

- B4CVC** Fri | April 18 | 8 a.m. – 4 p.m.
1 session | Parking Lot

- C4CVC** Fri | May 2 | 8 a.m. – 4 p.m.
1 session | Parking Lot

- D4CVC** Fri | May 16 | 8 a.m. – 4 p.m.
1 session | Parking Lot

- E4CVC** Fri | June 6 | 8 a.m. – 4 p.m.
1 session | Parking Lot

- A1CVC** Fri | July 18 | 8 a.m. – 4 p.m.
1 session | Parking Lot

- A2CVC** Fri | Sept. 5 | 8 a.m. – 4 p.m.
1 session | Parking Lot

- B2CVC** Fri | Oct. 10 | 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 | \$296 (includes fees: \$286)

- A4** May 27 – July 29
10 sessions | To be scheduled individually.

Applied Music Lessons - One Hour

MSC-010 | \$572 (includes fees: \$562)

- A4** May 27 – July 29
10 sessions | To be scheduled individually.

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**.

Pop/Rock Band: Tribute to Female Rock Stars

Unleash your inner rock star and pay tribute to some of the most influential female pop/rock icons of all time! Join our band as we create, learn and perform a setlist of songs taken from the catalog of female pop/rock icons. Study the song lyrics and music from a composition standpoint to understand how they convey emotion, style and message. Whether you are a vocalist or an instrumentalist, improve your musical skills, confidence and stage presence. Not just for female students. The group is made up of musicians from the standard rock band instrumentation.

MSC-068 | \$90 (includes fees: \$80)

A4 Sat | April 5 – May 17 | 11 a.m. – 1 p.m.
7 sessions | Main Campus
Instructor: Athena Hiotis

NEW! Music of the Swinging 60s

Experience the youth-driven cultural revolution that took place in the United States and United Kingdom during the 1960s, emphasizing modernity and fun-loving self-indulgence in cities like London, San Francisco, and New York. Explore the era's transformative history, music, fashion, and pop culture. Discover iconic artists like The Beatles, Rolling Stones, and Motown legends. Experience the exhilarating era of boundless optimism and indulgence, where art, music, and fashion thrived like never before! Learn how rock 'n' roll evolved into psychedelic rock. Engage in discussions to appreciate the lasting impact of this optimistic, hedonistic time. Enhance your understanding and listening skills. Get ready for a nostalgic journey through the culture and sounds that defined a generation.

MSC-070 | \$94 (includes fees: \$84)

A4 Mon | April 7 – 21 | 6:30 – 8:30 p.m.
3 sessions | Main Campus
Instructor: Paul Ruehs

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)

A4 Sat | April 5 & 12 | 9 a.m. – 12 p.m.
2 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)

A4 Thu | May 1 & 8 | 6 – 9 p.m.
2 sessions | Main Campus
Instructor: Walter Calahan

Studio Lighting & Tabletop Photography

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

PHO-012 | \$95 (includes fees: \$85)

A4 Thu | May 15 – 29 | 6 – 9 p.m.
3 sessions | Main Campus
Instructor: Walter Calahan

WELLNESS & OUTDOOR ADVENTURE

Gentle Yoga

Stretches, postures and breathing exercises are adapted to your needs to bring calmness, stress reduction and a feeling of well-being. The stretches and simple yoga postures release tension and bring flexibility to the shoulders, neck, back, hips and legs. For beginners, those with specific limitations or recovering from injury, or experienced students desiring a more relaxed pace. Wear loose-fitting clothes and bring a yoga mat to class.

XXZ-862

8 Sessions/ 60 minutes | \$88 (includes fees: \$78)

A4 Tue | May 6 – June 24 | 7 – 8 p.m.
8 sessions | Main Campus
Instructor: Syeda Khan

A1 Tue | July 1 – Aug. 19 | 7 – 8 p.m.
8 sessions | Main Campus
Instructor: Syeda Khan

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

B4 Sat | May 31 – July 26* | 9 – 10:30 a.m.
8 sessions | Main Campus
Instructor: Syeda Khan
**No class 7/5*

4 Sessions/90 minutes | \$69 (includes fees: \$59)

B1 Sat | Aug. 2 – 23 | 9 – 10:30 a.m.
4 sessions | Main Campus
Instructor: Syeda Khan

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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**.

