

# CONTENTS

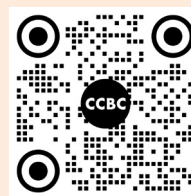
## How to Navigate CCBC's Schedule of Classes

The Table of Contents allows you to quickly move between sections of this document. Click on any section title and the document will jump down to that section.

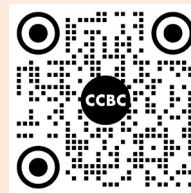
Program and course titles are also linked and will take you to CCBC's website where you can review details of the course or program and register for it online.



For information on financial aid, visit [ccbcmd.edu/financialaid](http://ccbcmd.edu/financialaid) or scan QR code:



For information on CCBC policies and procedures, visit [ccbcmd.edu/policies](http://ccbcmd.edu/policies) or scan QR code:



**READY TO TAKE  
THE NEXT STEP?**

**VISIT  
[CCBCMD.EDU/CE](http://CCBCMD.EDU/CE)  
OR CALL  
443.840.2222**

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# EDUCATION FOR EVERY CHAPTER

With hundreds of degree programs, over 130 continuing education workforce certificates, a huge selection of continuing education courses for every age and interest and an array of special academic programming, CCBC fits every stage of life.



# ENJOY A LIFETIME OF LEARNING.



## HELP YOUR KIDS LEARN

Explore youth programs at CCBC! Offering fun and enriching activities for ages 7-17 in academics, culinary arts, fitness, performing arts and more. [ccbcmd.edu/kids](https://ccbcmd.edu/kids)



## EARN COLLEGE CREDIT IN HIGH SCHOOL

Public, private and homeschooled high school students can get a head start on college coursework through the Early College Access Program (ECAP). [ccbcmd.edu/earlycollege](https://ccbcmd.edu/earlycollege)



## EARN YOUR HIGH SCHOOL DIPLOMA

Obtain your high school diploma with classes to help you prepare for the GED exams and the National External Diploma Program (NEDP) [ccbcmd.edu/GED](https://ccbcmd.edu/GED)



## EXPLORE SUPPORTIVE POST-SECONDARY OPTIONS

- LEAP: Free training, education and job coaching for young adults. [ccbcmd.edu/LEAP](https://ccbcmd.edu/LEAP)
- CASE: Classes and career training for adults with cognitive, developmental and mental health disabilities. [ccbcmd.edu/CASE](https://ccbcmd.edu/CASE)



## GET ASSISTANCE WITH LANGUAGE

Our continuing education ESOL program is ideal for non-native speakers who want to learn English for life and work. [ccbcmd.edu/ESOL](https://ccbcmd.edu/ESOL)



## EARN YOUR DEGREE

CCBC offers hundreds of programs, many fully online.

[ccbcmd.edu/programs-and-courses](https://ccbcmd.edu/programs-and-courses)

- CCBC's Honors College offers small classes, faculty mentors and challenging academics. [ccbcmd.edu/honors](https://ccbcmd.edu/honors)

- Degrees to Succeed provides dual admission to partner institutions, co-advising and scholarships allowing for seamless transfer.

[ccbcmd.edu/degreetosucceed](https://ccbcmd.edu/degreetosucceed)



## GET INTO THE WORKFORCE FAST

CCBC's 130+ workforce certificate programs can help you achieve your career goals in less than a year. Opportunities to earn while you learn are available through our skilled trades apprenticeship programs. [ccbcmd.edu/work](https://ccbcmd.edu/work)



## LEARN A NEW SKILL OR HOBBY

Our life enrichment classes offer a broad spectrum of experiences, designed to cultivate curious minds and foster connections with people from all backgrounds.

[ccbcmd.edu/lifeenrichment](https://ccbcmd.edu/lifeenrichment)



## BUILD COMMUNITY WITH OTHER SENIORS

Explore a variety of fun, affordable continuing education classes with opportunities for social and cultural enrichment. [ccbcmd.edu/seniors](https://ccbcmd.edu/seniors)



## BEST OF ALL, MANY OF THESE PROGRAMS ARE TUITION-FREE!

Qualify to attend CCBC full- or part-time without the cost of tuition and fees with assistance from CCBC, Baltimore County and Maryland College Promise scholarships. [ccbcmd.edu/freetuition](https://ccbcmd.edu/freetuition).

# CCBC PROGRAM OPTIONS

- Disciplines with this icon have options that qualify for **IN-COUNTY TUITION** for ALL Maryland residents. Go to [ccbcmd.edu/statewide](http://ccbcmd.edu/statewide) to find out more.
  - Disciplines with this icon have fully **ONLINE OPTIONS**. Go to [ccbcmd.edu/online](http://ccbcmd.edu/online) to learn more and enroll.
- COLLEGE PROMISE** funding is available for ALL credit degree, certificate programs and workforce training programs. Go to [ccbcmd.edu/collegepromise](http://ccbcmd.edu/collegepromise) to apply.

## DEGREE AND CERTIFICATE OPTIONS

We offer more than 300 associate degree and certificate options in these areas and more.

### ARTS

Dance  
Digital Media Production  
Fine and Performing Arts  
Graphic Design ●  
Interior Design  
Music  
Music Production and Audio Recording Technology  
Photography and Imaging  
Theatre (Acting; Technical Design and Production)

### BUSINESS

Accounting ●  
Business Administration ●  
Business Management ●  
Bookkeeping ●  
Entrepreneurship ●  
Human Resources Management ●  
Transportation, Distribution and Maritime Logistics

### CRIMINAL JUSTICE AND LAW

Criminal Justice Studies ●  
Legal Studies ●  
Paralegal Studies ●

### EDUCATION

Early Childhood Education ●  
Elementary Education ●  
Secondary Education ●  
Special Education

### HEALTH PROFESSIONS

Allied Health  
Anesthesia Technology  
Dental Hygiene ●  
Emergency Medical Technology ●  
Health Informatics and Information Technology ●●  
Histotechnology ●  
Medical Imaging (CT, MRI, Radiography) ●  
Medical Laboratory Technology ●  
Mortuary Science ●  
Nursing (PN, RN) ●  
Occupational Therapy Assistant ●  
Radiation Therapy  
Respiratory Care Therapist ●  
Surgical Technology  
Veterinary Technology ●

### HUMANITIES

American Sign Language and Deaf Culture ●  
Communication and Media Studies ●  
Creative Writing  
English ●  
Interpreter Preparation ●●  
Philosophy

### MATH AND SCIENCE

Biology  
Chemistry  
Earth and Atmospheric Sciences  
Environmental Science  
Horticulture ●  
Mathematics  
Physics

### SOCIAL SCIENCES

Anthropology ●  
Counseling ●●  
Economics ●  
Global Studies  
Health Education  
History ●  
Kinesiology  
Physical Education  
Political Science  
Psychology ●  
Public Health  
Social Work ●  
Sociology ●  
Sports Management  
Women's Studies

### TECHNOLOGY AND ENGINEERING

Artificial Intelligence  
Automotive Technology ●  
Aviation ●  
Cloud Technology ●  
Computer-Aided Design

Computer Engineering  
Computer Science ●  
Construction ●  
Cybersecurity ●  
Data Science  
Digital Forensics  
Electrical Engineering  
Engineering  
HVAC and Energy Technology  
Industrial Design and Technology  
Information Technology ●  
Network Technology ●  
Programming ●

## WORKFORCE TRAINING

We offer over 130 programs in growing job sectors. Pick up valuable job skills.

- Jump right into the workforce.
- Earn a professional certification.

### BUILDING AND INDUSTRIAL TECHNOLOGY

Building Automation Systems Technician  
CNC Machine Tool  
Construction Pre-Apprenticeship Core Curriculum and Specialties  
Fab Lab Technology  
HVAC/Refrigeration Technician  
Mechatronics ●  
Production Technician  
Property Maintenance Technician  
Registered Apprenticeships  
Robotics Technician ●  
Welding

### BUSINESS AND MANAGEMENT

Accounts Payable Specialist  
Administrative Professional  
Advanced Leadership Skills  
Bookkeeper — Entry Level ●  
Customer Service Professional  
Digital Marketing Assistant  
Essential Skills for Entrepreneurs, Leaders or Supervisors  
Home Inspector Pre-License  
Human Resources Manager or Professional  
Non-Profit Organization Manager ●  
Payroll Associate or Professional  
Project Management ●  
Real Estate Appraiser or Salesperson  
Sales Manager ●  
Small Business Basics  
The Creative Entrepreneur

Use our program and course finder to search for classes, times and

## COMPUTERS AND INFORMATION TECHNOLOGY

AWS Certified Solutions Architect ●  
AWS Certified SysOps Administrator ●  
C++ Programmer ●  
Cisco Network Administrator ●  
Cloud Systems Administrator  
Cybersecurity Administrator  
Digital Accessibility  
Information Systems Security Professional  
IT Systems Security Practitioner  
Java Script Developer ●  
Linux Administrator ●  
Microsoft Office Specialist ●  
Oracle SQL and PL/SQL Developer ●  
Penetration Tester ●  
Python Developer ●

## CRIMINAL JUSTICE AND LEGAL STUDIES

E-Discovery Specialist  
Private Investigator  
Special Police Officer

## HEALTH AND HUMAN SERVICES

Central Service Technician  
Child Care Provider ●  
Community Health Worker  
Delegating Nurse  
Dental Assistant  
Dental Assisting Expanded Functions  
Dispensary Technician ●  
Emergency Medical Technician (EMT)  
Healthcare Information and Management Systems  
Massage Therapist  
Medical Assistant  
Medical Billing ●  
Medical Coding ●  
Medical Front Office ●  
Medicine Aide  
Nurse Refresher Series  
Nursing Assistant  
Patient Care Technician  
Pharmacy Technician  
Phlebotomist  
Polysomnographic (Sleep) Technologist ●  
Veterinary Assistant

## HOSPITALITY SERVICES

Casino Dealer ●  
Catering Professional ●  
Corporate Event Planner ●  
Event Management and Design ●  
Food Service Manager  
Food Truck Operator  
FoodWorks: Basic Culinary Training  
Professional Bartending  
Travel Agent Training ●  
Wedding Planner ●

## TRANSPORTATION, DISTRIBUTION AND LOGISTICS

Automotive Safety Inspector  
Automotive Service Attendant  
Commercial Vehicle Operator Class A or B  
Logistics Associate/Warehouse Distribution  
Marine Engine Maintenance Repair ●  
Procurement and Purchasing Management ●  
Professional Boat Captain  
Supply Chain Professional ●

## OTHER

Animal Reiki Practitioner  
DeafBlind Interpreter  
Hair Braiding Professional  
Makeup Artistry Professional  
Professional Life Coach  
Residential Interior Designer  
TESOL (ESOL Instructor)  
Theater Interpretation Specialist

## LIFE ENRICHMENT CLASSES

- Pursue your passion.
- Find a hobby.
- Explore new interests.

## ACADEMIC PREPARATION

Test Preparation

## ART, DESIGN AND PHOTOGRAPHY

Ceramics  
Drawing and Painting  
Photography

## ART—PERFORMING ARTS

Dance  
Music  
Theatre

## COOKING, HOBBIES AND HOME IMPROVEMENT

Cooking  
Sewing and Textiles  
Floral Design  
Jewelry Making  
Home Improvement  
Interior Design

## HEALTH AND WELLNESS

Beauty/Personal Care  
Cardio and Aerobics  
Circuit and Weight Training  
Fitness Certifications  
Holistic Health and Wellness  
Meditation  
Nutrition  
Reiki  
Safety (CPR)  
Self-Defense  
Swimming and Aqua Fitness  
Yoga and Tai Chi

## KIDS@CCBC

Academics  
Art  
Cooking and Baking  
Fitness and Wellness  
Performing Arts (Dance, Music and Theater)  
Personal Development

## OUTDOOR ACTIVITIES

Various Sports  
Nature (Hiking, Fly Fishing, Beekeeping, etc.)

## PERSONAL DEVELOPMENT

Family Education and Empowerment  
Personal Finance  
Writing

## SENIORS

Art and Photography  
Computers  
Cooking, Crafts and Hobbies  
Genealogy  
History, Politics and Events  
Languages  
Wellness and Fitness  
Writing

## WORLD LANGUAGES

American Sign Language  
Arabic  
Chinese-Mandarin  
French  
German  
Igbo  
Italian  
Japanese  
Korean  
Portuguese  
Russian  
Spanish  
Tagalog  
TESOL

## BASIC EDUCATION AND ENGLISH LANGUAGE SERVICES

High School Diploma Options  
ESOL (English for Speakers of Other Languages)

## PROGRAMS FOR INDIVIDUALS WITH DISABILITIES

Academic Skills  
Independent Life Skills  
Career Preparation  
Animal Care  
Child Care  
Office Skills





# REGISTRATION

## Signing up for a class at CCBC is easy! Ready to get started?

### ONLINE

The quickest way to search and register for continuing education classes is online. Follow the directions at [ccbcmd.edu/quickreg](http://ccbcmd.edu/quickreg) to register and pay online with your credit card.

### TELEPHONE

Register over the phone by selecting menu option 1 for Enrollment, then option 2 for Continuing Education. Please have your payment ready. We encourage you to call if you are a student outside of Baltimore County, a retiree/employee of CCBC, or are 60 or older to ensure your tuition and/or fees are correct.

Call: **443.840.2222**

### MAIL

Send your registration form (available online) and payment via check or money order to:  
Student Central - Virtual Services  
CCBC Catonsville, CLLB 030  
800 S. Rolling Road  
Baltimore, MD 21228-5317

### IN PERSON

Bring your registration form (available online) and payment to the CCBC Enrollment Services Center nearest you.

### HOURS OF OPERATION

Monday, Tuesday: 8:30 a.m.–5 p.m.  
Wednesday, Thursday: 8:30 a.m.–7 p.m.  
Friday: 8:30 a.m.–4:30 p.m.

### REFUND POLICY

Students wishing to drop a course can do so online in their SIMON account, or by calling CCBC (**443.840.2222**) at least one business day prior to the start of your class. Refunds are processed to the original payment method form.

# USERS GUIDE

### Course Description

### Prerequisites:

Required course before registering.

### Credit course:

Listed if course is also offered for credit.

### CRN# (Section)

### Course Number

### Course Title

MUS 051

### Connect Your Music-Making to Your Soul (NEW)

Elevate your musical skills by analyzing and planning your performance. Open to all genres and skill levels. In-class performance optional.

Total Cost: \$119 (Tuition: \$0 Fees: \$119)

CRN#	Day/Ses.	Dates	Time	Location
31687	M(6)	9/9–10/14	7–8:30 p.m.	EC

### Days/Sessions:

Day(s) of the week class meets and number of meeting sessions.

### Dates

### Class Time

**Class location:** Abbreviation of campus, off-site location or online platform. A location key is in the back of the book.

**New Course**

**Cost**

### DAYS OF THE WEEK KEY

**M** Monday  
**F** Friday

**T** Tuesday  
**S** Saturday

**W** Wednesday  
**U** Sunday

**R** Thursday



## Get trained. Get to work.

Launch or expand your career, upgrade your job skills, prepare for a license or certification. Whatever you want to do, CCBC offers an incredible selection of career-building, workforce training options that are designed to get you trained and get you to work, fast.

### BUSINESS AND MANAGEMENT

Lead, learn, innovate and succeed. Show them you mean business.

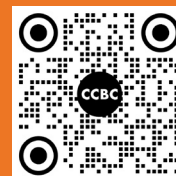
#### Workforce Training Options

- Accounts Payable Specialist
- Administrative Professional
- Advanced Leadership Skills
- Bookkeeper – Entry Level
- Customer Service Professional
- Digital Accessibility
- Digital Marketing Assistant
- Essential Skills for Entrepreneurs, Leaders or Supervisors

- Home Inspector Pre-License
- Human Resources Manager or Professional
- Non-Profit Organization Manager
- Payroll Associate or Professional
- Project Management
- Real Estate Appraiser or Salesperson
- Sales Manager
- Small Business Basics
- The Creative Entrepreneur

#### Degree and Certificate Program Areas

- Accounting
- Business Administration
- Business Management
- Bookkeeping
- Entrepreneurship
- Human Resources Management



Scan or click the QR code to explore this category further on our website.

**2,281** BUSINESS ADMINISTRATORS WERE CONTRIBUTED TO THE REGIONAL WORKFORCE BY CCBC



### ACCOUNTING/BOOKKEEPING

#### BOOKKEEPER (ENTRY LEVEL)

CONTINUING EDUCATION  
WORKFORCE CERTIFICATE

Learn to manage financial records using key accounting principles and software like Excel and QuickBooks.

#### REQUIRED COURSES:

- Excel Basics for Business
- Accounting/Bookkeeping I and II
- QuickBooks for Bookkeepers

#### PCO 433

##### Excel Basics for Business

Unlock Excel essentials. Learn to create basic financial statements, use merged cells, link spreadsheets and automate financial tasks. Textbook required.

Total Cost: \$189 (Tuition: \$57 Fees: \$132)

CRN#	Day/Ses.	Dates	Time	Location
71624	T(4)	9/9–30	6:30–9:45 p.m.	Zoom
71214	S(4)	9/13–10/4	8:45 a.m.–12 p.m.	EC

#### ACC 006

##### Accounting/Bookkeeping I

Learn double entry bookkeeping principles, including business records, transactions, journals, ledgers, and financial statements. Ideal for small business owners and entry-level bookkeepers. Textbook required. Prerequisites: basic computer skills, Excel and high school algebra.

Total Cost: \$219 (Tuition: \$66 Fees: \$153)

CRN#	Day/Ses.	Dates	Time	Location
70350	Arranged	8/25–9/26	Arranged	Online
71621	R(7)	9/11–10/23	7:15–9:30 p.m.	OM
71623	T(7)	10/14–11/25	7:15–9:30 p.m.	Zoom
71211	S(4)	10/18–11/8	8:45 a.m.–12:35 p.m.	EC



ACC 007

**Accounting/Bookkeeping II**

Continue studying accounting principles and double entry systems by analyzing trial balances, financial reports, cash flow, retained earnings, bank reconciliations and payroll systems. Textbook Required. Prerequisite: Accounting/Bookkeeping I.

Total Cost: \$189 (Tuition: \$57 Fees: \$132)

CRN#	Day/Ses.	Dates	Time	Location
70348	Arranged	10/6–11/7	Arranged	Online
71620	R(6)	11/6–12/18	7:15–9:20 p.m.	OM
71215	S(4)	11/22–12/20	8:45 a.m.–12:35 p.m.	EC
71557	T(6)	12/2–1/20	7:15–9:20 p.m.	Zoom

PCA 836

**QuickBooks for Bookkeepers**

Learn QuickBooks for bookkeeping, including setting up accounts, paying bills, invoicing and creating reports. Textbook Required. Prerequisites: Accounting/Bookkeeping I and II.

Total Cost: \$219 (Tuition: \$66 Fees: \$153)

CRN#	Day/Ses.	Dates	Time	Location
70346	Arranged	11/17–12/19	Arranged	Online

**PAYROLL ASSOCIATE (ENTRY LEVEL)**

CONTINUING EDUCATION  
WORKFORCE CERTIFICATE

Gain skills in payroll processing, including data entry, wage calculation, report preparation and compliance with payroll laws.

**REQUIRED COURSES:**

- PayTrain Fundamentals
- Excel Basics for Business

ACC 015

**PayTrain® Fundamentals**

Prepare for payroll success. Gain essential knowledge for compliance and Fundamental Payroll Certification exam prep. Perfect for new payroll professionals and industry support roles. Textbook included.

Total Cost: \$895 (Tuition: \$269 Fees: \$626)

CRN#	Day/Ses.	Dates	Time	Location
71626	W(8)	10/15–12/10	6–10 p.m.	Zoom

**PAYROLL PROFESSIONAL**

CONTINUING EDUCATION  
WORKFORCE CERTIFICATE

Develop expertise in accurate payroll processing and compliance. This program prepares you to avoid penalties and succeed in the Certified Payroll Professional exam.

ACC 016

**PayTrain® Mastery**

Enhance your expertise in advanced payroll topics. Ideal for experienced professionals seeking compliance training or Certified Payroll Professional (CPP) exam preparation. Textbook included.

Total Cost: \$949 (Tuition: \$285 Fees: \$664)

CRN#	Day/Ses.	Dates	Time	Location
71625	R(9)	10/9–12/11	6–10:15 p.m.	Zoom

**ACCOUNTS PAYABLE SPECIALIST**

CONTINUING EDUCATION  
WORKFORCE CERTIFICATE

Prepare for IOFM's Accounts Payable Specialist certification with online training in invoices, payments, T&E and automation.

**REQUIRED COURSES:**

- Accounts Payable Specialist Certification
- Excel Basics for Business

ACC 013

**Accounts Payable Specialist Certification**

Prepare for the Institute of Finance and Management's (IOFM) Accounts Payable Specialist certification with online training covering invoices, payments, T&E management and automation. Exam cost included. IOFM recommends one to three years of AP experience based on degree level.

Total Cost: \$1,295 (Tuition: \$50 Fees: \$1,245)

CRN#	Day/Ses.	Dates	Time	Location
71765	Arranged	10/13–1/10	Arranged	E2GC

**ADDITIONAL ACCOUNTING/  
BOOKKEEPING COURSES**

PCA 564

**Intermediate QuickBooks**

Master the advanced features of QuickBooks and learn to manage multiple company files, create customer statements, enter price levels for inventory and much more.

Total Cost: \$179 (Tuition: \$20 Fees: \$159)

CRN#	Day/Ses.	Dates	Time	Location
71852	Arranged	9/17–11/7	Arranged	ED2GO
71854	Arranged	10/15–12/5	Arranged	ED2GO
71856	Arranged	11/12–1/2	Arranged	ED2GO
71857	Arranged	12/17–2/6	Arranged	ED2GO

**ADMINISTRATIVE PROFESSIONAL**

CONTINUING EDUCATION  
WORKFORCE CERTIFICATE

Prepare for diverse office roles by supporting managers and daily operations. Earn the Administrative Assistant Certification (CAA) upon completion.

**REQUIRED COURSES:**

- The Role of the Administrative Professional
- Technology Skills for Today's Workplace (see Computer and Information Technology section)
- Communication Skills for Workplace Success
- Planning and Advancing Your Career
- Essential Skills for New Administrative Professionals

MGT 850

**The Role of the Administrative Professional**

Interested in a career as an administrative professional? This introductory course covers roles, responsibilities and essential skills for success. It also outlines the 125-hour Administrative Professional program's format and topics.

Total Cost: \$79 (Tuition: \$24 Fees: \$55)

CRN#	Day/Ses.	Dates	Time	Location
71341	W(1)	9/3	6–9:15 p.m.	Zoom
	Arranged	9/3–9/7	Arranged	Online

MGT 851

**Communication Skills for Workplace Success**

Effective communication channels are key for smooth organizational operations. Administrative professionals must represent both the organization and themselves well. Learn techniques for verbal and written communication, including telephone skills and composing business letters and emails.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71342	M/W(3)	10/13–20	6–9:15 p.m.	Zoom
	Arranged	10/13–20	Arranged	Online

MGT 852

**Planning and Advancing Your Career**

Employers value soft skills as much as technical skills. Enhance your interpersonal skills to succeed professionally and improve your career prospects. Learn to craft a strong resume and cover letter and develop effective interviewing strategies.

Total Cost: \$199 (Tuition: \$60 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71343	M/W(4)	10/22–11/3	6–9:15 p.m.	Zoom
	Arranged	10/22–11/3	Arranged	Online

MGT 988

**Essential Skills for New  
Administrative Professionals**

Gain essential skills in time management, document creation, scheduling, technology and more. Students will be prepared to earn the National Career Certification Board's Administrative Assistant Certification (CAA).

Total Cost: \$199 (Tuition: \$60 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
72585	M/W(10)	11/5–12/10	6–9:15 p.m.	Zoom
	Arranged	11/5–12/10	Arranged	Online

**BUSINESS COMMUNICATIONS**

MAN 909

**Communication Skills  
and Interpersonal Interaction**

Explore the concept of personality type and its applications in improving the effectiveness of interpersonal interactions in the workplace.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71585	F(1)	10/10	9 a.m.–4 p.m.	HV



WLT 406

### Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71831	Arranged	10/15–12/5	Arranged	ED2G0
71839	Arranged	11/12–1/2	Arranged	ED2G0
71840	Arranged	12/17–2/6	Arranged	ED2G0

WLT 220

### Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing.

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71823	Arranged	10/15–12/5	Arranged	ED2G0
71828	Arranged	11/12–1/2	Arranged	ED2G0
71829	Arranged	12/17–2/6	Arranged	ED2G0

MGT 386

### High Impact Writing for Business

You must be able to communicate effectively through the written word if you are going to succeed in today's business environment. Learn how to create clear, concise, compelling, and professional reports and documents.

Total Cost: \$199 (Tuition: \$60 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71534	W(3)	10/8–22	6–9:30 p.m.	EC

HMS 023

### Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth and respect through conversation.

Total Cost: \$149 (Tuition: \$20 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
71786	Arranged	10/15–12/5	Arranged	ED2G0
71788	Arranged	12/17–2/6	Arranged	ED2G0

MGT 776

### Writing News and Press Releases

Learn to write impactful news stories, press releases and publicity notices in this online class. Acquire journalistic skills to craft attention-grabbing content and stand out in the workplace.

Total Cost: \$195 (Tuition: \$20 Fees: \$175)

CRN#	Day/Ses.	Dates	Time	Location
71755	Arranged	11/3–28	Arranged	LERN

## CUSTOMER SERVICE

### CUSTOMER SERVICE PROFESSIONAL CONTINUING EDUCATION WORKFORCE CERTIFICATE

Learn to enhance brand reputation through exceptional customer service, both in person and online. Earn a Customer Service Institute of America certificate upon completion.

#### REQUIRED COURSES:

- Customer Service Communication Skills
- Preparing for a Career in Customer Service
- Core Skills of the Customer Service Professional

SBA 100

### Customer Service Communication Skills

Develop effective communication skills crucial for customer service success, including written, oral, body language and tone. These skills reflect not only the employee but the entire organization.

Total Cost: \$159 (Tuition: \$48 Fees: \$111)

CRN#	Day/Ses.	Dates	Time	Location
71631	M/W(3)	9/8–15	6–9:15 p.m.	Zoom
	Arranged	9/8–16	Arranged	Online

SBA 102

### Preparing for a Career in Customer Service

This course will prepare you for a career in a customer service role. Create a well-designed resume and cover letter and learn effective interviewing strategies and techniques.

Total Cost: \$159 (Tuition: \$48 Fees: \$111)

CRN#	Day/Ses.	Dates	Time	Location
71627	M/W(3)	9/17–24	6–9:15 p.m.	Zoom
	Arranged	9/17–26	Arranged	Online

SBA 101

### Core Skills of the Customer Service Professional

Master strategies to enhance every customer service interaction. Complete this eight-module online program to earn certification from the Customer Service Institute of America.

Total Cost: \$479 (Tuition: \$144 Fees: \$335)

CRN#	Day/Ses.	Dates	Time	Location
71628	M/W(4)	9/29–10/8	6–8:45 p.m.	Zoom
	Arranged	9/29–10/10	Arranged	Online

## ADDITIONAL CUSTOMER SERVICE COURSES

MGT 385

### Exceeding Expectations:

#### Delivering Exceptional Customer Service

Learn to deliver exceptional customer service to both internal and external customers. Topics include active listening, relationship building, and service via phone, internet and in person.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71629	F(1)	11/7	9 a.m.–4 p.m.	Zoom

MGT 818

### Managing Customer Service

Master customer service management with techniques for key concepts, marketing, consumer expectations, quality, hiring, communication, complaint handling, training, and using call centers and online tools.

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71815	Arranged	10/15–12/5	Arranged	ED2G0
71816	Arranged	12/17–2/6	Arranged	ED2G0

## HUMAN RESOURCES

### HUMAN RESOURCES MANAGER (ENTRY LEVEL)

#### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Prepare for the Associate Professional in Human Resources (aPHR™) Certification exam and gain skills in managing employee relations and resolving workplace issues.

#### REQUIRED COURSES:

- Fundamentals of Human Resources/aPHR™ Certification
- Human Resources: An Application in Today's Business Climate

MGT 346

### Fundamentals of Human Resources/ aPHR™ Certification

Learn the fundamentals of the human resources field and prepare for the Associate Professional in Human Resources (aPHR™) Certification. Textbook included.

Total Cost: \$969 (Tuition: \$291 Fees: \$678)

CRN#	Day/Ses.	Dates	Time	Location
71632	R(12)	9/25–12/18	6–9:15 p.m.	Zoom

MGT 762

### Human Resources:

#### An Application in Today's Business Climate

Gain practical insights and explore key HR topics, such as managing multiple generations in the workforce, resolving conflict, promoting leadership development and viewing HR as a strategic partner.

Total Cost: \$209 (Tuition: \$63 Fees: \$146)

CRN#	Day/Ses.	Dates	Time	Location
70340	S(4)	9/13–10/4	10 a.m.–12 p.m.	Zoom



## HUMAN RESOURCE PROFESSIONAL

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Gain the skills to pursue SHRM-CP or SHRM-SCP certification in human resources (HR). Prepare for operational or strategic HR roles through comprehensive training.

**MGT 757**

#### SHRM-CP and SHRM-SCP Certification

##### Exam Preparation

Earn Society for Human Resources Management Certified Professional SHRM-CP or SHRM-SCP certifications to advance in HR. Prepare for exams with comprehensive course materials and the SHRM Learning System. Textbook included. Requires basic HR experience or an HR degree.

Total Cost: \$1,349 (Tuition: \$405 Fees: \$944)

CRN#	Day/Ses.	Dates	Time	Location
71630	S(12)	10/18–1/24	9 a.m.–12:15 p.m.	Zoom

## ADDITIONAL HUMAN RESOURCES COURSES

**LWW 005**

#### Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate and manage employees.

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71790	Arranged	10/15–12/5	Arranged	ED2GO
71791	Arranged	11/12–1/2	Arranged	ED2GO
71793	Arranged	12/17–2/6	Arranged	ED2GO

## LEADERSHIP, MANAGEMENT AND SUPERVISION

### ESSENTIAL SKILLS FOR LEADERS

#### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Develop the skills to motivate and lead teams toward common goals in various business settings.

##### REQUIRED COURSES:

- Ethics and Accountability
- Fostering Diversity and Sensitivity in the Workplace
- Emotional Intelligence
- Leading Multiple Generations
- Introduction to Project Management Principles (see Project Management)
- Strategic Communications

**MGT 788**

#### Ethics and Accountability

Expand your leadership skills by delving into personal integrity, professional ethics, accountability and transparency. Learn to distinguish between legal and ethical issues in business to enhance your effectiveness in decision-making and leadership.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71598	T/W(2)	9/23–24	6:30–9:45 p.m.	Zoom

**MGT 789**

#### Fostering Diversity and Sensitivity in the Workplace

As a leader, it's crucial to foster diversity and sensitivity in the workplace. Learn to create an inclusive environment where individuals from all cultures and backgrounds can thrive and succeed.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71595	T/W(2)	10/7–8	6:30–9:45 p.m.	Zoom

**MGT 790**

#### Emotional Intelligence

Expand your personal leadership skills and ability to develop productive workplace relationships.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71604	T/W(2)	10/21–22	6:30–9:45 p.m.	Zoom

**MGT 792**

#### Leading Multiple Generations

Explore the needs of a multi-generational workforce by understanding the four generations in the workplace. Discover strategies to lead each generation effectively and techniques to leverage their unique strengths.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71597	T/W(2)	11/4–5	6:30–9:45 p.m.	Zoom

**MGT 791**

#### Strategic Communications

Effective and concise communication boosts productivity, morale and team spirit. When your organization communicates well, employees stay informed, engaged and add value. Join us to learn practical strategies for informing and influencing others.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71603	T/W(2)	12/2–3	6:30–9:45 p.m.	Zoom

## ADVANCED LEADERSHIP SKILLS

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Build advanced leadership skills in coaching, critical thinking, decision making and conflict management. Prepare to lead high-performing teams and navigate complex business environments.

##### REQUIRED COURSES:

- Coaching for Enhanced Performance
- Empowerment: Inspiring Critical Thinking
- Leading High Performing Teams
- Negotiation for Leaders
- Managing Conflict
- Servant Leadership and Equitable Decision Making
- Succession Planning

**MGT 793**

#### Coaching for Enhanced Performance

Explore coaching relationships and the coaching cycle model used in business. Learn to use goal setting, communication, feedback and active listening to develop more productive and empowered employees.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71607	F(1)	9/19	9 a.m.–4 p.m.	HV

**MGT 844**

#### Empowerment: Inspiring Critical Thinking

Learn to foster a work environment that encourages creative problem solving and improvement, creating a healthy workplace where employees are empowered to help improve upon the way things are done.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71596	F(1)	9/26	9 a.m.–4 p.m.	HV

**MGT 846**

#### Leading High Performance Teams

Learn to effectively build and lead high performance teams, the impact of your leadership style on team performance, and how to support collaboration within a department and with outside organizations.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71594	F(1)	10/10	9 a.m.–4 p.m.	HV

**MGT 845**

#### Negotiation for Leaders

As a leader, negotiation skills are critical to your success. Learn negotiation skills and methods, how to determine when it is appropriate to negotiate, different negotiation styles and tactics, and handling common negotiation situations.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71608	F(1)	10/24	9 a.m.–4 p.m.	HV

**MGT 794**

#### Managing Conflict

Enhance your skills in resolving workplace conflicts with staff. Explore various resolution styles and negotiation techniques to address and manage interpersonal conflicts, even in challenging situations without clear resolutions.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71605	F(1)	11/7	9 a.m.–4 p.m.	HV



**MGT 848**

**Servant Leadership and Equitable Decision Making**

Learn the basics of servant leadership and how it contrasts with traditional power models. Discover how servant leadership fosters equity, trust and stronger stakeholder relationships, leading to higher engagement and faster decision-making.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71601	F(1)	11/21	9 a.m.–4 p.m.	HV

**MGT 847**

**Succession Planning**

As a leader, you want to plan for future needs, particularly in the areas of management and leadership. Gather the knowledge and skills to plan for your organization and develop a succession planning model.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71602	F(1)	12/5	9 a.m.–4 p.m.	HV

**ESSENTIAL SKILLS FOR SUPERVISORS**

**CONTINUING EDUCATION  
WORKFORCE CERTIFICATE**

Develop the skills to manage teams, ensure quality and resolve conflicts. This program is designed for current or aspiring supervisors in various sectors.

**REQUIRED COURSES:**

- Lead to Succeed: Supervisory Basic Training
- Lead to Succeed II: Supervisory Challenges and Solutions

**MGT 946**

**Lead to Succeed: Supervisory Basic Training**

New and aspiring supervisors will learn about leadership fundamentals, DiSC assessment, emotional intelligence, time and goal management, delegation, legal aspects, communication, performance coaching, change management and action planning.

Total Cost: \$295 (Tuition: \$89 Fees: \$206)

CRN#	Day/Ses.	Dates	Time	Location
71591	M/W(5)	9/8–22	6:30–9:45 p.m.	Zoom

**MGT 944**

**Lead to Succeed II:  
Supervisory Challenges and Solutions**

Enhance supervisory skills by exploring challenges and opportunities, addressing common issues, and developing resolution strategies through case studies and problem-solving methods. Credit course: MNGT 115.

Total Cost: \$549 (Tuition: \$165 Fees: \$384)

CRN#	Day/Ses.	Dates	Time	Location
71589	W(10)	9/24–12/3	5:45–9:40 p.m.	Zoom

**ADDITIONAL MANAGEMENT, LEADERSHIP,  
SUPERVISION COURSES**

**MGT 667**

**Building Teams That Work**

Learn necessary skills to create and develop teams.

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71813	Arranged	10/15–12/5	Arranged	ED2GO
71814	Arranged	12/17–2/6	Arranged	ED2GO

**WOS 055**

**Collaborative Outcomes:  
Teams and Teamwork**

Learn the stages of team development and the approaches managers must take to motivate their teams.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71590	F(1)	11/21	9 a.m.–4 p.m.	Zoom

**MGT 290**

**Fundamentals of Supervision and Management**

Sharpen your management skills! Learn the language of business management while building practical skills in time management, delegation, motivation, problem-solving and conflict resolution.

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71797	Arranged	9/17–11/7	Arranged	ED2GO
71798	Arranged	10/15–12/5	Arranged	ED2GO
71799	Arranged	11/12–1/2	Arranged	ED2GO

**MGT 588**

**Fundamentals of Supervision and Management II**

Learn how to be an effective manager or supervisor. Master the basics of communicating effectively and learn tools for developing your own interpersonal skills.

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71800	Arranged	10/15–12/5	Arranged	ED2GO
71801	Arranged	11/12–1/2	Arranged	ED2GO
71802	Arranged	12/17–2/6	Arranged	ED2GO

**MGT 457**

**Introduction to Business Analysis**

Learn powerful techniques to improve your decision-making skills at work.

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71807	Arranged	10/15–12/5	Arranged	ED2GO
71808	Arranged	12/17–2/6	Arranged	ED2GO

**MAR 018**

**Introduction to Strategic Planning**

Elevate your career with 21st-century leadership skills in strategic planning. This online course provides a comprehensive overview of core principles and their practical applications.

Total Cost: \$195 (Tuition: \$20 Fees: \$175)

CRN#	Day/Ses.	Dates	Time	Location
71762	Arranged	9/2–26	Arranged	LERN

**MGT 456**

**Leadership**

Gain insight and training in the skills needed for effective leadership.

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71805	Arranged	10/15–12/5	Arranged	ED2GO
71806	Arranged	12/17–2/6	Arranged	ED2GO

**MGT 933**

**Leadership on the Battlefield**

Explore American history and leadership principles on a battlefield tour to Gettysburg, PA. Learn about key figures, objectives and decisions at each stop. Apply these lessons to modern leadership, decision making and contingency planning.

Total Cost: \$249 (Tuition: \$75 Fees: \$174)

CRN#	Day/Ses.	Dates	Time	Location
71156	F(1)	10/3	8 a.m.–6 p.m.	OSX

**MGT 758**

**Management Boot Camp**

Boost your management skills with this course for supervisors, managers and emerging leaders. Learn to set clear expectations, engage and motivate employees, and enhance your effectiveness for confident and professional management.

Total Cost: \$295 (Tuition: \$40 Fees: \$255)

CRN#	Day/Ses.	Dates	Time	Location
71754	Arranged	9/2–26	Arranged	LERN

**COU 005**

**Managing Conflict and Confrontation**

Learn to resolve conflict and confrontation in the workplace by examining resolution styles and negotiation techniques.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71587	F(1)	11/7	9 a.m.–4 p.m.	HV

**MGT 384**

**Managing Multiple Priorities**

Develop skillful approaches to managing the many different priorities encountered daily in the workplace.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71592	F(1)	10/24	9 a.m.–4 p.m.	Zoom



**MGT 890**

**Managing Remote Workers**

Discover the keys to successfully managing and motivating your remote workers.

Total Cost: \$245 (Tuition: \$25 Fees: \$220)

CRN#	Day/Ses.	Dates	Time	Location
71758	Arranged	10/6–31	Arranged	LERN

**MGT 297**

**Mastery of Business Fundamentals**

Learn the significance of strategic planning and how external and internal environmental factors affect an organization.

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71803	Arranged	10/15–12/5	Arranged	ED2GO
71804	Arranged	12/17–2/6	Arranged	ED2GO

**MGT 634**

**Performance Management:  
An Approach to Employee Development**

Enhance your skills in performance management to build a more productive workforce. Learn techniques for using performance appraisal and coaching as development tools to boost individual productivity.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71593	F(1)	12/5	9 a.m.–4 p.m.	Zoom

**SBA 922**

**Six Sigma: Total Quality Fundamentals**

Understand what quality is, discover the role of customers in achieving it, identify the major elements of a quality system and master key quality concepts.

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71817	Arranged	9/17–11/7	Arranged	ED2GO
71818	Arranged	10/15–12/5	Arranged	ED2GO

**SBA 923**

**Six Sigma: Total Quality Applications**

Learn to apply the elements and methods of Six Sigma to achieve the highest-quality products, services and processes.

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71821	Arranged	11/12–1/2	Arranged	ED2GO
71822	Arranged	12/17–2/6	Arranged	ED2GO

**MAN 058**

**The Role of the Supervisor**

Learn fundamental management principles and practices and build a repertoire of effective supervisory skills.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71588	F(1)	9/26	9 a.m.–4 p.m.	Zoom

**NON-PROFIT MANAGEMENT**

**NON-PROFIT ORGANIZATION MANAGER  
CONTINUING EDUCATION  
WORKFORCE CERTIFICATE**

Gain skills in managing nonprofit organizations, including board meetings, fundraising strategies and media relations.

**REQUIRED COURSES:**

- Financial Management for Not-for-Profit Organizations
- Marketing and Fundraising for Non-Profit Organizations
- Strategic Planning for the Non-Profit Organization
- Managing Paid and Volunteer Staff
- Grant Writing
- Making Effective Presentations

**MGT 902**

**Financial Management for  
Not-for-Profit Organizations**

Develop the skills needed to effectively manage your nonprofit organization's finances. Includes accounting and finance terminology, basic accounting principles, financial analysis and budgeting.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71569	S(1)	9/13	9 a.m.–4 p.m.	OM
71571	T/W(2)	11/18–19	6:30–9:45 p.m.	Zoom
71574	Arranged	10/6–24	Arranged	Online

**MAR 013**

**Marketing and Fundraising  
for Non-Profit Organizations**

Learn to promote and raise funds for a nonprofit. Topics include defining target markets, strategic marketing, setting objectives, fundamental marketing principles and basic fundraising techniques.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71610	S(1)	9/27	9 a.m.–4 p.m.	OM
71612	T/W(2)	10/14–15	6:30–9:45 p.m.	Zoom
71611	Arranged	11/3–21	Arranged	Online

**MGT 901**

**Strategic Planning for  
the Non-Profit Organization**

Nonprofit managers and staff will learn the strategic planning process, covering mission and vision, organizational analysis, goal setting, objective formulation and action planning.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71616	T/W(2)	9/30–10/1	6:30–9:45 p.m.	Zoom
71614	S(1)	11/22	9 a.m.–4 p.m.	OM
71615	Arranged	12/1–19	Arranged	Online

**MGT 904**

**Managing Paid and Volunteer Staff**

Master strategies for managing, motivating and aligning paid and volunteer staff at your nonprofit organization.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71606	Arranged	10/6–24	Arranged	Online
71609	T/W(2)	10/28–29	6:30–9:45 p.m.	Zoom
71599	S(1)	11/8	9 a.m.–4 p.m.	OM

**SBA 033**

**Grant Writing**

Learn the essential elements of effective grant proposal writing. Topics include proposal planning, researching, writing and packaging, as well as submission and follow up.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71573	S(1)	10/11	9 a.m.–4 p.m.	OM
71572	T/W(2)	11/4–5	6:30–9:45 p.m.	Zoom
71567	Arranged	12/1–19	Arranged	Online

**MGT 903**

**Making Effective Presentations**

Public speaking skills are important to success. Develop the practical skills needed to deliver effective oral presentations. Topics include dealing with anxiety, audience analysis, presentation planning and engaging the audience.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71570	S(1)	10/25	9 a.m.–4 p.m.	OM
71575	Arranged	11/3–21	Arranged	Online
71568	T/W(2)	12/9–10	6:30–9:45 p.m.	Zoom

**ADDITIONAL NON-PROFIT  
MANAGEMENT COURSES**

**WRT 009**

**A to Z Grant Writing**

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns and prepare proposals.

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71841	Arranged	9/17–11/7	Arranged	ED2GO
71842	Arranged	10/15–12/5	Arranged	ED2GO
71843	Arranged	11/12–1/2	Arranged	ED2GO
71844	Arranged	12/17–2/6	Arranged	ED2GO



**MGT 683**

**Advanced Marketing for Non-Profits:**

**Identifying Targets and Planning Campaigns**

Learn the skills needed to develop and plan a marketing campaign for a nonprofit organization. Topics to be covered include target markets, building a targeted campaign, advertising methods, key messages and implementing the campaign.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71576	R(2)	11/13–20	6:45–10 p.m.	Zoom

**MGT 912**

**Developing Your Grant Proposal**

Learn to identify grant funding opportunities and draft proposals to secure funding. This course covers grant-writing fundamentals, finding funding sources, project conceptualization, proposal summaries and drafting the application.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71578	R(2)	10/16–23	9 a.m.–4 p.m.	Zoom

**MGT 807**

**Selecting and Developing**

**a Board of Directors**

This course helps managers and staff of nonprofits effectively work with a board of directors. Topics include board functions, structure, member selection, effective meetings and managing board-staff relationships.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71613	R(2)	9/25–10/2	6:45–10 p.m.	Zoom

**MGT 648**

**Starting a Non-Profit**

An industry veteran shows you how to take a nonprofit business from vision to reality.

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71809	Arranged	9/17–11/7	Arranged	ED2GO
71810	Arranged	10/15–12/5	Arranged	ED2GO
71811	Arranged	11/12–1/2	Arranged	ED2GO
71812	Arranged	12/17–2/6	Arranged	ED2GO

**PROJECT MANAGEMENT**

**PROJECT MANAGEMENT**

**CONTINUING EDUCATION**

**WORKFORCE CERTIFICATE**

Learn to manage projects from concept to completion while meeting budget and customer expectations. Students can choose to take the Project Management Course Series (MAN 927) or Course with Exam Prep (MGT 900) to satisfy the Project Management Institute's (PMI) educational requirement for the certification exam.

**REQUIRED COURSES:**

- Project Management Course Series OR Project Management Course with Exam Prep
- Microsoft Project 2019 (see Computer and Information Technology section)

**MAN 927**

**Project Management Course Series**

Master the skills to manage projects on time, within budget and to customer standards. Learn to define scope, create schedules, estimate costs, manage risks, lead teams, and control project quality and progress.

Total Cost: \$1,995 (Tuition: \$599 Fees: \$1,396)

CRN#	Day/Ses.	Dates	Time	Location
71164	W(12)	9/10–12/3	5:30–9:15 p.m.	Zoom
71165	S(6)	10/11–11/15	8:30 a.m.–4:30 p.m.	HV

**MGT 900**

**Project Management Course with Exam Prep**

Review project management fundamentals for delivering projects that are on time, within budget and meet specifications. Prepare for the PMP certification exam by reviewing exam question formats, study techniques and practice exams.

Total Cost: \$2,295 (Tuition: \$689 Fees: \$1,606)

CRN#	Day/Ses.	Dates	Time	Location
71162	Arranged	9/24–12/14	Arranged	Online

**ADDITIONAL PROJECT MANAGEMENT COURSES**

**MGT 925**

**Introduction to Project Management Principles**

Become a more effective project manager. Learn tools and techniques you can use immediately to plan a project and improve outcomes.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71600	T/W(2)	11/18–19	6:30–9:45 p.m.	Zoom

**MGT 926**

**PMP Certification Exam Prep**

Prepare for the Project Management Institute's PMP certification in this one-day course. Focus on key components, exam format, question types, and practice exams. Prerequisites include PMI's basic education and PMBOK knowledge.

Total Cost: \$269 (Tuition: \$81 Fees: \$188)

CRN#	Day/Ses.	Dates	Time	Location
71155	S(1)	9/13	8:30 a.m.–5 p.m.	HV
71160	S(1)	12/6	8:30 a.m.–5 p.m.	OM

**SALES AND MARKETING**

**DIGITAL MARKETING ASSISTANT**

**CONTINUING EDUCATION**

**WORKFORCE CERTIFICATE**

Learn to manage marketing campaigns and social media across industries. Topics include online and print media, marketing strategies, data analytics and graphic design. Prepare for the Fundamentals Digital Marketing certification.