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 | April 14 – June 9 | 7:15 – 8 p.m.
8 sessions | Main Campus
Instructor: Lori Maccia

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)

A4 Mon, Wed | April 28 – Aug. 6 | 6 – 7 p.m.
29 sessions | Main Campus
Instructor: Deanna Dovel and Lori Maccia
**No class 5/26*

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

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)

A4 Thu | May 8 – July 3 | 6:45 – 7:45 p.m.
8 sessions | Main Campus
Instructor: William Whitenton
**No class 6/19*

A1 Thu | July 10 – Aug. 28 | 6:45 – 7:45 p.m.
8 sessions | Main Campus
Instructor: William Whitenton

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)

A4P Thu | May 8 – July 3 | 7 – 8 p.m.
8 sessions | Main Campus
Instructor: Jerry Diamond
**No class 6/19*

A1P Thu | July 10 – Aug. 28 | 7 – 8 p.m.
8 sessions | Main Campus
Instructor: Jerry Diamond

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)

A4 Fri | April 4 – May 2 | 1:15 – 2:15 p.m.
5 sessions | Main Campus
Instructor: Larry Wood

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

A4T Sat | May 17 | 9 a.m. – 12 p.m.
1 session | Mary Ann Furnace Trail
Instructor: Bud Grace

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**.

WRITING

Character Workshop

Transform or build a captivating character. Through guided exercises, create rich dialogues and bring your character to life. Share your unique creation with the class, independent of any previous writing. Perfect for aspiring writers and enthusiasts, this workshop is your gateway to mastering character creation and dialogue. Let your imagination soar!

PWL-049 | \$50 (includes fees: \$40)

A4 Sat | May 3 | 9:30 a.m. – 12 p.m.
1 session | Main Campus
Instructor: Suzi Mazzenga

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)

A4 Online April 16 – May 23
B4 Online May 14 – June 20
C4 Online June 11 – July 18
A1 Online July 16 – Aug. 22
B1 Online Aug. 13 – Sept. 19

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)

A4 Online April 16 – May 23
B4 Online May 14 – June 20
C4 Online June 11 – July 18
A1 Online July 16 – Aug. 22
B1 Online Aug. 13 – Sept. 19

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**.

Information

Course Cost

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

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

Age Requirements

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

Tuition Waivers

Disability Waiver

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

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

Qualified students are responsible for paying all associated course fees.

Senior Adults

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

Drops, Refunds and Cancellations

Course cancellations:

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

Before the course begins:

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

After the course begins:

Refunds are not awarded after a course has started.

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

Tuition Assistance

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

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) approximately two weeks prior to the start of the course. Students are encouraged to purchase textbooks from the College bookstore; however, they may also purchase used or new textbooks from other bookstores or online vendors.

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

Non-Credit Course Disclaimer

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

Bookstore Hours

Call 410-386-8447 or visit www.carrollcc.edu/bookstore for most up to date information.

The College will be closed on the following dates:

Memorial Day: May 24 – 26
Juneteenth: Thursday, June 19
Independence Day: Friday, July 4

Inclement Weather Procedures

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

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

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

The Canteen Café

Go to www.carrollcc.edu/cafe for most up to date information

Disability Support Services

Carroll is committed to providing equal access for all students in accordance with the Americans with Disabilities Act of 1990 (ADA) and related law. Students in need of accommodations should contact the Office of ADA Support Services, located in **A101** Admissions, prior to the start of their course or program, or call 410-386-8327 or e-mail 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 for branch locations and directions.

Community Media Center
1301 Washington Road, Westminster

Y of Central Maryland
1719 Sykesville Road, Westminster

Ride Carroll Transit System to Carroll

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

Smoking and Tobacco Use Policy

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

The Continuing Education 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.

5

EASY WAYS TO REGISTER

Register Early!

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

Office Hours

Monday – Friday | 8:30 a.m. – 5 p.m.

1. ONLINE

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

2. MAIL

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

3. WALK-IN

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

4. FAX

Fax completed and signed registration form with credit card payment information to 410-386-8111.

5. TELEPHONE

Call 410-386-8100. Have the course details and your credit card information ready.

NUMBERS TO KNOW

Admissions for Degree Programs

410-386-8430

Advising/Transfer for Degree Programs

410-386-8435

Career Services

410-386-8523

Cashier's Office

410-386-8040

Disabilities

410-386-8329

General College Information

410-386-8000

Records/Registration for Degree Programs

410-386-8440



CARROLL
COMMUNITY COLLEGE

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

Today's Date _____ College ID# _____ Date of Birth (required) _____

Last Name _____ Legal First Name _____ Chosen First Name _____ Middle Initial _____

Home Address _____ Email Address (required) _____

City _____ State _____ Zip _____ County of Residence _____

Home Phone _____ Business Phone _____ Cell Phone _____

Employer _____

Emergency Contact Name _____ Phone _____

- | | | |
|--|---|---|
| <input type="checkbox"/> U.S. citizen | <input type="checkbox"/> Male <input type="checkbox"/> Female | 1. Are you of Hispanic or Latino origin? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Non-U.S. citizen (with proper documentation the course costs below apply; without documentation pay full course costs) | Preferred Pronouns: | 2. Race, select one or more of the following categories: |
| <input type="checkbox"/> I am a Carroll County resident (deduct \$10 per course) | <input type="checkbox"/> She: She/Her/Hers | <input type="checkbox"/> White |
| <input type="checkbox"/> I am a Non-Carroll County Maryland resident (deduct \$5 per course) | <input type="checkbox"/> He: He/Him/His | <input type="checkbox"/> Black or African American |
| <input type="checkbox"/> I am a Maryland resident, 60 years of age or older (pay fees only plus a \$5 tuition cost if a non-Carroll County resident) | <input type="checkbox"/> Ze: Ze/Hir/Hirs | <input type="checkbox"/> Asian |
| | <input type="checkbox"/> They: They/Them/Their | <input type="checkbox"/> American Indian or Alaska Native |
| | <input type="checkbox"/> Name: Use my name as pronoun | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |

 I am enrolling in a Workforce Training Certificate program or course(s). Program: _____

Social Security Number (required for Workforce Training Certificate programs and courses) _____ - _____ - _____
Social Security Numbers are used for federal and state reporting purposes only. Your Social Security Number is confidential.

Course Number	Course Title	Start Date	Start Time	Cost

 Mail completed registration form and check or money order for full amount to: **Carroll Community College**
 Workforce, Business & Community Education, A115
 1601 Washington Road
 Westminster, MD 21157

Deduct In-County/In-State Fees _____
Total Cost _____

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

 The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student records. For information, visit www.carrollcc.edu/ferpa

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

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

 For Office Use Only: Rec by _____ Processor _____ Date _____ Phone Mail Walk-In Fax

 If paying with a credit card, register online at www.carrollcc.edu/WBCRegistration or by phone at 410-386-8100 or fax at 410-386-8111.

Tuition \$200 or more?
 Use the CCC Deferred Payment Plan, a monthly payment program. Go to www.carrollcc.edu/tuitionassistance.

 Charge to my:    