**REQUIRED COURSES:**

- Foundations of Marketing
- Content Creation for Marketing
- Technology for Marketing Assistants (see Computer and Information Technology section)
- Fundamentals of Digital Marketing

**MAR 014**

**Foundations of Marketing**

Grasp essential marketing concepts crucial for any profession. Whether new or returning to the industry, gain an overview of marketing principles, how business and marketing goals align and what to consider when creating a marketing plan.

Total Cost: \$199 (Tuition: \$60 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71337	T/R(3)	9/4–11	6–9:15 p.m.	Zoom
	Arranged	9/4–11	Arranged	Online

**MAR 016**

**Content Creation for Marketing**

Improve your writing skills for both print and online. Learn to craft impactful content using keywords to reach your audience and create promotional materials like flyers, ads, sales letters, blog posts and social media content.

Total Cost: \$249 (Tuition: \$75 Fees: \$174)

CRN#	Day/Ses.	Dates	Time	Location
71339	T/R(5)	9/16–30	6–9:15 p.m.	Zoom
	Arranged	9/16–30	Arranged	Online



MAR 017

### Fundamentals of Digital Marketing

Stand out in the competitive marketing field by learning the basics and preparing for the Google Digital Marketing certification exam. Explore trends and tools used by top digital marketing agencies.

Total Cost: \$795 (Tuition: \$239 Fees: \$556)

CRN#	Day/Ses.	Dates	Time	Location
71340	T/R(10)	11/11–12/16	6–9:15 p.m.	Zoom
	Arranged	11/11–12/16	Arranged	Online

### SALES MANAGER

CONTINUING EDUCATION  
WORKFORCE CERTIFICATE

Gain leadership skills to manage sales teams, create sales plans and improve customer relationships. Topics include sales techniques and prospect identification. Register for both Module 1 and 2 together.

#### REQUIRED COURSES:

- Sales Manager – Modules 1 and 2

SBA 041

### Sales Manager – Module 1

Total Cost: \$1,000 (Tuition: \$20 Fees: \$980)

CRN#	Day/Ses.	Dates	Time	Location
71768	Arranged	9/15–12/7	Arranged	E2GC

SBA 042

### Sales Manager – Module 2

Total Cost: \$995 (Tuition: \$20 Fees: \$975)

CRN#	Day/Ses.	Dates	Time	Location
71770	Arranged	12/8–3/7	Arranged	E2GC

### ADDITIONAL SALES AND MARKETING COURSES

SBA 928

### Effective Selling

Discover how you can easily convert a potential customer into a long-term asset.

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71849	Arranged	10/15–12/5	Arranged	ED2GO
71851	Arranged	12/17–2/6	Arranged	ED2GO

SBA 959

### Introduction to Social Media for Small Business

Learn how to generate buzz and reach new and existing customers on social media. Build your own online presence and create content for the most popular platforms.

Total Cost: \$89 (Tuition: \$27 Fees: \$62)

CRN#	Day/Ses.	Dates	Time	Location
71192	M/W(2)	9/22–24	6–8:30 p.m.	Zoom

SBA 932

### Professional Sales Skills

Discover how to begin a successful and rewarding career in sales.

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71845	Arranged	9/17–11/7	Arranged	ED2GO
71846	Arranged	10/15–12/5	Arranged	ED2GO
71848	Arranged	11/12–1/2	Arranged	ED2GO

## SMALL BUSINESS AND ENTREPRENEURSHIP

### ESSENTIAL SKILLS FOR ENTREPRENEURS

CONTINUING EDUCATION  
WORKFORCE CERTIFICATE

Learn to write a business plan, secure funding, and develop marketing strategies to launch and grow a small business. Prepare to start or manage your own business.

#### REQUIRED COURSES:

- The Entrepreneurial Mindset with Coaching
- Customize Your Business Plan
- Small Business Marketing Strategies
- The A, B, C's of Small Business Funding

SBA 045

### The Entrepreneurial Mindset with Coaching

Understand what it takes to be an entrepreneur. Explore government resources, business types, market opportunities, legalities and more. Refine your business ideas with one-on-one coaching.

Total Cost: \$249 (Tuition: \$75 Fees: \$174)

CRN#	Day/Ses.	Dates	Time	Location
71184	M/W(6)	9/8–24	6–9 p.m.	Zoom
71186	S(3)	10/4–18	9 a.m.–2:50 p.m.	OM
71187	T/R(6)	11/18–12/11	6–9 p.m.	Zoom

SBA 950

### Customize Your Business Plan

Learn how to create an ever-changing document that will help you manage and build the business you want.

Total Cost: \$129 (Tuition: \$39 Fees: \$90)

CRN#	Day/Ses.	Dates	Time	Location
71188	M/W(2)	9/29–10/1	6–8:30 p.m.	Zoom
71196	S(2)	11/15–22	9–11:30 a.m.	HV

SBA 964

### Small Business Marketing Strategies

Gain an overview of small business marketing strategies, including how to reach potential customers and market your product or service.

Total Cost: \$129 (Tuition: \$39 Fees: \$90)

CRN#	Day/Ses.	Dates	Time	Location
70306	W(2)	8/13–20	6–8:30 p.m.	CC
71195	T/R(2)	9/23–25	6–9:15 p.m.	Zoom

SBA 956

### The A, B, C's of Small Business Funding

Learn to start, grow and finance a small business. Explore bank and non-bank funding sources, the borrowing process, lender expectations and the Small Business Administration's role in financing.

Total Cost: \$129 (Tuition: \$39 Fees: \$90)

CRN#	Day/Ses.	Dates	Time	Location
72694	M/W	9/22–24	6–8:30 p.m.	Zoom
71193	S(1)	10/25	10 a.m.–3:30 p.m.	CC

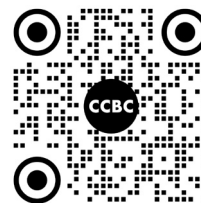
## GOLDMAN SACHS 10,000 SMALL BUSINESSES

### Come to an open house.

In-person:  
Catonsville Hilton Center  
Tuesday, August 26, 5:30 p.m.

Live via Zoom:  
Monday, August 25, 11 a.m.  
Thursday, September 4, 2 p.m.

To learn more about the program, scan or click:



Questions/RSVP: Contact Rod Bourn at  
443.840.4584 or rbourn@ccbcmdu.edu.

## THE CREATIVE ENTREPRENEUR (NEW)

CONTINUING EDUCATION  
WORKFORCE CERTIFICATE

Learn the foundational skills needed to start and grow a creative business, focusing on turning personal talent into marketable goods and services. Key topics include branding, selling at markets, protecting intellectual property and digital marketing strategies.

#### REQUIRED COURSES:

- The Creative Entrepreneur: Branding Your Business
- The Creative Entrepreneur: Selling at Markets
- Intellectual Property for Start Ups
- Digital Marketing for Small Business: Content, Social Media, Websites and More



MAR 020

### The Creative Entrepreneur:

#### Branding Your Business (NEW)

Calling all graphic designers, illustrators, artisans and product makers! Learn to build your business, tackle business challenges unique to creatives and craft a compelling brand.

Total Cost: \$129 (Tuition: \$39 Fees: \$90)

CRN#	Day/Ses.	Dates	Time	Location
72725	M/W(2)	9/8–10	6–9:15 p.m.	Zoom

MAR 019

### The Creative Entrepreneur:

#### Selling at Markets (NEW)

Artists, designers and makers: Sell your work at art markets! Learn to craft a business plan, set your prices, market your brand and succeed as a seller.

Total Cost: \$129 (Tuition: \$39 Fees: \$90)

CRN#	Day/Ses.	Dates	Time	Location
72695	T/R(2)	9/16–18	6–9:15 p.m.	Zoom

SBA 051

### Intellectual Property for Start Ups (NEW)

Learn about the key legal issues relating to intellectual property, copyright, patents and trademarks.

Total Cost: \$129 (Tuition: \$39 Fees: \$90)

CRN#	Day/Ses.	Dates	Time	Location
71169	T(2)	9/23–30	6–8:30 p.m.	Zoom
71181	W(2)	11/5–12	6–8:30 p.m.	Zoom

SBA 026

### Digital Marketing for Small Business:

#### Content, Social Media, Websites and More

Expand your marketing efforts with digital tools and social media. Learn to use a digital marketing dashboard for multi-channel content distribution and create a comprehensive plan to launch or promote your product or service.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71168	M(3)	9/29–10/13	6–9:15 p.m.	Zoom

### SMALL BUSINESS BASICS (NEW)

#### CONTINUING EDUCATION

#### WORKFORCE CERTIFICATE

Build a creative business by mastering how to protect intellectual property, price for profit and manage key financial statements. Learn to negotiate effectively and deliver compelling presentations to attract customers, partners and investors.

#### REQUIRED COURSES:

- Financial Analysis
- Pricing for Profitability
- Intellectual Property for Start Ups
- Presentation Skills for Business Professionals
- Negotiation Strategies for Success

ACC 018

### Financial Analysis (NEW)

Master balance sheets, income statements, cash flow and more to successfully review and analyze budgets and financial statements.

Total Cost: \$129 (Tuition: \$39 Fees: \$90)

CRN#	Day/Ses.	Dates	Time	Location
71199	T/R(2)	10/28–30	6–8:30 p.m.	Zoom

FIN 050

### Pricing for Profitability

Learn how to price products or services effectively to ensure profitability. This course helps businesses, artists and start-ups develop a pricing strategy that drives success.

Total Cost: \$129 (Tuition: \$39 Fees: \$90)

CRN#	Day/Ses.	Dates	Time	Location
71170	M/W(2)	10/27–29	6–8:30 p.m.	Zoom

MGT 773

### Presentation Skills for

#### Business Professionals

Develop essential public speaking and presentation skills to deliver messages with poise and power in any business setting, whether formal or informal, large meetings or small groups.

Total Cost: \$129 (Tuition: \$39 Fees: \$90)

CRN#	Day/Ses.	Dates	Time	Location
71197	M/W(2)	11/3–5	6–8:30 p.m.	Zoom

MGT 772

### Negotiation Strategies for Success

Master essential negotiation skills with tools, techniques and tactics to improve outcomes in sales, business deals, leases and vendor pricing.

Total Cost: \$129 (Tuition: \$39 Fees: \$90)

CRN#	Day/Ses.	Dates	Time	Location
71172	T/R(2)	11/11–13	6–9:15 p.m.	Zoom

## SMALL BUSINESS CAREERS

SBA 439

### Becoming a Notary:

#### Learning the Rules and Regulations

Topics include a brief history, Maryland rules, practical advice, avoiding problems, new developments and performing competently as a notary. This class satisfies the Maryland requirements for new applicants as well as renewal for commissioned notaries. Exam given at the end of class.

Total Cost: \$109 (Tuition: \$33 Fees: \$76)

CRN#	Day/Ses.	Dates	Time	Location
71157	S(1)	9/20	9 a.m.–2:30 p.m.	HV
71158	S(1)	10/11	9 a.m.–2:30 p.m.	OM
71159	S(1)	11/8	9 a.m.–2:30 p.m.	CC

PDV 380

### Introduction to Voice Overs

Discover how to use your voice for commercials, films and videos. Learn to manage voice-overs independently with minimal overhead. Offered in partnership with Such A Voice for both part-time and full-time opportunities.

Total Cost: \$65 (Tuition: \$0 Fees: \$65)

CRN#	Day/Ses.	Dates	Time	Location
72851	M(1)	9/29	6:30–8:30 p.m.	Zoom
72862	M(1)	11/3	6:30–8:30 p.m.	Zoom

## PROFESSIONAL LICENSURE

### HOME INSPECTOR PRE-LICENSE

#### CONTINUING EDUCATION

#### WORKFORCE CERTIFICATE

Prepare to conduct inspections of homes and buildings, fulfilling the educational requirements for the Maryland Home Inspector license. For details, visit the Maryland Real Estate Appraisers and Home Inspectors Commission at [labor.maryland.gov/license/reahi/reahihproviders72.shtml](http://labor.maryland.gov/license/reahi/reahihproviders72.shtml).

SBA 511

### Home Inspection Pre-License Course

Prepare for the Maryland State Home Inspection License with training in structural systems, internal systems, inspection standards and ethics.

Total Cost: \$895 (Tuition: \$269 Fees: \$626)

CRN#	Day/Ses.	Dates	Time	Location
70929	T/R(30)	9/2–12/16	6:30–9:25 p.m.	CC

### MARYLAND HOME INSPECTION (CEUS)

These courses count toward continuing education requirements for licensed home inspectors set by the Maryland Commission of Home Inspection.

REA 508

### Home Inspection:

#### Continuing Professional Education – Part I

Update your knowledge of home inspection services in plumbing, electrical, HVAC, insulation, roofing and structure. This 15-hour course meets the continuing education requirements set by the Maryland Commission of Home Inspection.

Total Cost: \$239 (Tuition: \$72 Fees: \$167)

CRN#	Day/Ses.	Dates	Time	Location
71453	W(5)	9/10–10/8	6–9 p.m.	Zoom
72739	S/U(2)	9/20–21	9 a.m.–5 p.m.	Zoom
71466	T(5)	10/7–11/4	6–9 p.m.	Zoom
72741	S/U(2)	10/18–19	9 a.m.–5 p.m.	Zoom



REA 509

Home Inspection:

Continuing Professional Education Part II

Enhance your knowledge in heating and air conditioning, insulation, ventilation and fireplaces. This 15-hour class fulfills the continuing education requirements set by the Maryland Commission of Home Inspection.

Total Cost: \$239 (Tuition: \$72 Fees: \$167)

CRN#	Day/Ses.	Dates	Time	Location
71467	W(5)	10/15–11/12	6–9 p.m.	Zoom
72740	S/U(2)	9/27–28	9 a.m.–5 p.m.	Zoom
71468	T(5)	11/11–12/9	6–9 p.m.	Zoom
72742	S/U(2)	10/25–26	9 a.m.–5 p.m.	Zoom

MARYLAND HOME IMPROVEMENT EXAM

VOC 244

Preparation for the Maryland Home Improvement Exam

Prepare for the Maryland Home Improvement exam and starting a home improvement business. Covers home improvement law, the Door-to-Door Sales Act and business/employee laws.

Total Cost: \$189 (Tuition: \$57 Fees: \$132)

CRN#	Day/Ses.	Dates	Time	Location
71469	R(4)	9/11–10/2	6–9 p.m.	Zoom
71470	R(4)	10/16–11/6	6–9 p.m.	Zoom
71471	R(4)	11/20–12/18	6–9 p.m.	Zoom

REAL ESTATE SALESPERSON

CONTINUING EDUCATION  
WORKFORCE CERTIFICATE

Students will learn real estate concepts, including real estate law, title transference, contracts, brokerage and agency financing, lending principles, land use and environmental laws. Prepares students to sit for the Maryland Licensed Real Estate Salesperson exam. For details, visit the Maryland Real Estate Commission at [labor.maryland.gov/license/mrec/](http://labor.maryland.gov/license/mrec/).

REA 294

Real Estate Principles and Practices for Salespersons

Aspire to a real estate sales career? Prepare for Maryland's state licensing exam, covering real estate concepts, law, contracts, financing and more. Some sections offered for credit as RLES 101.

Total Cost: \$549 (Tuition: \$165 Fees: \$384)

CRN#	Day/Ses.	Dates	Time	Location
71225	M/W(13)	8/25–10/8	6–10:50 p.m.	Zoom
71226	T(16)	8/26–12/9	6–10:10 p.m.	Zoom
71185	S(10)	9/6–11/15 (skip date 10/4)	10 a.m.–4:30 p.m.	CC
71223	M/W/F(34)	9/22–12/12	8–10:10 a.m.	CC
71189	F(10)	9/26–12/5	10 a.m.–4:30 p.m.	EC
71190	T/R(15)	9/30–11/18	5:45–10 p.m.	Zoom
71224	M/W(14)	10/15–12/3	6–10:30 p.m.	Zoom

ADDITIONAL REAL ESTATE CLASSES

REA 100

Real Estate Salesperson Exam Prep Class

Prepare for State and National Real Estate Sales exams through reviews, practice questions and strategies. Note: This course does not meet Maryland's 60-hour pre-licensing education requirements.

Total Cost: \$199 (Tuition: \$59 Fees: \$140)

CRN#	Day/Ses.	Dates	Time	Location
71191	T/R(4)	12/2–11	6–9:15 p.m.	Zoom

REA 307

Real Estate Law

Learn real estate law fundamentals, including property classifications, titles, deeds, contracts, landlord/tenant law, zoning and real estate professions.

Total cost \$159 (Tuition: \$20 Fees: 139)

CRN#	Day/Ses.	Dates	Time	Location
72744	Arranged	9/17–11/7	Arranged	ED2G0
72746	Arranged	11/12–1/2	Arranged	ED2G0

CCBC WORKFORCE GRANT FUNDING

Classes begin August 2025

- Administrative Professional
- Bookkeeping

Grant-funded comprehensive high demand skills training at no cost to qualified, selected applicants.

Must be a U.S. citizen or eligible to work in the U.S., at least 18 years of age and have a high school diploma or GED.

For more information, email [kwooten@ccbcmdu.edu](mailto:kwooten@ccbcmdu.edu).

Apply by August 8, 2025 for best consideration.

Scan or click the QR code to get started today:



REAL ESTATE APPRAISER

CONTINUING EDUCATION  
WORKFORCE CERTIFICATE

Prepare to assess residential properties and complete the 1,000 apprenticeship hours required for Maryland licensing. Classes must be taken in order. Courses are approved by the Appraisal Foundation and the Maryland Commission of Real Estate Appraisers, Appraisal Management Companies and Home Inspectors. For licensing details, contact the Maryland appraisers commission at [labor.maryland.gov/license/reahi/reahilic.shtml](http://labor.maryland.gov/license/reahi/reahilic.shtml).

REQUIRED COURSES:

- Real Estate: Appraisal Principles and Procedures
- 15 Hour National USPAP Course
- Supervisory Appraiser/Trainee Appraiser
- Real Estate: Appraisal Practices and Analysis, Parts I and II

REA 019

Real Estate:

Appraisal Principles and Procedures

Prepare for Maryland's licensed real estate appraiser requirements with this course covering property concepts, legal issues and value factors. A calculator is required. The final exam is included in the cost. Textbook from the Appraisal Foundation is extra.

Total Cost: \$849 (Tuition: \$255 Fees: \$594)

CRN#	Day/Ses.	Dates	Time	Location
71445	M/W(15)	9/8–10/27	5:45–10 p.m.	HV

REA 030

15 Hour National USPAP Course

Complete your real estate appraisal certification! This final pre-licensure course covers state requirements, laws, USPAP standards and more. Mandatory attendance. Prerequisite: REA 019.

Total Cost: \$289 (Tuition: \$87 Fees: \$202)

CRN#	Day/Ses.	Dates	Time	Location
71446	F/S(2)	10/31–11/1	8:30 a.m.–5 p.m.	HV

REA 027

Supervisory Appraiser/Trainee Appraiser

Understand the requirements for supervisory and trainee appraisers as per the Appraiser Qualifications Board of The Appraisal Foundation. This mandatory course is for trainee license applicants and supervisory appraisers and counts toward continuing education credits. Prerequisite: REA 019.

Total Cost: \$95 (Tuition: \$29 Fees: \$66)

CRN#	Day/Ses.	Dates	Time	Location
71450	W(1)	11/5	5:45–10 p.m.	HV



REA 020

Real Estate:

Appraisal Practices and Analysis Part I

Explore residential markets, highest and best use, site valuation and the cost approach. A calculator is required. Includes a final exam. Prerequisite: REA 019.

Total Cost: \$495 (Tuition: \$149 Fees: \$346)

CRN#	Day/Ses.	Dates	Time	Location
71448	M/W(8)	11/10–12/10	6–10 p.m.	HV

REA 021

Real Estate:

Appraisal Practices and Analysis Part II

Focus on the sales comparison and income capitalization approaches for residential properties and appraisal report writing. Hewlett-Packard 12C financial calculator required. Includes a final exam. Prerequisites: REA 019 and REA 020.

Total Cost: \$629 (Tuition: \$189 Fees: \$440)

CRN#	Day/Ses.	Dates	Time	Location
71449	M/W(12)	12/15–2/4	6–10 p.m.	HV

REAL ESTATE APPRAISAL (CEUS)

These courses count toward continuing education units/credits for real estate appraiser certification renewal.

REA 517

The Well Documented Appraisal

Learn to prepare improved real estate appraisal reports with this course for licensed realtors. Topics cover factual and analytical support, documentation, USPAP requirements, and how to spot and avoid common appraisal errors. (7 hours CE)

Total Cost: \$195 (Tuition: \$59 Fees: \$136)

CRN#	Day/Ses.	Dates	Time	Location
71454	W(1)	9/17	8:30 a.m.–4:30 p.m.	HV

REA 008

Real Estate: 7 Hour National USPAP Update

Fulfill Maryland Real Estate Appraisers Commission renewal requirements with this Appraisal Foundation-approved course. Review USPAP updates, legal issues, ethics and valuation techniques. (7 hours CE)

Total Cost: \$295 (Tuition: \$89 Fees: \$206)

CRN#	Day/Ses.	Dates	Time	Location
71451	W(1)	10/8	8:30 a.m.–4:30 p.m.	HV

REA 503

The Valuation of Easements

Topics include the easement legal aspects, terms and value considerations. (7 hours CE)

Total Cost: \$195 (Tuition: \$59 Fees: \$136)

CRN#	Day/Ses.	Dates	Time	Location
71452	W(1)	11/5	8:30 a.m.–4:30 p.m.	HV

REA 512

Highest and Best Use Analysis

Gain the knowledge to apply highest and best use analysis in appraisals. Topics include tests, special considerations, and case studies. Ideal for licensed real estate appraisers. (7 hours CE)

Total Cost: \$195 (Tuition: \$0 Fees: \$195)

CRN#	Day/Ses.	Dates	Time	Location
71472	W(1)	12/10	8:30 a.m.–4:30 p.m.	HV

## CCBC'S LEAP PROGRAM

Free training, educational support, job development and coaching for young adults.

### BASIC ELIGIBILITY

- 18–24 years old
- Baltimore County resident
- high school diploma (training programs only)
- must meet income requirement

### TRAININGS PROVIDED

- A+ Certification
- Certified Nursing Assistant (CNA)
- Childcare
- Medical Front Office (MFO)
- Pharmacy Technician
- Phlebotomist
- Property Maintenance Technician

**Additional academic, job readiness and financial assistance support services offered.**

GED services available for students in need of a high school diploma.

Call **443.840.4292** or email [jmoon@ccbcmdu.edu](mailto:jmoon@ccbcmdu.edu) to begin the enrollment process.

Visit [ccbcmdu.edu/leap](http://ccbcmdu.edu/leap) or scan QR code to complete a short prescreening questionnaire.





# COMPUTERS AND INFORMATION TECHNOLOGY

Build, secure, solve and advance. Harness the tech driving innovation.

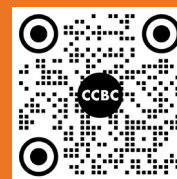
## Workforce Training Options

- AWS Certified Solutions Architect – Associate
- AWS Certified SysOps Administrator – Associate
- C++ Programmer
- Cisco Network Administrator
- Cloud Systems Administrator
- Cybersecurity Administrator

- Digital Accessibility
- IT Systems Security Practitioner
- Information Systems Security Professional
- Java Script Developer
- Linux Administrator
- Microsoft Office Specialist
- Oracle SQL and PL/SQL Developer
- Penetration Tester
- Python Developer

## Degree and Certificate Program Areas

- Artificial Intelligence
- Computer Engineering
- Computer Science
- Cybersecurity
- Digital Forensics
- Information Technology
- Network Technology
- Programming



Scan or click the QR code to explore this category further on our website.

**2,843** WORKFORCE CERTIFICATIONS RESULTING FROM CCBC TRAINING



## START OR ADVANCE YOUR CAREER IN INFORMATION TECHNOLOGY

### AVAILABLE WORKFORCE CERTIFICATES:

#### AWS Certified Solutions Architect – Associate

##### REQUIRED COURSES:

- AWS Cloud Practitioner Essentials
- Architecting on AWS

#### AWS Certified SysOps Administrator – Associate

##### REQUIRED COURSES:

- AWS Cloud Practitioner Essentials
- AWS Technical Essentials
- Cloud Operations on AWS

#### C++ Programmer

##### REQUIRED COURSE:

- C++ Programmer

#### Cisco Network Administrator

##### REQUIRED COURSES:

- A+ Certification PC Technician
- Networking and Data Communications
- Cisco I: Introduction to Networks
- Cisco II: Switching, Routing and Wireless Essentials
- Cisco III: Enterprise Networking, Security and Automation

#### Cloud Systems Administrator

##### REQUIRED COURSES:

- A+ Certification PC Technician
- Networking and Data Communications
- Network+ Technician Certification
- CompTIA Cloud+ Certification Training

#### Cybersecurity Administrator

##### REQUIRED COURSES:

- A+ Certification PC Technician
- Networking and Data Communications
- Network+ Technician Certification
- Introduction to Information Security

#### IT Systems Security Practitioner

##### REQUIRED COURSES:

- A+ Certification PC Technician
- Networking and Data Communications
- Network+ Technician Certification
- Introduction to Information Security
- Systems Security Certified Practitioner (SSCP)

#### Information Systems Security Professional

##### REQUIRED COURSES:

- A+ Certification PC Technician
- Networking and Data Communications
- Network+ Technician Certification
- Introduction to Information Security
- Systems Security Certified Practitioner (SSCP)
- Certified Information Systems Security Professional (CISSP)

#### JavaScript Developer

##### REQUIRED COURSES:

- JavaScript Developer – Module One
- JavaScript Developer – Module Two

#### Linux Administrator

##### REQUIRED COURSES:

- A+ Certification PC Technician
- Networking and Data Communications
- Network+ Technician Certification
- Introduction to Information Security
- Introduction to Python Programming
- Linux Fundamentals
- Advanced Linux Administration

#### Oracle SQL and PL/SQL Developer

##### REQUIRED COURSES:

- Oracle SQL and PL/SQL Developer – Module One
- Oracle SQL and PL/SQL Developer – Module Two

#### Penetration Tester

##### REQUIRED COURSES:

- A+ Certification PC Technician
- Networking and Data Communications
- Network+ Technician Certification
- Introduction to Information Security
- Linux Fundamentals
- Advanced Linux Administration
- PenTest+ Certification

#### Python Developer

##### REQUIRED COURSES:

- Python Developer – Module One
- Python Developer – Module Two



## AVAILABLE COURSES

Many of these courses can also be taken for credit. If applicable, the credit course number will be noted. Courses are offered in several formats. Online courses are self-paced via Brightspace. Remote courses meet live on Teams or Zoom. Blended courses mix in-person and online sessions.

For more information, contact Katherine Walton at 443.840.4840 or kwalton@ccbcmd.edu.

## ARTIFICIAL INTELLIGENCE

### PCO 471

#### AI Cybersecurity Programming Analyst (NEW)

Prepare for Certified Information Systems Auditor (CISA) certification and gain the knowledge and skills required to become proficient in AI-driven cybersecurity and programming analyst techniques.

Total Cost: \$1,179 (Tuition: \$354 Fees: \$825)

CRN#	Day/Ses.	Dates	Time	Location
72297	T(16)	8/26–12/9	1–3:50 p.m.	CC
72295	T(16)	8/26–12/9	5:45–8:50 p.m.	Online

### PCO 472

#### C++ Programming with Generative AI (NEW)

Master C++ programming using generative AI for problem-solving. Learn structured and object-oriented design while preparing for the C++ Certified Professional Programmer exam.

Total Cost: \$1,179 (Tuition: \$354 Fees: \$825)

CRN#	Day/Ses.	Dates	Time	Location
72520	R(15)	8/28–12/11	1–3:50 p.m.	CC
72519	R(15)	8/28–12/11	5:45–8:50 p.m.	Online

### PCO 473

#### Certified Artificial Intelligence Practitioner (CAIP) (NEW)

Become a Certified Artificial Intelligence Practitioner. Learn to build algorithms and use AI and machine learning to create insights that solve business problems. Live online instruction.

Total Cost: \$3,495 (Tuition: \$200 Fees: \$3,295)

CRN#	Day/Ses.	Dates	Time	Location
72392	M/T/W/R/F(5)	11/10–14	9 a.m.–5 p.m.	NHZ

### PCO 469

#### Introduction to Artificial Intelligence (NEW)

Demystify AI! Explore machine learning, intelligent systems, natural language processing, agent-based systems, search methods, genetic algorithms, modeling and emerging trends. Prerequisite: Introduction to Programming.

Total Cost: \$569 (Tuition: \$171 Fees: \$398)

CRN#	Day/Ses.	Dates	Time	Location
72199	T(16)	8/26–12/9	11:10 a.m.–12:40 p.m.	Remote

### PCO 470

#### Introduction to Machine Learning (NEW)

Explore machine learning through theory and hands-on AI projects. Learn about classification, evolutionary computation, neural networks, deep learning, reasoning, modeling and emerging trends. Prerequisite: Introduction to Programming.

Total Cost: \$569 (Tuition: \$171 Fees: \$398)

CRN#	Day/Ses.	Dates	Time	Location
72200	M(15)	8/25–12/8	10:55 a.m.–12:25 p.m.	Remote

## COMPUTER NETWORKING

### PCA 466

#### A+ Certification PC Technician

Learn how to install, configure and troubleshoot PCs, mobile devices and network hardware. Includes Windows, Linux and macOS operating systems, implementing security measures, and best practices for documentation and environmental safety. Prepare for the CompTIA® A+ certification exams. Credit course: DCOM 163.

Total Cost: \$735 (Tuition: \$221 Fees: \$514)

CRN#	Day/Ses.	Dates	Time	Location
71742	Arranged	8/25–12/14	Arranged	Online
71743	Arranged	8/25–12/14	Arranged	Online
71859	T(8)	8/26–12/9	5:45–9:15 p.m.	Remote
71744	Arranged	9/22–12/14	Arranged	Online

### PCA 891

#### Advanced Linux Administration

Learn advanced knowledge of the Linux operating system, including installation, configuration and troubleshooting. Prepare for the CompTIA Linux certification. Credit course: DCOM 224. Prerequisite: Linux Fundamentals.

Total Cost: \$735 (Tuition: \$221 Fees: \$514)

CRN#	Day/Ses.	Dates	Time	Location
71745	Arranged	8/25–12/14	Arranged	Online
71885	W(7)	8/27–12/10	1:25–4:30 p.m.	CC-Blended
71853	R(15)	8/28–12/11	6–9:30 p.m.	Remote
71746	Arranged	10/15–12/7	Arranged	Online

### PCO 270

#### Cisco I: Introduction to Networks

Learn about internet architecture, build Local Area Networks, and configure routers and switches with device hardening and IP addressing. Credit course: DCOM 217. Prerequisite: Networking and Data Communications.

Total Cost: \$735 (Tuition: \$221 Fees: \$514)

CRN#	Day/Ses.	Dates	Time	Location
71747	Arranged	8/25–12/14	Arranged	Online
71850	M/W(14)	10/15–12/3	11:10 a.m.–2:55 p.m.	EC
71847	M/W(14)	10/15–12/3	6–9:45 p.m.	Remote
71748	Arranged	10/15–12/7	Arranged	Online
71879	T/R(7)	10/16–12/4	11:10 a.m.–2:10 p.m.	CC-Blended
71898	S(7)	10/18–12/6	12:05–3 p.m.	EC-Blended

### PCO 271

#### Cisco II: Switching, Routing and Wireless Essentials

Learn about architecture, components, and operations of routers and switches in a small network. Configure a router and a switch for basic functionality and security and troubleshoot common issues with switches and routers. Credit Course: DCOM 218. Prerequisite: Cisco I – Introduction to Networks.

Total Cost: \$735 (Tuition: \$221 Fees: \$514)

CRN#	Day/Ses.	Dates	Time	Location
71749	Arranged	8/25–10/12	Arranged	Online
71881	M(6)	8/25–10/6	1:25–5:10 p.m.	CC-Blended

### PCO 272

#### Cisco III: Enterprise Networking, Security and Automation

Learn to configure, secure, and troubleshoot routers and switches in complex networks, focusing on Open Shortest Path First (OSPF) routing, VPNs, and ACLs. Prepare for the Cisco Certified Network Associate certification exam. Credit Course: DCOM 219. Prerequisite: Cisco II – Switching, Routing and Wireless Essentials.

Total Cost: \$735 (Tuition: \$221 Fees: \$514)

CRN#	Day/Ses.	Dates	Time	Location
71750	Arranged	10/15–12/7	Arranged	Online
71883	M(7)	10/20–12/1	1:25–5:10 p.m.	CC-Blended

### PCA 800

#### CompTIA Cloud+ Certification Training

Learn about virtualization, infrastructure, troubleshooting, resource management, security, systems management and business continuity. Prepare for the CompTIA® Cloud+ certification exam. Prerequisite: Network+ Technician Certification

Total Cost: \$1,695 (Tuition: \$50 Fees: \$1,645)

CRN#	Day/Ses.	Dates	Time	Location
71537	Arranged	9/8–11/9	Arranged	ED2G0

### PCA 623

#### Linux Fundamentals

Learn the fundamental concepts of Linux operating systems. Credit course: DCOM 142. Prerequisite: Networking and Data Communications.

Total Cost: \$569 (Tuition: \$171 Fees: \$398)

CRN#	Day/Ses.	Dates	Time	Location
71771	Arranged	8/25–12/14	Arranged	Online
71772	Arranged	8/25–10/12	Arranged	Online
71872	M/W(15)	8/25–12/10	9–10:30 a.m.	CC-Blended
71787	T(16)	8/26–12/9	6–8:40 p.m.	Remote
71897	T/R(15)	8/26–12/11	9:35–10:55 a.m.	EC-Blended
71896	R(7)	8/28–12/11	11:10 a.m.–2:05 p.m.	OM-Blended
71773	Arranged	9/22–12/14	Arranged	Online
71774	Arranged	10/15–12/7	Arranged	Online



PCA 619

**Networking and Data Communications**

Gain an overview of computer networking, including design, security, configuration, troubleshooting. Credit course: DCOM 101. Prerequisite: A+ Certification PC Technician.

Total Cost: \$569 (Tuition: \$171 Fees: \$398)

CRN#	Day/Ses.	Dates	Time	Location
71776	Arranged	8/25–10/12	Arranged	Online
71783	M/W(13)	8/25–10/12	6–9:05 p.m.	Remote
71775	Arranged	8/25–12/14	Arranged	Online
71894	M/W(7)	8/25–10/8	11:10 a.m.–12:40 p.m.	EC-Blended
71869	M/W(15)	8/25–12/10	11:15 a.m.–12:40 p.m.	CC-Blended
71870	T/R(7)	8/26–10/9	11:10 a.m.–1:35 p.m.	CC-Blended
71893	S(6)	9/6–10/11	12:05–3 p.m.	EC-Blended
71777	Arranged	9/22–12/14	Arranged	Online
71784	W(11)	9/24–12/10	1:25–2:50 p.m.	Remote
71778	Arranged	10/15–12/7	Arranged	Online

PCA 620

**Network+ Technician Certification**

Learn to plan, install, configure, administer, and troubleshoot a computer network as well as protocols, topologies, hardware, and network operating systems. Prepare for the CompTIA® Network+ certification exam. Credit course: DCOM 251. Prerequisite: Networking and Data Communications.

Total Cost: \$735 (Tuition: \$221 Fees: \$514)

CRN#	Day/Ses.	Dates	Time	Location
71751	Arranged	8/25–12/14	Arranged	Online

PCA 610

**Windows Server**

Prepare for a career in computer networking. Learn to configure, manage and maintain servers installed with Microsoft Windows Server. Credit course: DCOM 202. Prerequisite: Networking and Data Communications or Windows Professional.

Total Cost: \$735 (Tuition: \$221 Fees: \$514)

CRN#	Day/Ses.	Dates	Time	Location
71753	Arranged	8/25–12/14	Arranged	Online

## CYBERSECURITY

PCO 462

**Certified Information Systems Security Professional (CISSP)**

Prepare for the CISSP certification exam with comprehensive coverage of risk management, asset security, architecture, network security, access management, security testing, operations and software development security. Prerequisite: Systems Security Certified Practitioner (SSCP).

Total Cost: \$1,995 (Tuition: \$50 Fees: \$1,945)

CRN#	Day/Ses.	Dates	Time	Location
71549	Arranged	11/10–1/11	Arranged	ED2G0

PCO 388

**Introduction to Cybersecurity**

Gain an introduction to cybersecurity concepts and best practices. Implement cyber hygiene to protect assets and data stored in digital devices and in the cloud.

Total Cost: \$569 (Tuition: \$171 Fees: \$398)

CRN#	Day/Ses.	Dates	Time	Location
71761	Arranged	8/25–12/14	Arranged	Online
71759	Arranged	8/25–12/14	Arranged	Online
71757	Arranged	8/25–12/14	Arranged	Online
71858	T(16)	8/26–12/9	5:45–7:15 p.m.	Remote
71785	T(16)	8/26–12/9	6–7:30 p.m.	Remote
71871	T(8)	8/26–12/9	11:10 a.m.–12:30 p.m.	CC-Blended
71895	W(8)	8/27–12/10	1:35–3:35 p.m.	EC-Blended
71763	Arranged	9/22–12/14	Arranged	Online

PCP 445

**Introduction to Firewalls**

Hands-on introductory experience presented in evaluating, implementing and administering network-based firewalls. Credit course: DCOM 211. Prerequisite: Cisco II: Switching, Routing and Wireless Essentials.

Total Cost: \$569 (Tuition: \$171 Fees: \$398)

CRN#	Day/Ses.	Dates	Time	Location
71764	Arranged	8/25–10/12	Arranged	Online
71789	T/R(14)	8/26–10/9	9:05 a.m.–12 p.m.	Remote
71875	W(7)	8/27–10/8	6–9:05 p.m.	CC-Blended

PCA 594

**Introduction to Information Security**

Gain an introduction to information security, covering essentials, threats, strategies, cryptography, physical security, disaster recovery and computer forensics. Prepare for CompTIA® Security+ certification exam. Credit course: DCOM 258. Prerequisite: Network+ Technician Certification.

Total Cost: \$569 (Tuition: \$171 Fees: \$398)

CRN#	Day/Ses.	Dates	Time	Location
71766	Arranged	8/25–12/14	Arranged	Online
71855	R(15)	8/28–12/11	6–8:55 p.m.	CC
71767	Arranged	10/15–12/7	Arranged	Online

PCP 261

**Introduction to Intrusion Detection/Prevention Systems**

Learn about the design, implementation, and administration of intrusion detection/prevention systems, as well as practical experience working with these systems. Credit course: DCOM212. Prerequisite: Introduction to Firewalls.

Total Cost: \$569 (Tuition: \$171 Fees: \$398)

CRN#	Day/Ses.	Dates	Time	Location
71769	Arranged	10/15–12/7	Arranged	Online
71877	W(7)	10/15–12/3	6–8:55 p.m.	CC-Blended
71792	T/R(13)	10/21–12/4	9:05 a.m.–12 p.m.	Remote

PCO 302

**PenTest+ Certification**

Learn to use various tools to exploit network-based and host-based system vulnerabilities for given scenarios by conducting a vulnerability analysis. Prepare for the CompTIA® PenTest+ certification exam. Credit course: DCOM215. Prerequisite: Advanced Linux Administration and Introduction to Information Security.

Total Cost: \$735 (Tuition: \$221 Fees: \$514)

CRN#	Day/Ses.	Dates	Time	Location
71752	Arranged	8/25–12/14	Arranged	Online
71794	T(16)	8/26–12/9	12:45–4:15 p.m.	Remote

PCO 278

**Systems Security Certified Practitioner (SSCP)**

Learn about access controls and security operations, monitoring and incident recovery, cryptography and network security, and systems and application security. Prerequisite: Introduction to Information Security

Total Cost: \$1,795 (Tuition: \$50 Fees: \$1,745)

CRN#	Day/Ses.	Dates	Time	Location
71536	Arranged	9/8–11/9	Arranged	ED2G0

## DIGITAL FORENSICS

PCP 779

**Digital Forensics I**

Gain an overview of digital forensics. Perform forensic procedures for seizure, preservation and documentation of electronic evidence. Use forensic tools to authenticate and analyze digital information for possible use as evidence in civil, criminal or administrative cases. Credit course: DCOM 150. Prerequisite: Networking and Data Communications.

Total Cost: \$569 (Tuition: \$171 Fees: \$398)

CRN#	Day/Ses.	Dates	Time	Location
71756	Arranged	8/25–12/14	Arranged	Online
71874	M(7)	8/25–12/8	1:25–4:30 p.m.	CC-Blended

PCO 404

**Mobile Forensics – Blended**

Learn to perform mobile device forensics, including the analysis, preservation and recovery of digital evidence. Apply best practices and perform hands-on exercises using forensically sound, industry-standard tools. Credit course: DCOM 265. Prerequisite: Networking and Data Communications.

Total Cost: \$735 (Tuition: \$221 Fees: \$514)

CRN#	Day/Ses.	Dates	Time	Location
71887	T(8)	8/26–12/9	1:25–4:30 p.m.	CC-Blended



## IT AND CYBERSECURITY NEW HORIZONS ONLINE COURSES

Online courses are offered in partnership with New Horizons. For details, go to [ccbcmd.edu/newhorizons](http://ccbcmd.edu/newhorizons).

### PCO 444

#### AWS Cloud Practitioner Essentials

Gain an overall understanding of the Amazon Web Services Cloud and prepare for the AWS Certified Cloud Practitioner exam.

Total Cost: \$695 (Tuition: \$75 Fees: \$620)

CRN#	Day/Ses.	Dates	Time	Location
72331	T(1)	9/9	9 a.m.–5 p.m.	NHZ
72352	R(1)	10/9	9 a.m.–5 p.m.	NHZ
72367	R(1)	11/13	9 a.m.–5 p.m.	NHZ
72378	T(1)	12/2	9 a.m.–5 p.m.	NHZ

### PCO 394

#### Architecting on AWS

Learn to design resilient and secure IT solutions using AWS services, guided by best practices, real-life scenarios and hands-on practice. Topics include account security, networking, storage, databases, automation, containers, serverless architecture and backup and recovery. Prerequisite: AWS Cloud Practitioner Essentials.

Total Cost: \$2,025 (Tuition: \$200 Fees: \$1,825)

CRN#	Day/Ses.	Dates	Time	Location
72350	M/T/W(3)	10/6–8	9 a.m.–5 p.m.	NHZ
72380	W/R/F(3)	12/3–5	9 a.m.–5 p.m.	NHZ

### PCO 445

#### AWS Technical Essentials

Discover Amazon Web Services (AWS) Cloud services and solutions. Gain fundamental knowledge to identify AWS services, make informed IT decisions based on business needs and start working with AWS. Prerequisite: AWS Cloud Practitioner Essentials.

Total Cost: \$695 (Tuition: \$75 Fees: \$620)

CRN#	Day/Ses.	Dates	Time	Location
72328	M(1)	9/8	9 a.m.–5 p.m.	NHZ
72361	F(1)	11/7	9 a.m.–5 p.m.	NHZ

### PCO 446

#### Cloud Operations on AWS

Learn to manage and automate Amazon Web Services network and system deployments. Master installing, configuring, automating, monitoring, securing and troubleshooting. Prepare for the AWS Certified SysOps Administrator exam. Prerequisite: AWS Technical Essentials.