Credit Card Number _____ CID# _____

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

Card Holder's Name _____ Credit Card Expiration Date _____

Card Holder's Billing Address (required) _____

Card Holder's Signature _____

6 Steps to Social Media Success.....	18	Certified Nursing Assistant Training Part I	32	Fused Together: Nightlight	40
A Beginner's Guide to Herbalism: From Plant Identification to Herbal Uses	39	Certified Nursing Assistant Training, Part II	32	GED® Test/High School Diploma Preparation	36
A to Z Grantwriting	44	Character Workshop	44	Gentle Yoga	42
Accounting Fundamentals	18	Clinical Patient Management in Assisted Living	30	GNA Skills Lab.....	33
Accounting Fundamentals II	18	CNA Preparation	32	Grant Writing	22
Accounting Fundamentals Series	18	Commercial (CDL) Truck Driver	35	Harriet Tubman Tour	39
Additional Career Training.....	34	Communicating with Impact	23	Hazardous Materials for Commercial Truck Drivers	35
Adobe Certified Professional in Video Design (Vouchers Included)	26	CompTIA A+ Certification Prep 1: Hardware	24	Healthcare & Human Services.....	27
Adult Basic Education	36	CompTIA A+ Certification Prep 2: Software	25	Heartsaver CPR AED.....	28
Advanced Aerial Photo and Data	27	CompTIA A+ Certification Prep 3: Network/Security	25	Heartsaver First Aid CPR AED	29
Advanced Hospital Coding and CCS Prep (Voucher Included)	31	CompTIA A+ (Exam Prep).....	14	Heartsaver First Aid CPR AED	33
Advanced Manufacturing.....	17	CompTIA Network+ Certification Training (Voucher Included)	25	Heartsaver First Aid.....	28
Advanced Remote Flight	26	CompTIA Network+ (Exam Prep).....	15	Help With Career Choices	36
And Away We Grow: Business Essentials	20	Computers & Technology	24	Hiking, Your New Adventure!.....	43
And Away We Grow: Marketing	20	Country Line Dance Class - Intermediate.....	43	History, Culture & World View.....	38
Applied Music Lessons - 30 Minutes	41	Creating Wordpress Websites	27	Home & Hobby	39
Applied Music Lessons - One Hour	41	Customized Business Development	20	Home Improvement Contractor: MHIC Exam Prep (Exam Prep).....	14
Art.....	38	Defect Recognition and Report Writing Course..	23	Home Inspector (Certificate).....	9
ASL- Level 2	40	Defining Your Products/Services and Market Segments	19	How to Create a Business Plan	19
Assisted Living Manager	11	Dental Assistant (Certificate)	7	How to Get Started in Game Development	26
AutoCAD 1 - Basic 2D	17	Digital Marketing Professional (Certificate)	11	How to Maximize the Value of Your Business	20
AutoCAD Fundamentals Certificate	17	Digital Scrapbooking, Introduction to	39	How to Pitch Your Business	20
Automotive Technician (Certificate).....	4	Disability Support Services	46	How to Start and Market Your Business Online ..	20
Available Light Photography.....	42	Driving Change	23	Human Anatomy and Physiology	30
Banned Books- Firekeeper's Daughter by Angeline Boulley.....	38	Electrical Apprentice (Certificate).....	10	HVACR Apprentice (Certificate)	10
Basic RiderCourse 2 - License Waiver	41	Electrical	17	HVACR	17
Become an Optical Assistant	31	Electronic Assembler	17	Hybrid and EV Safety 101	17
Beginner Hiking Series.....	43	Electronic Assembler (Certificate).....	4	Hybrid/Electric Vehicle Technician (Certificate) ...	4
Beginning Conversational French	40	Emergency Medical Technician 1.....	29	Incllement Weather Procedures	46
Blogging and Podcasting for Beginners	19	Emergency Medical Technician 2	29	Increasing Sales Through Business and Social Networking.....	20
Blogging Workshop	20	Emergency Medical Technician (Certificate).....	7	It's All About the Money	19
BLS Provider Renewal.....	29	Emerging Leader Certificate Program	22	Java Programming, Introduction to.....	25
BLS Provider	29	Emerging Leader (Certificate).....	12	Keyboarding	24
Building an Engaged Board	22	Engaging and Retaining Talent.....	23	LaBlast - Fitness Powered by Dance	43
Business and Entrepreneurship Essentials.....	19	English for Speakers of Other Languages.....	36	Languages	40
Business	18	English Language Conversation Groups	36	Leadership Peer Advisory Group (LPAG)	21
C++ Programming, Introduction to	25	Entrepreneurship (Certificate)	5	Learn to Buy and Sell on Ebay	19
Career Here! Workforce Training Certificates ..	3	Environmental & Conservation	27	Legal Nurse Consultant Training Course.....	34
Caring for Yourself While Caring for Others.....	28	Exam Preparation for Industry Credentials.....	14	Legal Secretary Certificate Course	35
Cell Phone Photography	42	Excavation, Trenching and Soil Mechanics Train-the-Trainer	33	Lift Truck Train the Trainer	34
Ceramic Decorative Address Signs	38	Forest Conservation Qualified Professional Training.....	27	Marketing and Sales Basics	20
Certified Business Data Analytics (CBDA) Prep ..	23	Foundations for Healthcare Careers	31	Medical Assistant (Certificate).....	7
Certified Health Coach (Certificate)	6	Foundations of Aerial Photo and Data.....	27	Medical Assistant	31
Certified Nursing Assistant (CNA) (Certificate)	6	Fresh Flower Arranging.....	38	Medical Billing and Coding (Voucher Included) ..	31
		Fundamentals of Tai Chi.....	43	Medical Billing Specialist with Electronic Health Records (Vouchers Included)	30
		Fused Together: Jewelry.....	39	Medical Terminology: A Word Association Approach	30

Index

Medicine Aide Update.....	33	QuickBooks Online Specialist Certification Preparation (Exam Prep).....	15	Understanding Accounting and Financial Statements	21
Meditation 101- The Perfect, Imperfect Practice	43	QuickBooks Online Specialist (Certificate).....	11	Understanding Business Insurance	21
Mental Health First Aid.....	27	Raising Money Through Crowd Funding	21	Veterinary Assist Training I: Outpatient Care, Diagnostics and Pharmacy.....	36
Mid/Senior-Level Leader Certificate Program	22	Ready, Set, Go!	18	Veterinary Assistant Training II Patient Care, Treatment, Surgery, Anesthesia, and Emergency Care	36
Mid/Senior-Level Leader (Certificate).....	12	Real Estate Sales Agent (Certificate).....	9	Veterinary Assistant Training III: Clinical Externship	36
Money Mastery: Building Your Financial Foundation	39	Registered Behavior Technician (Certificate).....	8	Veterinary Assistant (Certificate).....	5
Motorcycle & Personal Safety	40	Registered Behavior Technician® 40-Hour Training Part I.....	28	Veterinary Assistant, Professional Preparation for	36
Motorcycle Safety & Licensure Review.....	40	Registered Behavior Technician® 40-Hour Training Part II.....	28	Victim Advocacy Certificate Course	34
Music of the Swinging 60s.....	42	Resolving Workplace Conflict	23	Video Game Design and Development	26
Music	41	RN Case Manager/Delegating Nurse in Assisted Living	30	Website Development	21
Needle Felting Hummingbird.....	38	Screenwriting, Introduction to.....	44	Welder/Advanced Welding (Certificate).....	5
Nonprofit Management	22	Security Guard Initial Training.....	35	Wellness & Outdoor Adventure	42
Nonprofit Organizational Tools	22	Security Guard In-Service Training.....	35	Workforce Training Certificates for Career Advancement.....	11
Nursing Admission Exam Prep	32	Security Guard (Certificate).....	13	Workforce Training Certificates for Career Entry	4
Operating Your Digital Camera.....	42	Small Business Marketing Workshop	21	Writing	44
Operational Management in Assisted Living	30	Social Media Content Creation	21	Youth Mental Health First Aid	27
OSHA / Safety / CPR	33	Spanish for Dentists and Dental Hygienists	29		
OSHA 2264 Permit Required Confined Space Entry	34	Special Police Officer (Certificate).....	13		
OSHA 3015 - Excavation, Trenching, & Soil Mechanics	33	Sprouting 101	39		
OSHA 500 - Trainer Course in Occupational Safety and Health Standards for the Construction Industry.....	33	Stained Glass 3D Flowers	38		
OSHA 510 - Basic Course for Construction Industry.....	34	Stained Glass Succulents.....	38		
OSHA 511-Basic Course in General Industry	33	Sterile Processing Technician Training Fundamentals	32		
Painting the Self Portrait.....	38	Sterile Processing Technician (Certificate).....	9		
Paralegal Certification Course	34	Stocks, Bonds, and Investing: Oh My!	39		
Pathways to Entrepreneurship	18	Studio Art: Drawing and Painting	38		
PC Security, Introduction to	26	Studio Lighting & Tabletop Photography.....	42		
PC Troubleshooting, Introduction to	26	Tai Chi: Intermediate/Advanced.....	43		
Personal Fitness Trainer (Certificate)	6	The Big Picture: Mission, Vision and Goals	22		
Pharmacy Technician (Certificate).....	8	Truck Driver (Certificate)	10		
Phlebotomy Technician (Certificate).....	8	UAS (Drone) FAA Remote Pilot (Exam Prep)	14		
Photography	42	UAS (Drone) FAA Remote Pilot (Certificate)	6		
Pickleball III.....	43				
Pop/Rock Band: Tribute to Female Rock Stars	42				
Preparing for the Big Decisions	28				
Python 3 Programming, Introduction to.....	25				
Python Developer	26				
QuickBooks Online Certified User Exam Prep	24				
QuickBooks Online Pt. 1.....	24				
QuickBooks Online Pt. 2	24				

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