Total Cost: \$2,025 (Tuition: \$200 Fees: \$1,825)

CRN#	Day/Ses.	Dates	Time	Location
72333	W/R/F(3)	9/10–12	9 a.m.–5 p.m.	NHZ
72362	M/T/W(3)	11/10–12	9 a.m.–5 p.m.	NHZ

## AZURE

Course#	CRN	Course Title	Date/Time
PCO 372	72334	Administering Microsoft Azure SQL Solution	9/15–18 9 a.m.–5 p.m.
Total Cost: \$2,495 (Tuition: \$200 Fees: \$2,295)			
PCO 372	72384	Administering Microsoft Azure SQL Solution	12/15–18 9 a.m.–5 p.m.
Total Cost: \$2,495 (Tuition: \$200 Fees: \$2,295)			
PCO 361	72431	Configuring and Operating Windows Virtual Desktop on Microsoft Azure	9/2–5 9 a.m.–5 p.m.
Total Cost: \$2,495 (Tuition: \$200 Fees: \$2,295)			
PPCO 361	72432	Configuring and Operating Windows Virtual Desktop on Microsoft Azure	12/2–5 9 a.m.–5 p.m.
Total Cost: \$2,495 (Tuition: \$200 Fees: \$2,295)			
PCO 370	72353	Designing and Implementing a Data Science Solution on Azure	10/13–16 9 a.m.–5 p.m.
Total Cost: \$2,495 (Tuition: \$200 Fees: \$2,295)			
PCO 366	72342	Designing and Implementing Microsoft Azure Networking Solutions	9/22–24 9 a.m.–5 p.m.
Total Cost: \$1,875 (Tuition: \$200 Fees: \$1,675)			
PCO 369	72356	Designing and Implementing a Microsoft Azure AI Solution	10/14–17 9 a.m.–5 p.m.
Total Cost: \$2,495 (Tuition: \$200 Fees: \$2,295)			
PCO 366	72373	Designing and Implementing Microsoft Azure Networking Solutions	11/24–26 9 a.m.–5 p.m.
Total Cost: \$1,875 (Tuition: \$200 Fees: \$1,675)			
PCO 369	72383	Designing and Implementing a Microsoft Azure AI Solution	12/9–12 9 a.m.–5 p.m.
Total Cost: \$2,495 (Tuition: \$200 Fees: \$2,295)			
PCO 362	72343	Developing Solutions for Microsoft Azure	9/22–26 9 a.m.–5 p.m.
Total Cost: \$2,975 (Tuition: \$200 Fees: \$2,775)			
PCO 362	72376	Developing Solutions for Microsoft Azure	12/1–5 9 a.m.–5 p.m.
Total Cost: \$2,975 (Tuition: \$200 Fees: \$2,775)			
PCO 360	72338	Microsoft Azure Administrator	9/16–19 9 a.m.–5 p.m.
Total Cost: \$2,495 (Tuition: \$200 Fees: \$2,295)			
PCO 360	72357	Microsoft Azure Administrator	10/14–17 9 a.m.–5 p.m.
Total Cost: \$2,495 (Tuition: \$200 Fees: \$2,295)			
PCO 360	72365	Microsoft Azure Administrator	11/10–13 9 a.m.–5 p.m.
Total Cost: \$2,495 (Tuition: \$200 Fees: \$2,295)			
PCO 360	72388	Microsoft Azure Administrator	12/16–19 9 a.m.–5 p.m.
Total Cost: \$2,495 (Tuition: \$200 Fees: \$2,295)			
PCO 358	72337	Microsoft Azure Fundamentals	9/15 9 a.m.–5 p.m.
Total Cost: \$725 (Tuition: \$25 Fees: \$700)			
PCO 358	72355	Microsoft Azure Fundamentals	10/13 9 a.m.–5 p.m.
Total Cost: \$725 (Tuition: \$25 Fees: \$700)			
PCO 358	72368	Microsoft Azure Fundamentals	11/14 9 a.m.–5 p.m.
Total Cost: \$725 (Tuition: \$25 Fees: \$700)			
PCO 358	72387	Microsoft Azure Fundamentals	12/15 9 a.m.–5 p.m.
Total Cost: \$725 (Tuition: \$25 Fees: \$700)			
PCO 368	72335	Microsoft Azure AI Fundamentals	9/15 9 a.m.–5 p.m.
Total Cost: \$725 (Tuition: \$25 Fees: \$700)			
PCO 368	72354	Microsoft Azure AI Fundamentals	10/13 9 a.m.–5 p.m.
Total Cost: \$725 (Tuition: \$25 Fees: \$700)			
PCO 368	72371	Microsoft Azure AI Fundamentals	11/21 9 a.m.–5 p.m.
Total Cost: \$725 (Tuition: \$25 Fees: \$700)			
PCO 368	72382	Microsoft Azure AI Fundamentals	12/8 9 a.m.–5 p.m.
Total Cost: \$725 (Tuition: \$25 Fees: \$700)			
PCO 364	72351	Microsoft Azure Security Technologies	10/6–9 9 a.m.–5 p.m.
Total Cost: \$2,495 (Tuition: \$200 Fees: \$2,295)			
PCO 364	72370	Microsoft Azure Security Technologies	11/17–20 9 a.m.–5 p.m.
Total Cost: \$2,495 (Tuition: \$200 Fees: \$2,295)			

## COMPTIA®

Course#	CRN	Course Title	Date/Time
PCO 401	72346	CompTIA Penetration Testing Certification (PenTest+)	9/29–10/3 9 a.m.–5 p.m.
Total Cost: \$3,295 (Tuition: \$200 Fees: \$3,095)			
PCO 402	72330	CompTIA Security+ Certification	9/8–12 9 a.m.–5 p.m.
Total Cost: \$2,475 (Tuition: \$200 Fees: \$2,275)			
PCO 402	72347	CompTIA Security+ Certification	9/29–10/3 9 a.m.–5 p.m.
Total Cost: \$2,475 (Tuition: \$200 Fees: \$2,275)			
PCO 402	72358	CompTIA Security+ Certification	10/20–24 9 a.m.–5 p.m.
Total Cost: \$2,475 (Tuition: \$200 Fees: \$2,275)			
PCO 402	72375	CompTIA Security+ Certification	12/1–5 9 a.m.–5 p.m.
Total Cost: \$2,475 (Tuition: \$200 Fees: \$2,275)			

## EC-COUNCIL

Course#	CRN	Course Title	Date/Time
PCO 485	72344	EC-Council Certified Ethical Hacker (CEH)	9/22–26 9 a.m.–5 p.m.
Total Cost: \$3,495 (Tuition: \$200 Fees: \$3,295)			
PCO 485	72364	EC-Council Certified Ethical Hacker (CEH)	11/10–14 9 a.m.–5 p.m.
Total Cost: \$3,495 (Tuition: \$200 Fees: \$3,295)			
PCO 485	72386	EC-Council Certified Ethical Hacker (CEH)	12/15–19 9 a.m.–5 p.m.
Total Cost: \$3,495 (Tuition: \$200 Fees: \$3,295)			
PCO 486	72381	EC-Council Certified Network Defense (CND)	12/8–12 9 a.m.–5 p.m.
Total Cost: \$3,495 (Tuition: \$200 Fees: \$3,295)			

## MICROSOFT

Course#	CRN	Course Title	Date/Time
PCO 367	72345	Administering Windows Server Hybrid Core Infrastructure	9/29–10/2 9 a.m.–5 p.m.
Total Cost: \$2,380 (Tuition: \$200 Fees: \$2,180)			
PCO 367	72374	Administering Windows Server Hybrid Core Infrastructure	12/1–4 9 a.m.–5 p.m.
Total Cost: \$2,380 (Tuition: \$200 Fees: \$2,180)			
PCO 390	72327	Configuring Windows Server Hybrid Advanced Series	8/25–28 9 a.m.–5 p.m.
Total Cost: \$2,380 (Tuition: \$200 Fees: \$2,180)			
PCO 390	72359	Configuring Windows Server Hybrid Advanced Series	10/20–23 9 a.m.–5 p.m.
Total Cost: \$2,380 (Tuition: \$200 Fees: \$2,180)			
PCO 390	72385	Configuring Windows Server Hybrid Advanced Series	12/15–18 9 a.m.–5 p.m.
Total Cost: \$2,380 (Tuition: \$200 Fees: \$2,180)			
PCO 379	72360	Microsoft Cybersecurity Architect	10/20–23 9 a.m.–5 p.m.
Total Cost: \$2,495 (Tuition: \$200 Fees: \$2,295)			
PCO 375	72372	Microsoft Dynamics 365 Fundamentals (ERP)	11/21 9 a.m.–5 p.m.
Total Cost: \$695 (Tuition: \$75 Fees: \$620)			
PCO 381	72348	Microsoft Identity and Access Administrator	9/29–10/2 9 a.m.–5 p.m.
Total Cost: \$2,495 (Tuition: \$200 Fees: \$2,295)			
PCO 381	72377	Microsoft Identity and Access Administrator	12/1–4 9 a.m.–5 p.m.
Total Cost: \$2,495 (Tuition: \$200 Fees: \$2,295)			
PCO 380	72349	Microsoft Security Operations Analyst	9/30–10/3 9 a.m.–5 p.m.
Total Cost: \$2,495 (Tuition: \$200 Fees: \$2,295)			
PCO 380	72366	Microsoft Security Operations Analyst	11/10–13 9 a.m.–5 p.m.
Total Cost: \$2,495 (Tuition: \$200 Fees: \$2,295)			
PCO 380	72389	Microsoft Security Operations Analyst	12/16–19 9 a.m.–5 p.m.
Total Cost: \$2,495 (Tuition: \$200 Fees: \$2,295)			



## IT AND CYBERSECURITY ED2GO ONLINE COURSES

Online courses are offered in partnership with Ed2GO.  
For details, go to [ed2go.com/ccbconline](http://ed2go.com/ccbconline).

Total Cost: \$199 (Tuition: \$20 Fees: \$179)

Course#	CRN#	Course Title	Dates
PCA 435	71559	Basic CompTIA A+ Certification Prep	9/17–11/7
PCA 435	71504	Basic CompTIA A+ Certification Prep	11/12–1/2
PCA 436	71561	Intermediate CompTIA A+ Certification Prep	9/17–11/7
PCA 436	71506	Intermediate CompTIA A+ Certification Prep	11/12–1/2
PCA 437	71558	Advanced CompTIA A+ Certification Prep	9/17–11/7
PCA 437	71503	Advanced CompTIA A+ Certification Prep	11/12–1/2
PCP 881	71560	CompTIA Network+ Certification Prep	9/17–11/7
PCP 881	71505	CompTIA Network+ Certification Prep	11/12–1/2

Total Cost: \$179 (Tuition: \$20 Fees: \$159)

Course#	CRN#	Course Title	Dates
PCP 107	71563	Introduction to Networking	9/17–11/7
PCP 107	71508	Introduction to Networking	11/12–1/2
PCP 160	71562	Intermediate Networking	9/17–11/7
PCP 160	71507	Intermediate Networking	11/12–1/2
PCP 655	71564	Introduction to PC Security	9/17–11/7
PCP 655	71509	Introduction to PC Security	11/12–1/2
PCA 425	71565	Introduction to PCTroubleshooting	9/17–11/7
PCA 425	71510	Introduction to PCTroubleshooting	11/12–1/2
PCP 626	71566	Wireless Networking	9/17–11/7
PCP 626	71511	Wireless Networking	11/12–1/2

## COMPUTER PROGRAMMING

### PCA 886

#### C++ Programmer

Prepare for a career as an entry-level C++ programmer, writing, modifying and testing C++ code for browsers, operating systems, applications and gaming.

Total Cost: \$995 (Tuition: \$20 Fees: \$975)

CRN#	Day/Ses.	Dates	Time	Location
71550	Arranged	11/10–1/11	Arranged	ED2GO

### PCA 806

#### Oracle SQL and PL/SQL Developer Module 1

Prepare for a career as an entry-level Oracle SQL developer, designing relational databases and writing code that interacts with stored data to complete functional requirements for a business. Must register for module 1 and 2.

Total Cost: \$497 (Tuition: \$10 Fees: \$487)

CRN#	Day/Ses.	Dates	Time	Location
71555	Arranged	10/13–12/14	Arranged	ED2GO

### PCA 807

#### Oracle SQL and PL/SQL Developer Module 2

Must register for module 1 and 2.

Total Cost: \$498 (Tuition: \$10 Fees: \$488)

CRN#	Day/Ses.	Dates	Time	Location
71556	Arranged	12/15–2/15	Arranged	ED2GO

### PCA 797

#### Python Developer Module 1

Prepare for a career as an entry-level Python programmer, writing code for web development, data analysis, scientific computing, and machine learning or artificial intelligence. Must register for module 1 and 2.

Total Cost: \$497 (Tuition: \$10 Fees: \$487)

CRN#	Day/Ses.	Dates	Time	Location
71551	Arranged	10/13–12/14	Arranged	ED2GO

### PCA 798

#### Python Developer: Module 2

Must register for module 1 and 2.

Total Cost: \$498 (Tuition: \$10 Fees: \$488)

CRN#	Day/Ses.	Dates	Time	Location
71552	Arranged	12/15–2/15	Arranged	ED2GO

## COMPUTER PROGRAMMING ED2GO ONLINE COURSES

Online courses are offered in partnership with Ed2GO.  
For details, go to [ed2go.com/ccbconline](http://ed2go.com/ccbconline).

Total Cost: \$179 (Tuition: \$20 Fees: \$159)

Course#	CRN#	Course Title	Dates
PCP 333	71586	Introduction to Programming	9/17–11/7
PCP 333	71541	Introduction to Programming	11/12–1/2
PCA 667	71583	Introduction to C++ Programming	9/17–11/7
PCA 667	71539	Introduction to C++ Programming	11/12–1/2
PCA 668	71582	Introduction to C# Programming	9/17–11/7
PCA 668	71538	Introduction to C# Programming	11/12–1/2
PCA 666	71584	Introduction to Java Programming	9/17–11/7
PCA 666	71540	Introduction to Java Programming	11/12–1/2
PCP 139	71579	Intermediate Java Programming	9/17–11/7
PCP 139	71512	Intermediate Java Programming	11/12–1/2
PCP 187	71516	Introduction to SQL	9/17–11/7
PCP 187	71543	Introduction to SQL	11/12–1/2
PCP 318	71580	Intermediate SQL	9/17–11/7
PCP 318	71513	Intermediate SQL	11/12–1/2
PCP 275	71515	Introduction to Python Programming	9/17–11/7
PCP 275	71542	Introduction to Python Programming	11/12–1/2
PCP 269	71517	Introduction to Visual Basic	9/17–11/7
PCP 269	71544	Introduction to Visual Basic	11/12–1/2
PCP 274	71581	Intermediate Visual Basic	9/17–11/7
PCP 274	71514	Intermediate Visual Basic	11/12–1/2

## WEB DEVELOPMENT

### PCA 884

#### JavaScript Developer Module 1

Prepare for a career as an entry-level JavaScript developer, developing and implementing websites, web applications and interactive web interfaces using JavaScript. Must register for module 1 and 2.

Total Cost: \$1,000 (Tuition: \$20 Fees: \$980)

CRN#	Day/Ses.	Dates	Time	Location
71553	Arranged	10/13–12/14	Arranged	ED2GO

### PCA 885

#### JavaScript Developer Module 2

Must register for module 1 and 2.

Total Cost: \$995 (Tuition: \$20 Fees: \$975)

CRN#	Day/Ses.	Dates	Time	Location
71554	Arranged	12/15–2/15	Arranged	ED2GO

## WEB DEVELOPMENT ED2GO ONLINE COURSES

Online courses are offered in partnership with Ed2GO.  
For details, go to [ed2go.com/ccbconline](http://ed2go.com/ccbconline).

Total Cost: \$179 (Tuition: \$20 Fees: \$159)

Course#	CRN#	Course Title	Dates
PCA 567	71527	Creating Mobile Apps with HTML5	9/17–11/7
PCA 567	71519	Creating Mobile Apps with HTML5	11/12–1/2
PCO 105	71528	Creating Web Pages	9/17–11/7
PCO 105	71520	Creating Web Pages	11/12–1/2
PCO 480	71526	Advanced Web Pages	9/17–11/7
PCO 480	71518	Advanced Web Pages	11/12–1/2
PCA 658	71529	Creating Word Press Websites	9/17–11/7
PCA 658	71521	Creating Word Press Websites	11/12–1/2
PCA 569	71530	Creating Word Press Websites II	9/17–11/7
PCA 569	71522	Creating Word Press Websites II	11/12–1/2
PCP 186	71531	Designing Effective Websites	9/17–11/7
PCP 186	71523	Designing Effective Websites	11/12–1/2
PCA 606	71532	Introduction to CSS3 and HTML5	9/17–11/7
PCA 606	71524	Introduction to CSS3 and HTML5	11/12–1/2
PCP 748	71533	Introduction to JavaScript	9/17–11/7
PCP 748	71525	Introduction to JavaScript	11/12–1/2



## BASIC COMPUTERS

### PCO 301

#### Computer Literacy

Gain basic digital technology skills to successfully navigate PC hardware and software, improve your typing skills, operate in a Windows environment, and understand and use various web browsers, internet storage and online meeting tools.

Total Cost: \$309 (Tuition: \$93 Fees: \$216)

CRN#	Day/Ses.	Dates	Time	Location
71999	S(2)	9/6–13	8:30 a.m.–4:30 p.m.	DC
72001	M/W(6)	11/3–19	6:30–9 p.m.	DC
72027	S(2)	12/6–13	8:30 a.m.–4:30 p.m.	HV

### PCA 872

#### Technology Skills for Today's Workplace

Update your skills in Microsoft Windows 11, Outlook, Excel and Word, plus Office 365, Google Drive, WebEx for meetings, and information security.

Total Cost: \$599 (Tuition: \$180 Fees: \$419)

CRN#	Day/Ses.	Dates	Time	Location
71345	M/W(10)	9/8–10/8	6–9:15 p.m.	HV
	Arranged	9/8–10/8	Arranged	Online

### MAR 015

#### Technology for Marketing Assistants

This class offers a broad overview of media creation software for marketing support staff and non-designers with experience in Microsoft 365 or who completed Technology Skills for Workplace Success.

Total Cost: \$695 (Tuition: \$209 Fees: \$486)

CRN#	Day/Ses.	Dates	Time	Location
71338	T/R(10)	10/7–11/6	6–9:15 p.m.	EC
	Arranged	10/7–11/6	Arranged	Online

### PCO 484

#### Windows 11 Introduction

Master the basics of Microsoft's latest operating system, Windows 11. Learn to use File Explorer, manage files, create text documents, edit photos and protect your data.

Total Cost: \$199 (Tuition: \$60 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71979	S(1)	9/13	8:30 a.m.–4:30 p.m.	EC
71980	T/R(3)	10/14–21	6:30–9 p.m.	DC
71982	T/R(3)	11/11–18	6:30–9 p.m.	HV
72051	S(1)	12/6	8:30 a.m.–4:30 p.m.	CC

## BASIC COMPUTERS ED2GO ONLINE COURSES

Online courses are offered in partnership with Ed2GO. For details, go to [ed2go.com/cbconline](https://ed2go.com/cbconline).

Total Cost: \$149 (Tuition: \$20 Fees: \$129)

Course	CRN#	Course Title	Dates
PCP 660	71708	Keyboarding	9/17–11/7
PCP 660	71706	Keyboarding	11/12–1/2

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

Course	CRN#	Course Title	Dates
PCA 681	71695	Computer Skills for the Workplace	10/15–12/5
PCP 044	71705	Introduction to Windows 10	11/12–1/2
PCO 436	71728	Introduction to Windows 11	10/15–12/5
PCO 436	71729	Introduction to Windows 11	12/17–2/6

## MICROSOFT OFFICE

### MICROSOFT OFFICE SPECIALIST EXPERT

#### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Earning a Microsoft Office Specialist Expert certification is a recognized credential that signifies a deep level of knowledge and technical skills for the Office suite. Students must register for all four modules at the same time.

#### REQUIRED COURSES:

- Microsoft Office Specialist (MOS) Expert Certification Training – Modules 1–4

### PCO 448

#### Microsoft Office Specialist (MOS)

##### Expert Certification Training – Module 1

Total Cost: \$800 (Tuition: \$20 Fees: \$780)

CRN#	Day/Ses.	Dates	Time	Location
71674	Arranged	9/8–10/5	Arranged	E2GC

### PCO 449

#### Microsoft Office Specialist (MOS)

##### Expert Certification Training – Module 2

Total Cost: \$800 (Tuition: \$20 Fees: \$780)

CRN#	Day/Ses.	Dates	Time	Location
71675	Arranged	10/13–11/16	Arranged	E2GC

### PCO 450

#### Microsoft Office Specialist (MOS)

##### Expert Certification Training – Module 3

Total Cost: \$573 (Tuition: \$20 Fees: \$553)

CRN#	Day/Ses.	Dates	Time	Location
71676	Arranged	11/10–12/7	Arranged	E2GC

### PCO 451

#### Microsoft Office Specialist (MOS)

##### Expert Certification Training – Module 4

Total Cost: \$572 (Tuition: \$20 Fees: \$552)

CRN#	Day/Ses.	Dates	Time	Location
71678	Arranged	12/8–1/11	Arranged	E2GC

## ADDITIONAL MICROSOFT OFFICE COURSES

### PCA 868

#### Microsoft Office 365 Essential Skills

Access Microsoft Word, Excel, PowerPoint and Outlook with ease. Learn to collaborate seamlessly with others and unlock the full potential of this powerful online suite.

Total Cost: \$199 (Tuition: \$60 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71947	M/W(3)	10/20–27	6:30–9 p.m.	Zoom
71952	M/W(3)	12/1–8	6:30–9 p.m.	Zoom

### PCA 887

#### Excel Introduction for Office 365

Master the basic concepts and skills needed to start being productive with Microsoft Excel online. Learn how to create and save worksheets that contain various calculations and formats.

Total Cost: \$199 (Tuition: \$60 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71955	M/W(3)	12/8–15	6:30–9 p.m.	Zoom

### PCO 419

#### Microsoft Excel Introduction

Gain the skills needed to create, save, share and print worksheets containing various calculations and formats.

Total Cost: \$199 (Tuition: \$60 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71966	M/W(3)	9/3–10	6:30–9 p.m.	EC
71967	T/R(3)	10/7–14	6:30–9 p.m.	DC

### PCO 420

#### Microsoft Excel Intermediate

Master complex workbooks, advanced functions, data analysis, impactful charts and collaboration in Excel. Prerequisite: Microsoft Excel Introduction or equivalent knowledge.

Total Cost: \$199 (Tuition: \$60 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71965	T/R(3)	10/28–11/4	6:30–9 p.m.	DC

### PCO 421

#### Microsoft Excel Advanced

Learn to handle data from different sources, create conditional outputs, manipulate dates and text, and automate tasks. Prerequisite: Microsoft Excel Intermediate or equivalent knowledge.

Total Cost: \$199 (Tuition: \$60 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71968	M/W(3)	10/8–15	6:30–9 p.m.	EC


**PCO 422**
**Microsoft Excel Complete**

Combine Microsoft Excel Introduction, Intermediate and Advanced courses to experience full Excel training. Recommended: Windows Introduction or equivalent Knowledge.

Total Cost: \$495 (Tuition: \$149 Fees: \$346)

CRN#	Day/Ses.	Dates	Time	Location
72708	S(3)	11/1–15	8:30 a.m.–4:30 p.m.	OM
72709	S(3)	12/6–20	8:30 a.m.–4:30 p.m.	HV

**PCO 412**
**Microsoft PowerPoint Introduction**

Learn the latest version of Microsoft PowerPoint to create engaging multimedia presentations, including text, graphics, objects, tables, charts, Smart Art and 3D models. Apply transitions and print your presentation.

Total Cost: \$199 (Tuition: \$60 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
72032	M/W(3)	11/3–10	6:30–9 p.m.	OM

**PCO 413**
**Microsoft PowerPoint Advanced**

Learn advanced Microsoft PowerPoint skills, including formatting, animations, transitions, media management, corrections tracking, multi-presentation work, custom slideshows and security/sharing options. Perfect for power users.

Total Cost: \$199 (Tuition: \$60 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71963	M/W(3)	11/12–19	6:30–9 p.m.	OM

**PCO 415**
**Microsoft PowerPoint Complete**

Combine Microsoft PowerPoint Introduction and Advanced courses for full PowerPoint training. Recommended: Windows Introduction or equivalent knowledge.

Total Cost: \$395 (Tuition: \$119 Fees: \$276)

CRN#	Day/Ses.	Dates	Time	Location
71964	S(2)	10/11–18	8:30 a.m.–4:30 p.m.	CC

**PCA 888**
**Word Introduction for Office 365**

Master the basic concepts and skills to use Microsoft Word Online. Learn how to create, format and set up a document and add graphics and tables.

Total Cost: \$199 (Tuition: \$60 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71957	M/W(3)	10/6–13	6:30–9 p.m.	Zoom

**PCO 407**
**Microsoft Word Introduction**

Learn the basics of Microsoft Word, including creating, formatting and setting up documents with graphics and tables. Recommended prerequisites: Windows Introduction or equivalent knowledge.

Total Cost: \$199 (Tuition: \$60 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71960	T/R(3)	10/21–28	6:30–9 p.m.	OM

**PCO 408**
**Microsoft Word Intermediate**

Learn advanced Microsoft Word features like formats, styles, templates, tables, charts, themes and mail merge. Prerequisite: Microsoft Word Introduction or equivalent knowledge.

Total Cost: \$199 (Tuition: \$60 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71962	T/R(3)	11/4–11	6:30–9 p.m.	OM

**PCO 425**
**Microsoft Word Complete**

Combine Microsoft Word Introduction, Intermediate and Advanced courses for full Microsoft Word training using the latest version. Recommended: Windows Intro or equivalent knowledge.

Total Cost: \$495 (Tuition: \$149 Fees: \$346)

CRN#	Day/Ses.	Dates	Time	Location
71970	S(3)	9/13–27	8:30 a.m.–4:30 p.m.	HV

**MICROSOFT OFFICE ED2GO ONLINE COURSES**

Online courses are offered in partnership with Ed2GO. For details, go to [ed2go.com/ccbconline](https://ed2go.com/ccbconline).

Total Cost: \$139 (Tuition: \$20 Fees: \$119)

Course	CRN#	Course Title	Dates
PCP 957	71689	Introduction to Microsoft Outlook	12/17–2/6

Total Cost: \$169 (Tuition: \$20 Fees: \$149)

Course	CRN#	Course Title	Dates
PCA 826	71700	Introduction to Microsoft Access 2019	10/15–12/5
PCA 826	71685	Introduction to Microsoft Access 2019	11/12–1/2
PCA 822	71687	Introduction to Microsoft Excel 2019	11/12–1/2
PCA 823	71697	Intermediate Excel 2019	9/17–27
PCA 823	71696	Intermediate Excel 2019	11/12–1/2
PCA 824	71693	Advanced Microsoft Excel 2019	10/15–12/5
PCA 824	71692	Advanced Microsoft Excel 2019	12/17–2/6
PCP 793	71709	Microsoft Excel – Pivot Tables	10/15–12/5
PCP 793	71710	Microsoft Excel – Pivot Tables	12/17–2/6
PCA 820	71691	Introduction to Microsoft Word 2019	9/17–11/7
PCA 820	71690	Introduction to Microsoft Word 2019	12/17–2/6
PCA 821	71699	Intermediate Microsoft Word 2019	10/15–12/5
PCA 821	71698	Intermediate Microsoft Word 2019	11/12–1/2
PCA 825	71716	Introduction to Microsoft PowerPoint 2019	11/12–22
PCA 665	71719	Introduction to Microsoft Publisher	9/17–11/7
PCA 665	71720	Introduction to Microsoft Publisher	10/15–12/5
PCA 665	71721	Introduction to Microsoft Publisher	12/17–2/6

Total Cost: \$595 (Tuition: \$20 Fees: \$575)

Course	CRN#	Course Title	Dates
PCO 423	71672	Microsoft Excel Certification Online Training	10/13–11/16
PCO 417	71673	Microsoft Outlook Certification Online Training	11/10–12/7
PCO 411	71671	Microsoft Word Certification Online Training	9/8–10/5

**BUSINESS SOLUTIONS**
**PCO 307**
**Adobe Acrobat Pro for Business and Legal Professionals**

Expand your technical skills and take advantage of this functional, feature-rich program. Learn advanced techniques for document management, editing and security that are vital in an ever-expanding digital workplace.

Total Cost: \$199 (Tuition: \$60 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
72028	T/R(3)	10/21–28	6:30–9 p.m.	EC
72030	S(1)	12/13	8:30 a.m.–4:30 p.m.	EC

**PCO 342**
**Introduction to Web Design**

Learn the essentials of web design with HTML and CSS. This course covers planning, designing and enhancing web pages using layout techniques, text formatting, graphics and images. Start creating effective web pages today!

Total Cost: \$245 (Tuition: \$20 Fees: \$225)

CRN#	Day/Ses.	Dates	Time	Location
71668	Arranged	9/2–26	Arranged	LERN

**PCO 343**
**Intermediate Web Design**

Enhance your web development skills with our course on JavaScript, PHP and MySQL. Learn to create dynamic, SEO-friendly web applications, integrating Web 2.0 technologies with your existing HTML and CSS knowledge.

Total Cost: \$245 (Tuition: \$20 Fees: \$225)

CRN#	Day/Ses.	Dates	Time	Location
71669	Arranged	10/6–31	Arranged	LERN

**PCO 344**
**Advanced Web Design**

Learn how responsive web design helps create one website for all devices. Explore web design concepts, current trends and advanced layout features.

Total Cost: \$245 (Tuition: \$20 Fees: \$225)

CRN#	Day/Ses.	Dates	Time	Location
71670	Arranged	11/3–28	Arranged	LERN

**PCO 478**
**Introduction to ChatGPT**

Unlock the power of AI! Learn to use ChatGPT to boost productivity and sharpen your competitive edge in the workplace.

Total Cost: \$195 (Tuition: \$15 Fees: \$180)

CRN#	Day/Ses.	Dates	Time	Location
71988	Arranged	9/2–26	Arranged	LERN



# PCO 479

## Intermediate AI

Level up your AI expertise. Explore machine learning, natural language processing and neural networks through hands-on experience with popular AI frameworks and tools.

Total Cost: \$245 (Tuition: \$20 Fees: \$225)

CRN#	Day/Ses.	Dates	Time	Location
71991	Arranged	10/6–31	Arranged	LERN

# PCO 285

## Microsoft Project

Learn to create a project plan in Microsoft Project, including scheduling, resource allocation, progress tracking, budget management and workload analysis. Prerequisites: Windows 10 Intro and basic project management knowledge.

Total Cost: \$459 (Tuition: \$138 Fees: \$321)

CRN#	Day/Ses.	Dates	Time	Location
71997	S(2)	9/27–10/4	8:30 a.m.–4:30 p.m.	HV
71959	S(2)	11/8–15	8:30 a.m.–4:30 p.m.	EC

# PCA 869

## Microsoft Teams: From Configuration to Collaboration

Enhance your communication skills and productivity. Master Microsoft Teams in Office 365 to effectively collaborate with remote teams through email, online meetings and file sharing.

Total Cost: \$199 (Tuition: \$60 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71953	T/R(3)	9/16–23	6:30–9 p.m.	EC
71981	S(1)	11/8	8:30 a.m.–4:30 p.m.	HV

# PCO 340

## Using Google G Suite

Learn how Google G Suite offers various productivity apps like Gmail, Google Drive, Docs, Slides, Drawings, Sheets, Forms, Hangouts, Calendar and Sites, providing robust features and functionalities for efficient work.

Total Cost: \$269 (Tuition: \$81 Fees: \$188)

CRN#	Day/Ses.	Dates	Time	Location
72031	S(2)	9/20–27	8:30 a.m.–4:30 p.m.	OM
71954	S(2)	11/8–15	8:30 a.m.–4:30 p.m.	EC

## BUSINESS SOLUTIONS ED2GO ONLINE COURSES

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Total Cost: \$159 (Tuition: \$20 Fees: \$139)

Course	CRN#	Course Title	Dates
PCA 685	71711	Understanding Cloud Computing	9/17–11/7
PCA 685	71712	Understanding Cloud Computing	11/12–1/2

Total Cost: \$169 (Tuition: \$20 Fees: \$149)

Course	CRN#	Course Title	Dates
PCO 437	71714	Getting Started with Google Workspace	12/17–2/6
PCO 443	71725	Introduction to SharePoint 2019	9/17–11/7
PCO 443	71726	Introduction to SharePoint 2019	11/12–1/2

Total Cost: \$179 (Tuition: \$20 Fees: \$159)

Course	CRN#	Course Title	Dates
PCA 829	71717	Introduction to Microsoft Project 2019	9/17–11/7
PCA 829	71718	Introduction to Microsoft Project 2019	12/17–2/6
PCA 425	71723	Introduction to PC Troubleshooting	10/15–12/5
PCA 425	71724	Introduction to PC Troubleshooting	12/17–2/6
PCA 423	71703	Introduction to QuickBooks	12/17–2/6

## DATA ANALYSIS

# PCO 341

## Google Analytics™: Foundation

Discover how Google Analytics can help you evaluate website traffic, improve online advertising and increase conversions. Start by creating a Google Analytics account in this foundational course.

Total Cost: \$369 (Tuition: \$111 Fees: \$258)

CRN#	Day/Ses.	Dates	Time	Location
71956	S(2)	10/18–25	8:30 a.m.–4:30 p.m.	EC
71958	T/R(6)	12/2–18	6:30–9 p.m.	HV

# PCO 474

## Introduction To Data Analysis

Data analysis skills are increasingly valuable in business. Learn to select statistical methods and turn data into actionable insights and smart decisions.

Total Cost: \$195 (Tuition: \$15 Fees: \$180)

CRN#	Day/Ses.	Dates	Time	Location
71983	Arranged	9/2–26	Arranged	LERN

# PCO 475

## Intermediate Data Analysis

Build on your data skills. This intermediate course covers group differences, relationships, ratings and graphs to help you interpret statistical reports with confidence.

Total Cost: \$195 (Tuition: \$15 Fees: \$180)

CRN#	Day/Ses.	Dates	Time	Location
71984	Arranged	10/6–31	Arranged	LERN

# PCO 476

## Advanced Data Analysis

Master advanced data analysis. Learn to generate insights, create compelling graphs and present your findings clearly to make smarter business decisions.

Total Cost: \$195 (Tuition: \$15 Fees: \$180)

CRN#	Day/Ses.	Dates	Time	Location
71986	Arranged	11/3–28	Arranged	LERN

# PCO 345

## Introduction to Power BI

Quickly extract, transform and load data with ease. Create interactive visualizations like charts and maps to gain valuable insights and make informed decisions for your organization.

Total Cost: \$195 (Tuition: \$15 Fees: \$180)

CRN#	Day/Ses.	Dates	Time	Location
71665	Arranged	9/2–26	Arranged	LERN

# PCO 346

## Intermediate Power BI

Master Power Query for ETL, build data models, perform calculations with DAX and use Time Intelligence for YoY/YTD reports. Enhance your reports with user-friendly features.

Total Cost: \$195 (Tuition: \$15 Fees: \$180)

CRN#	Day/Ses.	Dates	Time	Location
71666	Arranged	10/6–31	Arranged	LERN

# PCO 347

## Advanced Power BI

Master Power BI Desktop's advanced features. Learn to identify data inconsistencies, design efficient queries, create relationships, write DAX code and add navigation and analytics, ensuring up-to-date, accurate reports for insightful analysis.

Total Cost: \$195 (Tuition: \$15 Fees: \$180)

CRN#	Day/Ses.	Dates	Time	Location
71667	Arranged	11/3–28	Arranged	LERN

# PCO 286

## Microsoft® Excel® for Office 365™: Data Analysis with PivotTables

Take advantage of the power of advanced PivotTable features to analyze your raw data and create PivotCharts.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71961	M/W(2)	9/15–17	6:30–9 p.m.	Zoom



# PCO 287

## Microsoft® Excel® for Office 365™: Data Analysis with Power Pivot

Use Microsoft Excel Power Pivot to organize, manipulate and report on large amounts of data in the best way possible. Recommended: Excel 2019 Advanced or equivalent knowledge.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71998	M/W(2)	11/10–12	6:30–9 p.m.	EC

## DESKTOP PUBLISHING AND GRAPHICS

### PCA 485

#### Illustrator CC Introduction

Learn to create and manipulate shapes, draw paths, insert text and customize objects in a graphic. Prepare documents for deployment. Recommended prerequisite: Windows Intro or equivalent knowledge.

Total Cost: \$269 (Tuition: \$81 Fees: \$188)

CRN#	Day/Ses.	Dates	Time	Location
71939	T/R(3)	9/23–30	6:30–9 p.m.	EC

### PCA 676

#### Illustrator CC Advanced

Learn to use Illustrator CC for complex illustrations, painting tools, color management, formatting type and effects. Prepare content for deployment, commercial printing and web graphics.

Total Cost: \$269 (Tuition: \$81 Fees: \$188)

CRN#	Day/Ses.	Dates	Time	Location
71945	T/R(3)	10/7–14	6:30–9 p.m.	EC

## DESKTOP PUBLISHING AND GRAPHICS ED2GO ONLINE COURSES

Online courses are offered in partnership with Ed2GO. For details, go to [ed2go.com/ccbconline](https://ed2go.com/ccbconline).

Total Cost: \$169 (Tuition: \$20 Fees: \$149)

Course	CRN#	Course Title	Dates
PCP 248	71702	Introduction to Photoshop CS	10/15–12/5
PCP 248	71701	Introduction to Photoshop CS	11/12–1/2

## DIGITAL ACCESSIBILITY (NEW)

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Learn to design, develop and maintain accessible digital platforms in compliance with legal standards. Gain a deep understanding of Web Content Accessibility Guidelines (WCAG), assistive technologies and best practices, to ensure usability for people with disabilities.

#### REQUIRED COURSES:

- Overview of Digital Accessibility
- Document Accessibility 101:  
Crafting Inclusive Content
- Mastering Accessibility in Excel  
and PowerPoint Presentations
- Mastering Accessibility in Google Workspace

### PCO 480

#### Overview of Digital Accessibility (NEW)

Integrate accessibility best practices into your business. Gain essential knowledge, including guidelines, legal requirements and assistive technologies to ensure inclusivity for all.

Total Cost: \$199 (Tuition: \$60 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
72036	S(1)	9/20	9 a.m.–4:30 p.m.	EC
72037	M/W/F(3)	10/20–24	6–8:30 p.m.	Zoom

### PCO 482

#### Document Accessibility 101:

#### Crafting Inclusive Content (NEW)

Create accessible, compliant documents that boost usability. Perfect for professionals working with Microsoft Word, PDFs and Outlook.

Total Cost: \$199 (Tuition: \$60 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
72043	S(1)	9/27	9 a.m.–4:30 p.m.	EC
72046	M/W/F(3)	10/27–31	6–8:30 p.m.	Zoom

### PCO 481

#### Mastering Accessibility in Excel and PowerPoint Presentations (NEW)

Unlock the accessibility features in Excel and PowerPoint to create inclusive, compliant spreadsheets and presentations that everyone can easily use and enjoy.

Total Cost: \$199 (Tuition: \$60 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
72039	S(1)	10/4	9 a.m.–4:30 p.m.	EC
72041	M/W/F(3)	11/3–7	6–8:30 p.m.	Zoom

# PCO 483

## Mastering Accessibility in Google Workspace (NEW)

Learn to make Google Workspace tools more accessible and inclusive. Perfect for professionals using Google Docs, Sheets, Slides and Gmail in business environments.

Total Cost: \$199 (Tuition: \$60 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
72047	S(1)	10/11	9 a.m.–4:30 p.m.	EC
72050	M/W/F(3)	11/10–14	6–8:30 p.m.	Zoom

## CCBC ONLINE LEARNING PARTNERS

### ED2GO

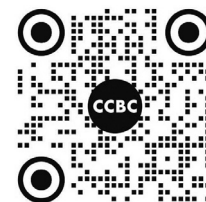
Working with our vendor, ED2GO, we offer a variety of fully online career-focused programs including Microsoft Certification, Cybersecurity, Cloud Computing, Event Management and Design and Travel Agent Training. There's also a wide range of professional development and personal enrichment courses including Introduction to Interior Design, Discover Sign Language and Introduction to Health and Healing. For a full listing of classes, go to [ed2go.com/ccbconline](https://ed2go.com/ccbconline).

#### FALL COURSE DATES:

September 17

### LERN

The Learning Resource Network (LERN) is a nationally recognized leader in continuing education programming. In partnership with LERN's UGotClass, CCBC offers in-demand business courses in e-marketing, social media, podcasting and business negotiations. For a complete listing of classes, scan or click:





# CRIMINAL JUSTICE AND LEGAL STUDIES

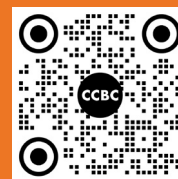
Protect, advocate, serve and advance. Make your case for a just future.

## Workforce Training Options

- E-Discovery Specialist
- Private Investigator
- Special Police Officer

## Degree and Certificate Program Areas

- Criminal Justice Studies
- Legal Studies
- Paralegal Studies



Scan or click the QR code to explore this category further on our website.

**5,686** LAW ENFORCEMENT OFFICERS WERE CONTRIBUTED TO THE REGIONAL WORKFORCE BY CCBC



## PRIVATE INVESTIGATOR

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Private Investigators conduct investigative work, including verifying background information, locating missing persons, conducting surveillance and more.

#### REQUIRED COURSES:

- Introduction to Criminal Justice
- Criminal Law
- Private Investigation
- Criminal Justice and the Constitution

#### SSP 436

##### Introduction to Criminal Justice

Explore the history, philosophy and impact of policing, courts and corrections. Learn about local, state and federal agencies, and careers in criminal justice. Credit course: CRJU 101.

Total Cost: \$549 (Tuition: \$165 Fees: \$384)

CRN#	Day/Ses.	Dates	Time	Location
71098	Arranged	8/25–12/14	Arranged	Online
71071	T/R(30)	8/26–12/11	9:35–11 a.m.	EC

#### SSP 259

##### Criminal Justice and the Constitution

Learn how the U.S. Constitution and the Bill of Rights impact criminal justice. Discuss the U.S. Supreme Court and its authority to interpret laws, civil liability, double jeopardy and constitutional issues such as judicial review, criminal rights and due process. Credit course: CRJU 122.

Total Cost: \$549 (Tuition: \$165 Fees: \$384)

CRN#	Day/Ses.	Dates	Time	Location
71068	Arranged	8/25–12/14	Arranged	Online

#### SSP 261

##### Criminal Law

It is important to understand criminal law when working as a private investigator. Study criminal law as it is applied at local, state and federal levels, examine elements of crimes as prosecuted in a court of law and learn the sources and types of criminal law. Credit course: CRJU 120.

Total Cost: \$549 (Tuition: \$165 Fees: \$384)

CRN#	Day/Ses.	Dates	Time	Location
71070	T/R(30)	8/26–12/11	11 a.m.–12:30 p.m.	EC

#### SSP 457

##### Private Investigation

Get an introduction to the field of private investigation and its relationship to the criminal justice system. Learn local and national licensing regulations, scope of operations, legal considerations, civil law and professional ethics.

Total Cost: \$249 (Tuition: \$75 Fees: \$174)

CRN#	Day/Ses.	Dates	Time	Location
71069	Arranged	9/2–10/31	Arranged	Online

## SPECIAL POLICE OFFICER

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Learn the role of a special police officer, criminal law and matters, crime prevention and control, court procedure, first aid, CPR and defensive tactics. Students must register for both courses at the same time.

#### REQUIRED COURSES:

- Special Police Officer Initial Training – Defensive Tactics and Use of Force
- Special Police Officer Initial Training – Fundamentals of Policing

#### SSP 455

##### Special Police Officer Initial Training – Defensive Tactics and Use of Force

Learn weaponless defense, restraining devices, prisoner transport, use of force laws and de-escalation techniques. Corequisite: Fundamentals of Policing.

Total Cost: \$249 (Tuition: \$75 Fees: \$174)

CRN#	Day/Ses.	Dates	Time	Location
72298	M/T/W/R/F	11/3–21	8 a.m.–4 p.m.	DC

#### SSP 456

##### Special Police Officer Initial Training – Fundamentals of Policing

Learn about criminal law, crime prevention, court procedures, civil disorder, first aid/CPR and public interaction. Corequisite: Defensive Tactics and Use of Force.

Total Cost: \$750 (Tuition: \$225 Fees: \$525)

CRN#	Day/Ses.	Dates	Time	Location
72299	M/T/W/R/F	11/3–21	8 a.m.–4 p.m.	DC

## SPECIAL POLICE OFFICER TRAINING CONTINUING EDUCATION UNITS (CEUS)

#### SSP 312

##### SPO 12-Hour In-service Training

This 12-hour in-service training for special police officers covers crime prevention, patrol techniques, criminal matters and arrest/search/seizure procedures. Essential for day-to-day operations and SPO commission renewal.

Total Cost: \$279 (Tuition: \$84 Fees: \$195)

CRN#	Day/Ses.	Dates	Time	Location
72296	F(2)	10/10–17	9 a.m.–4 p.m.	DC



## LEGAL STUDIES

### LAW 029

#### Introduction to Law

Get a fundamental understanding of the American legal system. Topics include the working structure of our government, procedural issues in the courts, specific concepts of law, the distinctive characteristics of criminal law and procedure, and the roles of various legal professionals. Credit course: LGST 101.

Total Cost: \$549 (Tuition: \$165 Fees: \$384)

CRN#	Day/Ses.	Dates	Time	Location
71365	Arranged	9/22–12/7	Arranged	Online
71366	Arranged	10/15–12/7	Arranged	Online

### LAW024

#### Business Law I

Learn the fundamentals of business law, including sources of law, court roles, alternative dispute resolution, torts, contracts, criminal law, sales, warranties, product liability, agency, intellectual property and business ethics. Credit course: MNGT 140.

Total Cost: \$549 (Tuition: \$165 Fees: \$384)

CRN#	Day/Ses.	Dates	Time	Location
71361	Arranged	8/25–10/12	Arranged	Online
71362	Arranged	9/22–12/7	Arranged	Online
71363	Arranged	10/15–12/7	Arranged	Online

### LAW025

#### Business Law II

Learn Maryland business formation fundamentals, covering real and personal property, estates, trusts, secured transactions, negotiable instruments, business organizations, debtor-creditor law, government regulations and the legal and ethical duties of accountants. Credit course: MNGT 141.

Total Cost: \$549 (Tuition: \$165 Fees: \$384)

CRN#	Day/Ses.	Dates	Time	Location
71364	Arranged	10/15–12/7	Arranged	Online

### LAW030

#### Estates and Trusts

This course examines the laws of estates and trusts in Maryland. Topics covered include property ownership, estate planning, will drafting and execution, and trusts. Students examine the administration of estates through the probate process. Credit course: LGST 203.

Total Cost: \$549 (Tuition: \$165 Fees: \$384)

CRN#	Day/Ses.	Dates	Time	Location
71367	W(15)	8/25–12/7	6–8:55 p.m.	Zoom

### SSP 375

#### Workers' Compensation Essentials for Adjusters

This 15-hour program for workers' compensation adjusters covers claim basics, statutory laws and case laws. Learn about reserving, investigating and compensability of claims, with a focus on the Maryland claims process and litigated cases.

Total Cost: \$529 (Tuition: \$159 Fees: \$370)

CRN#	Day/Ses.	Dates	Time	Location
71269	M/T/W/R(5)	9/23–30	6–9:15 p.m.	Zoom

## GET CREDIT FOR WHAT YOU ALREADY KNOW

### Save time. Spend less. Achieve more.

At CCBC, what you've already learned — on the job, in the military, through training or exams — can count toward college credit. With Credit for Prior Learning (CPL), you might be closer to completing a degree or workforce training program than you think.

#### Ways to earn credit:

- External exams: Such as CLEP, DSST, AP, IB, Cambridge and OPI
- CCBC assessments: Departmental exams or portfolio reviews
- Industry credentials: Licenses, certifications and apprenticeships
- Military experience: Training, education and service skills

**Talk with a CPL coordinator and see how far your experience can take you.**

Call 443.840.2222 or visit [ccbcmd.edu/priorlearning](http://ccbcmd.edu/priorlearning).





# HEALTHCARE

Diagnose, treat, nurture and thrive. Keep your future vitals in check.

## Workforce Training Options

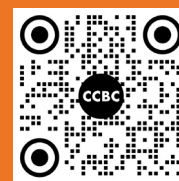
- Central Service Technician
- Child Care Provider
- Community Health Worker
- Delegating Nurse
- Dental Assistant
- Dispensary Technician
- EMT
- Healthcare Information and Management Systems
- Massage Therapist
- Medical Assistant
- Medical Billing
- Medical Coding
- Medical Front Office

- Medicine Aide
- Nurse Refresher Series
- Nursing Assistant
- Patient Care Technician
- Pharmacy Technician
- Phlebotomist
- Polysomnographic (Sleep) Technologist
- Veterinary Assistant

## Degree and Certificate Program Areas

- Allied Health
- Anesthesia Technology
- Dental Hygiene

- Emergency Medical Technology
- Health Informatics and Information Technology
- Histotechnology
- Medical Imaging
- Medical Laboratory Technology
- Mortuary Science
- Nursing
- Occupational Therapy Assistant
- Radiation Therapy
- Respiratory Care Therapist
- Surgical Technology
- Veterinary Technology



Scan or click the QR code to explore this category further on our website.

**2,454** HEALTH TECHNICIANS WERE CONTRIBUTED TO THE REGIONAL WORKFORCE BY CCBC



## PREREQUISITES FOR HEALTH AND HUMAN SERVICES

The following courses are frequently listed as prerequisites for Health and Human Services programs. Some prerequisites can be completed by passing a challenge exam

### AHE 672

#### Anatomy and Physiology for Health Care Workers – Online

Online version of Anatomy and Physiology for Health Occupations.

Total Cost: \$329 (Tuition: \$99 Fees: \$230)

CRN#	Day/Ses.	Dates	Time	Location
72169	T(10)	9/23–11/25	6–9:15 p.m.	Zoom
70953	W(10)	9/24–12/3	10 a.m.–1:15 p.m.	Zoom
72170	W(10)	12/3–2/18	6–9:15 p.m.	Zoom

### AHL 217

#### Basic Math Skills for Healthcare Workers (Online)

Review math skills relevant to allied health, including basic properties, fractions, decimals, ratios, rates, proportions, percentages and metric measurements. Learn to set up algebraic equations for solving health care problems, such as medication dosages.

Total Cost: \$145 (Tuition: \$44 Fees: \$101)

CRN#	Day/Ses.	Dates	Time	Location
72171	W(5)	9/10–10/8	6–8 p.m.	Zoom
72175	M(5)	10/6–11/3	6–8 p.m.	Zoom
72177	W(5)	11/12–12/17	6–8 p.m.	Zoom

### AHL 166

#### Essential Skills for the Health Care Provider

Acquire key skills for success in health care settings, including effective communication, strategies for handling feedback, customer service, understanding employer expectations and fostering personal and professional growth.

Total Cost: \$179 (Tuition: \$54 Fees: \$125)

CRN#	Day/Ses.	Dates	Time	Location
71127	Arranged	9/11–10/9	Arranged	Online
70968	Arranged	9/15–10/19	Arranged	Online
70969	Arranged	10/7–11/14	Arranged	Online
70970	Arranged	10/14–11/11	Arranged	Online
70971	Arranged	12/1–21	Arranged	Online

### AHL 246

#### Medical Terminology for Administrative Healthcare Professionals Online

Learn root words, prefixes and suffixes for a basic understanding of medical terminology used in health care settings. This course is designed for non-clinical health care students.

Total Cost: \$189 (Tuition: \$57 Fees: \$132)

CRN#	Day/Ses.	Dates	Time	Location
71128	T(6)	9/9–10/14	10 a.m.–1:15 p.m.	Zoom
70993	M(6)	9/15–10/20	6–9:15 p.m.	Zoom
70992	W(6)	12/3–1/21	6–9:15 p.m.	Zoom

### AHE 534

#### Medical Terminology for Health Occupations

Learn the correct pronunciation and meaning of medical terms. Recommended for all students interested in any health care occupation.

Total Cost: \$329 (Tuition: \$99 Fees: \$230)

CRN#	Day/Ses.	Dates	Time	Location
72191	R(10)	11/6–2/4	6–9:15 p.m.	EC



#### AHE 124

### Medical Terminology Online

An online version of Medical Terminology for Health Occupations (AHE 534).

Total Cost: \$329 (Tuition: \$99 Fees: \$230)

CRN#	Day/Ses.	Dates	Time	Location
72188	W(10)	9/17–11/19	6–9:15 p.m.	Zoom
72135	T(10)	10/7–12/9	6–9:15 p.m.	Zoom

## CPR FOR HEALTH CARE PROVIDERS

#### AHE 805

### CPR for Health Care Providers

This American Heart Association course for health care professionals covers high-quality CPR, 1- and 2-rescuer CPR/AED for all ages, bag-mask techniques, rescue breathing and choking relief for adults, children and infants.

Total Cost: \$109 (Tuition: \$33 Fees: \$76)

CRN#	Day/Ses.	Dates	Time	Location
71985	S(1)	9/6	9 a.m.–4:30 p.m.	HV
72005	U(1)	9/21	9 a.m.–4:30 p.m.	EC
72009	S(1)	10/11	9 a.m.–4:30 p.m.	RAC
72006	U(1)	10/19	9 a.m.–4:30 p.m.	EC
71989	S(1)	11/8	9 a.m.–4:30 p.m.	HV
72007	U(1)	11/16	9 a.m.–4:30 p.m.	EC
72008	S(1)	12/13	9 a.m.–4:30 p.m.	EC
72010	S(1)	12/6	9 a.m.–4:30 p.m.	RAC

## CHALLENGE EXAMS

Students can test out of some prerequisite courses because of prior learning. Passing a challenge exam with an 80% or better allows students to waive the class. You may only take each exam one time. Exams are taken at CCBC testing centers with an appointment. After registering for an exam, instructions will be provided. For more information, please contact [cehealth@ccbcmd.edu](mailto:cehealth@ccbcmd.edu).

## CENTRAL SERVICE TECHNICIAN

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Certified central service technicians work in hospitals and surgical centers, playing a crucial role in infection control by sterilizing, processing, storing and distributing medical supplies. After completing the program, students need 400 hours of hands-on experience to become eligible for the national exam, which can be gained through entry-level employment or registering for CCBC's Central Service Technician Clinicals I–IV. For more information, contact [cehealth@ccbcmd.edu](mailto:cehealth@ccbcmd.edu).

#### REQUIRED COURSES:

- Medical Terminology for Health Occupations (Prerequisite)
- CPR for Health Care Providers
- Central Service Technician Classroom

#### AHL 045

### Central Service Technician – Classroom

Meet the Central Service Technician Certification requirements per Healthcare Sterile Processing Association (HSPA) guidelines. Learn methods to prevent microorganism spread, sterilization techniques and equipment management.

Total Cost: \$1,369 (Tuition: \$411 Fees: \$958)

CRN#	Day/Ses.	Dates	Time	Location
71031	T/R(24)	9/2–11/20	6–9:15 p.m.	EC

## CHILDCARE/DAYCARE PROVIDER

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Childcare providers care for children in schools, businesses, homes and institutions, ensuring their safety and well-being. CCBC offers multiple course series to prepare students for this career. Prerequisite details and course sequence can be found on our website. For more information, email Jennifer Jurch at [jjurch@ccbcmd.edu](mailto:jjurch@ccbcmd.edu).

#### CHI 019

### Childcare I Growth and Development

Satisfy the child development half of the MSDE requirement of 90 hours for childcare teachers and directors. Topics include growth and development of children birth through age twelve, emotional development of young children, and intellectual and physical development.

Total Cost: \$289 (Tuition: \$87 Fees: \$202)

CRN#	Day/Ses.	Dates	Time	Location
72004	S(9)	9/27–11/22	9 a.m.–2:30 p.m.	CC
72023	T/R(15)	10/14–12/4	6–9 p.m.	Zoom

#### CHI 043

### Childcare I: Child Growth and Development (Online)

Online (asynchronous) version of Child Care I: Growth and Development (CHI 019).

Total Cost: \$289 (Tuition: \$87 Fees: \$202)

CRN#	Day/Ses.	Dates	Time	Location
71971	Arranged	9/6–10/25	Arranged	Online
71973	Arranged	10/18–12/13	Arranged	Online
71974	Arranged	11/15–1/17	Arranged	Online

#### CHI 020

### Child Care II: Activities for Young Children

Satisfy the curriculum half of the MSDE requirement of 90 hours of training for childcare teachers and directors working with preschoolers. Topics include activities for children from birth through six years, principles of children's learning and learning environments.

Total Cost: \$289 (Tuition: \$87 Fees: \$202)

CRN#	Day/Ses.	Dates	Time	Location
72024	S(9)	10/11–12/13	9 a.m.–2:30 p.m.	Zoom
72000	S(9)	12/6–2/14	9 a.m.–2:30 p.m.	CC

#### CHI 044

### Childcare II: Activities for Young Children (Online)

Online (asynchronous) version of Child Care II: Activities for Young Children (CHI 020).

Total Cost: \$289 (Tuition: \$87 Fees: \$202)

CRN#	Day/Ses.	Dates	Time	Location
71975	Arranged	9/6–10/25	Arranged	Online
71976	Arranged	10/18–12/13	Arranged	Online
71978	Arranged	11/8–1/17	Arranged	Online

#### CHI 015

### Child Care: The School-Age Child (Online)

Gain the skills needed to work in school-age childcare programs. Topics include curriculum planning and concepts of the development of children aged six to 12.

Total Cost: \$289 (Tuition: \$87 Fees: \$202)

CRN#	Day/Ses.	Dates	Time	Location
72029	Arranged	9/13–11/1	Arranged	Online

#### CHI 031

### Communication Skills for Childcare Professionals

Master basic communications skills to confidently interact with parents and co-workers and handle common issues that may arise in a typical day of childcare. Satisfies MSDE's required 9-hour communication class.

Total Cost: \$119 (Tuition: \$36 Fees: \$83)

CRN#	Day/Ses.	Dates	Time	Location
72002	Arranged	9/6–13	Arranged	Online
72003	Arranged	11/1–8	Arranged	Online

#### CHI 032

### Group Care of Infants and Toddlers

Fulfill the MSDE requirement of 45 hours of infant-toddler training for childcare professionals. Topics include growth and development, curriculum planning, goal setting and choosing age-appropriate materials and methods.

Total Cost: \$289 (Tuition: \$87 Fees: \$202)

CRN#	Day/Ses.	Dates	Time	Location
72025	Arranged	10/11–12/6	Arranged	Online

#### CHI 042

### Medication Administration for Childcare Providers

This state-approved curriculum provides six clock hours of MSDE Core of Knowledge: Health, Safety and Nutrition and addresses NAEYC standards for program accreditation. Instruction provided by qualified health professionals. MDSE Medication Administration handbook provided.

Total Cost: \$99 (Tuition: \$30 Fees: \$69)

CRN#	Day/Ses.	Dates	Time	Location
71641	U(1)	9/28	9 a.m.–3:30 p.m.	HV
71642	U(1)	10/26	9 a.m.–3:30 p.m.	HV
71643	U(1)	11/23	9 a.m.–3:30 p.m.	HV
71644	U(1)	12/21	9 a.m.–3:30 p.m.	HV



CHI 099

### CDA Capstone: Portfolio, Application and Exam Prep

Prepare to earn your Child Development Associate credential. Master eight key areas of child development and professional skills, build a portfolio, and prep for the interview, application and exam. This class has a hybrid format with both asynchronous work and online class meetings.

Total Cost: \$165 (Tuition: \$49 Fees: \$116)

CRN#	Day/Ses.	Dates	Time	Location
72222	S(3)	9/13, 9/27, 10/11	9 a.m.–12 p.m.	Zoom
	Arranged	9/13–10/11	Arranged	Online

## CHILDCARE FAMILY PROVIDER

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Complete six modules to meet MSDE training requirements and become a licensed home based/family childcare provider in Maryland. Modules can be taken in any order; not all are offered every semester. MSDE requires successful completion of all 6 modules. Visit our website for details or contact Jennifer Jurch at [jjurch@ccbcmd.edu](mailto:jjurch@ccbcmd.edu).

CHI 035

### Family Child Care Pre-Service Module 1: Child Development

Get an introduction to child development concepts for family childcare providers. Topics include growth milestones (age birth through 13) and key child theorists' beliefs and insights into learning differences.

Total Cost: \$75 (Tuition: \$23 Fees: \$52)

CRN#	Day/Ses.	Dates	Time	Location
71649	Arranged	9/6–13	Arranged	Online

CHI 036

### Family Child Care Pre-Service Module 2: Curriculum

Receive an introduction to the basic concepts of curriculum for family childcare providers. Topics include major components of a developmentally-appropriate family childcare curriculum and environment.

Total Cost: \$75 (Tuition: \$23 Fees: \$52)

CRN#	Day/Ses.	Dates	Time	Location
71651	Arranged	9/20–27	Arranged	Online

CHI 037

### Family Child Care Pre-Service Module 3: Health, Safety, and Nutrition

Learn the basic concepts of health, safety and nutrition for family childcare providers. Topics include emergency preparedness, menu planning and children's health and safety needs.

Total Cost: \$75 (Tuition: \$23 Fees: \$52)

CRN#	Day/Ses.	Dates	Time	Location
71652	Arranged	10/4–11	Arranged	Online

CHI 038

### Family Childcare Pre-Service Module 4: Special Needs

Learn basic concepts of inclusive care for children with special needs in family childcare. Topics include the Americans with Disabilities Act, inclusive care practices, behavioral and developmental issues and available resources.

Total Cost: \$75 (Tuition: \$23 Fees: \$52)

CRN#	Day/Ses.	Dates	Time	Location
71654	Arranged	10/18–25	Arranged	Online

CHI 039

### Family Childcare Pre-Service Module 5: Professionalism

Become familiar with the basic administrative tasks of operating a family childcare program. Topics include supervision and appropriate guidance, abuse and neglect, basic recordkeeping, policies and procedures, marketing, handbooks and contracts.

Total Cost: \$75 (Tuition: \$23 Fees: \$52)

CRN#	Day/Ses.	Dates	Time	Location
71655	Arranged	11/1–8	Arranged	Online

CHI 040

### Family Childcare Pre-Service Module 6: Community

Learn the basic concepts of community relationship building for family childcare providers. Topics include relationships with children and families, cultural awareness and partnerships with community organizations.

Total Cost: \$75 (Tuition: \$23 Fees: \$52)

CRN#	Day/Ses.	Dates	Time	Location
71656	Arranged	11/15–22	Arranged	Online

## COMMUNITY HEALTH WORKER

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Community health workers connect individuals with health and social services, enhancing community health through outreach and education. Upon successful completion, students are eligible to apply for certification. Orientation is required before beginning the program. For details, contact 443.840.1389 or [cloeblein@ccbcmd.edu](mailto:cloeblein@ccbcmd.edu).

This program is accredited by the Maryland Department of Health (#009-2021-G).

### REQUIRED COURSES:

- Medical Terminology for Administrative Healthcare Professionals
- Community Health Worker Theory
- Community Health Worker Practicum

AHL 347

### Community Health Worker Theory

Gain core competencies in community health work. Explore advocacy and community capacity building, effective communication, teaching and support skills, resource navigation and more.

Total Cost: \$1,369 (Tuition: \$411 Fees: \$958)

CRN#	Day/Ses.	Dates	Time	Location
71003	T/R(26)	8/26–11/20	6:30–9:45 p.m.	Zoom

## DENTAL ASSISTANT

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Dental assistants are essential members of the dental care team, increasing the efficiency of the dentist and helping deliver quality oral health care. Successful program completion will qualify individuals to sit for multiple certification exams from the Dental Assistant National Board. The Dental Assistant Application is required before starting the program. Contact [cehealth@ccbcmd.edu](mailto:cehealth@ccbcmd.edu) to sign up for a virtual information session and learn more.

### REQUIRED COURSES:

- Anatomy, Morphology and Physiology for Dental Assisting
- Essential Skills for the Health Care Professional
- CPR for Health Care Providers
- Dental Assisting and Oral Radiography
- Radiation Health and Safety Exam Review (optional)

AHL 147

### Maryland General Expanded Functions Online

Learn expanded functions dental assisting as approved by the Maryland Board of Dental Examiners. Current employment in a general practice dental office as a clinical dental assistant and supervising dentist skills sign off required.

Total Cost: \$979 (Tuition: \$264 Fees: \$685)

Please contact [cehealth@ccbcmd.edu](mailto:cehealth@ccbcmd.edu) to register for an upcoming course.

AHL 868

### Maryland Orthodontic Expanded Functions Online

Learn orthodontic dental assisting functions as approved by the Maryland Board of Dental Examiners. Current employment in an orthodontic dental practice as a clinical (orthodontic) dental assistant and supervising dentist skills sign-off required. Individuals are required to have successfully completed a Basic Dental Assisting/ Oral Radiography program or trained as a clinical dental assistant under a dentist for at least one year.

Total Cost: \$879 (Tuition: \$264 Fees: \$615)

Please contact [cehealth@ccbcmd.edu](mailto:cehealth@ccbcmd.edu) to register for an upcoming course.



## DISPENSARY TECHNICIAN

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Become a dispensary technician in less than four months by learning about medical cannabis regulations, patient interaction and product selection. Courses are taught by industry experts in collaboration with Howard Community College. For more information, contact [cehealth@ccbcmd.edu](mailto:cehealth@ccbcmd.edu).

#### REQUIRED COURSES:

- Dispensary Technician I and II

AHL 327

#### Dispensary Technician I

Join the booming medical cannabis industry! Learn the essential skills for a dispensary technician role. Master day-to-day operations, Maryland regulations and patient management.

Total Cost: \$409 (Tuition: \$69 Fees: \$340)

CRN#	Day/Ses.	Dates	Time	Location
72011	M/W(15)	9/8–10/27	6:30–8:30 p.m.	Zoom

AHL 328

#### Dispensary Technician II

Continue your education in the medical cannabis industry. Dive into medicinal knowledge, patient care and counseling techniques. Explore recent research and cannabis properties.

Total Cost: \$409 (Tuition: \$69 Fees: \$340)

CRN#	Day/Ses.	Dates	Time	Location
72012	M/W(15)	11/3–12/22	6:30–8:30 p.m.	Zoom

## EMERGENCY MEDICAL TECHNICIAN (EMT)

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

EMTs respond to emergency calls, perform medical services and transport patients to medical facilities. This program introduces theory and techniques of basic emergency medical care in the pre-hospital setting. This program is offered in partnership with the School of Health Professions, and is led by EMT Program Director Jaime Taylor, M.S., NRP. Please contact [lperrera@ccbcmd.edu](mailto:lperrera@ccbcmd.edu) for information about registering for Fall 2025.

## CERTIFIED ASSOCIATE IN HEALTHCARE INFORMATION AND MANAGEMENT SYSTEMS

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Health IT professionals assist medical practices in utilizing electronic health records and digital health technologies to enhance patient care. The 120-hour program prepares students for the CAHIMS certification exam.

#### REQUIRED COURSES:

- Health IT Systems Fundamentals
- Health IT Systems Implementation
- Digital Health Concepts and Management

Visit our website for more information or attend an upcoming virtual information session:

- Thursday, September 11, 2025, 7 p.m.
- Tuesday, September 30, 2025, 7 p.m.

RSVP for an information session by contacting Mary Ellen Wehr at [mwehr@ccbcmd.edu](mailto:mwehr@ccbcmd.edu).

AHL 352

#### Health IT Systems Fundamentals

Explore health information systems core concepts, including health care delivery, EHRs, data standards and interoperability.

Total Cost: \$529 (Tuition: \$159 Fees: \$370)

CRN#	Day/Ses.	Dates	Time	Location
72445	T(4)	10/14–11/25	6:30–9 p.m.	Zoom
	Arranged	10/14–12/7	Arranged	Online

## MASSAGE THERAPIST

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

#### PELL FUNDING AVAILABLE

Fill out the FAFSA to be eligible. Contact CCBC's Financial Aid Office with any questions at [443.840.2222](tel:443.840.2222) or [financialaid@ccbcmd.edu](mailto:financialaid@ccbcmd.edu).

Massage therapists provide massage and bodywork services in health care settings using manual, hands-on techniques on the soft tissues of the human body. This 839-clock hour program takes approximately 14 months to complete and prepares students for the National certification MBLEX exam to become a Licensed Massage Therapist in Maryland. Visit our website for more information on required courses. Applications are accepted year-round. Please contact Bre LaGuerre at [blaguerre@ccbcmd.edu](mailto:blaguerre@ccbcmd.edu) for details on the application process.

This program is accredited by the Commission on Massage Therapy Accreditation (COMTA) and meets the requirements of the Maryland Board of Massage Therapy Examiners.

## FULFILL YOUR CONTINUING EDUCATION UNITS (CEUS) AT CCBC

Most certifications and licenses require continuing education for periodic renewal. Professional development in your career field makes you a more valuable and viable employee. CCBC has affordable and accessible courses, across many industries, to maintain your professional credentials.

For more details,  
call **443.840.2222**  
or visit [ccbcmd.edu/ceuguide](http://ccbcmd.edu/ceuguide).





## CCBC GRADS2CAREERS PROGRAMS

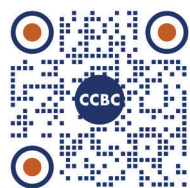
Get **FREE** job training in  
Medical Front Office or Child  
Care Provider through CCBC's  
Grads2Careers program.

### Eligibility requirements:

- 18–21 years of age
- recent graduate of Baltimore City public school system or
- Baltimore City resident with a GED

### Ready to get started?

Scan or click the QR code  
below to join an upcoming  
in-person information and  
assessment session.



### Questions?

Contact Pattresa Leonard  
at **443.738.5578**  
or **pleonard3@ccbcmd.edu**.



## MEDICAL ASSISTANT

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

#### PELL FUNDING AVAILABLE

Fill out the FAFSA to be eligible. Contact CCBC's  
Financial Aid Office with any questions at  
**443.840.2222** or **financialaid@ccbcmd.edu**.

Medical assistants perform clinical and administrative  
duties. This 652-hour program takes approximately one  
year and prepares students for the national certification  
exam. Visit our website for more information on required  
courses. For questions, contact **cehealth@ccbcmd.edu**.  
Application dates for the next 3 cohorts are as follows:

- Randallstown Evening (CRN 71029) – application  
closes 9/15/25. First class begins 10/7/25.
- Essex Day (CRN 71028) – application closes 9/15/25.  
First class begins 10/14.
- Essex Evening – application opens 10/1/25  
(CRN 72780) and closes 12/15/25. First class  
begins 2/3/26.

This program is accredited by the Commission on  
Accreditation of Allied Health Education Programs upon  
recommendation of the Medical Assisting Education  
Review Board.

## MEDICAL BILLING

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Medical billers handle patient data, invoicing and  
insurance processing. Contact **cehealth@ccbcmd.edu**  
for more details on the program.

#### REQUIRED COURSES:

- Medical Terminology for Administrative  
Health Care Professionals
- Comprehensive Medical Billing

#### AHL 188

### Comprehensive Medical Billing

Learn medical billing software and how to manage claims  
with providers, patients and insurers. Complete the course  
to qualify for national certification through the National  
Healthcareer Association.

Total Cost: \$899 (Tuition: \$270 Fees: \$629)

CRN#	Day/Ses.	Dates	Time	Location
70994	S(16)	11/1–3/7	9:30 a.m.–12:45 p.m.	Zoom

#### AHL 269

### Medical Practice and Billing Management

Learn how practice and billing managers ensure patient  
service, manage the revenue cycle and maintain  
compliance with billing and OSHA regulations. Gain skills  
in optimizing practice functions, measuring performance,  
and handling financial management and reporting.

Total Cost: \$429 (Tuition: \$129 Fees: \$300)

CRN#	Day/Ses.	Dates	Time	Location
71010	R(17)	9/11–1/22	7–9 p.m.	Zoom

## MEDICAL CODING

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Medical coders translate patient information, such  
as procedures and diagnosis, into standardized codes  
for billing and recordkeeping. The program prepares  
students for the AAPC certification exam to become  
a Certified Professional Coder (CPC). For more details,  
contact **cehealth@ccbcmd.edu**.

Medical Coding I is offered in January, March and May.

#### REQUIRED COURSES:

- Medical Terminology for Health Occupations
- Anatomy and Physiology for Health Occupations
- Medical Coding I and II

## MEDICAL FRONT OFFICE

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Medical front office staff manage administrative tasks like  
patient registration and scheduling. This program can be  
completed in 6–9 months and prepares you to become  
a Certified Medical Administrative Assistant. For details,  
contact **cehealth@ccbcmd.edu**.

#### REQUIRED COURSES:

- Medical Terminology for Administrative  
Health Care Professionals
- Essential Skills for the Health Care Professional
- Certified Medical Administrative Assistant

#### AHL 198

### Certified Medical Administrative Assistant (Online)

Handle routine administrative tasks to ensure smooth  
operation of health care offices. Duties include greeting  
patients, scheduling appointments, and managing records  
and accounts.

Total Cost: \$819 (Tuition: \$246 Fees: \$573)

CRN#	Day/Ses.	Dates	Time	Location
70976	F(16)	9/26–1/30	10 a.m.–1:15 p.m.	Zoom

## NURSING ASSISTANT

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Certified nursing assistants provide care in  
various health care settings. This Maryland Board  
of Nursing-approved program prepares students for the  
CNA and GNA certification exams. Health documents  
and a background check will be required for clinical  
placement. For registration information, contact  
**cehealth@ccbcmd.edu**.

#### REQUIRED COURSES:

- Certified Nursing Assistant Theory
- CPR for Health Care Providers
- Nursing Assistant Clinical


**AHL 288**
**Certified Nursing Assistant Theory**

Start your journey to dual certification in Maryland! Gain vital skills under RN/LPN supervision, including daily living assistance, vital sign monitoring and restorative care. Prepare for the CNA and GNA certification exams.

Total Cost: \$1,390 (Tuition: \$417 Fees: \$973)

CRN#	Day/Ses.	Dates	Time	Location
71928	T/R(21)	9/9–11/18	10 a.m.–2:15 p.m.	DC
71927	M/W(21)	11/17–2/9	2–6:15 p.m.	EC

**AHL 289**
**Nursing Assistant Clinical**

Embark on your path to dual certification in Maryland! Gain hands-on experience under RN/LPN supervision, mastering personal grooming, vital sign monitoring and other key tasks to become a CNA and GNA.

Total Cost: \$695 (Tuition: \$209 Fees: \$486)

CRNs for clinical will be provided when registering for AHL 288.

**AHL 107**
**RN CM/DN Training in Assisted Living**

This course prepares nurses to delegate functions in assisted living, supervise medication technicians and teach the Medication Administration Training program.

Total Cost: \$285 (Tuition: \$86 Fees: \$199)

CRN#	Day/Ses.	Dates	Time	Location
71926	F/S(2)	9/26–27	9 a.m.–6 p.m.	EC
71891	F/S(2)	11/7–8	9 a.m.–6 p.m.	EC

**NURSE REFRESHER SERIES**

This Maryland Board of Nursing (MBON) approved program helps RNs and LPNs return to active status with updated skills. Students must have an inactive, active or volunteer RN or LPN license with MBON. This is not a preparation course for NCLEX. The next cohort starts in September 2025. For details, contact [cehealth@ccbcmd.edu](mailto:cehealth@ccbcmd.edu).

**REQUIRED COURSES:**

- Nurse Refresher Part I: Theory
- Nurse Refresher Skills Lab
- Nurse Refresher Part 2: Clinical

**NUR 005**
**Nurse Refresher-Part I: Theory**

Refresh your knowledge of current practices in medical-surgical nursing in acute care, including adult physical assessment, ethical and legal aspects of nursing and current trends in health care delivery. Attend eight hours of skills lab training. Approved by the Maryland Board of Nursing.

Total Cost: \$725 (Tuition: \$218 Fees: \$507)

CRN#	Day/Ses.	Dates	Time	Location
71444	W(9)	9/3–10/22	6–10:15 p.m.	EC
	S(7)	9/6–10/18	8 a.m.–4:30 p.m.	EC

**AHE 793**
**Nurse Refresher Skills Lab**

Become reoriented to the procedures and equipment used in the acute care hospital setting in this eight-hour skills lab. Topics include IV therapy, physical assessment, catheterization, trach care and suctioning.

Total Cost: \$450 (Tuition: \$135 Fees: \$315)

CRN#	Day/Ses.	Dates	Time	Location
71443	S(1)	11/1	8 a.m.–4:30 p.m.	EC

**NUR 006**
**Nurse Refresher – Part II: Clinical**

Complete the Maryland Board of Nursing-required medical-surgical clinical practicum in an acute care facility in Baltimore. Facilities vary based on availability. Open only to nurses with a Maryland license (active or inactive).

Total Cost: \$940 (Tuition: \$282 Fees: \$658)

CRN#	Day/Ses.	Dates	Time	Location
71447	F(1)	11/7	9 a.m.–1 p.m.	HOS
	U/S(4)	11/8–12/21	7 a.m.–7 p.m.	HOS

**PATIENT CARE TECHNICIAN**
**CONTINUING EDUCATION  
WORKFORCE CERTIFICATE**

The patient care technician (PCT) is the next step in the career path of a CNA. PCTs assist in hospitals, performing advanced duties that require higher technical skills. Students must hold a valid CNA license through MBON. The program prepares you to sit for the CPCT/A Certification exam. For more information, contact Jennifer Jurch at [jjurch@ccbcmd.edu](mailto:jjurch@ccbcmd.edu).

**REQUIRED COURSES:**

- Patient Care Technician Theory and Skills
- Patient Care Technician Exam Review

**AHL 351**
**Patient Care Technician Theory and Skills**

Review CNA basics and learn advanced techniques, including wound care, EKG and venipuncture. Become eligible for national certification as a patient care technician. Prerequisite: CNA in good standing with MBON.

Total Cost: \$1,325 (Tuition: \$398 Fees: \$927)

CRN#	Day/Ses.	Dates	Time	Location
71617	T/R(22)	9/9–11/20	6–10:15 p.m.	RAC

**AHL 940**
**PCT Exam Review**

Review skills and theory taught during the Patient Care Technician (PCT) course in preparation for the National Healthcareer Association CPCT-A exam.

Total Cost: \$110 (Tuition: \$33 Fees: \$77)

CRN#	Day/Ses.	Dates	Time	Location
70624	T/R(2)	10/21–23	6–10:15 p.m.	EC
71618	T/R(2)	12/2–4	6–10:15 p.m.	RAC

**PHARMACY TECHNICIAN**
**CONTINUING EDUCATION  
WORKFORCE CERTIFICATE**

Train to become a nationally certified pharmacy technician through the Pharmacy Technician Certification Board. The program covers everything from prescription filling to insurance processing. For more information, contact [cehealth@ccbcmd.edu](mailto:cehealth@ccbcmd.edu). Upon successful completion of all required courses, students are eligible to sit for the Pharmacy Technician Certification Board (PTCB) national certification exam.

**REQUIRED COURSES:**

- Basic Math Skills for the Health Care Worker
- Pharmacy Technician Training I and II
- Pharmacy Technician Certifying Board Exam Review Course

**AHE 739**
**Pharmacy Technician Training I**

Learn the role of the pharmacy technician in a pharmaceutical setting. This is the first of three courses preparing students to sit for the nationally recognized Pharmacy Technician Certifying Board certification.

Total Cost: \$1,495 (Tuition: \$389 Fees: \$1,106)

CRN#	Day/Ses.	Dates	Time	Location
71024	W(10)	9/24–12/3	6–8 p.m.	Zoom
72068	W(10)	10/29–1/28	6–8 p.m.	Zoom
72106	M(10)	11/24–2/16	6–8 p.m.	Zoom

**AHE 740**
**Pharmacy Technician Training II**

This second course in the series prepares students to sit for the nationally recognized Pharmacy Technician Certifying Board certification. Prerequisite: Successful completion of Pharmacy Technician I.

Total Cost: \$685 (Tuition: \$206 Fees: \$479)

CRN#	Day/Ses.	Dates	Time	Location
70783	M(10)	10/6–12/8	6–8 p.m.	Zoom

**AHL 913**
**Pharmacy Technician Certifying Board  
Exam Review Course**

Prepare for the PTCB Pharmacy Technician Certification exam. Covers exam content, test strategies, PTCB application, Maryland registration and job search. Includes in-class, online and at-home assignments.

Total Cost: \$229 (Tuition: \$24 Fees: \$205)

CRN#	Day/Ses.	Dates	Time	Location
70644	M(3)	10/6–20	6–8 p.m.	Zoom



mymdthink.maryland.gov

## DON'T MISS MEALS! BUYING FOOD IS A SNAP.

SNAP helps provide a consistent means to purchase food.

CCBC's partnership with the Department of Human Services provides a CCBC Benefit Eligibility Specialist to assist you with the following:

- filing your application
- completing the benefit review form
- processing your re-determination

Contact us today!

### Still undecided?

Reasons to work with a Benefit Eligibility Specialist:

1. Food is the key to good health. Individuals with enough to eat perform better at home, work or school.
2. Applying for SNAP is discreet and private. Information is kept confidential.

For assistance contact:

**443.840.4122** or  
**SNAPbenefits@ccbcmd.edu**.



## PHLEBOTOMIST

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Phlebotomists collect blood and other specimens for medical tests and research. This program prepares students for certification with the National Healthcareer Association. Students must attend a Zoom orientation session before beginning the program. For details, contact Claire Loeblein at [cloeblein@ccbcmd.edu](mailto:cloeblein@ccbcmd.edu) or Katie York at [kyork@ccbcmd.edu](mailto:kyork@ccbcmd.edu).

#### REQUIRED COURSES:

- Phlebotomy Technician I and II
- CPR for Healthcare Providers
- Venipuncture and Specimen Collection Clinical
- Phlebotomy Technician Certification Exam Review

#### AHL 322

##### Phlebotomy Technician I

Gain a foundational understanding of the phlebotomist's role in health care safety and effectiveness.

Explore qualities and characteristics of professional phlebotomists, including HIPAA, medical terminology, customer service, professionalism and responsibilities.

Total Cost: \$749 (Tuition: \$225 Fees: \$524)

CRN#	Day/Ses.	Dates	Time	Location
70596	M/W(15)	8/25–10/15	6–9:15 p.m.	EC
72124	S(8)	10/25–12/20	9 a.m.–3:30 p.m.	HV

#### AHL 323

##### Phlebotomy Technician II

Gain skills for safe venipuncture, specimen collection and testing preparation. Learn universal precautions, infection control, lab testing procedures, capillary puncture, anatomy and specimen processing. Students will perform live sticks on each other.

Total Cost: \$749 (Tuition: \$225 Fees: \$524)

CRN#	Day/Ses.	Dates	Time	Location
70598	M/W(15)	10/20–12/10	6–9:15 p.m.	EC

## POLYSOMNOGRAPHIC (SLEEP) TECHNOLOGIST

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

#### PELL FUNDING AVAILABLE

Fill out the FAFSA to be eligible. Contact CCBC's Financial Aid Office with any questions at **443.840.2222** or [financialaid@ccbcmd.edu](mailto:financialaid@ccbcmd.edu).

Sleep technologists collect and analyze sleep data to diagnose disorders. This 850-hour program takes 12–15 months to complete and prepares you for the Board of Registered Polysomnographic Technologists Certification exam. Admission is selective and the application fee is \$10. For more information, contact Rachel Newman Waddy at [rnewmanwaddy@ccbcmd.edu](mailto:rnewmanwaddy@ccbcmd.edu).

This program is accredited by the Commission on Accreditation of Allied Health Education Programs.

## VETERINARY ASSISTANT

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Veterinary assistants support animal care, assisting technicians and veterinarians during exams and procedures. For more information, contact [cehealth@ccbcmd.edu](mailto:cehealth@ccbcmd.edu).

#### REQUIRED COURSES:

- Veterinary Assistant Training I–IV  
(Must be taken in order)

#### AHE 752

##### Veterinary Assistant Training I

Focus on front office operations, role delineation, prevention and education. Learn veterinary terminology, anatomy, physiology, medical history, euthanasia and customer service. Includes 15 hours of required online assignments.

Total Cost: \$440 (Tuition: \$132 Fees: \$308)

CRN#	Day/Ses.	Dates	Time	Location
72113	M(5)	11/3–12/1	6–9:15 p.m.	EC-Blended

#### AHE 754

##### Veterinary Assistant Training III

Focus on vaccination schedules, pharmacology, small animal care and therapeutic strategies. Prerequisite: Veterinary Assistant Training II.

Total Cost: \$330 (Tuition: \$99 Fees: \$231)

CRN#	Day/Ses.	Dates	Time	Location
72116	M(5)	9/22–10/20	6–9:15 p.m.	EC-Blended

#### AHE 755

##### Veterinary Assistant Training IV

Prepare to continue in the Veterinary Assistant Training program through clinical placement that will further expand your knowledge and allow you to practice what you have learned in the classroom.

Total Cost: \$220 (Tuition: \$66 Fees: \$154)

CRN#	Day/Ses.	Dates	Time	Location
72118	Arranged	10/27–12/23	Arranged	HOS

## PARTNERSHIP WITH THE BALTIMORE ALLIANCE FOR CAREERS IN HEALTHCARE (BACH)

### SCHOLARSHIPS AVAILABLE

In addition to Continuing Education financial aid, CCBC's partnership with BACH is another source of student scholarships for careers in healthcare. Many Workforce Certificate programs are available. Visit the BACH website at [baltimorealliance.org](http://baltimorealliance.org) to register for an information session and learn more.

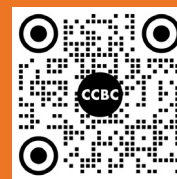


## HOSPITALITY SERVICES

Welcome, assist, collaborate and grow. Serve up your own success.

### Workforce Training Options

- Casino Dealer
- Catering Professional
- Corporate Event Planner
- Essential Skills for the Hospitality Supervisor
- Event Management and Design
- Food Service Manager
- Food Truck Operator
- FoodWorks: Basic Culinary Training
- Professional Bartending
- Travel Agent
- Wedding Planner



Scan or click the QR code to explore this category further on our website.

**1,603** HOSPITALITY PROFESSIONALS WERE CONTRIBUTED TO THE REGIONAL WORKFORCE BY CCBC



### HOSPITALITY SERVICES INFORMATION SESSIONS

Wednesdays, 3–4 p.m. via Zoom.  
September 10, October 8,  
November 12, December 10

For details, contact 443.840.5840  
or [hospitalitycareers@ccbcmd.edu](mailto:hospitalitycareers@ccbcmd.edu).

## FOOD AND BEVERAGE

### CATERING PROFESSIONAL

#### CONTINUING EDUCATION WORKFORCE CERTIFICATE

This course prepares students to organize and manage catering events, either in facilities or at customer locations. Catering professionals can work in hotels, restaurants or own their own catering business.

HSL 060

#### Catering Professional Online

Ready to start or enhance a catering business? Gain essential skills in catering styles, HR management, accounting, marketing, food production, safety and planning to manage successful events and operations.

Total Cost: \$1,295 (Tuition: \$50 Fees: \$1,245)

CRN#	Day/Ses.	Dates	Time	Location
71395	Arranged	9/8–1/4	Arranged	E2GC
71396	Arranged	10/13–2/8	Arranged	E2GC

### FOODWORKS BASIC CULINARY TRAINING

#### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Train for a new career and help hungry Marylanders in need! This 12-week program provides on-the-job training in cooking, commercial equipment and food safety at the Maryland Food Bank's Bauer Community Kitchen. Financial aid may be available to those who qualify. Visit our website for course details and registration.

#### REQUIRED COURSES:

- FoodWorks Basic Culinary I and Practicum I
- FoodWorks Basic Culinary II and Practicum II
- FoodWorks Basic Culinary III and Practicum III

### FOODWORKS MANDATORY INFORMATION SESSIONS

Students are required to attend an information session and complete an application before starting the program. Sessions are offered biweekly via Zoom or in person at the Maryland Food Bank.

For details, contact Yumi Kim at 443.840.5840  
or [hospitalitycareers@ccbcmd.edu](mailto:hospitalitycareers@ccbcmd.edu).

### FOOD SERVICE MANAGER

#### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Food service managers oversee the daily operations of food establishments, including hiring staff, managing schedules and handling customer service. This program prepares students for ManageFirst® Professional credentialing and ServSafe® certification by the National Restaurant Association Educational Foundation.

ManageFirst® classes are blended: First and last classes are held in person with online classes in-between. Last class includes ManageFirst® exam. For more information, contact 443.840.5840 or [hospitalitycareers@ccbcmd.edu](mailto:hospitalitycareers@ccbcmd.edu).

#### REQUIRED COURSES:

- ManageFirst® Controlling Food Service Costs
- ManageFirst® Hospitality and Restaurant Management
- ManageFirst® HR Management
- ServSafe® Food Safety Training and Certification
- Choose an elective:
  - ManageFirst® Customer Service
  - ManageFirst® Principles of Food and Beverage Management

## CASINO DEALER

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

The legalization of gambling in Maryland has increased employment opportunities in the gaming industry, including casino dealer positions. Certification in various casino games is required for table game positions.

HSL 092

#### Casino Poker Dealer

Master casino poker fundamentals, including Texas Hold-'em, Omaha and 7/5 Card Stud. Focus on accuracy, game pace, rake, pots and side pots. Special \$595 pricing applies for students with a Maryland gaming license.

Total Cost: \$795 (Tuition: \$239 Fees: \$556)

CRN#	Day/Ses.	Dates	Time	Location
70435	M/T(16)	8/25–10/20	1–6:30 p.m.	OM
71075	M/T(16)	11/3–12/23	1–6:30 p.m.	OM


**HSL 040**
**ManageFirst® Customer Service**

In this ManageFirst® Professional Series elective, learn to lead a team in delivering exceptional food-service customer service. Topics include guest service culture, exceeding expectations and accurate orders.

Total Cost: \$265 (Tuition: \$80 Fees: \$185)

CRN#	Day/Ses.	Dates	Time	Location
70444	W(1)	9/24	12:45–2 p.m.	OM
	Arranged	9/24–10/22	Arranged	Online
	W(1)	10/22	10 a.m.–12:30 p.m.	OM

**HSL 057**
**ManageFirst® Hospitality and Restaurant Management**

Focus on financial goals and quality standards in hospitality leadership. Learn strategic planning and employee management as part of the ManageFirst® Professional credential.

Total Cost: \$519 (Tuition: \$156 Fees: \$363)

CRN#	Day/Ses.	Dates	Time	Location
71072	W(1)	11/19	12:45–2 p.m.	OM
	Arranged	11/19–12/27	Arranged	Online
	W(1)	12/17	10 a.m.–12:30 p.m.	OM

**HSL 058**
**ManageFirst® Principles of Food and Beverage Management**

Master foundational principles for managing food service operations. This is one of the electives for the ManageFirst® Professional Credential.

Total Cost: \$529 (Tuition: \$159 Fees: \$370)

CRN#	Day/Ses.	Dates	Time	Location
70446	W(1)	10/22	12:45–2 p.m.	OM
	Arranged	10/22–11/19	Arranged	Online
	W(1)	11/19	10 a.m.–12:30 p.m.	OM

**HSL 059**
**ManageFirst® Controlling Food Service Costs – Blended**

Balancing costs, quality and value is key to a successful food-service operation. Learn to set profitable menu prices and control costs effectively.

Total Cost: \$519 (Tuition: \$156 Fees: \$363)

CRN#	Day/Ses.	Dates	Time	Location
70447	W(1)	8/27	12:45–2 p.m.	OM
	Arranged	8/27–9/24	Arranged	Online
	W(1)	9/24	10 a.m.–12:30 p.m.	OM

**HSL 016**
**ServSafe® Food Safety Training and Certification**

Earn your ServSafe® Food Safety certificate from the National Restaurant Association Educational Foundation. Covering food safety systems, sanitation, accident prevention and proper food handling, this course includes all materials and exam fees. Bring photo ID.

Total Cost: \$209 (Tuition: \$63 Fees: \$146)

CRN#	Day/Ses.	Dates	Time	Location
70429	S(2)	8/23–30	9 a.m.–5 p.m.	EC
71085	S(2)	9/13–20	9 a.m.–5 p.m.	HV
71086	S(2)	10/11–18	9 a.m.–5 p.m.	CC
71087	S(2)	11/8–15	9 a.m.–5 p.m.	OM
71088	S(2)	12/6–13	9 a.m.–5 p.m.	EC

**HSL 017**
**ServSafe® Food Safety Training and Re-Certification**

Update your ServSafe® certification with an in-class exam covering food code changes, contamination, sanitation, accident prevention and proper food storage and handling. All materials and exam fees are included. Bring photo ID.

Total Cost: \$159 (Tuition: \$48 Fees: \$111)

CRN#	Day/Ses.	Dates	Time	Location
70430	S(1)	8/30	9 a.m.–5 p.m.	EC
71089	S(1)	9/20	9 a.m.–5 p.m.	HV
71090	S(1)	10/18	9 a.m.–5 p.m.	CC
71091	S(1)	11/15	9 a.m.–5 p.m.	OM
71092	S(1)	12/13	9 a.m.–5 p.m.	EC

**FOOD TRUCK OPERATOR**
**CONTINUING EDUCATION  
WORKFORCE CERTIFICATE**

Learn the skills needed to start a food truck business in Maryland, including menu planning, food cost management and licensing. Upon completing the exam, students can earn ServSafe® Manager certification.

**REQUIRED COURSES:**

- Starting Your Own Food Truck Business
- Controlling Costs for Food Truck Operators
- The Entrepreneurial Mindset with Coaching (See Business and Management section)
- ServSafe® Food Safety Training and Certification

**SBA 036**
**Starting Your Own Food Truck Business**

Turn your culinary passion into a food truck business! Learn the essentials of starting a food truck in Maryland, including concept development, market research, menu planning, costs, marketing, HACCP plan basics, and licensing, permitting and insurance.

Total Cost: \$159 (Tuition: \$48 Fees: \$111)

CRN#	Day/Ses.	Dates	Time	Location
71081	M/W(2)	10/6–8	6:30–9:45 p.m.	OM
71082	M/W(2)	11/3–5	6:30–9:45 p.m.	OM

**SBA 037**
**Controlling Costs for Food Truck Operators**

Maximize your food truck's profitability with tactics for effective menu design, pricing and cost control. Learn strategies to ensure your unique food service operation thrives financially.

Total Cost: \$159 (Tuition: \$48 Fees: \$111)

CRN#	Day/Ses.	Dates	Time	Location
71083	M/W(2)	10/13–15	6:30–9:45 p.m.	OM
71084	M/W(2)	11/10–12	6:30–9:45 p.m.	OM

**PROFESSIONAL BARTENDING**
**CONTINUING EDUCATION  
WORKFORCE CERTIFICATE**

Learn the fundamentals of professional bartending, including alcohol pairings, inventory management and customer service. The program prepares students to earn Training for Intervention ProcedureS (TIPS®) certification, a Maryland-approved credential for alcohol service.

**HSL 103**
**Professional Bartending and Mixology**

Discover how to excel in bartending and earn your TIPS® Certification (Training Intervention ProcedureS). Must be 21 or older on the first day of class. All materials provided; bring photo ID.

Total Cost: \$529 (Tuition: \$159 Fees: \$370)

CRN#	Day/Ses.	Dates	Time	Location
70433	W/R(10)	8/27–9/25	6–9 p.m.	OM
71078	W/R(10)	10/1–30	6–9 p.m.	OM
71080	W/R(10)	11/12–12/18	6–9 p.m.	OM

**HSL 101**
**TIPS® Training for Intervention Procedures**

Prepare to handle challenging alcohol-serving situations safely. Successfully complete the advanced exam to apply for a 4-year TIPS certification. Designed for casino staff, bartenders, servers, hosts and other restaurant personnel.

Total Cost: \$79 (Tuition: \$24 Fees: \$55)

CRN#	Day/Ses.	Dates	Time	Location
70434	R(1)	9/25	5:30–10 p.m.	OM
71077	R(1)	10/30	5:30–10 p.m.	OM
71079	R(1)	12/18	5:30–10 p.m.	OM



## HOSPITALITY

### ESSENTIAL SKILLS FOR THE HOSPITALITY SUPERVISOR (NEW)

#### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Hospitality supervisors oversee staff across diverse settings, including casinos, restaurants, hotels, hospitals and care facilities. They ensure quality standards, meet deadlines, correct issues and guide employees through complex situations with guests. Supervisors help implement policies and procedures, and may assist with hiring, training and performance evaluations.

#### REQUIRED COURSES:

- Supervisory Skills for the Hospitality Industry
- Hospitality Department Trainer
- Guest Service Gold

#### HSL 123

### Supervisory Skills for the Hospitality Industry (NEW)

Learn how to communicate effectively and conduct orientation, training, staffing and scheduling. Explore the supervisor's responsibilities, including motivation, team building, leadership and time management.

Total Cost: \$499 (Tuition: \$150 Fees: \$349)

CRN#	Day/Ses.	Dates	Time	Location
72547	T(1)	10/7	7–9:30 p.m.	OM
	Arranged	10/7–14	Arranged	Online
	T(1)	10/14	7–9:30 p.m.	OM

#### HSL 124

### Hospitality Department Trainer (NEW)

Become a skilled hospitality department trainer. Learn about assessing training needs, effective training skills and methods, and related legal policies.

Total Cost: \$349 (Tuition: \$105 Fees: \$244)

CRN#	Day/Ses.	Dates	Time	Location
72548	R(1)	10/9	7–9:30 p.m.	OM
	Arranged	10/9–16	Arranged	Online
	R(1)	10/16	7–9:30 p.m.	OM

#### HSL 005

### Guest Service GOLD® Hospitality Training

Master seven key elements of exceptional guest service in this course. Earn the Certified Guest Service Professional (CGSP) designation from the American Hotel and Lodging Educational Institute upon successful completion.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71073	M(1)	9/29	5:45–9:45 p.m.	OM
71074	M(1)	11/17	5:45–9:45 p.m.	OM

## WEDDING PLANNER

#### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Wedding planners coordinate weddings, manage vendor contracts and ensure smooth event execution. Program completion results in a Certified Wedding Planner certificate from the Wedding Planning Institute. Students must register for all courses at the same time.

#### REQUIRED COURSES:

- Certified Wedding Planner – Modules 1–4

#### HSL 068

### Certified Wedding Planner – Module 1

Total Cost: \$625 (Tuition: \$50 Fees: \$575)

CRN#	Day/Ses.	Dates	Time	Location
71405	Arranged	9/8–12/7	Arranged	E2GC
71409	Arranged	11/10–2/8	Arranged	E2GC

#### HSL 069

### Certified Wedding Planner – Module 2

Total Cost: \$485 (Tuition: \$50 Fees: \$435)

CRN#	Day/Ses.	Dates	Time	Location
70538	Arranged	10/13–1/4	Arranged	E2GC
71406	Arranged	12/8–3/8	Arranged	E2GC

#### HSL 073

### Certified Wedding Planner – Module 3

Total Cost: \$245 (Tuition: \$35 Fees: \$210)

CRN#	Day/Ses.	Dates	Time	Location
70090	Arranged	9/8–10/19	Arranged	E2GC
70527	Arranged	11/10–12/21	Arranged	E2GC

#### HSL 074

### Certified Wedding Planner – Module 4

Total Cost: \$240 (Tuition: \$30 Fees: \$210)

CRN#	Day/Ses.	Dates	Time	Location
70089	Arranged	9/1–10/12	Arranged	E2GC
70091	Arranged	10/20–12/7	Arranged	E2GC
70531	Arranged	12/22–2/8	Arranged	E2GC

## CORPORATE EVENT PLANNER

#### CONTINUING EDUCATION WORKFORCE CERTIFICATE

This online program covers the skills needed to plan corporate events, including budgeting and vendor management, and results in a Certified Corporate Event Planner certificate from the Wedding Planning Institute. Students must register for all courses at the same time.

#### REQUIRED COURSES:

- Corporate Event Planner – Modules 1–3

#### HSL 071

### Corporate Event Planner – Module 1

Total Cost: \$515 (Tuition: \$10 Fees: \$505)

CRN#	Day/Ses.	Dates	Time	Location
71417	Arranged	9/8–12/7	Arranged	E2GC

#### HSL 075

### Corporate Event Planner – Module 2

Total Cost: \$235 (Tuition: \$10 Fees: \$225)

CRN#	Day/Ses.	Dates	Time	Location
70553	Arranged	11/10–12/21	Arranged	E2GC
71419	Arranged	12/8–1/25	Arranged	E2GC

#### HSL 076

### Corporate Event Planner – Module 3

Total Cost: \$245 (Tuition: \$30 Fees: \$215)

CRN#	Day/Ses.	Dates	Time	Location
70095	Arranged	9/29–11/9	Arranged	E2GC
71421	Arranged	10/13–1/11	Arranged	E2GC
70554	Arranged	12/22–2/8	Arranged	E2GC

## EVENT MANAGEMENT AND DESIGN

#### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Learn the practical and creative skills needed to design and execute special events. This program equips students with the knowledge to start a career in event planning or to advance in the field. Students must register for all courses at the same time.

#### REQUIRED COURSES:

- Event Management and Design – Modules 1–2

#### HSL 112

### Event Management and Design – Module 1

Total Cost: \$1,000 (Tuition: \$20 Fees: \$980)

CRN#	Day/Ses.	Dates	Time	Location
71424	Arranged	10/13–1/11	Arranged	E2GC
71426	Arranged	11/10–2/8	Arranged	E2GC

#### HSL 113

### Event Management and Design – Module 2

Total Cost: \$995 (Tuition: \$20 Fees: \$975)

CRN#	Day/Ses.	Dates	Time	Location
70557	Arranged	10/13–1/4	Arranged	E2GC

## TRAVEL AGENT TRAINING

#### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Learn how to sell and book travel for vacations, honeymoons and corporate events. The program covers all aspects of travel, from airlines to cruises, and prepares students to take the Travel Agent Proficiency (TAP) test. Registration for the TAP test is included. Students must register for all courses at the same time.

#### REQUIRED COURSES:

- Travel Agent – Modules 1–2

#### HSL 062

### Travel Agent – Module 1

Total Cost: \$1,200 (Tuition: \$25 Fees: \$1,175)

CRN#	Day/Ses.	Dates	Time	Location
71398	Arranged	9/8–11/2	Arranged	E2GC
71400	Arranged	11/10–1/4	Arranged	E2GC

#### HSL 063

### Travel Agent – Module 2

Total Cost: \$1,045 (Tuition: \$25 Fees: \$1,020)

CRN#	Day/Ses.	Dates	Time	Location
70524	Arranged	10/13–12/7	Arranged	E2GC
71399	Arranged	11/3–12/31	Arranged	E2GC



# BUILDING AND INDUSTRIAL TECHNOLOGY

Construct, innovate, operate and achieve. Build your career on a solid foundation.

## Workforce Training Options

- Building Automation Systems Technician
- CNC Machine Tool
- Construction Pre-Apprenticeship Core Curriculum and Specialties
- Fab Lab Technology
- HVAC/Refrigeration Technician
- Mechatronics
- Production Technician
- Property Maintenance Technician
- Registered Apprenticeships
- Robotics Technician
- Welding

## Degree and Certificate Program Areas

- Computer-Aided Design
- Construction
- Electrical Engineering
- Engineering
- Heating, Ventilation, Air Conditioning (HVAC) and Energy Technology
- Industrial Design and Technology



Scan or click the QR code to explore this category further on our website.

**2,934** BUILDING AND INDUSTRIAL TECHNOLOGY PROFESSIONALS WERE CONTRIBUTED TO THE REGIONAL WORKFORCE BY CCBC



## APPRENTICESHIPS

Gain hands-on experience and earn while you learn with skilled-trades apprenticeships. These programs combine on-the-job training and classroom instruction, offering opportunities for higher wages and potential college credits. Explore partnerships with trade councils and employers across Maryland at [ccbcm.edu/apprenticeships](http://ccbcm.edu/apprenticeships).

## COMPUTER-AIDED DESIGN

CCBC is an Autodesk Authorized Training Center and a Bentley Systems Inc. educational partner. Many of these courses can also be taken for credit. If applicable, the credit course number will be noted.

### TEC 005

#### Basic AutoCAD

Gain practical working knowledge of AutoCAD. Master basic drawing skills, edit drawing elements and create finished drawings using dimensioning and detailing tools.

Total Cost: \$499 (Tuition: \$150 Fees: \$349)

CRN#	Day/Ses.	Dates	Time	Location
71679	T/R(7)	9/9–30	6–9:15 p.m.	CC

### TEC 504

#### Autodesk Revit Level 1

Learn computer design techniques such as cover tool palettes, project browser and navigator. Master creating building components, drawing techniques for plans, sections, elevations and dimensioning. Discover new styles and how to label, plot completed drawings effectively.

Total Cost: \$799 (Tuition: \$240 Fees: \$559)

CRN#	Day/Ses.	Dates	Time	Location
71677	T/R(12)	10/7–11/13	6–9:15 p.m.	CC

### VOA 559

#### Introduction to CAD

Learn basic 2D drafting with computer aided design, covering structure, features, drawing creation, file maintenance and plotting. Credit course: CADD 101.

Total Cost: \$569 (Tuition: \$171 Fees: \$398)

CRN#	Day/Ses.	Dates	Time	Location
71781	M/W(28)	8/25–12/3	11:10 a.m.–1 p.m.	CC
71820	M/W(28)	8/25–12/3	7:40–9:30 p.m.	CC
71824	M/W(28)	8/25–12/3	9:35–11:25 a.m.	CC
71825	T/R(29)	8/26–12/4	9:35–11:20 a.m.	CC
71837	Arranged	8/25–12/14	Arranged	Online
71836	Arranged	8/25–12/14	Arranged	Online
71826	S(13)	9/6–12/6	9 a.m.–1:15 p.m.	CC

### VOA 560

#### CAD Applications – MicroStation

Explore applications in CAD and broaden your knowledge of graphics manipulation to create fully developed 3D designs and output using MicroStation software. Prerequisite: Introduction to CADD. Credit course: CADD 111.

Total Cost: \$569 (Tuition: \$171 Fees: \$398)

CRN#	Day/Ses.	Dates	Time	Location
71830	M/W(28)	8/25–12/3	6–7:50 p.m.	CC

### VOA 561

#### CAD Building Information Modeling – Revit

Learn the concepts of architectural drawing using 3D BIM software for commercial and residential structures. 3D BIM is used for the visualization, interpretation and development of architectural floor plans, including sectional, elevation and detail drawings. Prerequisite: Introduction to CADD. Credit course: CADD 202.

Total Cost: \$569 (Tuition: \$171 Fees: \$398)

CRN#	Day/Ses.	Dates	Time	Location
71832	M/W(28)	8/25–12/3	6–7:50 p.m.	CC
71835	Arranged	8/25–12/14	Arranged	Online


**VOA 563**
**Computer-Aided Civil Applications**

Learn CAD civil engineering techniques, including subdivision design, grading, roads, drainage and cost estimation. Prerequisite: Introduction to CADD 101. Credit course: CADD 251.

Total Cost: \$569 (Tuition: \$171 Fees: \$398)

CRN#	Day/Ses.	Dates	Time	Location
71833	S(13)	9/6–12/6	9 a.m.–1:15 p.m.	CC

**VOA 562**
**Solid Modeling**

Learn the nature of solid modeling as contrasted with traditional two-dimensional techniques emphasizing mechanical applications. Topics cover development and editing of solid entities, importing and exporting models, and use of solid models in manufacturing situations. Prerequisite: Current experience with two-dimensional software. Credit course: CADD 242.

Total Cost: \$569 (Tuition: \$171 Fees: \$398)

CRN#	Day/Ses.	Dates	Time	Location
71834	M/W(28)	8/25–12/3	7:40–9:30 p.m.	CC

## CONSTRUCTION TRADES

For more information, contact Dave Frey at 443.840.2793 or [dfrey@ccbcmd.edu](mailto:dfrey@ccbcmd.edu).

**VOA 659**
**Introduction to Blueprint Reading**

Learn the symbols and drawing language of blueprints and how to read and understand drawing specifications.

Total Cost: \$299 (Tuition: \$90 Fees: \$209)

CRN#	Day/Ses.	Dates	Time	Location
71873	M/W(6)	12/1–17	9:05–11 a.m.	DC

**VOA 948**
**Basic Carpentry (NEW)**

Gain an introduction to basic carpentry terminology, using hand tools, power tools and building materials. Learn techniques to handle small projects involving repair, maintenance and/or new construction. Topics include measuring, cutting lumber, windows and doors, and erecting walls.

Total Cost: \$599 (Tuition: \$180 Fees: \$419)

CRN#	Day/Ses.	Dates	Time	Location
71880	T/R(10)	10/21–11/20	9 a.m.–12:15 p.m.	DC

**VOA 951**
**Basic Electricity**

Learn terminology, how to use hand tools and materials, and techniques for small maintenance and/or new construction. Topics include single and 3-way switches, outlets and circuits.

Total Cost: \$599 (Tuition: \$180 Fees: \$419)

CRN#	Day/Ses.	Dates	Time	Location
71886	M/W(8)	10/20–11/19	9 a.m.–12:15 p.m.	DC

**APT 119**
**Construction Trades Exploration (NEW)**

Explore careers in carpentry, electrical, plumbing and HVAC, including apprenticeship pathways. Get introduced to each field through hands-on practice and expert instruction.

Total Cost: \$89 (Tuition: \$27 Fees: \$62)

CRN#	Day/Ses.	Dates	Time	Location
72202	W(4)	9/3–24	6–9 p.m.	DC

**VOC 999**
**Math for the Trades (NEW)**

This course is designed to enable students to improve their mathematical ability with day-to-day tasks requiring computational skills and to apply those skills within specific trades. Topics include whole numbers, fractions, decimals, percents, measurements and problem solving.

Total Cost: \$399 (Tuition: \$120 Fees: \$279)

CRN#	Day/Ses.	Dates	Time	Location
71888	M/T/W(8)	9/2–17	6–9 p.m.	Online

**VOA 834**
**OSHA 10-Hour General Industry**

Gain a broad awareness of how to recognize and prevent a variety of hazards on a general industry site. Designed for the entry-level general industry worker, topics include the OSHA Act, walking and working surfaces, electrical, personal protective equipment and hazard communication.

Total Cost: \$299 (Tuition: \$90 Fees: \$209)

CRN#	Day/Ses.	Dates	Time	Location
72048	F(2)	10/24–31	3:45–9:15 p.m.	DC

**APT 120**
**Residential Construction: Estimating Costs (NEW)**

Learn practical math skills to accurately estimate costs for residential construction and remodeling projects, including materials, labor, equipment and intangible expenses.

Total Cost: \$259 (Tuition: \$78 Fees: \$181)

CRN#	Day/Ses.	Dates	Time	Location
71884	M/W(8)	10/6–29	9:05 a.m.–12 p.m.	DC

## CONSTRUCTION EDUCATION ACADEMY

For more information, contact  
Denise Bellamy at 443.840.4712  
or [dbellamy@ccbcmd.edu](mailto:dbellamy@ccbcmd.edu).

## HVAC/REFRIGERATION

### BUILDING AUTOMATION SYSTEMS TECHNICIAN CONTINUING EDUCATION WORKFORCE CERTIFICATE

Prepare for high-paying entry-level HVAC positions with the Building Automation Systems (BAS) certificate. Learn to integrate HVAC and IT systems in commercial buildings, gaining valuable skills in this growing field. Visit our website for course details and registration. For more information, contact Dave Frey at 443.840.2793 or [dfrey@ccbcmd.edu](mailto:dfrey@ccbcmd.edu).

### HVAC/REFRIGERATION TECHNICIAN CONTINUING EDUCATION WORKFORCE CERTIFICATE

Earn an industry-recognized Basic HVAC Certificate in just six classes. Gain foundational skills for a successful HVAC career. Visit our website for course details and registration. For more information, contact Dave Frey at 443.840.2793 or [dfrey@ccbcmd.edu](mailto:dfrey@ccbcmd.edu).

**VOA 970**
**Basic HVAC Electricity**

Learn AC and DC circuit fundamentals. Topics include wiring and construction principles; commercial, industrial and residential wiring; purpose and use of the National Electric Code; the "hows" and "whys" of basic wiring and construction. Credit course: ELEI 101.

Total Cost: \$735 (Tuition: \$221 Fees: \$514)

CRN#	Day/Ses.	Dates	Time	Location
71640	M/W(13)	8/26–10/7	5:45–9:30 p.m.	DC
71639	M/W(12)	8/27–10/8	9 a.m.–12:50 p.m.	CC

**VOA 656**
**Advanced HVAC Electricity**

Explore motors, controls and electrical devices in HVAC systems. Learn to interpret complex electrical schematics. Prerequisite: Basic HVAC Electricity or program coordinator approval.

Total Cost: \$569 (Tuition: \$171 Fees: \$398)

CRN#	Day/Ses.	Dates	Time	Location
71633	M/W(14)	10/20–12/4	6–9:45 p.m.	CC


**VOC 953**
**Comfort Cooling Systems**

Apply refrigeration theory and principles while learning proper use of electric heat pumps and handling regulations for refrigerant. Includes hands-on labs in refrigerant recovery and troubleshooting. Prerequisites: VOA 975 and VOA 970. Credit course: AIRC 210.

Total Cost: \$569 (Tuition: \$171 Fees: \$398)

CRN#	Day/Ses.	Dates	Time	Location
71646	T/R(14)	10/16–12/4	6–9:45 p.m.	CC
71645	T/R(14)	8/26–10/9	1–4:35 p.m.	CC

**VOA 801**
**Commercial HVAC Systems**

Explore the technology used in commercial, institutional and industrial cooling systems including analysis of system performance and diagnosis of problems. Examine equipment such as reciprocating and centrifugal chillers, absorption systems, cooling towers, fans and air handlers. Emphasis on psychometrics, pressure-enthalpy diagrams and commercial load calculations.

Total Cost: \$569 (Tuition: \$171 Fees: \$398)

CRN#	Day/Ses.	Dates	Time	Location
71647	T/R(13)	8/26–10/7	6–9 p.m.	CC

**VOA 859**
**Commercial Refrigeration Systems**

Learn methods and hands-on techniques to diagnose and repair ice machines, coolers and freezers, focusing on light commercial equipment. Prerequisites: VOA 969, VOA 970, VOC 953 and VOA 656 or approval of program coordinator.

Total Cost: \$569 (Tuition: \$171 Fees: \$398)

CRN#	Day/Ses.	Dates	Time	Location
71648	M/W(13)	10/20–12/4	6–9:10 p.m.	CC

**VOA 975**
**Fundamentals of Refrigeration**

Learn heat transfer theory in refrigeration, evaluate system performance, use service tools and follow installation procedures such as charging and leak detection. Prerequisites include math, English and reading skills. Credit course: AIRC 115.

Total Cost: \$569 (Tuition: \$171 Fees: \$398)

CRN#	Day/Ses.	Dates	Time	Location
71650	M/W(12)	8/27–10/8	8:30 a.m.–12:45pm	CC
71653	M/W(14)	10/20–12/3	1–4:45 p.m.	CC

**VOA 985**
**Heating Systems**

Learn the principles of heating systems, focusing on gas and oil furnaces. Topics include heat transfer methods, combustion by-products, fuel types, forced air furnaces, manifold pressure monitoring and major furnace components. Credit course: AIRC 205.

Total Cost: \$569 (Tuition: \$171 Fees: \$398)

CRN#	Day/Ses.	Dates	Time	Location
71657	T/R(14)	8/26–10/9	6–9:55 p.m.	CC
71658	T/R(14)	10/16–12/4	9 a.m.–12:45 p.m.	CC

**VOA 969**
**HVAC Safety, Tools, and Methods**

Learn about special HVACR tools and basic shop practices, including hand tools, machines, duct installation, tubing, piping, fittings, threading pipe and using a drill press and post grinder.

Total Cost: \$569 (Tuition: \$171 Fees: \$398)

CRN#	Day/Ses.	Dates	Time	Location
71659	M/W(12)	8/27–10/8	1:30–5:35 p.m.	CC
71660	T/R(15)	10/16–12/4	1:15–4:45 p.m.	CC
71661	T/R(14)	10/16–12/4	6–9:40 p.m.	DC

**VOC 044**
**Preparation for Refrigerant Recovery Certification**

Learn about EPA regulations for refrigerant recovery, Learn about EPA regulations for refrigerant recovery, reclaiming, and recycling. Note that costs exclude texts/materials. Credit course: AIRC 121.

Total Cost: \$185 (Tuition: \$56 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
72363	M/T/W(3)	12/1–3	5:45–9 p.m.	CC

**VOC 991**
**Refrigerant Recovery Certification Test**

This test is a co-requisite with Preparation for Refrigerant Recovery Certification.

Total Cost: \$50 (Tuition: \$0 Fees: \$50)

CRN#	Day/Ses.	Dates	Time	Location
72369	R(1)	12/4	5:45–7:45 p.m.	CC

## MARYLAND STATIONARY ENGINEERING

For more information, contact Dave Frey at 443.840.2793 or dfrey@cbbcmd.edu.

## MANUFACTURING, PRODUCTION AND AUTOMATION

### CERTIFIED PRODUCTION TECHNICIAN (CPT) CONTINUING EDUCATION WORKFORCE CERTIFICATE

Prepare for an advanced manufacturing career and the Manufacturing Skill Standards Council's CPT certification. This program covers safety, quality practices and measurements, manufacturing production and processes, and maintenance awareness. For more information, contact Steve Ricketts at 443.840.4442 or sricketts@cbbcmd.edu.

**CNC MACHINE TOOL**
**CONTINUING EDUCATION WORKFORCE CERTIFICATE**

Learn manual and CNC machine tool technology through hands-on training at the CCBC Catonsville machine shop. This comprehensive 9-month program includes safety, blueprint reading, trade math and quality skills, with opportunities for National Institute of Metalworking Skills (NIMS) certifications. Applicants must attend an orientation session. For information, contact Denise Bellamy at 443.840.4712 or dbellamy@cbbcmd.edu.

### FAB LAB TECHNOLOGY (DESIGN AND MAKE)

**CONTINUING EDUCATION WORKFORCE CERTIFICATE**

Gain hands-on experience with 3D printers, laser cutters, CNC routers and more at the CCBC Catonsville Fab Lab. Start with the Fab Lab Introduction course to learn safety and operations, earning lab membership for access to resources. No prior design experience required. Visit our website for course details and registration.

**VOD525**
**Fab Lab Introduction**

Learn safety and operating procedures for fabrication prototyping lab equipment, including the laser engraver, ShopBot, rapid mill, 3D printer and vinyl cutter. Gain entry-level proficiency, including safety, materials, setup and operation.

Total Cost: \$99 (Tuition: \$0 Fees: \$99)

CRN#	Day/Ses.	Dates	Time	Location
71680	S(1)	9/13	10 a.m.–12 p.m.	CC
71681	M(1)	9/29	6–8 p.m.	CC
71682	S(1)	10/25	10 a.m.–12 p.m.	CC
71683	M(1)	11/17	6–8 p.m.	CC
71684	S(1)	12/13	10 a.m.–12 p.m.	CC

**VOB 124**
**Digital Fabrication Fundamentals**

Learn digital design and prototyping with fabrication equipment and software. Prerequisite: Introduction to CADD or program coordinator's permission. Credit Course: CAMM 130.

Total Cost: \$569 (Tuition: \$171 Fees: \$398)

CRN#	Day/Ses.	Dates	Time	Location
72054	T(12)	9/23–12/9	6–11 p.m.	CC

**VOB 125**
**Advanced Digital Fabrication**

Build on skills from Digital Fabrication Fundamentals by deepening your knowledge of machine operations and related software. Prerequisite: Digital Fabrication Fundamentals. Credit course: CAMM 131.

Total Cost: \$569 (Tuition: \$171 Fees: \$398)

CRN#	Day/Ses.	Dates	Time	Location
72049	R(15)	8/28–12/11	5–8:45 p.m.	CC


**VOB 044**
**Fab Lab CNC Router Applications Introduction**

Learn applications using the ShopBot CNC Router and PartWorks software. Topics include safety procedures, machine setup and operation. Includes a comprehensive final project.

Total Cost: \$169 (Tuition: \$51 Fees: \$118)

CRN#	Day/Ses.	Dates	Time	Location
71863	M(2)	9/15–22	6–9:15 p.m.	CC
71867	S(1)	11/1	9 a.m.–3:30 p.m.	CC

**VOB 117**
**Fab Lab Introduction to Fusion 360**

Transform your design concepts into creations with Fusion 360. This cloud-based software integrates design, modeling and manufacturing. Master its basic tools for designing and 3D printing.

Total Cost: \$169 (Tuition: \$51 Fees: \$118)

CRN#	Day/Ses.	Dates	Time	Location
71860	S(1)	10/11	9 a.m.–3:30 p.m.	CC

**VOB 140**
**Intro to 3D Scanning (NEW)**

Learn 3D scanning fundamentals with handheld scanners. Master techniques, post-processing and real-world applications while developing hands-on skills in capturing and processing 3D models.

Total Cost: \$169 (Tuition: \$51 Fees: \$118)

CRN#	Day/Ses.	Dates	Time	Location
72053	S(1)	10/4	9 a.m.–3:30 p.m.	CC
72052	M(2)	11/24–12/1	6–9:15 p.m.	CC

**VOB 137**
**Introduction to FDM 3D Printing (NEW)**

Discover Fused Deposition Modeling (FDM) 3D printing, mastering key principles, equipment and materials to confidently operate FDM printers in a Fab Lab for personal or professional projects.

Total Cost: \$169 (Tuition: \$51 Fees: \$118)

CRN#	Day/Ses.	Dates	Time	Location
71864	M(2)	10/13–20	6–9:15 p.m.	CC
71866	S(1)	12/6	9 a.m.–3:30 p.m.	CC

**VOB 138**
**Introduction to SLA 3D Printing (NEW)**

Stereolithography (SLA) 3D printing is a leading additive manufacturing technology. Master essential principles, equipment and materials to confidently create detailed, accurate 3D prints.

Total Cost: \$169 (Tuition: \$51 Fees: \$118)

CRN#	Day/Ses.	Dates	Time	Location
71862	S(1)	9/27	9 a.m.–3:30 p.m.	CC
71865	M(2)	11/3–10	6–9:15 p.m.	CC

**VOB 139**
**Exploring 3D Face Scanning: Scan to Print (NEW)**

Ever wanted to turn your face into a 3D model? In this hands-on workshop, learn to scan facial data, refine your scans and post-process models in 3D software to create a printable STL file.

Total Cost: \$169 (Tuition: \$51 Fees: \$118)

CRN#	Day/Ses.	Dates	Time	Location
72056	S(1)	9/20	9 a.m.–3:30 p.m.	CC
72055	S(1)	11/15	9 a.m.–3:30 p.m.	CC

**INDUSTRIAL MAINTENANCE**

Gain essential skills for a career in industrial maintenance, covering mechanical, electrical, hydraulics, pneumatics and computer controls. Learn safe work practices in all areas of maintenance. For more information, contact Steve Ricketts at 443.840.4442 or [sricketts@ccbcm.edu](mailto:sricketts@ccbcm.edu).

**MECHATRONICS**
**CONTINUING EDUCATION  
WORKFORCE CERTIFICATE**

Prepare for a career in mechatronics, learning electrical, mechanical, fluid systems, automation, rigging and welding. This online course offers skills needed for roles such as mechatronics engineer and automation specialist. Register for parts 1 and 2 together. Visit our website for course details and registration.

**VOA 577**
**Mechatronics – Part 1**

Total Cost: \$998 (Tuition: \$50 Fees: \$948)

CRN#	Day/Ses.	Dates	Time	Location
71929	Arranged	9/8–11/9	Arranged	ED2G0

**VOA 578**
**Mechatronics – Part 2**

Total Cost: \$998 (Tuition: \$50 Fees: \$948)

CRN#	Day/Ses.	Dates	Time	Location
71937	Arranged	11/10–11/11	Arranged	ED2G0

**ROBOTICS TECHNICIAN**
**CONTINUING EDUCATION  
WORKFORCE CERTIFICATE**

Prepare for a successful career in robotics with training in math, safety, automation, electrical and mechanical systems and rigging. Learn how robotics technology is used in distribution and manufacturing. Register for parts 1 and 2 together. Visit our website for course details and registration.

**VOA 579**
**Robotics Technician – Part 1**

Total Cost: \$848 (Tuition: \$50 Fees: \$798)

CRN#	Day/Ses.	Dates	Time	Location
71938	Arranged	9/8–11/9	Arranged	ED2G0

**VOA 580**
**Robotics Technician – Part 2**

Total Cost: \$848 (Tuition: \$50 Fees: \$798)

CRN#	Day/Ses.	Dates	Time	Location
71940	Arranged	11/10–1/11	Arranged	ED2G0

**PROPERTY MAINTENANCE  
TECHNICIAN**
**CONTINUING EDUCATION  
WORKFORCE CERTIFICATE**

Develop essential skills for residential facilities maintenance. Graduates earn a provisional certificate from the National Apartment Association Education Institute (NAAEI) and may qualify for full certification after one year of fieldwork. Visit our website for course details and registration.

**VOB 134**
**Certified Property Maintenance Technician  
with EPA Certification**

Launch your residential maintenance career with hands-on training in HVAC (EPA 608), plumbing, electrical repair and tool use. Prepare for NECTI and EPA 608 certification exams.

Total Cost: \$1,399 (Tuition: \$420 Fees: \$979)

CRN#	Day/Ses.	Dates	Time	Location
71882	M/T/W(21)	9/1–10/15	9 a.m.–12:30 p.m.	DC
71878	M/T/W(21)	11/3–12/17	6–9:30 p.m.	DC

**XOMETRY SCHOLARS PROGRAM**

Scholarship support for certain short-term manufacturing and related training.

**Application required.**

For more information, call 443.840.2222.



## WELDING

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Master welding skills from beginner to advanced techniques, including MIG, Stick and TIG welding. Prepare for a successful career with hands-on training. Visit our website for course details and registration.

#### APP 285

##### Welding Basics

Gain basic knowledge and skills for MIG and Stick welding.

Total Cost: \$211 (Tuition: \$0 Fees: \$211)

CRN#	Day/Ses.	Dates	Time	Location
71251	S(1)	9/20	8 a.m.–12:15 p.m.	EGT
71231	S(1)	10/18	8 a.m.–12:15 p.m.	EGT
71260	S(1)	11/15	8 a.m.–12:15 p.m.	EGT
71257	S(1)	12/20	8 a.m.–12:15 p.m.	EGT

#### APT 083

##### Blueprint Reading for Welders

Learn to decode welding blueprints, starting with measurements, lines and views, then progressing to symbols, structural shapes, basic joints, special welds and tolerances.

Total Cost: \$525 (Tuition: \$78 Fees: \$447)

CRN#	Day/Ses.	Dates	Time	Location
70377	T/R(4)	8/26–9/11	8 a.m.–3 p.m.	EGT
71237	T/R(4)	9/16–25	8 a.m.–3 p.m.	EGT
71252	T/R(4)	9/30–10/9	8 a.m.–3 p.m.	EGT
71230	T/R(4)	10/14–23	8 a.m.–3 p.m.	EGT
71242	T/R(4)	10/28–11/6	8 a.m.–3 p.m.	EGT
71259	T/R(4)	11/11–20	8 a.m.–3 p.m.	EGT
71253	T/R(4)	12/2–11	8 a.m.–3 p.m.	EGT

#### VOA 926

##### Fundamentals of Welding

Learn equipment setup, basic techniques, and safety for oxy-fuel, STICK, MIG and TIG welding. Plus, explore basic metallurgy, welding codes, inspection and symbols in this foundational course.

Total Cost: \$2,057 (Tuition: \$308 Fees: \$1,749)

CRN#	Day/Ses.	Dates	Time	Location
70370	M/W/F(6)	8/25–9/12	8 a.m.–3 p.m.	EGT
70368	M/W(12)	8/25–10/8	5:30–8:30 p.m.	EGT
70369	T/R(12)	8/26–10/9	5:30–8:30 p.m.	EGT
71229	M/W/F(6)	10/6–17	8 a.m.–3 p.m.	EGT
71258	M/W/F(6)	11/10–21	8 a.m.–3 p.m.	EGT

#### VOA 930

##### Intermediate MIG Welding

Perform fillet and groove welds in carbon steel in all positions. Geared towards Structural Welding Code vertical and overhead tests for GMAW AWS D9.1 and FCAW AWS D1.1 certifications. Prerequisite: Fundamentals of Welding.

Total Cost: \$3,025 (Tuition: \$453 Fees: \$2,572)

CRN#	Day/Ses.	Dates	Time	Location
71249	M/W/F(7)	9/19–10/3	8 a.m.–3 p.m.	EGT
71240	M/W/F(7)	10/24–11/7	8 a.m.–3 p.m.	EGT
71245	M/W(14)	10/27–12/17	5:30–8:30 p.m.	EGT
71246	T/R(14)	10/28–12/18	5:30–8:30 p.m.	EGT
71256	M/W/F(7)	12/5–19	8 a.m.–3 p.m.	EGT

#### VOB 135

##### Intermediate Stick Welding

Perform fillet and groove welds in carbon steel using E7018 electrodes in all positions. Prepare for AWS D1.1 certification. Prerequisite: Fundamentals of Welding.

Total Cost: \$3,025 (Tuition: \$453 Fees: \$2,572)

CRN#	Day/Ses.	Dates	Time	Location
71234	M/W/F(9)	9/15–10/3	8 a.m.–3 p.m.	EGT
71232	M/W(18)	10/13–12/17	5:30–8:30 p.m.	EGT
71235	T/R(18)	10/14–12/18	5:30–8:30 p.m.	EGT
71233	M/W/F(9)	10/20–11/7	8 a.m.–3 p.m.	EGT
71250	M/W/F(9)	12/1–19	8 a.m.–3 p.m.	EGT

#### VOA 928

##### Intermediate TIG Welding

Perform flat, horizontal and vertical fillet welds and flat groove welds in carbon steel, stainless steel and aluminum. Geared towards AWS D17.1 Fusion Welding for Aerospace Applications. Prerequisite: Fundamentals of Welding.

Total Cost: \$3,025 (Tuition: \$453 Fees: \$2,572)

CRN#	Day/Ses.	Dates	Time	Location
72613	M/W/F(8)	9/17–10/3	8 a.m.–3 p.m.	EGT
71241	M/W(16)	10/20–12/17	5:30–8:30 p.m.	EGT
71244	T/R(16)	10/21–12/18	5:30–8:30 p.m.	EGT
71238	M/W/F(8)	10/22–11/7	8 a.m.–3 p.m.	EGT
71255	M/W/F(8)	12/3–19	8 a.m.–3 p.m.	EGT

#### VOA 581

##### Advanced Welding

Learn certified pipe welding techniques in MIG, Stick or TIG. Proper tacks and feather edging, filler metal angles and manipulations for open root pipe welding are taught. Prerequisite: Intermediate level of chosen discipline.

Total Cost: \$3,025 (Tuition: \$453 Fees: \$2,572)

CRN#	Day/Ses.	Dates	Time	Location
71247	M/W/F(8)	9/17–10/3	8 a.m.–3 p.m.	EGT
71239	M/W(16)	10/20–12/17	5:30–8:30 p.m.	EGT
71243	T/R(16)	10/21–12/18	5:30–8:30 p.m.	EGT
71236	M/W/F(8)	10/22–11/7	8 a.m.–3 p.m.	EGT
71254	M/W/F(8)	12/3–19	8 a.m.–3 p.m.	EGT

## CCBC WORKFORCE GRANT FUNDING

### Classes begin August 2025

- Certified Logistics Associate/Forklift
- Transportation, Distribution and Marine Logistics
- U.S. 100 Ton Captain's License

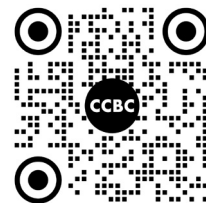
**Grant-funded comprehensive high demand skills training at no cost to qualified, selected applicants..**

**Must be a U.S. citizen or eligible to work in the U.S., at least 18 years of age and have a high school diploma or GED.**

For more information,  
email [kwooten@ccbcmnd.edu](mailto:kwooten@ccbcmnd.edu).

Apply by August 8, 2025 for best consideration.

Scan or click the QR code to get started today:





# TRANSPORTATION, DISTRIBUTION AND LOGISTICS

Navigate, deliver, optimize and accelerate. Steer your career in the right direction.

## Workforce Training Options

- Automotive Safety Inspector
- Automotive Service Attendant
- Commercial Vehicle Operator Class A & B

- Logistics Associate/Warehouse Distribution
- Marine Engine Mechanics Repair
- Procurement and Purchasing Management
- Professional Boat Captain
- Supply Chain Professional

## Degree and Certificate Program Areas

- Aviation Technology
- Automotive Technology
- Transportation, Distribution and Maritime Logistics



Scan or click the QR code to explore this category further on our website.

**1,262** TRUCK DRIVERS CONTRIBUTED TO THE REGIONAL WORKFORCE BY CCBC



## AUTOMOTIVE

### AUT 609

#### ASE Refrigerant Recovery and Recycling

This course prepares technicians for the EPA-Approved Section 609 certification for servicing motor vehicle air conditioners. Topics include MVAC equipment regulations, alternative refrigerants, refrigerant recovery and the environmental impact of improper refrigerant handling.

Total Cost: \$199 (Tuition: \$60 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71796	T(1)	10/14	8:30 a.m.–1:30 p.m.	CC

## AUTOMOTIVE SAFETY INSPECTOR

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

For more information, contact Eric Venanzi at 443.840.5108 or [evenanzi@ccbcm.edu](mailto:evenanzi@ccbcm.edu).

### ARP 294

#### Preparation for MD State Safety Inspection Test

Review Code of Maryland Regulation (COMAR), test strategies, handbook and inspector responsibilities. Minimal out-of-class study. Designed for automotive technicians seeking certification. Test results are not guaranteed.

Total Cost: \$199 (Tuition: \$60 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71931	S(1)	9/13	8 a.m.–3 p.m.	CC
71934	M/T(2)	9/15–16	6–9:30 p.m.	CC
71930	S(1)	10/11	8 a.m.–3 p.m.	CC
71933	M/T(2)	11/10–11	6–9:30 p.m.	CC

### ARP 732

#### Maryland State Inspection Hands-on

##### Test Preparation

Prepare to pass the Maryland State Inspection hands-on test in all applicable topic areas. Intended for automotive students who have passed the Maryland Safety Inspection written exam.

Total Cost: \$399 (Tuition: \$120 Fees: \$279)

CRN#	Day/Ses.	Dates	Time	Location
71936	M/T/W/R(6)	9/17–25	6–9 p.m.	CC
71932	S(2)	11/8–15	8 a.m.–4:30 p.m.	CC
71935	M/T/W/R(6)	11/12–20	6–9 p.m.	CC

## COMMERCIAL DRIVER'S LICENSE

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Earn your CDL-A or CDL-B with classroom and hands-on training, focusing on safety, controls, inspection and trip planning. Must be 18, pass the DOT drug screen/physical and meet licensing requirements. DOT drug screen/physical and learner's permit fee included. Additional classes are offered at Security Square Mall in Woodlawn. Visit [ccbcm.edu/cdl](http://ccbcm.edu/cdl) for more details.

### VOA 554

#### Commercial Driver License Class-A

Total Cost: \$5,500

Day/Ses.	Dates	Time	Location
M–F(40)	9/29–11/21	8 a.m.–4 p.m.	TTC
M–F(60)	10/20–1/16	5–10 p.m.	TTC
M–F(40)	11/10–1/16	8 a.m.–4 p.m.	TTC

### VOA 717

#### Commercial Driver License Class-B

Total Cost: \$3,000

Day/Ses.	Dates	Time	Location
M–F(15)	8/25–9/12	8 a.m.–4 p.m.	TTC
M–F(20)	9/15–10/10	5–10:10 p.m.	TTC
M–F(15)	9/22–10/10	8 a.m.–4 p.m.	TTC
M–F(14)	10/11–11/23	8 a.m.–4 p.m.	TTC
M–F(15)	10/20–11/7	8 a.m.–4 p.m.	TTC
M–F(15)	11/17–12/10	8 a.m.–4 p.m.	TTC
M–F(20)	11/17–12/17	5–10:10 p.m.	TTC

### VOB 129

#### Manual Transmission Vehicle Operations

Class C drivers, prepare for operating manual transmission vehicles in port logistics and on public roads. Topics include equipment identification, operating procedures, shifting patterns and safe techniques for starting, stopping and parking. Requirements: 18+, valid driver's license and current vehicle insurance.

Total Cost: \$199 (Tuition: \$60 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71948	S(1)	9/6	9 a.m.–2:15 p.m.	DC
71993	S(1)	9/20	9 a.m.–2:15 p.m.	CC
71987	S(1)	10/4	9 a.m.–2:15 p.m.	DC
71990	S(1)	11/1	9 a.m.–2:15 p.m.	DC
71994	S(1)	11/15	9 a.m.–2:15 p.m.	CC
71992	S(1)	12/6	9 a.m.–2:15 p.m.	DC



## AVIATION

For more information, contact Eric Venanzi at 443.840.5108 or [evenanzi@ccbcmd.edu](mailto:evenanzi@ccbcmd.edu).

### VOA 103

#### Drone Pilot Training for the Remote Pilot License

Earn your FAA Remote Pilot license and learn to legally fly drones for commercial purposes. Learn about airspace, regulations, meteorology, safety and flight operations. Instructor is FAA certified. Note: A qualifying knowledge exam for the Commercial Drone Certification will be given at the course's conclusion for an additional \$175, to be paid when the exam is scheduled.

Total Cost: \$299 (Tuition: \$90 Fees: \$209)

CRN#	Day/Ses.	Dates	Time	Location
71782	M(3)	9/22	6–10 p.m.	CC
	S(3)	9/27	9 a.m.–5 p.m.	CC
	U(3)	9/28	9 a.m.–1 p.m.	CC
71780	M(3)	10/27	6–10 p.m.	CC
	S(3)	11/1	9 a.m.–5 p.m.	CC
	U(3)	11/2	9 a.m.–1 p.m.	CC
71779	M(3)	12/8	6–10 p.m.	CC
	S(3)	12/13	9 a.m.–5 p.m.	CC
	U(3)	12/14	9 a.m.–1 p.m.	CC

## PILOT SIMULATOR TRAINING

Sign up for entry-level or professional-level flight simulator laboratory experience. Pilots can reserve flight simulator time in 2- or 4-hour time slots.

For more information or to schedule your flight simulator experience, contact Eric Venanzi at 443.840.5108 or [evenanzi@ccbcmd.edu](mailto:evenanzi@ccbcmd.edu).

## CERTIFIED LOGISTICS ASSOCIATE/WAREHOUSE DISTRIBUTION

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

For more information, contact Eric Venanzi at 443.840.5108 or [evenanzi@ccbcmd.edu](mailto:evenanzi@ccbcmd.edu).

### VOA 515

#### Certified Logistics/Warehouse Distribution Associate

Learn the skills required to enter the fast-growing fields of warehousing and distribution. Learn the basics of warehouse operations, safety, customer service, logistics, professional communications, teamwork and conflict resolution.

Total Cost: \$899 (Tuition: \$270 Fees: \$629)

CRN#	Day/Ses.	Dates	Time	Location
72040	M/T/R(6)	10/20–30	3:45–8:45 p.m.	DC

## TRANSPORTATION, DISTRIBUTION AND LOGISTICS INSTITUTE (TDLI)

The premier workforce development training and academic provider for the TDL industry in the Baltimore and Mid-Atlantic region.

Courses target entry, intermediate and advanced workforce training and education for individuals as well as customized training and educational solutions for organizations.

CCBC is a 2021 and 2024 Center of Excellence (COE) for Domestic Maritime Workforce Training and Education designee by the U.S. Department of Transportation, Maritime Administration.

For more information, contact Kipp Snow at 443.840.3034 or [ksnow@ccbcmd.edu](mailto:ksnow@ccbcmd.edu).

## FORKLIFT

For more information, contact Eric Venanzi at 443.840.5108 or [evenanzi@ccbcmd.edu](mailto:evenanzi@ccbcmd.edu).

### VOA 605

#### Forklift Operator Training

Learn safety measures as they pertain to vehicle inspection and operation, product handling under various site conditions and load balance, gravity, and visual and operational checks. Presented in accordance with OSHA standards.

Total Cost: \$229 (Tuition: \$69 Fees: \$160)

CRN#	Day/Ses.	Dates	Time	Location
72042	W(2)	10/22–29	3:45–10:30 p.m.	DC

## MARINE

### VOA 333

#### Maryland Basic Boating Certification Course

Meet the certification requirements of the Maryland Department of Natural Resources Police through classroom instruction in basic boating. Discuss types of vessels, navigational aids, marine weather, regulations, emergency situations, personal watercraft and maneuvering.

Total Cost: \$59 (Tuition: \$18 Fees: \$41)

CRN#	Day/Ses.	Dates	Time	Location
70257	R(2)	8/7–14	6–10:20 p.m.	HV
71664	R(2)	9/11–18	6–10:20 p.m.	HV

### VOA 362

#### S.C.U.B.A. Diving Certification Prep Course

Learn the physics, physiology and procedures associated with modern-day scuba diving using classroom lectures and pool exercises led by experienced professional diving instructors. Pool training equipment provided for an additional fee. Final checkout dive for PADI Open Water Certification arranged with instructor after course completion.

Total Cost: \$199 (Tuition: \$60 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71663	W(6)	8/27	6–10:20 p.m.	DC
	W(6)	9/3–10/1	6–10:20 p.m.	DC
71662	F(6)	8/29	6–10:20 p.m.	EC
	F(6)	9/5–10/3	6–10:20 p.m.	EC

## PROCUREMENT AND PURCHASING MANAGEMENT

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Develop skills for a career in procurement and purchasing, including contracts, supplier evaluation, negotiation, legal aspects, communication and budgeting. This online course requires simultaneous registration for parts 1–3. Visit our website for course details and registration.

### VOA 783

#### Procurement and Purchasing Management – Part 1

Total Cost: \$765 (Tuition: \$40 Fees: \$725)

CRN#	Day/Ses.	Dates	Time	Location
71943	Arranged	9/8–11/9	Arranged	ED2G0

### VOA 784

#### Procurement and Purchasing Management – Part 2

Total Cost: \$765 (Tuition: \$40 Fees: \$725)

CRN#	Day/Ses.	Dates	Time	Location
71944	Arranged	11/10–1/11	Arranged	ED2G0

### VOA 785

#### Procurement and Purchasing Management – Part 3

Total Cost: \$765 (Tuition: \$40 Fees: \$725)

CRN#	Day/Ses.	Dates	Time	Location
71946	Arranged	1/12–3/15	Arranged	ED2G0

## CERTIFIED SUPPLY CHAIN PROFESSIONAL

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Launch your career in supply chain management, covering purchasing, forecasting, inventory, logistics, Lean, Six Sigma and more. This online course requires registration for both parts 1 and 2. Visit our website for course details and registration.

### VOA 791

#### Certified Supply Chain Professional – Part 1

Total Cost: \$1,147 (Tuition: \$50 Fees: \$1,097)

CRN#	Day/Ses.	Dates	Time	Location
71941	Arranged	9/8–11/9	Arranged	ED2G0

### VOA 792

#### Certified Supply Chain Professional – Part 2

Total Cost: \$1,148 (Tuition: \$50 Fees: \$1,098)

CRN#	Day/Ses.	Dates	Time	Location
71942	Arranged	11/10–1/11	Arranged	ED2G0



## LIFE ENRICHMENT



## Pursue your passions at CCBC.

Discover a hidden talent, find a new hobby or just try something different. You'll find an exciting array of classes in art, cooking, fitness, culture, history and much more. For more information, scan or click the QR code.



## ACADEMIC PREPARATION

### TEST PREPARATION

#### CEC 030

##### Praxis I Preparation

Develop the knowledge and skills you need to pass the Praxis Core Exam as you review and prepare for everything the test includes.

Total Cost: \$149 (Tuition: \$20 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
72479	Arranged	10/15–12/5	Arranged	ED2GO

#### ADS 148

##### Comprehensive TEAS Strategies

Master strategies for ATI TEAS questions in Reading, English Language and Usage, Math and Science. Practice tests enhance time management and reduce anxiety.

Total Cost: \$128 (Tuition: \$39 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
73323	T/R (4)	9/23–10/07	6–8 p.m.	Zoom

#### ADS 152

##### Mathematics for Success

Prepare for developmental math. Topics include whole number operations, fractions, decimals, percents, exponents and more. Designed for students with a high school diploma. Last class takes place in person.

Total Cost: \$199 (Tuition: \$60 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
72978	M/W/F (18)	8/25–10/06	10:10 a.m.–12:40 p.m.	CC
72980	M/W (15)	8/25–10/15	9 a.m.–12:15 a.m.	Zoom/EC
72982	T/R (15)	8/26–10/14	6 p.m.–9:15 p.m.	Zoom/CC
72979	M/W/F (18)	10/20–12/3	10:10 a.m.–12:40 p.m.	CC
72981	M/W (15)	10/20–12/10	9 a.m.–12:15 a.m.	Zoom/EC
72983	T/R (15)	10/21–12/11	6 p.m.–9:15 p.m.	Zoom/CC

## ART, DESIGN AND PHOTOGRAPHY

### PAINTING AND DRAWING

#### ART 273

##### Discover Acrylic Painting

In this beginner's course, receive an overview of acrylic painting including types of brushes, paints, basic color theory and the fundamentals of paint application. Bring a canvas pad, three nylon brushes, a palette and primary paint colors to first class.

Total Cost: \$108 (Tuition: \$0 Fees: \$108)

CRN#	Day/Ses.	Dates	Time	Location
73311	R(6)	10/02–11/06	6–8 p.m.	OM

#### ARB 182

##### Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

Total Cost: \$139 (Tuition: \$20 Fees: \$119)

CRN#	Day/Ses.	Dates	Time	Location
72475	Arranged	10/15–12/5	Arranged	ED2GO

#### ART 264

##### Introduction to Drawing

Understand line, shape, contour, value, composition, perspective, spatial relationships, measuring, proportion, light and shadow while working from still life. Bring an 18 x 24" drawing pad and pencil to first class; supply list will be provided then.

Total Cost: \$108 (Tuition: \$0 Fees: \$108)

CRN#	Day/Ses.	Dates	Time	Location
73330	S(5)	10/11–11/15	10 a.m.–12 p.m.	OM

#### ART 963

##### Intermediate Oil Painting:

##### Techniques of the Old World (NEW)

Learn techniques to add depth and "internal light" to your work. Uncover Renaissance stylistic pillars and techniques often reserved for master-level courses, made accessible to all levels. Materials required; supply list provided before first class.

Total Cost: \$135 (Tuition: \$0 Fees: \$135)

CRN#	Day/Ses.	Dates	Time	Location
73331	S(8)	10/18–12/13	10–11:55 a.m.	OM

#### ART 964

##### New Painting Approaches for Beginners (NEW)

Learn techniques and approaches for relaxation or serious artistry. Explore diverse media, subject selection and working with a limited palette. Materials required; supply list provided at first class.

Total Cost: \$124 (Tuition: \$0 Fees: \$124)

CRN#	Day/Ses.	Dates	Time	Location
73320	R(7)	10/30–12/18	6:30–8:30 p.m.	OM

### CERAMICS

#### ART 263

##### Introductory Ceramics

Learn hand building techniques, wheel throwing instruction — clay types, pinch pots, sculptural forms, coiling, slab construction, wheel techniques, decorating, glazing and intaglio. Complete a class project. Cost includes materials.

Total Cost: \$188 (Tuition: \$0 Fees: \$188)

CRN#	Day/Ses.	Dates	Time	Location
72247	W(6)	9/17–10/22	7–9:30 p.m.	EC
72249	W(6)	10/29–12/10	7–9:30 p.m.	EC



## ART 486

**Basic Pottery Wheel**

Learn to use stoneware clay and electric wheels to create basic shapes. Explore clay properties, basic design and glazing techniques. Ideal for beginners. Initial clay and firings included. Bring a bucket, sponge and apron and wear old clothes and closed-toe shoes to class.

Total Cost: \$188 (Tuition: \$0 Fees: \$188)

CRN#	Day/Ses.	Dates	Time	Location
72250	S(6)	9/27–11/1	1–3:30 p.m.	CC

## ARB 087

**Intermediate Ceramics**

Build on skills learned in the introductory ceramics class. Develop hand-building and wheel-throwing skills using both high and low-fire clays. Develop more complex construction and glazing techniques. Course cost includes materials.

Total Cost: \$370 (Tuition: \$111 Fees: \$259)

CRN#	Day/Ses.	Dates	Time	Location
72240	M(12)	9/22–12/8	7 a.m.–9:30 p.m.	EC

## PHOTOGRAPHY

## ART 965

**Contemporary Mobile Photography: Crafting Masterpieces (NEW)**

Learn natural light techniques, enhance your skills through critique and capture stunning images, culminating in quality 8 X 10 prints. Bring a 10–15 MP camera phone.

Total Cost: \$115 (Tuition: \$0 Fees: \$115)

CRN#	Day/Ses.	Dates	Time	Location
73300	S(6)	10/4–11/8	10 a.m.–12 p.m.	CC

## ARB 266

**Fundamentals of Black and White Photography (NEW)**

This class is designed to introduce students to contemporary black and white still photography. Topics include basic film camera skills and darkroom techniques as foundation necessary for advanced study in photography. Students are required to supply a 35mm film camera with adjustable aperture and shutter speeds. Credit option: ARTD 160.

Total Cost: \$298 (Tuition: \$0 Fees: \$298)

CRN#	Day/Ses.	Dates	Time	Location
73301	R(15)	8/28–12/11	5:45–10:35 p.m.	CC

## ART 966

**Fundamentals of Digital Photography (NEW)**

Learn photography basics, including exposure, composition, portraiture and editing. Bring a working digital camera with manual functions, a memory card and a battery. Meets prerequisites for continuing digital and studio photography courses.

Total Cost: \$228 (Tuition: \$0 Fees: \$228)

CRN#	Day/Ses.	Dates	Time	Location
73303	S(6)	10/4–11/8	10 a.m.–2 p.m.	EC

## ARB 183

**Introduction to Digital (SLR) Photography**

Learn to understand your digital single lens reflex (SLR) camera: how it works, basic set-up/operation, shutter speed, ISO, focal length and flash photography. Bring some existing photos and your digital SLR camera/instruction manual to class.

Total Cost: \$112 (Tuition: \$0 Fees: \$112)

CRN#	Day/Ses.	Dates	Time	Location
73297	T(4)	10/7–11/3	6–8 p.m.	CC

## PCP 270

**Photographing Nature with Your Digital Camera**

Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals and even macro shots.

Total Cost: \$139 (Tuition: \$20 Fees: \$119)

CRN#	Day/Ses.	Dates	Time	Location
72473	Arranged	10/15–12/5	Arranged	ED260

## ARTS — PERFORMING

## DANCE

## DAN 027

**Advanced Tap**

Experienced tap dancers will hone their skills by learning intricate tap routines that challenge their coordination and rhythmic abilities. Tap shoes required.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
72434	S(8)	9/20–11/8	3–4 p.m.	EC

## DAN 029

**Ballet I**

Build on your Introduction to Ballet skills. Master advanced ballet vocabulary, technique and complex combinations while advancing your performance skills. Credit course: DANC 214.

Total Cost: \$175 (Tuition: \$0 Fees: \$175)

CRN#	Day/Ses.	Dates	Time	Location
72276	M/W(28)	8/25–12/7	11:15 a.m.–12:45 p.m.	EC

## DAN 031

**Ballet Barre, Modern Center and Movement Exploration**

Explore and learn modern and ballet dance forms. Experience the art of creating dance while building your strength and balance.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
72437	U(8)	9/21–11/9	12–1 p.m.	EC

## DAN 015

**Ballet for Adults**

Explore barre, center work and alignment exercises in a structured ballet class for all levels. Wear comfortable attire and ballet shoes.

Total Cost: \$109 (Tuition: \$0 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
72260	S(8)	9/20–11/8	9–10 a.m.	EC

## DAN 011

**Ballroom and Social Dancing (Beginner/Intermediate)**

Learn or improve skills for the swing, waltz, foxtrot and cha-cha. Improve muscle tone, memory and social self-confidence. Partner required. Wear non-rubber-soled shoes.

Total Cost: \$149 (Tuition: \$0 Fees: \$149)

CRN#	Day/Ses.	Dates	Time	Location
72265	T(10)	9/2–11/4	7–9 p.m.	EC
72262	U(10)	9/7–11/16	10 a.m.–12 p.m.	CC
72264	M(10)	9/22–11/24	7–9 p.m.	EC
72263	W(10)	9/17–11/19	2–4 p.m.	CC
72266	T(10)	9/23–11/25	7–9 p.m.	OM

## DAN 013

**Basic Belly Dancing (Beginning)**

Quality belly dancing instruction focusing on toning and posture improvement. Open to all women. Comfortable attire recommended; bare feet or ballet slippers preferred.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
72402	T(6)	9/23–10/28	6:30–7:45 p.m.	EC

## DAN 001

**Beginning Tap**

This course is designed to teach tap dancing fundamentals to students with no or little experience with tap. Topics to be covered include basic steps, musicality and vocabulary. Tap shoes required.

Total Cost: \$129 (Tuition: \$0 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
72393	S(8)	9/20–11/8	11 a.m.–12:30 p.m.	EC

## DAN 033

**Bridging the Tap**

Progress from beginner to intermediate tap, building your skills and technique with step-by-step lessons. Strengthen your foundation while learning new moves. Tap shoes required.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
72396	S(8)	9/20–11/8	12:30–1:30 p.m.	EC

**DAN 005****Contemporary/Modern Dance I**

Build on the technical skills introduced in Introduction to Contemporary Modern Dance with a deeper focus on center work, core and breath support, full-body articulation and performance. Credit course: DANC 220.

Total Cost: \$175 (Tuition: \$0 Fees: \$175)

CRN#	Day/Ses.	Dates	Time	Location
72275	T/R(29)	8/26–12/4	11:10 a.m.–12:40 p.m.	EC

**DAN 017****Easy Dance, Fun Fitness for the Novice Mover**

Explore rhythmic, low-impact exercises to boost heart health, balance and endurance. Suitable for all, including those with physical limitations. Seated option available. No prior experience needed.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
72409	T(6)	9/23–10/28	4:30–5:30 p.m.	EC

**DAN 028****Intermediate Tap**

Are you ready to advance beyond tap basics? This course is for you. Tap shoes required.

Total Cost: \$109 (Tuition: \$0 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
72394	S(8)	9/20–11/8	1:45–3 p.m.	EC

**DAN 004****Introduction to Ballet I**

Introduction to the technique and discipline of classical ballet: barre work, body alignment, center and locomotor skills, dynamic variety and musicality. No previous dance training needed. Credit course: DANC 114.

Total Cost: \$175 (Tuition: \$0 Fees: \$175)

CRN#	Day/Ses.	Dates	Time	Location
72267	M/W(28)	8/25–12/7	11:15 a.m.–12:45 p.m.	EC

**DAN 010****Introduction to Contemporary Modern Dance I**

Introduction to the fundamentals of modern dance technique; includes floor work, body alignment and integration, locomotor skills, dynamic variety and musicality. No previous dance training required. Credit course: DANC 120.

Total Cost: \$175 (Tuition: \$0 Fees: \$175)

CRN#	Day/Ses.	Dates	Time	Location
72273	T/R(29)	8/26–12/4	11:10 a.m.–12:35 p.m.	EC

**DAN 023****Introduction to Dance:****A Survey of Dance Styles**

Explore diverse dance styles, emphasizing alignment, skills, dynamics and musicality. Ideal for dance newcomers! Credit course: DANC 159.

Total Cost: \$175 (Tuition: \$0 Fees: \$175)

CRN#	Day/Ses.	Dates	Time	Location
72268	T/R(29)	8/26–12/4	9:35–11 a.m.	EC

**DAN 006****Intro to Hip-Hop**

Introduction to the technique of and cultural influences on the contemporary hip-hop dance style. Practice hip-hop technique and explore the cultural influences of music, graffiti, text and attire on this dance form. No previous dance training needed. Credit course: DANC 108.

Total Cost: \$175 (Tuition: \$0 Fees: \$175)

CRN#	Day/Ses.	Dates	Time	Location
72269	M/W(28)	8/25–12/7	5–6:30 p.m.	EC

**DAN 007****Intro to Jazz**

Introduction to the technique and discipline of jazz dance: floor work, body alignment, center and locomotor skills, dynamic variety and musicality. No previous dance training needed. Credit course: DANC 132.

Total Cost: \$175 (Tuition: \$0 Fees: \$175)

CRN#	Day/Ses.	Dates	Time	Location
72270	T/R(29)	8/26–12/4	12:45–2:10 p.m.	CC

**DAN 008****Intro to Tap**

Introduction to the technique and discipline of tap: body alignment, center and locomotor skills, dynamic variety and musicality. No previous dance training needed. Credit course: DANC 130.

Total Cost: \$175 (Tuition: \$0 Fees: \$175)

CRN#	Day/Ses.	Dates	Time	Location
72274	T/R(29)	8/26–12/4	12:45–2:10 p.m.	EC

**DAN 014****Latin Social Dancing – Salsa, Merengue, Bachata**

Learn the basic dance steps of Latin dance. No partner required. Wear non-rubber-soled shoes.

Total Cost: \$95 (Tuition: \$0 Fees: \$95)

CRN#	Day/Ses.	Dates	Time	Location
72241	F(6)	9/12–10/17	8–9:30 p.m.	EC
72242	F(6)	10/24–12/5	8–9:30 p.m.	EC

**DAN 012****Modern Dance**

Increase your flexibility and muscle tone, acquire a sense of body alignment and enjoy improved self-confidence. Dance attire: bare feet and comfortable clothing. No dance experience necessary.

Total Cost: \$109 (Tuition: \$0 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
72261	S(8)	9/20–11/8	10–11 a.m.	EC

**DAN 020****Poi Spinning and Dancing**

Learn poi, a Māori dance form using weights on strings, to create stunning air patterns and enhance your coordination and mind-body connection. Socks or bare feet only.

Total Cost: \$105 (Tuition: \$32 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
72406	T(6)	9/23–10/28	8–9:15 p.m.	EC

**DAN 019****Swinging Ballroom**

Enjoy beginner-friendly instruction on club and single swing ballroom dance styles, basic steps and music selection. Learn follower and leader roles in a fun, energetic setting. No partner required. Non-rubber-soled shoes required.

Total Cost: \$109 (Tuition: \$0 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
72243	M(10)	9/22–11/24	6–7 p.m.	EC

**DAN 022****Tango, Argentine Tango and Rumba**

Learn tango, Argentine tango and rumba basics as both leader and follower, including music selection. Partner preferred. Non-rubber-soled shoes required.

Total Cost: \$109 (Tuition: \$0 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
72244	M(10)	9/22–11/24	5–6 p.m.	EC

**DAN 025****Thriller: A Halloween Dance Workshop**

Learn the iconic choreography and line dance variations of "Thriller" and prepare to host your own Halloween dance party! Halloween attire is optional.

Total Cost: \$35 (Tuition: \$0 Fees: \$35)

CRN#	Day/Ses.	Dates	Time	Location
72400	F(1)	10/24	6–8 p.m.	EC

**DAN 016****Urban Line Dancing**

Have fun and learn to dance while getting a great total body workout. Learn traditional and current urban line dances. Join your friends on the dance floor at weddings, meet-up groups, parties and social events and show them your moves. No partner or dance experience required.

Total Cost: \$119 (Tuition: \$0 Fees: \$119)

CRN#	Day/Ses.	Dates	Time	Location
72716	F(10)	9/18–11/20	7:30–9 p.m.	EC

**DAN 034****Water Ballet Barre**

Come and enjoy, learn and explore the movements of ballet barre work in the pool! Experience great strength resistance training and maintain joint integrity while discovering balance in buoyancy.

Total Cost: \$172 (Tuition: \$0 Fees: \$172)

CRN#	Day/Ses.	Dates	Time	Location
72450	S(8)	9/06–10/25	1:15–2:15 p.m.	EC
72494	S(8)	10/25–12/20	11:15 a.m.–12:15 p.m.	EC



## MUSIC

### MUS 119

#### Adult Piano

Master keyboard basics, from finger positions to note-reading and rhythmic patterns, culminating in a beginner performance. Develop sight-reading and practice techniques. Bring earphones.

Total Cost: \$165 (Tuition: \$0 Fees: \$165)

CRN#	Day/Ses.	Dates	Time	Location
72237	W(12)	9/17–12/10	7–8 p.m.	OM
72236	R(12)	9/18–12/11	7–8 p.m.	EC

### MUS 117

#### Adult Piano II

Continue your study with additional training for the beginning/intermediate piano student. Further explore and develop rhythm, sight-reading and music theory skills in more complex combinations. Bring earphones.

Total Cost: \$165 (Tuition: \$0 Fees: \$165)

CRN#	Day/Ses.	Dates	Time	Location
72238	R(12)	9/18–12/11	8–9 p.m.	EC

### XXX 857

#### Baltimore Symphonic Band

Explore concert band music. Open to all experienced musicians for community performances. Credit course: MUSC 178.

Total Cost: \$175 (Tuition: \$0 Fees: \$175)

CRN#	Day/Ses.	Dates	Time	Location
72440	T(12)	9/23–12/9	7:40–11:15 p.m.	EC

### MUS 046

#### Bass Guitar Basics

Learn bass guitar fundamentals, playing techniques and how to tune and maintain a bass guitar. Discover how to purchase appropriate music, strings and equipment. Bass guitar required.

Total Cost: \$115 (Tuition: \$0 Fees: \$115)

CRN#	Day/Ses.	Dates	Time	Location
72233	R(10)	9/18–11/20	7–8 p.m.	CC

### MUS 045

#### Fingerstyle Acoustic Guitar for Advanced Beginners

Learn fingerpicking and bass techniques to master the "Travis" style in folk, blues and more. Requires basic chords knowledge. Bring an acoustic guitar.

Total Cost: \$95 (Tuition: \$0 Fees: \$95)

CRN#	Day/Ses.	Dates	Time	Location
72235	S(5)	9/6–10/11	9–10:15 a.m.	CC

### MSC 050

#### Guitar Basics

Learn basic chord progressions, hand positions and strumming techniques. Discover how to tune and maintain a guitar and purchase appropriate music, strings and equipment. Guitar required.

Total Cost: \$115 (Tuition: \$35 Fees: \$80)

CRN#	Day/Ses.	Dates	Time	Location
72232	R(10)	9/18–11/20	6–7 p.m.	CC

### MUS 054

#### Health Rhythms Drum Circles

Experience the fun and health benefits of community drumming! Open to all levels. Drums and percussion instruments provided.

Total Cost: \$79 (Tuition: \$0 Fees: \$79)

CRN#	Day/Ses.	Dates	Time	Location
72442	R(7)	9/4–10/16	10–11 a.m.	EC

### MUS 044

#### Introduction to Clawhammer Banjo

Master traditional banjo with rhythmic styles, hand techniques and familiar tunes through ear learning and tab notation. Bring a five-string banjo.

Total Cost: \$95 (Tuition: \$0 Fees: \$95)

CRN#	Day/Ses.	Dates	Time	Location
72234	S(5)	9/6–10/11	10:15–11:30 a.m.	CC

### HIT 929

#### Nights at the Opera

Explore and discuss iconic 19th- and 20th-century opera through Mozart, Puccini, Verdi, Strauss and Britten, enhanced by key recordings, videos and literature.

Total Cost: \$345 (Tuition: \$104 Fees: \$241)

CRN#	Day/Ses.	Dates	Time	Location
72239	T(14)	9/2–12/2	1–4 p.m.	HV

### MUS 052

#### "Power House" Big Band

Learn and perform works composed for big band jazz ensembles. Credit course: MUSC 171.

Total Cost: \$175 (Tuition: \$0 Fees: \$175)

CRN#	Day/Ses.	Dates	Time	Location
72441	M(12)	9/22–12/8	7:20–9:50 p.m.	EC

### MUS 053

#### Sight-Singing for Beginners

Develop your song reading and performance skills. Learn to hear and see recurring music patterns and develop your technique through practice and performance.

Total Cost: \$85 (Tuition: \$0 Fees: \$85)

CRN#	Day/Ses.	Dates	Time	Location
72436	T(6)	9/30–11/4	7–8 p.m.	CC

### MUS 041

#### Song Writing 101

Discover songwriting basics, melding melody with words and craft original songs in a supportive setting. Instrument accompaniment welcome. No experience needed!

Total Cost: \$79 (Tuition: \$0 Fees: \$79)

CRN#	Day/Ses.	Dates	Time	Location
72303	R(7)	9/18–10/30	6–6:55 p.m.	CC

### ART 750

#### Ukulele I

Through selected popular songs, gain beginning proficiency on the ukulele. Learn to play melodies and common chord progressions.

Total Cost: \$115 (Tuition: \$0 Fees: \$115)

CRN#	Day/Ses.	Dates	Time	Location
72302	R(7)	9/18–10/30	7–8:25 p.m.	CC

### MUS 118

#### Vocal Basics for Adults

Master vocal expression and fundamental techniques in a supportive setting, covering breathing, posture, warm-ups, scales and group singing essentials.

Total Cost: \$115 (Tuition: \$0 Fees: \$115)

CRN#	Day/Ses.	Dates	Time	Location
72435	R(6)	10/2–11/6	7–8:30 p.m.	CC

## THEATER

### ART 961

#### Acting I

Learn acting basics with Stanislavski's Method and techniques for creating and landing roles. Includes solo work, scene study and performance. Credit course: THTR 111.

Total Cost: \$175 (Tuition: \$0 Fees: \$175)

CRN#	Day/Ses.	Dates	Time	Location
72279	T/R(29)	8/26–12/4	12:45–2:10 p.m.	EC
72278	T/R(29)	8/26–12/4	11:10 a.m.–12:35 p.m.	CC

### ARB 261

#### Acting II

Build on the skills you learned in Acting I. Master organic movement, reinforce character biography and more while using increasingly complex texts and plays. Credit course: THTR 112.

Total Cost: \$175 (Tuition: \$0 Fees: \$175)

CRN#	Day/Ses.	Dates	Time	Location
72438	M/W(28)	8/25–12/7	12:20–1:45 p.m.	CC

### ART 876

#### Acting For the Board Room

Build professional skills and confidence speaking in front of others. Learn basic acting and vocal techniques to communicate powerfully and dynamically. No acting experience necessary.

Total Cost: \$95 (Tuition: \$0 Fees: \$95)

CRN#	Day/Ses.	Dates	Time	Location
72223	S(1)	9/13	9 a.m.–4 p.m.	EC

### ART 960

#### Acting for the Camera

Explore camera acting, delving into performance demands and technical aspects of film, TV and media. Credit course: THTR 135.

Total Cost: \$175 (Tuition: \$0 Fees: \$175)

CRN#	Day/Ses.	Dates	Time	Location
72277	M/W(28)	8/25–12/7	12:20–1:45 p.m.	EC

**ART 874****Intro to Acting**

Join an energetic acting class perfect for beginners. Learn improv techniques, warm-up exercises and scene study. Ideal for those curious about acting or looking to develop new skills.

Total Cost: \$139 (Tuition: \$0 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
72224	W(8)	9/10–10/29	5:30–7:15 p.m.	EC

**ART 788****Monologue Intensive**

This intensive class will include a step-by-step approach on monologue preparation. Focus will be on encouraging instincts, cultivating freedom in body and voice and exploration of character. Cold readings will also be practiced.

Total Cost: \$75 (Tuition: \$0 Fees: \$75)

CRN#	Day/Ses.	Dates	Time	Location
72225	S(1)	9/20	9 a.m.–3:30 p.m.	EC

**ART 962****Stagecraft**

Learn basic scenic construction, lighting, rigging and painting techniques. Includes lectures, shop hours and participation in productions. Credit course: THTR 131.

Total Cost: \$175 (Tuition: \$0 Fees: \$175)

CRN#	Day/Ses.	Dates	Time	Location
72305	T/R(29)	8/26–12/4	10:10 a.m.–12:10 p.m.	CC
72280	M/W(28)	8/25–12/7	10:10 a.m.–12:10 p.m.	EC

**ARB 262****Voice and Diction**

Explore vocal anatomy and production, analyze your vocal habits and strengthen your voice through exercises designed for performance. Credit course: THTR 133.

Total Cost: \$175 (Tuition: \$0 Fees: \$175)

CRN#	Day/Ses.	Dates	Time	Location
72444	T/R(29)	8/26–12/4	2:20–3:40 p.m.	EC

**PRIVATE LESSONS**

Enroll in private music, dance or theater lessons for adults and children. Receive tailored one-on-one instruction for the piano (ages 6 through adult), other instruments or specialties (ages 8 through adult) and voice (ages 13 through adult). Provide your own instrument. Call 443.840.1646 for placement.

**XXX 961****Private Lessons – 1/2 Hour (6 Weeks/Lessons)**

Total Cost: \$165 (Tuition: \$0 Fees: \$165)

CRN#	Day/Ses.	Dates	Time	Location
72227	Arranged	9/2–10/7	Arranged	Arranged
72226	Arranged	10/13–11/17	Arranged	Arranged

**XXX 965****Private Lessons – One Hour (6 Weeks/Lessons)**

Total Cost: \$295 (Tuition: \$0 Fees: \$295)

CRN#	Day/Ses.	Dates	Time	Location
72229	Arranged	9/2–10/7	Arranged	Arranged
72228	Arranged	10/13–11/17	Arranged	Arranged

**MUS 120****Private Lessons 1/2 Hour (14 Weeks/Lessons)**

Total Cost: \$335 (Tuition: \$0 Fees: \$335)

CRN#	Day/Ses.	Dates	Time	Location
72231	Arranged	9/2–11/17	Arranged	Arranged

**XXX 801****Private Lessons – One Hour (14 Weeks/Lessons)**

Total Cost: \$645 (Tuition: \$0 Fees: \$645)

CRN#	Day/Ses.	Dates	Time	Location
72230	Arranged	9/2–11/17	Arranged	Arranged

**HEALTH AND WELLNESS****BEAUTY/PERSONAL CARE****HAIR BRAIDING PROFESSIONAL****CONTINUING EDUCATION  
WORKFORCE CERTIFICATE****PDV 320****Hair Braiding Basics I**

Learn how to braid and care for natural hair. Topics include shampooing, hair drying, moisturizing, detangle procedures and styling techniques. Practice the plait, cornrows and three-strand braiding. Mannequin, stand, combs, clips and class supplies included. Bring your own accessories.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71381	M/T/W(3)	9/15–17	5:30–8:30 p.m.	EC
71375	M/T/W(3)	9/22–24	5:30–8:30 p.m.	CC
71383	M/T/W(3)	10/20–22	5:30–8:30 p.m.	EC
71377	M/T/W(3)	10/27–29	5:30–8:30 p.m.	CC
71379	M/T/W(3)	11/17–19	5:30–8:30 p.m.	CC

**PDV 316****Hair Braiding Professional – Level I**

Learn how to braid hair and open your own business. Topics include natural hair care, sanitation, infection control, shampooing, rinsing, blow-drying, sectioning, parting, French braid techniques and more. Complete levels 1–4 to earn a certification as a professional hair braider.

Total Cost: \$269 (Tuition: \$81 Fees: \$188)

CRN#	Day/Ses.	Dates	Time	Location
71369	S(3)	11/8–22	9 a.m.–3:20 p.m.	EC
71368	M/T/W(6)	12/8–17	5:30–8:40 p.m.	CC

**PDV 317****Hair Braiding Professional – Level II**

Explore types of hair, product demonstrations, basic braid/plait, continuation of French braid techniques and an introduction to fishtail, flat twist and two-strand twist braids. Complete levels 1–4 to earn a certification as a professional hair braider. Prerequisite: Hair Braiding Professional – Level 1 or equivalent.

Total Cost: \$269 (Tuition: \$81 Fees: \$188)

CRN#	Day/Ses.	Dates	Time	Location
71372	S(3)	12/6–20	9 a.m.–3:20 p.m.	EC

**MAKEUP ARTISTRY PROFESSIONAL****CONTINUING EDUCATION  
WORKFORCE CERTIFICATE****PDV 328****Makeup Artistry Professional**

Learn advanced makeup techniques, including hands-on practice in contouring, color theory and airbrushing in this certificate program. Class supplies provided however, students will purchase their own makeup. Bring your existing makeup kit on the first day if you have one.

Total Cost: \$579 (Tuition: \$174 Fees: \$405)

CRN#	Day/Ses.	Dates	Time	Location
71385	S(9)	10/11–12/13	9 a.m.–1:15 p.m.	OM

**CARDIO AND AEROBICS****FIT 479****Cardio Fitness**

Participate in this intensive aerobic workout through the use of traditional methods and high-tech equipment. Progress will be monitored and assessed to evaluate cardiovascular fitness levels. Credit course: PELF 124.

Total Cost: \$240 (Tuition: \$0 Fees: \$240)

CRN#	Day/Ses.	Dates	Time	Location
71329	T/R(31)	8/26–12/11	11:10 a.m.–12:30 p.m.	CC
71321	M/W/F(45)	8/25–12/12	8–8:55 a.m.	CC

**FIT 197****CoreFlow Strength and Balance**

Experience the benefits of flexibility, core strength and improved posture from the comfort of home with personalized stretches, guided exercises and mindfulness techniques.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
71463	S(6)	9/27–11/1	8–9 a.m.	Zoom
71462	S(6)	11/8–12/20	8–9 a.m.	Zoom



## FIT 179

**Hula Hoop Fitness**

Rediscover hula hooping for improved core strength, balance and cardio. Includes a fitness-grade hoop to keep. All levels welcome.

Total Cost: \$149 (Tuition: \$0 Fees: \$149)

CRN#	Day/Ses.	Dates	Time	Location
71371	T(8)	9/30–11/18	5:30–6:30 p.m.	EC
71380	R(8)	10/2–11/20	5:45–6:45 p.m.	CC

## CIRCUIT AND WEIGHT TRAINING

## FIT 130

**Intermediate Weight Training**

Improve your fitness level through customized machine-based, free-weight and body-weight training. Explore the concepts of physiological adaptations to exercise and the basics of anatomy and physiology. Credit course: PELF 117.

Total Cost: \$176 (Tuition: \$0 Fees: \$176)

CRN#	Day/Ses.	Dates	Time	Location
71282	M/W(12)	8/25–10/8	1:25–3:25 p.m.	DC

## PDV 095

**Strength Training for Total Fitness**

Explore the principles, science and benefits of developing skeletal-muscular and cardiovascular-aerobic fitness via intensive exercise using resistive weights equipment. Credit course: PELF 115.

Total Cost: \$235 (Tuition: \$0 Fees: \$235)

CRN#	Day/Ses.	Dates	Time	Location
71279	M/W(12)	8/25–10/8	1:25–4:30 p.m.	DC

## FIT 829

**Weight Stack Machine Training for Fitness I**

Achieve your fitness goals using a weight stack machine, a personalized training plan and assessments. Credit course: PELF 130.

Total Cost: \$240 (Tuition: \$0 Fees: \$240)

CRN#	Day/Ses.	Dates	Time	Location
71326	T/R(31)	8/26–12/11	11:10 a.m.–12:30 p.m.	CC
71325	M/W/F(45)	8/25–12/12	8–8:55 a.m.	CC

## FIT 607

**Weight Training and Conditioning**

Develop muscular strength and endurance through the use of fitness machines, free weights, prescribed exercises and general fitness activities. Credit course: PELF 116.

Total Cost: \$172 (Tuition: \$0 Fees: \$172)

CRN#	Day/Ses.	Dates	Time	Location
71281	M/W(12)	8/25–10/8	1:25–3:25 p.m.	DC
71327	M/W(30)	9/22–12/10	1:25–2:40 p.m.	CC

## FITNESS CERTIFICATIONS

## FIT 180

**Older Adult Fitness Certification**

Earn your certification in this one-day course leading to the International Sports Medicine Association (AAAI/ISMA) Older Adult Fitness Certification exam. CEUs awarded. Study guide recommended. Read before class. Visit [aaai-ismafitness.com](http://aaai-ismafitness.com) to order.

Total Cost: \$155 (Tuition: \$47 Fees: \$108)

CRN#	Day/Ses.	Dates	Time	Location
71914	S(1)	11/29	9 a.m.–5 p.m.	EC

## FIT 627

**Personal Fitness Trainer Certification**

Prepare to earn your certification in this one-day course leading to the International Sports Medicine Association (AAAI/ISMA) Personal Fitness Trainer Certification exam. CEUs awarded. Study guide recommended. Read before class. Visit [aaai-ismafitness.com](http://aaai-ismafitness.com) to order.

Total Cost: \$155 (Tuition: \$47 Fees: \$108)

CRN#	Day/Ses.	Dates	Time	Location
71889	S(1)	11/1	9 a.m.–5 p.m.	EC

## HOLISTIC HEALTH AND WELLNESS

## AHL 129

**Certificate in Holistic and Integrative Health**

Comprehensive training for all on holistic and integrative health, covering stress management, meditation, healing practices and more. Endorsed by AHNA.

Total Cost: \$469 (Tuition: \$20 Fees: \$449)

CRN#	Day/Ses.	Dates	Time	Location
71298	Arranged	10/15–12/5	Arranged	ED2G0
71299	Arranged	12/17–2/6	Arranged	ED2G0

## FIT 670

**Healing with Gemstones and Crystals**

Discover the benefits of using gemstones and crystals for first aid, emotional healing, meditation, space clearing and psychic protection. Learn ways to program, cleanse, charge and intuitively select personal healing stones.

Total Cost: \$99 (Tuition: \$0 Fees: \$99)

CRN#	Day/Ses.	Dates	Time	Location
71434	S(1)	9/20	9 a.m.–12 p.m.	EC
71428	S(1)	12/13	9 a.m.–12 p.m.	EC

## FIT 758

**Advanced Crystals:****Healing with Crystals and Gemstones**

Explore healing techniques with stones, crystals and feng shui. Healing with Gemstones and Crystals recommended. Materials cost: \$5 due at first class.

Total Cost: \$99 (Tuition: \$0 Fees: \$99)

CRN#	Day/Ses.	Dates	Time	Location
71435	S(1)	9/27	9 a.m.–12 p.m.	EC
71430	S(1)	12/20	9 a.m.–12 p.m.	EC

## FIT 464

**Herbs and Health**

Gain hands-on experience making wonderful herbal infusions, decoctions and salves. Learn the basic skills to concoct personal herbal remedies.

Total Cost: \$119 (Tuition: \$0 Fees: \$119)

CRN#	Day/Ses.	Dates	Time	Location
71432	R(5)	9/18–10/16	6–7:30 p.m.	EC

## PDV 367

**How the Moon Phases Us**

Explore lunar phases to transform your self-care, align your goals and unlock the moon's healing potential through intentional learning and self-reflection.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
71393	W(5)	10/15–11/12	6:30–8 p.m.	Zoom

## AHL 701

**Introduction to Natural Health and Healing**

Gain an introduction to concepts and principles of natural health and healing in a holistic approach to well-being.

Total Cost: \$149 (Tuition: \$20 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
71300	Arranged	9/17–11/7	Arranged	ED2G0
71301	Arranged	11/12–1/2	Arranged	ED2G0

## PDV 126

**Past Life Regression:****A Journey through Many Lifetimes**

Unlock spiritual wellness and find your life's purpose through past life regression, intuitive trust, chakra cleansing, forgiveness and guided meditation.

Total Cost: \$99 (Tuition: \$0 Fees: \$99)

CRN#	Day/Ses.	Dates	Time	Location
71378	S(2)	10/11–18	10 a.m.–2 p.m.	OM
71374	S(2)	12/13–20	10 a.m.–2 p.m.	OM

## PDV 460

**Pillars of Holistic Health**

Discover and incorporate holistic health practices into your daily life, including diet, herbal medicine, integrative fitness and mind-body techniques.

Total Cost: \$89 (Tuition: \$27 Fees: \$62)

CRN#	Day/Ses.	Dates	Time	Location
71495	T(4)	10/7–28	6–8 p.m.	OM

## PDV 153

**Simple Aromatherapy**

Discover the art and science of aromatherapy. Examine 12 popular essential oils and learn recipes for making simple aromatherapy products.

Total Cost: \$79 (Tuition: \$0 Fees: \$79)

CRN#	Day/Ses.	Dates	Time	Location
71429	S(1)	9/13	9 a.m.–1 p.m.	EC
71431	S(1)	12/6	9 a.m.–1 p.m.	EC



## ENV 033

**Therapeutic Horticulture –  
Cultivating Wellness**

Discover the plant-health connection through lectures, walks and fieldwork. Ideal for health care professionals, educators and wellness buffs. A small materials fee applies.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
71389	S(5)	10/11–11/15	9–11 a.m.	CC

## MEDITATION

## PDV 392

**Find Your Calm –  
Breathwork for Better Health**

Feeling overwhelmed, stressed and struggling to catch a breath? This breathwork course offers techniques to find calm. Participants explore guided meditations and breathing practices to restore balance and enhance well-being.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
71918	W(6)	11/5–12/17	6–7 p.m.	HV

## FIT 404

**Meditation Practice**

Experience the benefits of reduced stress, spiritual awakening, vitality and clarity. Meditation produces profound results on all levels of your being: physical, mental, emotional and spiritual.

Total Cost: \$99 (Tuition: \$0 Fees: \$99)

CRN#	Day/Ses.	Dates	Time	Location
71392	M(5)	10/13–11/10	6:30–8 p.m.	Zoom
71416	R(5)	10/23–11/20	5:30–7 p.m.	DC
71410	T(5)	11/11–12/9	6:30–8 p.m.	OM

## FIT 211

**Mindfulness, Relaxation  
and Self Care Techniques**

Discover self-care techniques like soothing self-massage, relaxation practices and mindfulness routines to nurture your body and mind, promote deep relaxation and enhance your well-being.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
71464	T(6)	10/21–11/25	6:30–7:30 p.m.	Zoom

## FIT 933

**Zen Meditation**

Learn 'mindful' posture and breathing techniques to tap into your innate intelligence and compassion.

Total Cost: \$99 (Tuition: \$0 Fees: \$99)

CRN#	Day/Ses.	Dates	Time	Location
71402	T(6)	9/30–11/4	6:30–8 p.m.	OM

## NUTRITION

## AHL 130

**Continuing Education Certificate  
in Food, Nutrition and Health**

Explore the link between food, nutrition and holistic health in this AHNA-endorsed program, uncovering diet impacts and food origins.

Total Cost: \$149 (Tuition: \$20 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
71296	Arranged	9/17–11/7	Arranged	ED2G0
71297	Arranged	11/12–1/2	Arranged	ED2G0

## PDV 390

**Diabetes Management and  
Prevention for a Healthier You**

Unlock the secrets to managing and preventing diabetes with personalized lifestyle strategies. Delve into risk factors, dietary essentials and behavioral changes tailored to your goals. Bring a notebook.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
71892	W(6)	9/24–10/29	6–7 p.m.	HV

## FIT 113

**Healthy Weight Loss and Management**

Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.

Total Cost: \$149 (Tuition: \$20 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
71288	Arranged	9/17–11/7	Arranged	ED2G0
71289	Arranged	11/12–1/2	Arranged	ED2G0

## FIT 696

**Sports Nutrition Certification**

Prepare to earn your certification in this one-day course leading to the International Sports Medicine Association (AAAI/ISMA) Sports Nutrition Certification exam. CEUs awarded. Study guide recommended. Read before class. Visit [aaai-ismafitness.com](http://aaai-ismafitness.com) to order.

Total Cost: \$155 (Tuition: \$47 Fees: \$108)

CRN#	Day/Ses.	Dates	Time	Location
71890	S(1)	10/4	9 a.m.–5 p.m.	EC

## REIKI

## FIT 760

**Animal Reiki I**

Learn Japanese Reiki techniques for animal well-being, behavior and health. Earn the Shoden Reiki Level I certification to begin practicing on animals. Comfortable attire recommended.

Total Cost: \$159 (Tuition: \$48 Fees: \$111)

CRN#	Day/Ses.	Dates	Time	Location
71391	S(1)	9/6	10 a.m.–6 p.m.	CC

## FIT 761

**Animal Reiki II**

Advance your animal reiki practice with Level II certification, exploring distance healing and supplementary techniques. Prerequisite: Level I or equivalent. Comfortable attire recommended.

Total Cost: \$179 (Tuition: \$54 Fees: \$125)

CRN#	Day/Ses.	Dates	Time	Location
71394	S(1)	11/15	10 a.m.–6 p.m.	CC

## FIT 805

**Kundalini Reiki I**

Learn the history of this alternative healing method and how to give a reiki treatment to yourself and others. Receive a Kundalini Reiki I certificate upon successful course completion. Wear comfortable clothing.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
71384	S(2)	10/11–18	9:30 a.m.–1:45 p.m.	OM
71376	S(2)	11/1–8	9:30 a.m.–1:45 p.m.	EC
71382	S(2)	12/6–13	9:30 a.m.–1:45 p.m.	CC

## FIT 201

**Reiki Yoga**

Boost your energy, balance your chakras and enhance your well-being through blended yoga, reiki, breathwork and meditation. Note: This class does not certify or attune reiki practitioners.

Total Cost: \$129 (Tuition: \$0 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
71499	U(8)	9/28–11/16	2–3:30 p.m.	EC

## FIT 706

**Usui Reiki I**

Receive a Usui Reiki I attunement and learn how to give a healing treatment to yourself and others. Receive a First-Degree Usui Reiki certificate upon successful course completion.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
71433	S(2)	10/4–11	9 a.m.–1 p.m.	EC

## FIT 707

**Usui Reiki II**

Receive a Usui Reiki II attunement and prepare for master or master/teacher certification. Upon successful completion, receive a Second-Degree Usui Reiki certificate and be knowledgeable on how to set up a Usui Reiki healing practice.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
71436	S(2)	11/1–8	9 a.m.–1 p.m.	EC



## FIT 223

**Usui/Holy Fire® Online Reiki Level 1**

Beginners will explore Reiki history, principles, practices and healing techniques. Earn a Usui/Holy Fire® Online Reiki Level 1 certificate upon completion. Bring \$30 textbook fee to first class.

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

CRN#	Day/Ses.	Dates	Time	Location
71489	S(2)	9/27–10/4	9–11:45 a.m.	CC

## FIT 224

**Usui/Holy Fire® Online Reiki Level 2**

Build on your technique and explore reiki as a career. Earn a Usui/Holy Fire® Online Reiki Level 2 certificate. Bring textbook from Level 1.

Total Cost: \$179 (Tuition: \$0 Fees: \$179)

CRN#	Day/Ses.	Dates	Time	Location
71490	S(2)	11/1–15	9 a.m.–12:30 p.m.	CC

## SAFETY

## AHL 341

**Adult CPR/AED, Child CPR and First Aid**

Gain essential life-saving skills for children (ages 1–12) and adults (ages 12 and up). Topics include performing CPR, operating an AED and providing first aid in various scenarios. Upon completion of the class, participants receive a 2-year Red Cross certification.

Total Cost: \$119 (Tuition: \$36 Fees: \$83)

CRN#	Day/Ses.	Dates	Time	Location
71475	S(1)	9/20	8:30 a.m.–12:45 p.m.	RAC
71473	U(1)	10/19	8:30 a.m.–12:45 p.m.	CC
71476	S(1)	11/15	8:30 a.m.–12:45 p.m.	RAC
71474	U(1)	12/7	8:30 a.m.–12:45 p.m.	CC

## AHL 342

**Adult CPR/AED, Pediatric CPR and First Aid**

Gain critical life-saving skills in this Red Cross-certified class covering CPR and first aid for infants (under 1), children (ages 1–12) and adults (ages 12 and up). Learn how to use an Automatic External Defibrillator (AED). Certification valid for 2 years.

Total Cost: \$129 (Tuition: \$39 Fees: \$90)

CRN#	Day/Ses.	Dates	Time	Location
72443	S(1)	10/11	8:30 a.m.–1:30 p.m.	EC
71477	S(1)	11/22	8:30 a.m.–1:30 p.m.	EC
71478	S(1)	12/13	8:30 a.m.–1:30 p.m.	EC

## FIT 455

**Handling Medical Emergencies**

Every second counts during a medical emergency. Learn how to respond if someone needs your help.

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71302	Arranged	9/17–11/7	Arranged	ED2GO
71303	Arranged	11/12–1/2	Arranged	ED2GO

## SELF-DEFENSE

## FIT 925

**Self-Defense for Protection**

Learn essential self-defense using blocks, strikes, kicks and using everyday objects for protection. Increase your awareness and self-confidence. Suitable for all abilities. Wear comfortable clothes.

Total Cost: \$119 (Tuition: \$0 Fees: \$119)

CRN#	Day/Ses.	Dates	Time	Location
71390	R(10)	10/9–12/18	7:15–8:45 p.m.	EC

## SWIMMING AND AQUA FITNESS

## FIT 581

**Aqua Fitness**

Learn to perform low-impact activities to improve your respiratory and muscular strength, endurance and flexibility. Credit course: PEAQ 106.

Total Cost: \$172 (Tuition: \$0 Fees: \$172)

CRN#	Day/Ses.	Dates	Time	Location
71276	M/W(30)	8/25–12/10	12:10–1:05 p.m.	EC
71273	M/W(30)	8/25–12/10	8–8:55 a.m.	EC
71275	T/R(31)	8/26–12/11	6–6:55 p.m.	EC
71312	T/R(31)	8/26–12/11	5–5:55 p.m.	EC
71274	T/R(31)	8/26–12/11	8–8:55 a.m.	EC
71287	T/R(31)	8/26–12/11	6–6:55 p.m.	DC

## FIT 215

**Aqua Jogging**

Make a splash! Boost your fitness, muscle tone and heart health with joint-friendly water workouts. Bring: swim shoes, towel, water bottle. Optional: goggles, swim cap.

Total Cost: \$149 (Tuition: \$0 Fees: \$149)

CRN#	Day/Ses.	Dates	Time	Location
71465	M/W(16)	9/29–11/19	5–5:55 p.m.	EC

## FIT 619

**Introductory Swimming**

Learn essential swimming and safety skills, including strokes, dives and rescues. Suitable for adult beginners looking to feel comfortable in the water. Credit course: PEAQ 125.

Total Cost: \$240 (Tuition: \$0 Fees: \$240)

CRN#	Day/Ses.	Dates	Time	Location
71330	S(13)	9/6–12/13	9 a.m.–12:05 p.m.	CC

## FIT 503

**Intermediate Swimming**

Develop a high level of proficiency in fundamental swimming strokes. Credit course: PEAQ 126.

Total Cost: \$240 (Tuition: \$0 Fees: \$240)

CRN#	Day/Ses.	Dates	Time	Location
71331	S(13)	9/6–12/13	9 a.m.–12:05 p.m.	CC

## FIT 512

**Advanced Swimming**

Develop a higher level of proficiency in fundamental swimming strokes. Credit course: PEAQ 127.

Total Cost: \$240 (Tuition: \$0 Fees: \$240)

CRN#	Day/Ses.	Dates	Time	Location
71332	S(13)	9/6–12/13	9 a.m.–12:05 p.m.	CC

## FIT 508

**Swimming Level I**

Learn elementary swimming skills, water safety and survival swimming. Intended for non-swimmers or those who cannot swim 25 yards. Credit course: PEAQ 100.

Total Cost: \$172 (Tuition: \$0 Fees: \$172)

CRN#	Day/Ses.	Dates	Time	Location
71317	M(30)	8/25–12/8	6–7:50 p.m.	EC
71314	T/R(31)	8/26–12/11	10:10–11:05 a.m.	EC
71322	T/R(31)	8/26–12/11	12:45–1:40 p.m.	CC
71283	W(15)	8/27–12/10	10:10 a.m.–12 p.m.	DC
71271	S(13)	9/6–12/13	9–11 a.m.	EC

## FIT 504

**Swimming Level II**

Covers intermediate aquatics skills, competitive swim strokes, water safety and fitness concepts. Must have completed FIT 508. Credit course: PEAQ 101.

Total Cost: \$172 (Tuition: \$0 Fees: \$172)

CRN#	Day/Ses.	Dates	Time	Location
71318	M(30)	8/25–12/8	6–7:50 p.m.	EC
71315	T/R(31)	8/26–12/11	10:10–11:05 a.m.	EC
71323	T/R(31)	8/26–12/11	12:45–1:40 p.m.	CC
71284	W(15)	8/27–12/10	10:10 a.m.–12 p.m.	DC
71272	S(13)	9/6–12/13	9–11 a.m.	EC

## FIT 804

**Swimming Level III**

Advanced-level swimmers will refine their skills and endurance. Prerequisite: FIT 504 or ability to swim 100 yards in good form using most competitive strokes. Credit course: PEAQ 102.

Total Cost: \$172 (Tuition: \$0 Fees: \$172)

CRN#	Day/Ses.	Dates	Time	Location
71324	T/R(31)	8/26–12/11	12:45–1:40 p.m.	CC
71286	W(15)	8/27–12/10	10:10 a.m.–12 p.m.	DC
71320	S(13)	9/6–12/13	9–11 a.m.	EC

## FIT 071

**Water Aerobics**

Attain and maintain physical fitness through movement in the water. The nine fundamental swim strokes will be introduced in a routine or composition set to music. Credit course: PEAQ 145.

Total Cost: \$240 (Tuition: \$0 Fees: \$240)

CRN#	Day/Ses.	Dates	Time	Location
72560	M/W/F(45)	8/25–12/12	8–8:55 a.m.	CC
71328	M/W/F(45)	8/25–12/12	11:15 a.m.–12:10 p.m.	CC



## YOGA AND TAI CHI

### FIT 087

#### Gentle Yoga

This gentle yoga class offers a softer, nurturing approach with restorative practices. Ideal for those with limited flexibility and coordination. Bring comfortable clothes, a yoga mat, a strap and a blanket.

Total Cost: \$119 (Tuition: \$0 Fees: \$119)

CRN#	Day/Ses.	Dates	Time	Location
71388	T(8)	10/7–11/25	6:30–7:45 p.m.	Zoom
71501	W(8)	10/8–12/3	5:45–7 p.m.	CC
71488	T(8)	10/14–12/2	4:30–5:45 p.m.	EC
72668	R(8)	10/16–12/11	5:45–7 p.m.	OM

### FIT 252

#### Tai Chi for Beginners

Experience this traditional form of martial arts as an excellent low-impact exercise that improves coordination, balance and flexibility. Wear comfortable clothing.

Total Cost: \$119 (Tuition: \$0 Fees: \$119)

CRN#	Day/Ses.	Dates	Time	Location
71412	S(9)	9/20–11/22	9–10:15 a.m.	OM
71414	T(10)	9/23–11/25	6:30–7:45 p.m.	CC

### FIT 249

#### Tai Chi Continued

Continue instruction to improve your balance and coordination, walk with more grace and become more aware of your environment.

Total Cost: \$119 (Tuition: \$0 Fees: \$119)

CRN#	Day/Ses.	Dates	Time	Location
71401	S(9)	9/20–11/22	10:30–11:45 a.m.	OM

### FIT 198

#### Yoga Flow with Our Chakra System

Energize your body and mind! Unlock a new chakra each week through mindful movement, breathwork and targeted poses. Boost vitality and restore balance. Ideal for all levels. Bring water and a yoga mat.

Total Cost: \$119 (Tuition: \$0 Fees: \$119)

CRN#	Day/Ses.	Dates	Time	Location
71497	T(8)	10/21–12/9	6–7:15 p.m.	CC

### FIT 199

#### Yoga for Beginners

New to yoga? Learn foundational poses and use mindful breath and movements to improve your posture and fluidity while releasing tension. Bring a yoga mat and water bottle.

Total Cost: \$119 (Tuition: \$0 Fees: \$119)

CRN#	Day/Ses.	Dates	Time	Location
71404	S(8)	10/4–11/22	11 a.m.–12:15 p.m.	DC
71418	T(8)	10/7–11/25	5:30–6:45 p.m.	DC

### FIT 209

#### Yoga for Tech Neck, Posture and Stress

Say goodbye to tech neck and tension! Discover yoga postures, alignment tips and relaxation techniques to build strength, ease stress and counteract screen time.

Total Cost: \$59 (Tuition: \$0 Fees: \$59)

CRN#	Day/Ses.	Dates	Time	Location
71502	M(6)	10/20–11/24	4:30–5:30 p.m.	EC

### FIT 586

#### Yoga I

Develop techniques to enhance your strength, flexibility and mind/body awareness. Includes breathing, yoga postures, concentration and relaxation. Credit course: PELF 100.

Total Cost: \$172 (Tuition: \$0 Fees: \$172)

CRN#	Day/Ses.	Dates	Time	Location
71319	T/R(31)	8/26–12/11	9:35–10:30 a.m.	EC
71277	S(13)	9/6–12/13	9–11 a.m.	EC

## COOKING, HOBBIES AND HOME IMPROVEMENT

## COOKING

### CKG 023

#### Culinary Basic Training

Beginner and experienced cooks will have the opportunity to develop basic cooking skills and gain an understanding of recipes. Bring chef's knife and cutting board to class. Food costs payable at first class.

Total Cost: \$98 (Tuition: \$0 Fees: \$98)

CRN#	Day/Ses.	Dates	Time	Location
73341	W(4)	10/8–29	6:30–9 p.m.	OM

### CKG 017

#### Luscious, Low-Fat, Lightning-Quick Meals

Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious!

Total Cost: \$149 (Tuition: \$20 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
72478	Arranged	10/15–12/5	Arranged	ED2G0
71280	Arranged	12/17–2/6	Arranged	ED2G0

### CKG 141

#### Thai Small Plates

Discover the Thai take on Spanish Tapas. Inspired by the small plate concept, but fully integrating Thai ingredients using fresh herbs and spices. Food costs payable at first class.

Total Cost: \$75 (Tuition: \$0 Fees: \$75)

CRN#	Day/Ses.	Dates	Time	Location
73340	W(3)	9/24–10/8	6:30–8:30 p.m.	OM

## SEWING AND TEXTILES

### ART 959

#### Knit Socks from the Toe Up (NEW)

Explore techniques such as casting on, binding off, working heels/toes and adjusting sizes in a small class setting. Discover the history and construction of sock knitting. Basic skills required. Bring yarn and needles to the first class; supply list to follow.

Total Cost: \$129 (Tuition: \$0 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
73620	U(5)	10/9–11/12	1–3:45 p.m.	EC

### XXX 213

#### Sewing – Beginning

Learn how to choose the right notions for a sewing kit, understand sewing terms, how to use a pattern and how to operate and care for a personal sewing machine. Bring a sewing machine in good working order, scissors, thread and ½ yard of canvas fabric.

Total Cost: \$125 (Tuition: \$0 Fees: \$125)

CRN#	Day/Ses.	Dates	Time	Location
73334	M(5)	9/29–10/27	6–9:15 p.m.	RAC
73336	S(5)	9/27–10/25	10 a.m.–1 p.m.	CC

### PDE 866

#### Sewing – Continuing

Improve sewing skills by learning to insert a zipper, apply interfacing and elastic, applique and put in buttonholes on several projects. Bring a sewing machine in good working order, scissors, thread and ½ yard of canvas fabric.

Total Cost: \$120 (Tuition: \$0 Fees: \$120)

CRN#	Day/Ses.	Dates	Time	Location
73333	M(4)	11/3–24	6–9:15 p.m.	RAC
73332	S(4)	11/1–22	10 a.m.–1 p.m.	CC

## FLORAL DESIGN

### FLR 022

#### Floral Design I

Discover fresh and/or silk floral arranging basics for table arrangements, wreaths and wall decorations. Create a new design weekly. Materials fee due first class.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
72253	M(4)	10/6–27	7–9 p.m.	EC

### FLR 020

#### Floral Design – Seasonal and Holiday

Work on wreaths and table decorations for the fall and winter holidays. Materials fee due first class.

Total Cost: \$98 (Tuition: \$0 Fees: \$98)

CRN#	Day/Ses.	Dates	Time	Location
72252	S(6)	10/23–12/6	10 a.m.–12 p.m.	OM
72251	M(6)	10/6–12/8	6–8 p.m.	EC



## JEWELRY MAKING

### PDE 953

#### Jewelry Soldering

Learn how to torch, solder and work with different metals to create metal jewelry, bezels and findings. Materials fee due first class.

Total Cost: \$99 (Tuition: \$0 Fees: \$99)

CRN#	Day/Ses.	Dates	Time	Location
72292	U(1)	9/28	10 a.m.–5:30 p.m.	CC

### ART 970

#### Making Jewelry with a Hydraulic Press

Craft unique metal jewelry using a rolling mill, hydraulic press and hand finishing with files and a buffing wheel. Make a copper and sterling bracelet and a pair of earrings. A \$60 materials fee is due at first class.

Total Cost: \$99 (Tuition: \$0 Fees: \$99)

CRN#	Day/Ses.	Dates	Time	Location
72284	S(1)	10/11	10 a.m.–3:20 p.m.	CC

### ART 971

#### Stamping the Navajo Way

Learn to decorate metal using traditional hand-made Navajo metal stamps. Make a copper bracelet and a pair of silver earrings. A \$30 materials fee is due at first class.

Total Cost: \$99 (Tuition: \$0 Fees: \$99)

CRN#	Day/Ses.	Dates	Time	Location
72285	S(1)	11/8	10 a.m.–4:20 p.m.	CC

### ARB 137

#### Wire Work for Jewelry – Introduction

Learn wire jewelry basics: tool usage, wire selection for various purposes, crafting clasps, links and beads. Materials fee due first class.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
72257	S(4)	10/4–25	10:30 a.m.–12:30 p.m.	EC

## HOME IMPROVEMENT

### PDV 388

#### Home Improvement: Getting Started

Kick-start home projects successfully. Learn to assess, plan and budget for repairs and improvements. Topics include creating repair checklists, power tool safety, simple repairs, project planning and cost estimation.

Total Cost: \$149 (Tuition: \$0 Fees: \$149)

CRN#	Day/Ses.	Dates	Time	Location
73329	R(4)	10/2–23	6–9 p.m.	DC

### PDV 391

#### Home Improvement: Tile, Trim and Floors

Upgrade your home! Gain basic skills to update floors, finish simple tile projects and install decorative trims. Learn measuring, material selection, basic installation and mitered and irregular cuts. Materials fee due first class.

Total Cost: \$149 (Tuition: \$0 Fees: \$149)

CRN#	Day/Ses.	Dates	Time	Location
73326	S(4)	10/4–25	2:30–5:30 p.m.	DC

### PDV 389

#### Home Improvement: Walls, Electricity and Plumbing

Advance your DIY skills. Learn basic plumbing, electrical and wall building techniques. Topics include faucet replacement, toilet repair, light fixture installation, framing, drywall basics and window installation. Materials fee due first class.

Total Cost: \$149 (Tuition: \$0 Fees: \$149)

CRN#	Day/Ses.	Dates	Time	Location
73324	S(4)	10/4–25	10 a.m.–1 p.m.	DC
73325	R(4)	11/13–12/11	6–9 p.m.	DC

## INTERIOR DESIGN

### VOA 897

#### Introduction to Interior Design

Explore a career in interior design as you learn how to transform any room into a beautiful and functional space.

Total Cost: \$149 (Tuition: \$20 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
72476	Arranged	10/15–12/5	Arranged	ED2G0

## CERTIFIED RESIDENTIAL INTERIOR DESIGNER

### CONTINUING EDUCATION WORKFORCE CERTIFICATE

Prepare for a career as a residential interior designer and to pass the Certified Residential Interior Designer Education exam. Learn design fundamentals, ethical practices, styles and portfolio development and design a family room.

This credential should not be confused with the Certified Interior Designer status certified and regulated by the Maryland State Board of Certified Interior Designers. This program does not meet the education and experience requirements necessary for Maryland State Certification.

### VOB 101

#### Certified Residential Interior Designer Part 1

Students must register for Part 1 and Part 2.

Total Cost: \$1,072 (Tuition: \$25 Fees: \$1,047)

CRN#	Day/Ses.	Dates	Time	Location
73327	Arranged	8/11–12/1	Arranged	ED2G0

### VOB 102

#### Certified Residential Interior Designer Part 2

Students must register for Part 1 and Part 2.

Total Cost: \$1,072 (Tuition: \$25 Fees: \$1,047)

CRN#	Day/Ses.	Dates	Time	Location
72469	Arranged	11/17–3/9	Arranged	ED2G0

## OUTDOOR ACTIVITIES

Information on Maryland Basic Boating Certification and SCUBA Diving Certification can be found in the Transportation, Distribution and Logistics section.

### PDV 409

#### Backyard Beekeeping

Buzz into the magical world of bees! Learn about bee biology, nectar sources, equipment and more. Suit up and join hands-on hive adventures and honey tastings. Class takes place at the Piedmont Learning Center. \$25 equipment rental/materials fee due at first class.

Total Cost: \$119 (Tuition: \$0 Fees: \$119)

CRN#	Day/Ses.	Dates	Time	Location
71492	S(4)	10/4–25	9 a.m.–12 p.m.	OSX

### PDV 394

#### Introduction to Fly Fishing

Explore the aquatic ecosystem while developing your fly-fishing technique through demos, practices and discussions. Classes take place on campus and at the river. Bring your fly rod if you have one!

Total Cost: \$149 (Tuition: \$0 Fees: \$149)

CRN#	Day/Ses.	Dates	Time	Location
71373	M(6)	9/29–11/3	6:30–8 p.m.	EC

### FIT 946

#### Pickleball

Have fun playing pickleball, America's fastest-growing sport for all ages and skill levels. The game is easy to learn and combines many elements of tennis, badminton and ping-pong using a modified tennis net, paddle and plastic ball.

Total Cost: \$179 (Tuition: \$0 Fees: \$179)

CRN#	Day/Ses.	Dates	Time	Location
72533	T/R(14)	8/26–10/9	6–7:50 p.m.	CC

### FIT 241

#### Beginner Golf

Develop your golf skills and learn the basics of the game including putting, irons, woods and when to use each club. Classes take place on the driving range (weather permitting). Ball fee: \$10–\$15. Bring your own clubs or borrow from the range.

Total Cost: \$99 (Tuition: \$0 Fees: \$99)

CRN#	Day/Ses.	Dates	Time	Location
73194	W(5)	9/17–10/15	6:30–8 p.m.	OSX



## PERSONAL DEVELOPMENT

### VOB 136

#### Certified Professional Life Coach

Become an IAPRC Certified Professional Coach. Develop core competencies, master ethical coaching and gain the skills and tools needed to build a successful life coaching business.

Total Cost: \$1,995 (Tuition: \$50 Fees: \$1,945)

CRN#	Day/Ses.	Dates	Time	Location
71455	Arranged	9/8–3/9	Arranged	ED2GO
71456	Arranged	10/13–4/13	Arranged	ED2GO
71457	Arranged	11/10–5/11	Arranged	ED2GO
71458	Arranged	12/8–6/15	Arranged	ED2GO

### CEC 035

#### Empowering Students with Disabilities

Explore common disabilities you'll encounter in the classroom and master techniques for promoting academic, behavioral and social skills in students with special needs.

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71292	Arranged	11/12–1/2	Arranged	ED2GO

### PDE 916

#### Get Assertive

Find out how you can stop others from intimidating you or treating you poorly.

Total Cost: \$149 (Tuition: \$20 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
71295	Arranged	11/12–1/2	Arranged	ED2GO

### PDE 956

#### Get Funny

Learn how to use humor to speak more effectively, write better and increase your popularity.

Total Cost: \$139 (Tuition: \$20 Fees: \$119)

CRN#	Day/Ses.	Dates	Time	Location
71294	Arranged	10/15–12/5	Arranged	ED2GO

### CHA 077

#### Teaching Students with Autism: Strategies for Success

Develop knowledge, understanding and strategies to ensure your students with autism succeed in the classroom and beyond.

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71285	Arranged	9/17–11/7	Arranged	ED2GO

### CET 056

#### Working Successfully with Learning Disabled Students

Learn how to successfully meet the diverse needs of students with learning disabilities in your classroom.

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
71291	Arranged	10/15–12/5	Arranged	ED2GO

## FAMILY EDUCATION AND EMPOWERMENT

### PSY 130

#### Empowering Neurodivergent Youth

Gain skills to empower neurodivergent youth, foster inclusive spaces and navigate challenges confidently. Perfect for families, educators, youth leaders and other supportive adults.

Total Cost: \$59 (Tuition: \$17 Fees: \$42)

CRN#	Day/Ses.	Dates	Time	Location
71919	T(3)	11/4–18	6:30–8:30 p.m.	Zoom

### PDV 464

#### Supporting LGBTQ+ Youth

Families, teachers, youth leaders and supportive adults of LGBTQ+ youth will gain essential tools to celebrate strengths, navigate challenges and create affirming environments.

Total Cost: \$59 (Tuition: \$17 Fees: \$42)

CRN#	Day/Ses.	Dates	Time	Location
71912	T(3)	10/7–21	6:30–8:30 p.m.	Zoom

### EDU 070

#### Supporting Your Child's Mathematical Mind

Learn elementary secrets crucial for your child's math success. Discover games and tricks to enhance skills from numbers to fractions. Gain confidence and become a supportive guide in their mathematical journey. Bring a notebook!

Total Cost: \$59 (Tuition: \$18 Fees: \$41)

CRN#	Day/Ses.	Dates	Time	Location
71916	T(3)	12/2–16	6:30–8:30 p.m.	Zoom

## FINANCE

### FIN 059

#### Investment Financial Literacy

Have you wanted to learn about planning for your financial future? This class will help you understand terms like stocks, bonds, mutual funds, retirement plans and annuities. Use this knowledge to make wise financial decisions and ask questions.

Total Cost: \$75 (Tuition: \$0 Fees: \$75)

CRN#	Day/Ses.	Dates	Time	Location
72245	M(5)	9/29–10/27	7–8 p.m.	EC

### FIN 060

#### Investment Financial Literacy 2

Discover different ways to evaluate and pick investments. Look at two different methods to examine stocks: fundamental and technical analysis. Find out how to pick bond investments and mutual funds for your portfolio.

Total Cost: \$65 (Tuition: \$0 Fees: \$65)

CRN#	Day/Ses.	Dates	Time	Location
72246	M(4)	10/27–11/17	7–8 p.m.	EC

### FIN 061

#### Stock Options for Fun and Profit

Unlock Warren Buffet's success secret: stock options. Often misunderstood, they're powerful tools for investors, reducing risk and enhancing returns. Demystify options and equip yourself with investment strategies for your portfolio.

Total Cost: \$65 (Tuition: \$0 Fees: \$65)

CRN#	Day/Ses.	Dates	Time	Location
72248	R(5)	10/16–11/13	7–8 p.m.	EC

## WRITING

### WRI 066

#### Introduction to Screenwriting

Learn everything you need to know to write a great script, from structure, character creation and dialogue to marketing and selling your screenplay.

Total Cost: \$149 (Tuition: \$20 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
72477	Arranged	10/15–12/5	Arranged	ED2GO

### WRI 219

#### Romance Writing

Learn how to effectively craft the specific elements of a romance novel.

Total Cost: \$149 (Tuition: \$20 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
72472	Arranged	10/15–12/5	Arranged	ED2GO

### WLT 412

#### The Keys to Effective Editing

If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction.

Total Cost: \$149 (Tuition: \$20 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
72474	Arranged	10/15–12/5	Arranged	ED2GO



WLT 240

**Writing for Children**

Turn your children's book idea into a finished product and explore new opportunities and markets. This course covers fiction and nonfiction manuscripts, children's literature, niche players and tools and resources for writers.

Total Cost: \$149 (Tuition: \$20 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
72470	Arranged	10/15–12/5	Arranged	ED2G0

## WORLD LANGUAGES

### ARABIC

FLC 569

**Arabic Language 1A**

Develop basic skills while learning short sentences and sentence structure, basic verb conjugation, short beginning dialogs and elements of Arabic-speaking cultures.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
72184	T(11)	9/30–12/9	7–9 p.m.	EC

### CHINESE-MANDARIN

FLA 153

**Basic Chinese Mandarin 1A**

Develop skills in reading, writing and conversing in Mandarin and explore Chinese culture.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
72126	T(11)	9/30–12/9	7–9 p.m.	Zoom

### FRENCH

FLA 081

**Getting Started with French**

Develop basic conversational skills, including simple vocabulary, salutations and introductions. Learn about the cultural aspects of French-speaking countries and the surname system.

Total Cost: \$159 (Tuition: \$48 Fees: \$111)

CRN#	Day/Ses.	Dates	Time	Location
72127	R(8)	10/2–11/20	7–8:30 p.m.	Zoom

FLC 427

**Basic French 1A**

Emphasizes pronunciation, reading and conversational skills in French, including present tense, sentence construction and negative and interrogative forms.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
72128	R(11)	10/2–12/18	7–9 p.m.	Zoom

FLA 211

**Intermediate French – Part I**

Improve your verbal ability and understanding of basic structures. Before taking this course, students should be able to comfortably use the present, past and future tenses of regular and irregular verbs. The concept and the present tense of the subjunctive will be introduced.

Total Cost: \$225 (Tuition: \$68 Fees: \$157)

CRN#	Day/Ses.	Dates	Time	Location
72065	W(11)	9/24–12/10	5–7 p.m.	Zoom

FLA 212

**Intermediate French – Part II**

Strengthen your oral and written communication skills in French. Before taking this course, students should be comfortable using the present, past and future tenses of regular, irregular and reflexive verbs and familiar with the concept of the subjunctive. Further uses and tenses of the subjunctive will be introduced.

Total Cost: \$225 (Tuition: \$68 Fees: \$157)

CRN#	Day/Ses.	Dates	Time	Location
72069	R(11)	9/25–12/11	5–7 p.m.	Zoom
72067	S(11)	9/27–12/13	9:30–11:30 a.m.	Zoom

FLC 075

**Advanced French Language**

Broaden your French vocabulary, improve your command of the language and review advanced grammatical structures. Consult with the foreign language advisor prior to enrolling.

Total Cost: \$225 (Tuition: \$68 Fees: \$157)

CRN#	Day/Ses.	Dates	Time	Location
72060	W(11)	9/24–12/10	7:30–9:30 p.m.	Zoom
72059	R(11)	9/25–12/11	7:30–9:30 p.m.	Zoom

FLA 014

**Beginning Conversational French**

Learn simple pronunciation and phonetic spelling for every word and phrase included in the instruction. Topics include culture, currency and food.

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
72185	Arranged	11/12–1/2	Arranged	ED2G0

### GERMAN

FLA 115

**Basic German 1A**

Learn basic pronunciation, the present tense of regular verbs, common irregular verbs and sentence construction using the affirmative, negative and interrogative.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
72080	T(11)	9/30–12/9	7–9 p.m.	HV

### IGBO

FLA 025

**Introduction to Igbo**

Gain an introduction to the basics of written and oral communication in Igbo, as well as the rich cultural heritage of the Igbos, one of the main ethnic groups in Nigeria, West Africa.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
72073	R(11)	10/2–12/18	7–9 p.m.	EC

### ITALIAN

FLA 078

**Getting Started with Italian**

Learn essential Italian conversation skills, including greetings, vocabulary and cultural insights.

Total Cost: \$159 (Tuition: \$48 Fees: \$111)

CRN#	Day/Ses.	Dates	Time	Location
72129	R(8)	10/2–11/20	7–8:30 p.m.	Zoom

FLA 112

**Basic Italian 1A**

Basic pronunciation; present tense of regular verbs; common irregular verbs and sentence and dialog construction with the affirmative, negative and interrogative. No previous experience necessary.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
72074	M(11)	9/15–11/24	7–9 p.m.	HV

FLA 113

**Basic Italian 1B**

Basic pronunciation; in-depth exploration of present tense of regular verbs; exploration of common irregular verbs and sentence and dialog construction with affirmative, negative and interrogative. May be used as a refresher course.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
72075	T(11)	9/16–11/25	7–9 p.m.	HV



## FLA 119

**Basic Italian 2A**

Continued development in pronunciation, vocabulary, reading, writing and conversation. Topics include additional present tense of regular verbs; sentence construction with affirmative, negative and interrogative and present tense of stem-changing verbs.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
72076	W(11)	9/17–12/3	7–9 p.m.	HV

## FLC 436

**Instant Italian**

Learn Italian from the comfort of your home in this fun and enjoyable online course.

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
72195	Arranged	9/17–11/10	Arranged	ED2GO

## JAPANESE

## FLC 521

**Elementary Japanese Language I**

Explore Japanese language structure through listening, reading, writing, conversing and discussing. Experience the art, artifacts, music and overall contributions of Japanese society to world civilization.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
72131	W(11)	9/17–12/3	7–9 p.m.	Zoom

## FLA 057

**Elementary Japanese Language II**

Review, practice and further develop skills in writing, reading and oral communications. Additional Japanese cultural elements will be explored in art, music and history.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
72130	T(11)	9/23–12/2	7–9 p.m.	Zoom

## FLA 137

**Conversational Japanese**

Learn introductory Japanese through topics including vocabulary, pronunciation and cultural knowledge.

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
72187	Arranged	10/15–12/4	Arranged	ED2GO

## KOREAN

## FLA 117

**Introduction to Korean**

Master Korean basics: alphabet, pronunciation, essential vocabulary, greetings and cultural insights. No experience needed.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
72532	T(11)	9/23–12/2	7–9 p.m.	CC

## FLA 190

**Korean I**

Topics include basic grammar, practicing simple conversations; development of the student's speaking, listening, reading and writing skills, as well as aspects of Korean history and culture. Prerequisite: Knowledge of the Korean alphabet.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
72057	M(11)	9/22–12/1	5–7 p.m.	CC

## FLA 209

**Basic Korean Language II**

Topics include advanced reading practice, writing sentences, interpreting phrases, grammar, conversational skills, building, culture, history and society.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
72061	M(11)	9/22–12/1	7:15–9:15 p.m.	CC

## PORTUGUESE

## FLC 573

**Basic Portuguese 1A**

Topics include basic pronunciation, present tense of regular verbs, common irregular verbs and sentence construction, affirmative, negative and interrogative.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
72111	R(11)	9/25–12/11	7–9 p.m.	Zoom

## FLA 076

**Basic Portuguese 1B**

Continue the study of pronunciation, reading and writing, but with more emphasis on conversational skills using the present tense of regular and irregular verbs learned in Basic Portuguese 1A. A good refresher course for individuals with some prior language experience.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
72117	T(11)	9/30–12/9	7–9 p.m.	Zoom

## RUSSIAN

## FLA 398

**Basic Russian 1A**

Learn essential speaking and listening skills, as well as practicing basic reading and writing skills. This is a communication-based class and students will learn to speak and understand simple Russian.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
72089	W(11)	9/24–12/10	7–9 p.m.	EC
72087	M(11)	9/29–12/8	7–9 p.m.	OM

## FLA 406

**Basic Russian 3A**

Build on skills learned in Russian 2B. More detailed Russian grammar, syntax and language usage will be introduced. Students will engage in conversation after reading texts of varying genres. Prerequisite: Russian 2B.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
72082	R(11)	9/25–12/11	7–9 p.m.	HV

## FLA 189

**Intermediate Russian**

Build on the skills you acquired in the Basic Russian courses. Emphasis continues on increasing skills in pronunciation, grammar, reading, writing and conversation. Explore common idiomatic expressions.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
72086	T(11)	9/16–11/25	7–9 p.m.	EC

## SIGN LANGUAGE

## FLC 431

**Sign Language I**

Learn basic signs, finger spelling, numbers and nonverbal communication associated with American Sign Language.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
72078	M(11)	9/15–11/24	6–8 p.m.	CC

## FLA 193

**Sign Language II**

Review previously learned signs, new vocabulary and improve your finger spelling and expressive and receptive language. Prerequisite: Sign Language I.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
72077	W(11)	10/1–12/17	6–8 p.m.	CC

**FLA 419****Discover Sign Language**

Discover the fun of learning sign language and using your hands to communicate with deaf people.

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
72190	Arranged	9/17–11/10	Arranged	ED2G0

**PDV 289****Ethical Decisions in Interpreting**

Ethical Decisions in Interpreting guides students through a critical analysis of ethics and ethical decision making in the field of sign language interpreting through a social justice framework. Ethical dilemmas are analyzed in a variety of specialized settings and through various stakeholder perspectives.

Total Cost: \$199 (Tuition: \$60 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
72107	Arranged	8/25–10/12	Arranged	Online

**PDV 281****Self-Care for Interpreters**

Master self-care for interpreters, covering psychological and physiological health, trauma signs, self-advocacy and healthy practices.

Total Cost: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
72108	Arranged	10/15–12/7	Arranged	Online

**SPANISH****FLA 083****Getting Started with Spanish**

Learn simple vocabulary, greetings and salutations, introductions, common cultural aspects of Spanish-speaking countries and more.

Total Cost: \$159 (Tuition: \$48 Fees: \$111)

CRN#	Day/Ses.	Dates	Time	Location
72112	T(8)	9/30–11/18	7–8:30 p.m.	Zoom
72083	R(8)	10/2–11/20	7–8:30 p.m.	HV

**FLC 417****Basic Spanish 1A**

Construct sentences in the affirmative, negative and interrogative forms and use them in conversation. The present tense of regular and some common irregular verbs is introduced.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
72085	M(11)	9/15–11/24	7–9 p.m.	EC
72531	T(11)	9/23–12/2	7–9 p.m.	HV
72114	W(11)	9/24–12/10	7–9 p.m.	Zoom
72084	R(11)	10/2–12/18	7–9 p.m.	HV

**FLC 418****Basic Spanish 1B**

Enhance conversational skills in pronunciation, reading and writing using present tense verbs. Ideal for those with some Spanish language experience.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
72115	M(11)	9/15–11/24	7–9 p.m.	Zoom
72090	W(11)	9/24–12/10	7–9 p.m.	HV

**FLC 559****Basic Spanish 3A**

Emphasis on pronunciation, basic grammar, reading, writing and conversational skills. Intended for individuals comfortable using the present and preterit tenses of all regular, irregular and stem-changing verbs and familiar with reflexive verbs. The imperfect, formal/informal command tenses will be introduced. Prerequisites: Spanish 2A and 2B.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
72488	W(11)	9/24–12/10	7–9 p.m.	Zoom

**FLA 213****Intermediate Spanish – Part I**

Emphasis is on verbal ability and understanding basic structures. Intended for individuals able to use the present, past (preterit and imperfect) and future tenses of regular, stem-changing, reflexive and irregular verbs. The subjunctive and present subjunctive are introduced.

Total Cost: \$225 (Tuition: \$68 Fees: \$157)

CRN#	Day/Ses.	Dates	Time	Location
72062	M(11)	9/22–12/1	7:30–9:30 p.m.	Zoom

**FLA 214****Intermediate Spanish – Part II**

Emphasis continues on strengthening oral and written communication skills. Intended for individuals able to comfortably use the present, past, conditional and future tenses of regular, stem-changing, irregular and reflexive verbs. Students should also be familiar with the concept of the subjunctive. Further uses of the subjunctive and other tenses of the subjunctive will be introduced.

Total Cost: \$225 (Tuition: \$68 Fees: \$157)

CRN#	Day/Ses.	Dates	Time	Location
72063	M(11)	9/22–12/1	5–7 p.m.	Zoom

**FLC 043****Advanced Spanish**

Broaden your vocabulary and command of the language. Review advanced grammatical structure for oral and written communication. New students should consult with the foreign language advisor before enrolling in this course.

Total Cost: \$225 (Tuition: \$68 Fees: \$157)

CRN#	Day/Ses.	Dates	Time	Location
72064	T(11)	9/23–12/2	5–7 p.m.	Zoom

**WLT 218****Speed Spanish**

Learn conversational Spanish by utilizing syntactical strategies to build sentences. Topics include engaging in conversational Spanish, describing six strategies for comprehension and explaining grammatical rules.

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
72196	Arranged	9/17–11/10	Arranged	ED2G0

**FLC 410****Speed Spanish II**

Engage in this follow-up to our popular Speed Spanish course. Several new tools help you continue building fluency.

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
72193	Arranged	11/12–1/2	Arranged	ED2G0

**FLC 435****Speed Spanish III**

Master your ability to speak, understand and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
72194	Arranged	12/17–2/6	Arranged	ED2G0

**FLA 161****Spanish for Medical Professionals I**

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key health care words and phrases.

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
72189	Arranged	10/15–12/4	Arranged	ED2G0

**FLA 422****Spanish for Medical Professionals II**

Build on your foundation of Spanish for Medical Professionals I by learning medical terminology and phrases from a variety of medical fields as well as Spanish grammar.

Total Cost: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
72192	Arranged	12/17–2/6	Arranged	ED2G0

**CEC 114****Spanish in the Classroom**

Learn essential Spanish so you can communicate effectively with your Spanish-speaking students and parents.

Total Cost: \$139 (Tuition: \$20 Fees: \$119)

CRN#	Day/Ses.	Dates	Time	Location
72197	Arranged	9/17–11/10	Arranged	ED2G0
72201	Arranged	11/12–1/2	Arranged	ED2G0



## TAGALOG

### FLA 235

#### Introduction To Tagalog

Begin developing your Tagalog (Filipino) skills in reading, writing, speaking and listening, while gaining insights into Philippine culture.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
72092	W(11)	10/1–12/17	7–9 p.m.	CC

## TESOL

### ADS 184

#### Foundations of TESOL

This course introduces theories and principles of teaching English to speakers of other languages (TESOL). Topics include the process of language acquisition, English language teaching approaches and the roles of culture and technology in the English language classroom. Students must register concurrently for ADS 228: TESOL Practicum IA.

Total Cost: \$195 (Tuition: \$59 Fees: \$136)

CRN#	Day/Ses.	Dates	Time	Location
72101	W(7)	8/27–10/8	6–8:55 p.m.	Zoom

### ADS 228

#### TESOL Practicum 1A

Observe and evaluate English language classes and tutor or assist in teaching English language learners. Corequisite: ADS 151.

Total Cost: \$69 (Tuition: \$21 Fees: \$48)

CRN#	Day/Ses.	Dates	Time	Location
72102	Arranged	8/27–10/8	Arranged	Online

### ADS 216

#### Issues in TESOL

Prepare to design and deliver ESL and EFL instruction that targets specific needs. Major topics include assessment and evaluation, support for diverse learners, pronunciation, administrative matters in TESOL and professional development. Students must register concurrently for ADS 210 TESOL Practicum 1E.

Total Cost: \$195 (Tuition: \$59 Fees: \$136)

CRN#	Day/Ses.	Dates	Time	Location
72097	M(7)	10/20–12/7	6–8:55 p.m.	Zoom

### ADS 210

#### TESOL Practicum 1E

Complete six hours of ESL class observation and serve as a classroom assistant or tutor. Teachers or those with English language learners in their network may request to use these contacts for the practicum. Flexible options available. Corequisite: ADS 216 Issues in TESOL.

Total Cost: \$69 (Tuition: \$21 Fees: \$48)

CRN#	Day/Ses.	Dates	Time	Location
72096	Arranged	10/27–12/7	Arranged	Online

### ADS 218

#### Instructional Design in TESOL

Learn to design and deliver ESL and EFL instruction at all levels, covering instructional design, technology, skill integration and materials design. Required: Concurrent registration in ADS 209 TESOL Practicum 1D.

Total Cost: \$195 (Tuition: \$59 Fees: \$136)

CRN#	Day/Ses.	Dates	Time	Location
72099	M(7)	8/25–10/13	6–8:55 p.m.	Zoom

### ADS 209

#### TESOL Practicum ID

Observe and evaluate English language classes and tutor or assist in teaching English language learners. Corequisite: ADS 218 Instructional Design In TESOL.

Total Cost: \$69 (Tuition: \$21 Fees: \$48)

CRN#	Day/Ses.	Dates	Time	Location
72095	Arranged	8/25–10/20	Arranged	Online

### ADS 189

#### TESOL Methods: Principles in Practice

Prepare to teach English as a Second Language (ESL) or English as a Foreign Language (EFL). Learn instructional principles, teaching methods, lesson planning and literacy. Concurrently register for ADS 191 TESOL Practicum IB.

Total Cost: \$195 (Tuition: \$60 Fees: \$135)

CRN#	Day/Ses.	Dates	Time	Location
72104	W(7)	10/15–12/3	6–8:55 p.m.	Zoom

### ADS 191

#### TESOL Practicum IB

Observe and evaluate English language classes and tutor or assist in teaching English language learners. Corequisite: ADS 189 TESOL Methods: Principles In Practice.

Total Cost: \$69 (Tuition: \$21 Fees: \$48)

CRN#	Day/Ses.	Dates	Time	Location
72105	Arranged	10/15–12/3	Arranged	Online

## SENIORS

## ART

### ART 839

#### Acrylic Painting #2

Elevate your acrylic painting. Explore underpainting, tackle complex subject matter and receive personalized guidance and constructive critiques to perfect your art. Instructor: Alan Fink.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
71920	R(10)	10/9–12/18	10 a.m.–12 p.m.	OM

### ART 494

#### Adventures with Watercolor

Explore watercolors in this introductory course. Learn color theory, color mixing and still-life painting techniques. Perfect for beginners. Bring a few brushes, paints and watercolor paper to first class; additional materials will be discussed then. Instructor: Karen Rubery.

Total Cost: \$79 (Tuition: \$0 Fees: \$79)

CRN#	Day/Ses.	Dates	Time	Location
71126	R(10)	10/2–12/11	9:30–11 a.m.	EC

### ART 927

#### Basic Acrylic Painting Part 2

Advance your intermediate acrylic artistry with techniques in perspective, spatial relationships, composition, colorwork, brushwork and portrait painting while receiving expert critiques. Instructor: Alan Fink.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
71907	F(10)	10/3–12/12	10 a.m.–12 p.m.	Zoom

### ART 983

#### Beginning Collage

Craft stunning collages using a grid pattern. Explore neutral color palettes, focal points and paper accent techniques. Master value and presentation for visually balanced artworks. Instructor: Pamela Kosmeyer.

Total Cost: \$58 (Tuition: \$0 Fees: \$58)

CRN#	Day/Ses.	Dates	Time	Location
72583	S(2)	10/11–10/18	9:30 a.m.–12:45 p.m.	HV

### ART 977

#### Beginning Drawing Part 2

Expand on your Drawing for Beginners skills by working with charcoal, pastels and graphite. Learn to create portraits, perspective drawings, landscapes and still life. Bring a pencil and art pad to the first class; a supply list will be provided. Instructor: Marcia Bornfriend.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
71545	T(10)	10/7–12/9	1–3 p.m.	OM

**ARB 247****Bits and Pieces: Collage Work**

Explore the world of collage. Discover the art of combining materials like paper, photos, fabric and wood to create compositions. Learn techniques in paper collage, decoupage, photomontage and assemblage. Materials fee: \$25; due to instructor at first class. Instructor: Nan Howard.

Total Cost: \$84 (Tuition: \$0 Fees: \$84)

CRN#	Day/Ses.	Dates	Time	Location
71035	T(8)	10/7–11/25	10 a.m.–12 p.m.	HV

**ARB 181****Drawing and Painting for the Senior Adult**

Learn basic techniques for creating two-dimensional media, focusing on media use, techniques for desired effects and essential equipment for completing projects. Instructor: Joseph Cassar.

Total Cost: \$104 (Tuition: \$15 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
71044	F(8)	10/3–11/21	9:30–11:30 a.m.	HV
71048	F(8)	10/3–11/21	11:35 a.m.–1:35 p.m.	HV

**ART 043****Drawing for Beginners**

Unlock your drawing talent by learning to use lines, shapes, form, contour and perspective. Bring a 9"x12" or larger drawing pad, pencil and eraser. Supply list to follow. Instructor: Marcia Bornfriend.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
71548	T(10)	10/7–12/9	10 a.m.–12 p.m.	OM

**ARB 251****Drawing I**

Develop essential drawing skills and create confident, accurate artwork through hands-on guidance and instructor-led demos. Topics include art and drawing terminology, principles of drawing and critical thinking skills. Instructor: Negin Nejad Mohseni.

Total Cost: \$129 (Tuition: \$0 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
71114	M(10)	9/29–12/1	9:30 a.m.–12:45 p.m.	HV

**ARB 252****Drawing II**

Apply principles from Drawing I, including the four major atelier techniques, to complete a project using a mechanical pencil, pan pastel and/or charcoal pencil. Topics include simplifying shapes, applying a full range of values, block-in and mass-in methods, and more. Instructor: Negin Nejad Mohseni.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
71102	M(10)	9/29–12/1	1:30–3:30 p.m.	HV

**ARB 257****Drawing with Imagination**

Stretch your artistic and storytelling abilities by merging technical drawing skills with creative expression. Create captivating artwork in class with patterns and composition. Basic drawing skills recommended. Instructor: Barb Kiwak.

Total Cost: \$84 (Tuition: \$0 Fees: \$84)

CRN#	Day/Ses.	Dates	Time	Location
71308	W(8)	10/15–12/10	10 a.m.–12 p.m.	HV

**ART 976****Independent Drawing Studio**

Explore various mediums, subjects and artistic styles of your choice. Create independent art while improving your drawing skills through critiques and encouragement from your instructor. Instructor: Marcia Bornfriend.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
71483	M(10)	10/6–12/8	1–3 p.m.	OM

**ARB 258****Ink and Watercolor Art Journaling in Autumn**

Capture autumn's beauty through pencil and ink drawing, watercolor application and fundamental composition principles. Open to beginners and experienced artists. Instructor: Alina Kurbiel.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
71146	M(10)	9/15–11/17	10 a.m.–12 p.m.	Zoom

**ARB 255****Painting Scenery**

Uncover your hidden artistic talents and style in a relaxing group setting while painting various landscapes. Materials and supplies will be discussed in the first class. Instructor: April Freeman.

Total Cost: \$63 (Tuition: \$0 Fees: \$63)

CRN#	Day/Ses.	Dates	Time	Location
71153	S(8)	10/4–12/13	10–11 a.m.	HV

**ART 891****Portrait and Oil Painting Combo**

Refine portrait and oil painting skills, focusing on lighting, posing and techniques. Basic drawing and painting skills required. Bring a drawing pad, graphite pencils, kneaded eraser and a portrait photo to first class; additional materials will be discussed then. Instructor: Jennifer Murtha.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
70798	R(10)	10/2–12/11	10 a.m.–12 p.m.	HV

**ARB 253****Portrait Drawing I**

Beginners, step into portrait drawing and explore the Loomis and Reilly methods, facial anatomy and perspective with instructor-led demos and personalized guidance. Instructor: Negin Nejad Mohseni.

Total Cost: \$129 (Tuition: \$0 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
71113	T(10)	9/30–12/2	9:30 a.m.–12:45 p.m.	HV

**ARB 254****Portrait Drawing II**

Employ principles from Portrait Drawing I, including the Loomis and Reilly methods, to complete a portrait drawing using a mechanical pencil, pan pastel or charcoal pencil. Topics include techniques to simplify shapes, apply a full range of values and more. Instructor: Negin Nejad Mohseni.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
71100	T(10)	9/30–12/2	1:30–3:30 p.m.	HV

**ART 926****Realism in Pastels and Oils Part 2**

Improve realistic art with charcoal, pastel and oil. Deepen skills in materials, composition, techniques and layering. Instructor: Alan Fink.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
71910	R(10)	10/9–12/18	1–3 p.m.	OM

**ART 321****Watercolor Painting – Beginners/Intermediate**

Enhance painting skills, including wash, dry brush and masking techniques for subjects such as landscapes, still life and portraits. Supply list will be emailed. Basic drawing and painting skills required. Instructor: Jennifer Murtha.

Total Cost: \$99 (Tuition: \$10 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
71037	T(10)	9/30–12/2	1–3 p.m.	HV
70797	R(10)	10/2–12/11	1–3 p.m.	HV

**ART 949****Watercolor Pencil Painting**

Explore watercolor pencil techniques, learn color theory and complementary colors and practice blending, mixing and shadowing to add texture and dimension to your art pieces. Instructor: Trish Presley.

Total Cost: \$71 (Tuition: \$0 Fees: \$71)

CRN#	Day/Ses.	Dates	Time	Location
71546	T(6)	10/7–11/11	1–2:30 p.m.	OM



## COMPUTERS

### PCA 696

#### Android Phones and Tablets

Learn how to purchase and confidently use an Android smart device, including how to install and use apps, take photos, shoot videos and download books. Instructor: Jason Knauer.

Total Cost: \$83 (Tuition: \$10 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
71036	M(5)	10/27–11/24	1–3 p.m.	HV

### PCO 357

#### Beginning iPhones for Seniors

Use your iPhone like a pro. Learn to use apps, your camera and GPS, and integrate using your phone's features into your daily life. Bring your iPhone to class.

Total Cost: \$88 (Tuition: \$10 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
71901	M(6)	10/6–11/10	10 a.m.–12 p.m.	CC
Instructor: Brigitte Waites				
71903	R(6)	10/9–11/13	1–3 p.m.	HV

Instructor: Katessa Trafton

### PCO 260

#### Computers: Getting to Know Them #1

Gain computer basics in a relaxed class setting. Learn how to personalize and back up your device, use a mouse, access files, create emails, navigate browsers and set up security. Instructor: Lee Klima.

Total Cost: \$83 (Tuition: \$10 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
71042	S(5)	10/4–11/1	10 a.m.–12 p.m.	HV
71733	M(5)	10/6–11/3	10 a.m.–12 p.m.	OM

### PCO 261

#### Computers: Getting to Know Them #2

Building on skills learned in Computers: Getting To Know Them #1, learn email operation, text modification, attachments, toolbar controls, text size, columns, stationery, signatures and receipts. Instructor: Lee Klima.

Total Cost: \$83 (Tuition: \$10 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
71046	S(5)	11/8–12/13	10 a.m.–12 p.m.	HV
71734	M(5)	11/17–12/15	10 a.m.–12 p.m.	OM

### PCO 464

#### Computers Part 3:

#### Getting to Know Microsoft Word

Gain critical Microsoft Word skills, including creating documents, using the toolbar and dropdown menus and email merging. Instructor: Lee Klima.

Total Cost: \$83 (Tuition: \$10 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
71925	R(5)	10/9–11/6	10 a.m.–12 p.m.	OM

### PCO 465

#### Computers Part 4: Getting to Know Microsoft Excel

Learn Microsoft Excel formulas, headers, passwords, timestamps, paintbrush, row and column resizing, cell formatting, freeze frames and more. Bring a flash drive to save work weekly. Instructor: Lee Klima.

Total Cost: \$83 (Tuition: \$10 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
72703	R(5)	11/13–12/18	10 a.m.–12 p.m.	OM

### PCO 461

#### Cyber for Seniors: Stay Safe Online

Learn to spot online scams and stay safe on the internet. Engage in fun, hands-on activities to reinforce your skills. Topics include protecting personal identifiable information, secure internet surfing and shopping, and more. Instructor: Kim Thornton.

Total Cost: \$88 (Tuition: \$10 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
71124	R(6)	10/9–11/13	10 a.m.–12 p.m.	CC

### PCO 455

#### Introduction to Chromebooks

Learn to navigate setup, basic functions, app usage and file management on your Chromebook, reducing frustration and ensuring a smooth start. Perfect for beginners needing step-by-step guidance. Bring your Chromebook to class. Instructor: Lee Klima.

Total Cost: \$83 (Tuition: \$10 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
71045	S(5)	11/8–12/13	1–3 p.m.	HV

### PCA 794

#### Introduction to Using Your MacBook

Set up and use your MacBook with confidence. Learn to organize and store files and folders, use iCloud, maintain your MacBook, navigate the built-in programs for music, word-processing and photography. Instructor: Brigitte Waites.

Total Cost: \$99 (Tuition: \$10 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
71902	T(6)	10/7–11/11	10 a.m.–12 p.m.	CC

## COOKING

Please check for food allergies before registering for any cooking classes.

### CKG 301

#### Chinese Cooking

Learn to prepare and critique Chinese and Chinese American dishes like shrimp egg foo young and mapo tofu. \$35 material fee due to Michelle's Kitchen at the first class. Instructor: Michelle Sapp.

Total Cost: \$71 (Tuition: \$0 Fees: \$71)

CRN#	Day/Ses.	Dates	Time	Location
70532	R(6)	9/11–10/23	10:30 a.m.–12 p.m.	OM

### CKG 308

#### Delicious Delights:

#### Fun and Easy Plant-Based Cooking

Get inspired! Learn about the plant-based lifestyle and explore simple, flavorful recipes and practical techniques to craft your own Earth-friendly dishes. Instructor: Jamila Weber.

Total Cost: \$63 (Tuition: \$0 Fees: \$63)

CRN#	Day/Ses.	Dates	Time	Location
71357	W(6)	10/8–11/12	12–1:15 p.m.	HV

### CKG 306

#### Soup and Salad Day Easy Thai

Join Chef Michelle for a demo, as she prepares and serves Thai coconut shrimp soup, crunchy salad with peanut butter dressing and more. Instructor: Michele Sapp.

Total Cost: \$39 (Tuition: \$0 Fees: \$39)

CRN#	Day/Ses.	Dates	Time	Location
71105	M(1)	10/13	10:30 a.m.–12 p.m.	HV

### CKG 304

#### Super Seafood

Uncover the secrets to preparing tasty seafood dishes like crispy fried shrimp, salmon cakes and flounder in lemon butter sauce, then enjoy critiquing the finished dishes. \$35 material fee payable to Michelle's Kitchen due at first class. Instructor: Michelle Sapp.

Total Cost: \$71 (Tuition: \$0 Fees: \$71)

CRN#	Day/Ses.	Dates	Time	Location
71917	R(6)	10/30–12/11	10:30 a.m.–12 p.m.	OM

### CKG 307

#### Thai Rice and Noodle Cooking (NEW)

Discover Thai spices, tour H Mart for authentic ingredients and create delicious Pad Thai, Khao Pad (crab fried rice) and chicken lemongrass soup. \$50 materials fee payable to the instructor at first class. Instructor: Ang Robinson.

Total Cost: \$63 (Tuition: \$0 Fees: \$63)

CRN#	Day/Ses.	Dates	Time	Location
71736	M(3)	10/6–20	10:30 a.m.–1 p.m.	OM

### CKG 305

#### Mini Holiday Desserts and Appetizers

Join Chef Michelle for a demo as she creates bite-sized treats, including crab cake egg rolls, brown butter pecan pie bars and festive surprises. Instructor: Michele Sapp.

Total Cost: \$39 (Tuition: \$0 Fees: \$39)

CRN#	Day/Ses.	Dates	Time	Location
71104	M(1)	12/1	10:30 a.m.–12 p.m.	HV

## CRAFTS AND HOBBIES

### PDV 350

#### Beginning Mahjong

Explore the game's history and rules. Practice playing while receiving expert tips. Instructor: Geri Willen.

Total Cost: \$71 (Tuition: \$0 Fees: \$71)

CRN#	Day/Ses.	Dates	Time	Location
71493	T(6)	10/7–11/11	10–11:30 a.m.	OM



## PDV 463

### Earth Medicine: How to Make and Use Herb and Plant Therapies

Learn to grow and harvest therapeutic herbs. Explore how to set up a personal indoor/outdoor garden, identify wild medicinal plants, follow herbal recipes and embark on a plant-based lifestyle. Instructor: Jana Long.

Total Cost: \$58 (Tuition: \$0 Fees: \$58)

CRN#	Day/Ses.	Dates	Time	Location
71350	T(4)	9/9–10/7	1:30–3 p.m.	HV

## ART 956

### Fused Glass Art 101

Discover the ancient art of kiln glass fusing from 1500 BC. Learn its history and vocabulary, including dichroic glass, and create stunning art pieces. Materials fee: \$55; due to instructor at first class. Instructor: Sally Shapiro-Gould.

Total Cost: \$84 (Tuition: \$0 Fees: \$84)

CRN#	Day/Ses.	Dates	Time	Location
71053	W(8)	10/1–11/19	11 a.m.–1 p.m.	HV

## ART 817

### Introduction to Crochet

Develop the essentials for crochet success! Learn hook/yarn selection, pattern reading and stitch mastery. Work on a semester project. Materials will be discussed in the first session. Bring 4-H Hook and a few different color yarns to first class. Instructor: Colleen Harbison.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
71065	W(10)	10/1–12/10	10 a.m.–12 p.m.	Zoom

## PDV 453

### Introduction to Texas Hold'Em Poker

Bet on big fun! Gain insights into hand rankings, the betting process, chip denominations and the rules of Limit and No-Limit Texas Hold'Em from a licensed dealer. Instructor: John Allen.

Total Cost: \$78 (Tuition: \$0 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
71908	F(6)	10/10–11/14	10 a.m.–12 p.m.	OM

## ART 901

### Jewelry Making with Wire Work: Make Your Own Accessories

Join our jewelry-making class to learn wire work basics and tool uses and design your own pieces with clasps, links and beads. Discover the correct wire for every project. Materials fee: \$45, due to instructor at first class. Instructor: Jackie Orsini.

Total Cost: \$83 (Tuition: \$0 Fees: \$83)

CRN#	Day/Ses.	Dates	Time	Location
71112	W(6)	10/8–11/12	1–3:30 p.m.	HV

## ART 953

### Knitting for Beginners

Acquire knitting basics, including terminology, knit/purl stitches, casting on and binding off. Understand needle sizes and yarn types. Materials fee: \$18, due first class. Instructor: Margi Granek.

Total Cost: \$71 (Tuition: \$0 Fees: \$71)

CRN#	Day/Ses.	Dates	Time	Location
71487	M(6)	10/6–11/10	1–2:30 p.m.	OM

## PDV 383

### Learn to Play Canasta

Learn the Canasta rules, scoring and strategic play with a partner, practice different hands and have fun! Instructor: Geri Willen.

Total Cost: \$71 (Tuition: \$0 Fees: \$71)

CRN#	Day/Ses.	Dates	Time	Location
71735	M(6)	10/6–11/10	10–11:30 a.m.	OM

## ART 914

### Making Beautiful and Fun Greeting Cards

Learn techniques, styles and materials to create masterful greeting cards for all occasions. Bring scissors, a ruler, pencils and two-sided tape. Materials fee: \$10, due at first class. Instructor: Christine Tripson.

Total Cost: \$58 (Tuition: \$0 Fees: \$58)

CRN#	Day/Ses.	Dates	Time	Location
71484	M(4)	10/6–27	1–2:30 p.m.	OM

## ART 958

### Mixed Media Mosaics

Craft personalized art by merging mosaic and collage techniques. Mix instructor-provided glass, buttons, ceramics and other trinkets with your own. Learn about substrates, grouting and glueing techniques. Materials fee: \$45; due to instructor at first class. Instructor: Sally Shapiro-Gould.

Total Cost: \$84 (Tuition: \$0 Fees: \$84)

CRN#	Day/Ses.	Dates	Time	Location
71055	W(8)	10/1–11/19	2–4 p.m.	HV

## PDV 374

### The Ins and Outs of Counted Cross Stitch

Learn basic cross-stitching fundamentals. Complete a project and prepare for future creations. Materials fee: \$10, due at first class. Instructor: Barbara Ezratty.

Total Cost: \$58 (Tuition: \$0 Fees: \$58)

CRN#	Day/Ses.	Dates	Time	Location
71741	W(4)	10/8–29	1–2:30 p.m.	OM

## ESSENTIAL INFORMATION FOR SENIORS

## ENV 037

### Environmental Issues for the Homeowner

Learn about environmental issues found within the home and how to deal with them. Topics include lead-based paint, radon, asbestos, hazardous materials, underground storage tanks, drinking water, standards of care and more. Instructor: Jerry Gietka.

Total Cost: \$73 (Tuition: \$10 Fees: \$63)

CRN#	Day/Ses.	Dates	Time	Location
72109	R(4)	9/4–9/25	9:30–11:30 am	HV

## PDV 357

### Identity Theft:

#### How to Recognize it and Avoid it

Protect yourself from identity theft by learning how it happens, how to spot red flags, how to reduce your risk and when to report suspicious activity. Instructor: Jason Kanuer.

Total Cost: \$25 (Tuition: \$0 Fees: \$25)

CRN#	Day/Ses.	Dates	Time	Location
70142	T(1)	9/23	9–10:15 a.m.	HV

## FIN 063

### Online Banking for Seniors

Unlock the potential of online banking while keeping your finances secure. Join our senior-focused course to delve into the advantages and pitfalls of the digital landscape, gaining comfort and competence along the way. Instructor: Maria Lourdes Montes-Greenan.

Total Cost: \$39 (Tuition: \$0 Fees: \$39)

CRN#	Day/Ses.	Dates	Time	Location
71637	W(1)	9/24	10–11:30 a.m.	HV

## PDV 358

### SCAMS: How to Recognize Them and Deal with Them

Become scam-aware! Recognize and protect yourself against scams that target seniors online, over the phone and in person. Instructor: Jason Knauer.

Total Cost: \$25 (Tuition: \$0 Fees: \$25)

CRN#	Day/Ses.	Dates	Time	Location
70144	T(1)	9/23	10:30–11:45 a.m.	HV

## PDV 462

### Yoga for Dementia and Alzheimer's Disease Prevention

This evidence-based workshop explores yoga's role in preventing dementia and Alzheimer's disease. Discuss research findings, stress management, lifestyle, daily exercises and the importance of community. Instructor: Jana Long.

Total Cost: \$39 (Tuition: \$0 Fees: \$39)

CRN#	Day/Ses.	Dates	Time	Location
71358	T(1)	9/23	1:30–3 p.m.	HV



## GENEALOGY

PCO 428

### Family History Research with Familysearch.org

Learn to use Familysearch.org for family history research. Understand how to access historical records, expand your family tree and ensure online security. A paid subscription may be needed to fully utilize the site. Instructor: Dave Powell.

Total Cost: \$88 (Tuition: \$10 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
71061	R(8)	10/2–11/20	1–2:30 p.m.	HV

HIT 999

### Finding Your Family Roots, Beyond Beginners

Deepen your ancestral knowledge! Learn to digitally organize genealogical data and explore resources such as newspapers, land records and cemetery listings. Discover how DNA analysis can enrich your research journey. Instructor: Dave Powell.

Total Cost: \$88 (Tuition: \$10 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
71060	T(8)	10/7–11/25	1–2:30 p.m.	HV

PDV 459

### Using Artificial Intelligence for Genealogy Research

Give your genealogical research a boost. Explore how AI tools can assist with family history organization, storytelling and research. Instructor: Dave Powell.

Total Cost: \$73 (Tuition: \$10 Fees: \$63)

CRN#	Day/Ses.	Dates	Time	Location
71120	F(4)	10/10–31	10 a.m.–12 p.m.	HV

## HISTORY, POLITICS AND EVENTS

WRI 223

### 20th Century American Literature

Explore the work of notable 20th-century American writers like F. Scott Fitzgerald, Kurt Vonnegut and others. Discover how history shaped their timeless writings. Instructor: Rob Jacobs.

Total Cost: \$60 (Tuition: \$10 Fees: \$50)

CRN#	Day/Ses.	Dates	Time	Location
71123	F(10)	10/3–12/12	10–11:30 a.m.	Zoom

HST 233

### Abraham and Isaac in Philosophy and Poetry (NEW)

Examine the biblical story of Abraham's near sacrifice of his son Isaac through several different lenses, including Christian philosophy, modern poetic imagery, paintings, Jewish commentary and instructor's knowledge. Instructor: Sarah Rosenman.

Total Cost: \$68 (Tuition: \$10 Fees: \$58)

CRN#	Day/Ses.	Dates	Time	Location
71739	M(4)	10/20–11/10	10:30 a.m.–12 p.m.	Zoom

HST 219

### Art and Architecture in Spain (NEW)

This course, focused on the art and architecture of Spain, is rich in colored images that invite questions and discussion. Learn about special artists like El Greco, Velazques, Goya and Picasso, and enjoy the stunning architecture and innovative work of Antoni Gaudi. Instructor: Joseph Cassar, Ph.D.

Total Cost: \$88 (Tuition: \$10 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
71261	T(8)	9/9–10/28	9:30–11 a.m.	Zoom

HST 218

### Baltimore's History through its Buildings (NEW)

Get to know Baltimore stories told through the diverse architecture, materials and character of its historic hospitals, schools, churches, homes and more. Instructor: Meg Fairfax Fielding.

Total Cost: \$88 (Tuition: \$10 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
72255	W(6)	10/8–11/12	10 a.m.–12 p.m.	OM

SCI 047

### Current Issues in Science: Where are We?

Explore today's biggest science questions! From climate change and COVID-19 to space travel for seniors, the future of food, endangered species, electric cars and more. Instructor: Don Finkelstein.

Total Cost: \$88 (Tuition: \$10 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
71034	T(8)	10/7–11/25	1:00–2:30 pm	HV

HIS 143

### First Ladies of the United States

Explore the diverse roles of first ladies, from their personal lives to public duties, revealing their multifaceted contributions as spouses, mothers, ambassadors, hostesses and supportive partners. Will cover Harriet Lane to Lucy Hayes. This class is simulcast (held simultaneously on Zoom and in person). Instructor: Patrick Heline.

Total Cost: \$81 (Tuition: \$10 Fees: \$71)

CRN#	Day/Ses.	Dates	Time	Location
70802	R(6)	9/25–10/30	1:30–3 p.m.	HV
70803	R(6)	9/25–10/30	1:30–3 p.m.	Zoom

HST 238

### From Jim Crow to Civil Rights: U.S. Supreme Court Cases

Explore the Civil Rights Movement, from Reconstruction to the 1960s. Discuss key Supreme Court cases, activism and landmark legislation, including Jim Crow laws, NAACP efforts and major protests. Instructor: Bill Krause.

Total Cost: \$88 (Tuition: \$10 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
71351	W(8)	10/1–11/19	1–2:30 p.m.	HV

HST 229

### German Baltimore and the World Wars: From Anarchist and Nazis to Defenders of America

Examine the lives and history of Baltimore's German population, including how the world wars, anarchist and Nazi influences impacted their lived experiences. Instructor: Jennifer Liles.

Total Cost: \$81 (Tuition: \$10 Fees: \$71)

CRN#	Day/Ses.	Dates	Time	Location
71144	M(6)	10/6–11/10	10–11:30 a.m.	HV

POS 076

### Government and Politics of Israel

Explore the evolution of Israel's government, focusing on its parliamentary system, political parties, elections, courts and constitutional challenges. Discuss its impact on domestic and foreign policy. Instructor: Deena Dugan.

Total Cost: \$81 (Tuition: \$10 Fees: \$71)

CRN#	Day/Ses.	Dates	Time	Location
71347	T(6)	10/7–11/11	1–2:30 p.m.	HV

HST 243

### Great Civilizations of the Ancient Near East

Investigate the history and cultural achievements of the ancient Near East, from writing and law to art and philosophy, and their impact on Western civilization. Instructor: Bob Baer, Ph.D.

Total Cost: \$81 (Tuition: \$10 Fees: \$71)

CRN#	Day/Ses.	Dates	Time	Location
71635	F(6)	10/3–11/7	10–11:30 a.m.	HV

HST 231

### Hidden Gems:

#### Great Unknown Women in Medicine

Explore the remarkable achievements of women scientists, including their medical discoveries regarding cystic fibrosis, Hodgkin's disease, vaccines, cataract surgery and more. Instructor: Paula Mister.

Total Cost: \$66 (Tuition: \$10 Fees: \$56)

CRN#	Day/Ses.	Dates	Time	Location
71352	W(5)	10/22–11/19	10:15–11:15 a.m.	HV

HST 247

### Hispanic Culture of the US

Explore the rich culture Hispanic communities bring to the U.S., shaped by a tapestry of Indigenous, European and Latin American traditions, migration, music, cuisine, values and customs. Instructor: Maria Lourdes Montes-Greenan.

Total Cost: \$73 (Tuition: \$10 Fees: \$63)

CRN#	Day/Ses.	Dates	Time	Location
72110	F(4)	11/14–12/12	9:30–11:30 a.m.	HV

**HST 144****Historical Days in American History**

Explore key moments in American history. Each class will delve into significant events that happened on that date in history. Understand the past and its influence on today by analyzing pivotal figures and their legacies. This class is simulcast (held simultaneously on Zoom and in person). Instructor: Patrick Heline.

Total Cost: \$73 (Tuition: \$10 Fees: \$63)

CRN#	Day/Ses.	Dates	Time	Location
71063	R(7)	10/2–11/13	11:45 a.m.–12:45 p.m.	HV
71064	R(7)	10/2–11/13	11:45 a.m.–12:45 p.m.	Zoom

**HST 171****History of Birth**

Trace the history of childbirth in America, from colonial times to today, exploring societal shifts, medical advances, health impacts and the evolving laws shaping birthing practices. Instructor: Jennifer Liles.

Total Cost: \$73 (Tuition: \$10 Fees: \$63)

CRN#	Day/Ses.	Dates	Time	Location
71121	F(5)	10/3–31	10–11:30 a.m.	HV

**POS 075****History of NATO and its Relevance Today**

Explore NATO's post-WWII origins, Cold War evolution, pivotal role in today's global security and how its influence has expanded to other countries. Instructor: Rich Caballero.

Total Cost: \$73 (Tuition: \$10 Fees: \$63)

CRN#	Day/Ses.	Dates	Time	Location
71348	R(5)	11/6–12/11	1–2:30 p.m.	HV

**HST 217****History of the Changing Roles of American Women**

Explore how American women's roles have changed — from early settlers to today — covering gender norms, suffrage, work, health care and the rise of feminism. Discuss how historical factors influenced the development of the women's movement. Instructor: Jennifer Liles.

Total Cost: \$81 (Tuition: \$10 Fees: \$71)

CRN#	Day/Ses.	Dates	Time	Location
71547	T(6)	10/7–11/11	10:30 a.m.–12 p.m.	OM

**HST 230****History Through the Decades: 1910s, Changing U.S. and World Order**

Explore the transformative 1910s. Topics include the U.S. presidencies of Taft and Wilson, the Progressive Movement and major social reforms, the causes and impact of World War I, and the lasting effects of the Treaty of Versailles. This class is simulcast (held simultaneously on Zoom and in person). Instructor: Patrick Heline.

Total Cost: \$93 (Tuition: \$10 Fees: \$83)

CRN#	Day/Ses.	Dates	Time	Location
71311	R(10)	10/2–12/11	10–11:30 a.m.	Zoom
71310	R(10)	10/2–12/11	10–11:30 a.m.	HV

**SCI 049****Introduction to the Philosophy of Technology**

Examine the intersection of philosophy and technology, through logical reasoning, knowledge and ethics. Explore natural and artificial objects, AI, scientific and engineering perspectives and more. Instructor: Jose Lopez-Gonzalez.

Total Cost: \$99 (Tuition: \$10 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
71145	M(10)	9/29–12/1	10:30 a.m.–12:30 p.m.	HV

**HST 241****Jewish Migration to America 1492–1870: The Real Story**

Trace Jewish immigration to the Americas, uncovering causes, myths and impact. Explore early Caribbean settlements, the Inquisition's effects on Jews and the influence of Sephardic and German migrants. Instructor: Harry Ezratty, Esq.

Total Cost: \$68 (Tuition: \$10 Fees: \$58)

CRN#	Day/Ses.	Dates	Time	Location
71730	W(4)	10/8–29	1–2:30 p.m.	OM

**PFA 191****Learning about Contemporary Issues and Ideas**

Analyze and evaluate current issues and ideas that influence contemporary American society. View political situations, economic conditions and cultural issues as well as local, national and international news. Each class is conducted as an open discussion and not in a lecture format. Instructor: Deena Dugan.

Total Cost: \$93 (Tuition: \$10 Fees: \$83)

CRN#	Day/Ses.	Dates	Time	Location
71056	T(10)	9/30–12/2	10:30 a.m.–12 p.m.	HV

**HIT 923****Music Revolution:****Dick Clark's U.S. American Bandstand**

Explore Dick Clark's legacy as host of American Bandstand, where he was among the first to racially integrate live audiences and introduced iconic music artists to America. Instructor: Jackie Dailey.

Total Cost: \$68 (Tuition: \$10 Fees: \$58)

CRN#	Day/Ses.	Dates	Time	Location
71109	T(4)	9/9–30	10–11:30 a.m.	CC

**HST 175****Navigating Different International Cultures**

Enhance your understanding of diversity and cultural norms. Gain insight from "Culture Map" by Erin Meyer, review the eight categories of cultural differences, create a culture map and more. Instructor: Randy Everett.

Total Cost: \$81 (Tuition: \$10 Fees: \$71)

CRN#	Day/Ses.	Dates	Time	Location
71117	W(6)	10/15–11/19	10:30 a.m.–12 p.m.	HV

**HST 182****Old "New World":****Settlement of the Americas Prior to Columbus**

Discover the pre-1492 Americas! Explore groundbreaking archaeological finds, Native societies, tech advancements and new data for a fresh reevaluation of history. Instructor: John "Jack" Danz.

Total Cost: \$85 (Tuition: \$10 Fees: \$75)

CRN#	Day/Ses.	Dates	Time	Location
71062	W(7)	10/1–11/12	1–2:30 p.m.	HV

**SCI 050****Pandemics – Past, Present and Future**

Explore infectious disease outbreaks from the past century, from the Spanish flu, COVID-19 and more. Discuss their differences, economic, political and social impact and increases. Instructor: Don Finkelstein.

Total Cost: \$81 (Tuition: \$10 Fees: \$71)

CRN#	Day/Ses.	Dates	Time	Location
71911	R(6)	10/9–11/13	1–2:30 p.m.	OM

**ART 981****Reflections on Verse: Poetry for Committed and Curious Fans (NEW)**

If you love poetry — or think you might — explore masterpieces and diverse poems that range from serious to silly, melodic to poignant and fun. Enjoy lively discussions and interpretations! Instructor: Judy Frye Jones.

Total Cost: \$81 (Tuition: \$10 Fees: \$71)

CRN#	Day/Ses.	Dates	Time	Location
72254	W(6)	10/8–11/12	11 a.m.–12:30 p.m.	OM

**HIT 878****Revolutionary Characters: The Best of the Rest**

Discover the untold stories of America's Founding Fathers and Mothers who shaped independence and the republic, including Daniel Boone, Abigail Adams, John Marshall and more. Instructor: Lester Brooks, Ph.D.

Total Cost: \$93 (Tuition: \$10 Fees: \$83)

CRN#	Day/Ses.	Dates	Time	Location
71067	T(7)	10/7–11/18	10 a.m.–12 p.m.	HV

**HST 240****Tales from Greek Mythology**

Investigate the larger-than-life gods and captivating tales from Greek Mythology and their influence on entertainment, education, Ancient Greece and Western society. Instructor: Bob Baer, Ph.D.

Total Cost: \$81 (Tuition: \$10 Fees: \$71)

CRN#	Day/Ses.	Dates	Time	Location
71740	M(6)	10/6–11/10	10:30 a.m.–12 p.m.	OM



## HST 222

**Thank You for Being a Friend: TV Shows and the Philosophies Behind their Episodes (NEW)**

Link philosophical lessons on friendship, gender and humanity from Aristotle and Socrates to those found in episodes of "The Golden Girls," "MASH," "Good Times" and other classic TV shows. Instructor: Katessa Trafton.

Total Cost: \$93 (Tuition: \$10 Fees: \$83)

CRN#	Day/Ses.	Dates	Time	Location
71103	M(10)	10/6–12/8	1:30–3 p.m.	HV

## HIS 738

**The History and Value of Antiques**

Explore the fundamentals and historical periods of antique artwork, collectibles and more. Learn to distinguish antiques from reproductions and understand style evolution, research tools, online selling tips, care and liquidation methods. Instructor: Dixie Cook.

Total Cost: \$93 (Tuition: \$10 Fees: \$83)

CRN#	Day/Ses.	Dates	Time	Location
70800	W(10)	10/1–12/10	10–11:30 a.m.	HV
70801	R(10)	10/2–12/11	10–11:30 a.m.	HV

## POS 078

**The History of the Russian and Soviet Secret Police (NEW)**

Explore how Russian rulers, from Ivan the Terrible to Putin, used a police state to maintain power. Study security practices, secret police organizations and the impact of centuries of control. Instructor: Richard Caballero.

Total Cost: \$73 (Tuition: \$10 Fees: \$63)

CRN#	Day/Ses.	Dates	Time	Location
71731	W(5)	11/5–12/10	1–2:30 p.m.	OM

## POS 077

**The Unitary Executive: Power and Limits (NEW)**

Examine and analyze the Unitary Executive Theory. Explore its origins, impact on presidential power, separation of powers, modern governance and its relevance today. Instructor: Matthew Harding.

Total Cost: \$83 (Tuition: \$0 Fees: \$83)

CRN#	Day/Ses.	Dates	Time	Location
71738	M(10)	10/6–12/8	1–2:30 p.m.	Zoom

## POS 074

**Trump II: The First Year**

Examine Trump's second term, including its impact on federal programs, the economy, Congress, the courts, foreign relations, democracy and U.S. citizens. Review both parties and assess the nation's future. Instructor: Barry Rascovar.

Total Cost: \$68 (Tuition: \$10 Fees: \$58)

CRN#	Day/Ses.	Dates	Time	Location
71924	R(4)	10/16–11/6	10:30 a.m.–12 p.m.	Zoom
71923	R(4)	10/16–11/6	10:30 a.m.–12 p.m.	OM

## LANGUAGES

## HST 161

**French Culture and Language for Everyone**

Gain basic French conversational skills, plus insight into the rich tapestry of French culture. Delve into music, cuisine, literature, dance, history and more. Instructor: Patricia Cornejo.

Total Cost: \$88 (Tuition: \$10 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
71059	T(8)	10/7–11/25	1–2:30 p.m.	HV

## FLA 088

**Conversational Spanish for Beginners**

Learn basic conversational Spanish for greetings, introductions, conversations, travel, shopping and expressing needs and feelings. Gain an awareness of the cultural diversity of Latin America. Instructor: Jean Meyer.

Total Cost: \$93 (Tuition: \$10 Fees: \$83)

CRN#	Day/Ses.	Dates	Time	Location
71494	T(10)	10/7–12/9	10–11:30 a.m.	OM

## FLA 093

**Conversational Spanish for Beginners Part 2**

Advance your Spanish skills to express needs and feelings, expand your vocabulary, recognize items and engage in longer conversations. Prerequisite: Conversational Spanish for Beginners. Instructor: Jean Meyer.

Total Cost: \$93 (Tuition: \$10 Fees: \$83)

CRN#	Day/Ses.	Dates	Time	Location
71737	W(10)	10/1–12/10	10–11:30 a.m.	OM

## LEARN LECTURES

Lunch not included for Learn Lectures.

## PCO 430

**Applications of Artificial Intelligence: Where Are We?**

Learn about artificial intelligence and its evolution into one of the fastest-growing technologies. Explore its many uses, especially in the business sector, and future impact on our lives. Instructor: Don Finkelstein.

Total Cost: \$39 (Tuition: \$0 Fees: \$39)

CRN#	Day/Ses.	Dates	Time	Location
71118	F(1)	11/7	10:30 a.m.–12 p.m.	HV

## HST 185

**From Sole to Soul:****The Fascinating History of Women's Footwear**

Uncover women's shoes through history, from ancient foot coverings to daring heels. Learn about designer Salvatore Ferragamo's legacy and enjoy a virtual tour of his Milan and Florence museums. Instructor: Barbara Blumberg.

Total Cost: \$39 (Tuition: \$0 Fees: \$39)

CRN#	Day/Ses.	Dates	Time	Location
70171	F(1)	9/5	10–11:30 a.m.	HV

## HST 225

**Marjorie Merriweather Post**

Explore the legacy of Marjorie Merriweather Post, an American businesswoman and philanthropist, who profoundly influenced business, charity and culture. Instructor: Nancy Lotz.

Total Cost: \$39 (Tuition: \$0 Fees: \$39)

CRN#	Day/Ses.	Dates	Time	Location
71313	F(1)	10/24	10:30 a.m.–12 p.m.	HV

## HST 226

**The Jones Falls: The Giant That Created Baltimore and Almost Did Her In**

Unpack the intrigue of Jones Falls through a rich retelling of its history and firsthand narratives. Explore their namesake, role in the Great Fire of 1904, industrial impact and more. Instructor: Bev Rosen.

Total Cost: \$39 (Tuition: \$0 Fees: \$39)

CRN#	Day/Ses.	Dates	Time	Location
71349	F(1)	11/14	10:30 a.m.–12 p.m.	HV

## HIT 832

**Trick or Treat: The History of Halloween**

From its roots in ancient, mystic and religious rituals to the secular phenomenon that Halloween has become today, this lecture will examine the history of Halloween and the causes behind its drastic evolution. Instructor: Colleen Harbison.

Total Cost: \$39 (Tuition: \$0 Fees: \$39)

CRN#	Day/Ses.	Dates	Time	Location
71316	F(1)	10/31	10 a.m.–12 p.m.	HV

## LUNCH AND LEARN

## HST 239

**A Hero That Saved a City and Nation: General Samuel Smith**

Discover the remarkable life of Gen. Samuel Smith, hero of the Revolutionary War and War of 1812, whose leadership saved Baltimore — and the nation. Lunch to follow at Blue Stone. Instructor: Patrick Heline.

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

CRN#	Day/Ses.	Dates	Time	Location
71346	F(1)	10/10	10:30 a.m.–12 p.m.	HV

## HST 244

**Alice Paul — The Woman Who Won the Vote**

Alice Paul, a suffragist, feminist and activist, was a pivotal leader in women's rights. Discover her political beliefs and personal life. Lunch to Follow at Blue Stone Restaurant. Instructor: Bob Baer.

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

CRN#	Day/Ses.	Dates	Time	Location
71636	F(1)	11/21	10 a.m.–12 p.m.	HV



## POS 073

### Assessing Donald Trump's Impact on Maryland and Beyond

Assess how Trump's actions impact Maryland and American society. Topics include immigration, federal downsizing, taxes, tariffs, the economy, foreign policy and climate change. Lunch to follow at Glyndon Grill. Instructor: Barry Rascover.

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

CRN#	Day/Ses.	Dates	Time	Location
72035	T(1)	12/9	10:30 a.m.–12 p.m.	OM

## HST 221

### Beyond the Shadow – The Extraordinary Life of Robert Todd Lincoln

Explore Robert Todd Lincoln's intriguing life. See how he forged his own identity while navigating education, military service, politics, business and his father's towering legacy. Lunch to follow at (TBD). Instructor: Dave Udris.

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

CRN#	Day/Ses.	Dates	Time	Location
71119	F(1)	12/5	10:30 a.m.–12 p.m.	HV

## FIN 067

### Cryptocurrency: Gold or Not?

Dive into cryptocurrency — its definition, history, technology, benefits and risks — and its potential impact on the future of finance. Lunch to follow at Glyndon Grill. Instructor: Don Finkelstein.

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

CRN#	Day/Ses.	Dates	Time	Location
72121	W(1)	10/22	10:30 a.m.–12 p.m.	OM

## HST 237

### Estee Lauder and Charles Revson: Makeup Mavens

Learn about the collaboration and animosity between the two major makeup founders who built a billion-dollar industry. Discover their lives, inspirations and contributions to makeup history. Lunch to follow at Glyndon Grill. Instructor: Barbara Blumberg Ressin.

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

CRN#	Day/Ses.	Dates	Time	Location
72123	T(1)	11/11	10:30 a.m.–12 p.m.	OM

## ART 487

### Here's Looking at You: Casablanca

Explore the plot and characterizations in the movie "Casablanca" and its depiction of the issues and effects of World War II and Nazism. Discuss the plight of immigrants, Hitler's rule, escaping tyranny and the control of other countries. Lunch to follow at Glyndon Grill. Instructor: Sandy Livingston.

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

CRN#	Day/Ses.	Dates	Time	Location
72119	W(1)	10/15	10:30 a.m.–12 p.m.	OM

## HST 197

### History of Women's Handbags, including the Life of Judith Leiber

Enrich your knowledge of the evolution, design and uses of women's handbags, and explore the legacy of 20th-century handbag designer Judith Leiber. Lunch to follow at Glyndon Grill. Instructor: Barbara Blumberg Ressin.

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

CRN#	Day/Ses.	Dates	Time	Location
70576	T(1)	9/2	10:30 a.m.–12 p.m.	OM

## POS 071

### Sanctuary and Asylum in America Now

Gain insights into U.S. immigration history, asylum and sanctuary. Learn key definitions, discuss current issues and examine Trump-era policies vs. sanctuary cities to form your own opinions on immigration matters. Lunch to follow at Glyndon Grill. Instructor: Linda Rabben.

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

CRN#	Day/Ses.	Dates	Time	Location
70575	T(1)	9/9	10:30 a.m.–12 p.m.	OM

## CKG 310

### Tapas with Jose Andres

Learn about Spanish chef José Andrés — his work, his passion and his food. Then, make and enjoy two small Spanish appetizers (tapas) — chicken croquettes and piquillo pepper sliders. \$35 materials fee payable to Michelle's Kitchen at first class. Instructor: Michelle Sapp.

Total Cost: \$39 (Tuition: \$0 Fees: \$39)

CRN#	Day/Ses.	Dates	Time	Location
72022	M(1)	12/8	10:30 a.m.–12:30 p.m.	OM

## HST 242

### The Fall of the Berlin Wall in 1989 Began with a Picnic

Uncover how an innocent picnic sparked the fall of the Iron Curtain, Berlin Wall and Soviet Union. Explore Gorbachev's reforms, the forces shaping Eastern Europe's shift and Putin's rise. Lunch to follow at Glyndon Grill. Instructor: Richard Caballero.

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

CRN#	Day/Ses.	Dates	Time	Location
72034	T(1)	12/2	10:30 a.m.–12 p.m.	OM

## HST 236

### The Mound Builders: America's First Monuments

Uncover the culture and history of the Native Americans known as the Mound Builders and the structures that they built. Discuss the controversial 19th-century "Mound Builder Myth." Lunch to follow at Glyndon Grill. Instructor: Bob Baer, Ph.D.

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

CRN#	Day/Ses.	Dates	Time	Location
72026	M(1)	11/17	10:30 a.m.–12:30 p.m.	OM

## ENV 027

### The Songs and Calls of Maryland Birds

Learn how to recognize birds of Maryland by their unique vocalizations from videos and sound recordings. Examine the purposes of different songs and calls and the ways birds create their sounds. Practice identifying the patterns and habitat of birds of Maryland. Lunch to follow at Glyndon Grill. Instructor: Marty Brazeau.

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

CRN#	Day/Ses.	Dates	Time	Location
72120	T(1)	11/4	10:30 a.m.–12 p.m.	OM

## PHOTOGRAPHY

## ART 704

### Introduction to Digital Photography

Become a confident digital camera user. Learn your camera's various symbols and buttons, and how to load, organize, store and share images. Instructor: Lee Klima.

Total Cost: \$83 (Tuition: \$10 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
71043	S(5)	10/4–11/1	1–3 p.m.	HV
71486	M(5)	10/6–11/3	1–3 p.m.	OM

## ART 821

### Digital Photograph Enhancement

Learn how to enhance, edit and touch-up digital images and restore faded and torn photographs with Photoshop and other free photo-enhancing programs. Prerequisite: Introduction to Digital Photography. Instructor: Lee Klima.

Total Cost: \$83 (Tuition: \$10 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
71485	M(5)	11/17–12/15	1–3 p.m.	OM

## PCA 899

### Photography for Mobile Devices

Master photography with your smartphone. Explore camera functions, composition, lighting, focus and editing. Develop a photographer's mindset through practical exercises. Instructor: Jason Knauer.

Total Cost: \$78 (Tuition: \$0 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
71041	M(8)	10/6–11/24	10:30 a.m.–12 p.m.	HV
71039	R(8)	10/2–11/20	10:30 a.m.–12 p.m.	DC

## TOURS

## HST 183

### Federal Hill Walking Tour

Explore Federal Hill's rich history on a guided tour! Visit historic sites, including the last wooden house, oldest home and War of 1812 fortifications. Meet at 301 Warren Ave. Ample metered parking.

Total Cost: \$35 (Tuition: \$0 Fees: \$35)

CRN#	Day/Ses.	Dates	Time	Location
70195	S(1)	9/6	10–11:15 a.m.	OSX



## HST 220

**Touring Gramercy Mansion**

Tour the historic Gramercy Mansion, including the guest rooms, carriage house and grounds, while discovering its history and restoration. Receive a map and lunch options in advance. Address: 1400 Greenspring Valley Road, Stevenson, MD 21153. Meet in the parking lot.

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

CRN#	Day/Ses.	Dates	Time	Location
72122	R(1)	10/9	10:30 a.m.–12 p.m.	OSX

## WELLNESS AND FITNESS

## FIT 073

**Aerobics for the Senior Adult:****A Low Impact Routine**

Keep fit with our low-impact workout blending cardio and body toning. Ideal for beginners seeking a fun, safe routine.

Total Cost: \$73 (Tuition: \$0 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
71356	W(10)	10/1–12/10	12:15–1:15 p.m.	HV
Instructor: Harold Harris				
70799	R(10)	10/2–12/11	12–1 p.m.	HV
Instructor: Nina Bazemore				

## PDV 458

**Are You Caring for Someone?**

Connect with fellow caregivers in a supportive, compassionate space. Share experiences, build your caregiving skills and learn how to maintain your own well-being. Instructor: Eva Sivan, Ph.D.

Total Cost: \$73 (Tuition: \$10 Fees: \$63)

CRN#	Day/Ses.	Dates	Time	Location
71996	R(8)	10/9–12/4	1–2 p.m.	Zoom

## FIT 083

**Chair Pilates**

Improve core strength, balance, posture and flexibility with chair yoga. Exercises support muscle strength, mental clarity, stress reduction and joint pain relief and are designed to boost independence and life quality.

Total Cost: \$73 (Tuition: \$0 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
71122	R(10)	10/2–12/11	10:30–11:30 a.m.	Zoom
Instructor: Rebecca Voelpel				
70795	F(10)	10/3–12/12	10–11 a.m.	HV
Instructor: Nina Bazemore				

## FIT 189

**Gentle Yoga for Seniors**

Stretch your way to health! Learn and practice basic poses and breathing exercises for enhanced well-being, joint alignment and relaxation. Bring a yoga mat and wear comfortable clothes.

Total Cost: \$68 (Tuition: \$0 Fees: \$68)

CRN#	Day/Ses.	Dates	Time	Location
71111	W(10)	10/1–12/10	1:30–2:30 p.m.	HV
Instructor: April Freeman				
71108	F(10)	10/3–12/12	1:30–2:30 p.m.	CC
Instructor: April Freeman				
71732	M(10)	10/6–12/8	11 a.m.–12 p.m.	OM
Instructor: Debbie Vojik				

## FIT 217

**Great Physio Balls of Fire**

Connect with your inner music, nostalgia and health. Drum to the beats of various music genres from the 50s, 60s and 70s. Percussion instruments provided. Instructor: Al Muehlberger.

Total Cost: \$79 (Tuition: \$0 Fees: \$79)

CRN#	Day/Ses.	Dates	Time	Location
71125	S(10)	10/4–12/13	10–11:15 a.m.	HV

## FIT 089

**Introduction to Kung Fu: Tien Shan Pai Style**

Practice Tien Shan Pai, a 1,000-year-old martial art blending self-defense with graceful, circular movements that build strength, focus and mental clarity. Instructor: Paul Jakubowski.

Total Cost: \$73 (Tuition: \$0 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
71101	T(8)	10/7–11/25	9:30–10:30 a.m.	HV

## FIT 150

**Line Dancing for Seniors**

Embrace line dancing fearlessly! Master basic steps for five or more diverse line dances, perfect for beginners. No partner required! Instructor: Joseph Leskovar.

Total Cost: \$73 (Tuition: \$0 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
71051	F(10)	10/3–12/12	10–11 a.m.	EC

## FIT 145

**Lively Drumming for****Better Health and Wellness**

Join our fun exercise program! Dance to the beat, improve your health and let go of stress. All equipment included. Dress comfortably. Instructor: Rachael Fuller.

Total Cost: \$73 (Tuition: \$0 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
71038	M(10)	9/29–12/1	1:30–2:30 p.m.	HV

## FIT 125

**Low Impact Cardio, Mobility and Strength Exercises**

Show your heart some love! Learn low-impact aerobic exercises, cardio workout techniques, strength building and gentle stretching for improved mobility and fitness. Instructor: Debbie Vojik.

Total Cost: \$73 (Tuition: \$0 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
71922	R(10)	10/9–12/18	10–11 a.m.	OM

## FIT 231

**Mat Pilates**

Enhance your core strength and posture through Pilates poses, movements and breathing. You must be able to move to and from the floor independently. Bring a cushioned Pilates mat. Instructor: Sheila Chelton.

Total Cost: \$71 (Tuition: \$0 Fees: \$71)

CRN#	Day/Ses.	Dates	Time	Location
71309	W(10)	10/1–12/10	9:15–10:15 a.m.	HV

## PDV 301

**Mindfulness Meditation**

Embrace the calm. Discover techniques to quiet your mind, reduce stress and boost your emotional, physical and mental health. Instructor: Eva Sivan, Ph.D.

Total Cost: \$63 (Tuition: \$0 Fees: \$63)

CRN#	Day/Ses.	Dates	Time	Location
71496	T(8)	10/7–11/25	10–11 a.m.	Zoom

## FIT 962

**Qigong Flow**

Discover balance and harmony with Qigong Flow! Learn guided meditative movements to enhance your balance, strength and focus, and create a higher sense of well-being and energy. Instructor: Jackie Dailey.

Total Cost: \$71 (Tuition: \$0 Fees: \$71)

CRN#	Day/Ses.	Dates	Time	Location
71115	F(10)	9/12–11/21	11:30 a.m.–12:30 p.m.	CC

## FIT 232

**Qigong Flow**

Harness the power of Qi through fluid movement, intentional breathing and meditation. Enhance your strength, flexibility and balance while promoting mind-body harmony and stress reduction. Instructor: Jackie Dailey.

Total Cost: \$56 (Tuition: \$0 Fees: \$56)

CRN#	Day/Ses.	Dates	Time	Location
71915	R(4)	10/9–30	10:30–11:45 a.m.	OM

## FIT 238

**Senior Aquatic Wellness**

Learn the benefits of aquatic exercise for arthritis, cardiovascular health and overall fitness. Topics include joint fitness, muscle tone, balance and both physiological and cognitive benefits. Students engage in guided pool exercises, with instructors demonstrating each activity and reviewing safety protocols. Instructor: Buchie Lynch.

Total Cost: \$83 (Tuition: \$10 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
72663	F(10)	8/29–10/31	11:50 a.m.–12:50 p.m.	EC



Baltimore County Department of Aging

# 5K Run/Walk 1 Mile Walk

Race proceeds support BCDA's wellness programs for older adults.



**Sunday, September 21, 2025 • 8 a.m.**

**CCBC Essex Campus** 7201 Rossville Blvd., Baltimore, MD 21237  
Roads close at 8 a.m., Warm-Up is at 8:15 a.m. and 5K begins at 8:30 a.m.



**TO  
REGISTER**

- Register online at [www.getreadygetsetgetfit5k.com](http://www.getreadygetsetgetfit5k.com)
- In person at any BCDA Senior Center
- Mail entry form with check back to BCDA



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Baltimore County Department of Aging



**October 29, 2025**

**9 a.m. - 6 p.m.**

**Timonium Fairgrounds**

**Featuring:**

Over 300 Vendors • Continuous Entertainment  
Silent Auction • Creative Arts Exhibit/Contest  
Vaccination Clinic • Government Resources and more!

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Baltimore County Executive Katherine Klausmeier  
and the County Council



**For event or sponsorship/vendor information, call 410-887-2002.**



## PDV 461

**Serene Mind:****Calming Meditation to Relax and Unwind**

Master soothing guided meditation techniques to reduce your stress, enhance your focus and promote deep relaxation. Explore breathing methods, guided visualizations and more. Instructor: Jamila Weber.

Total Cost: \$58 (Tuition: \$0 Fees: \$58)

CRN#	Day/Ses.	Dates	Time	Location
71459	W(6)	10/8–11/12	2–3 p.m.	HV

## FIT 188

**Slow, Soothing Yoga for Older Individuals**

Experience yoga tailored to your fitness level and health needs. Learn poses for enhanced body alignment, balance and stamina, and breathing techniques for relaxation. Instructor: Freddi Flax.

Total Cost: \$73 (Tuition: \$0 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
71909	F(10)	10/3–12/12	11 a.m.–12 p.m.	OM

## FIT 143

**Standing Pilates**

Let's get vertical! Improve your core by adapting mat Pilates to standing exercises. Enhance your posture, flexibility and functionality with a low-impact workout perfect for seniors and beginners. Instructor: Jackie Dailey.

Total Cost: \$71 (Tuition: \$0 Fees: \$71)

CRN#	Day/Ses.	Dates	Time	Location
71110	F(10)	9/12–11/21	10–11 a.m.	CC

## FIT 183

**Standing Pilates**

Improve your physical health with a low-impact workout by adapting mat Pilates to standing exercises. Enhance your flexibility, core and posture by learning a variety of exercises, perfect for beginners and seniors. Instructor: Jackie Dailey.

Total Cost: \$56 (Tuition: \$0 Fees: \$56)

CRN#	Day/Ses.	Dates	Time	Location
71913	R(4)	10/9–30	12–1:15 p.m.	OM

## FIT 094

**Tai Chi I**

Reclaim vitality with the "dance of life!" Tai Chi enhances coordination and balance through gentle movements. Suitable for all ages. Wear comfortable clothes and flat shoes. Instructor: Paul Jakubowski.

Total Cost: \$73 (Tuition: \$0 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
71106	F(10)	10/3–12/12	9:30–10:30 a.m.	HV

## FIT 091

**Tai Chi II**

Deepen your Tai Chi practice for advanced mastery of breathing, weight shifts and movement. Prerequisite: Tai Chi I. Instructor: Paul Jakubowski.

Total Cost: \$73 (Tuition: \$0 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
71107	F(10)	10/3–12/12	11 a.m.–12 p.m.	HV

## XXX 841

**Water Aerobics**

Wade into the shallow end! Use water resistance for effective exercise without swimming or getting your head wet.

Total Cost: \$94 (Tuition: \$0 Fees: \$94)

CRN#	Day/Ses.	Dates	Time	Location
71049	W(14)	9/3–12/10	6:30–7:30 p.m.	DC
Instructor: Angie Carpenter				
71058	W(14)	9/3–12/10	9:30–10:30 a.m.	CC
Instructor: Debbie Warner				
71052	F(14)	9/5–12/12	10–11 a.m.	DC
Instructor: Linda Watson				
71054	F(14)	9/5–12/12	10:40–11:40 a.m.	EC
Instructor: Barb Cochran				
71047	M(14)	9/8–12/8	6:30–7:30 p.m.	DC
Instructor: Angie Carpenter				
71050	T(14)	9/9–12/9	10–11 a.m.	DC
Instructor: Linda Watson				

## FIT 064

**Yoga Therapeutics for Seniors**

Learn the ways that yoga can help improve your well-being and gain techniques for deep relaxation and mental clarity. This practice can be beneficial for those with acute and chronic conditions. Bring a yoga (sticky) mat and wear loose, comfortable clothing. Instructor: Jana Long.

Total Cost: \$58 (Tuition: \$0 Fees: \$58)

CRN#	Day/Ses.	Dates	Time	Location
71353	T(6)	10/14–11/18	1:30–2:30 p.m.	HV

## WRITING

## WRI 234

**Journal Writing for Family Legacy**

Learn to build a journaling habit, discover your unique writing style and document memories to preserve stories for future generations. Instructor: Sharon Ricks.

Total Cost: \$94 (Tuition: \$10 Fees: \$84)

CRN#	Day/Ses.	Dates	Time	Location
71147	T(8)	10/7–11/25	10 a.m.–12 p.m.	Zoom

## WRI 133

**Writing a Book**

Learn to write a book of any genre. Explore material use, idea communication, essential details, beginning-to-end processes, editing and printing paths. Instructor: Leslie Atkins.

Total Cost: \$94 (Tuition: \$10 Fees: \$84)

CRN#	Day/Ses.	Dates	Time	Location
71491	T(8)	10/7–11/25	10 a.m.–12 p.m.	Zoom

## WRI 118

**Writing Intriguing Stories**

This class boosts your creative writing, offering strategy, inspiration and insights into publishing, with guidance on crafting stories or book-length works.

Instructor: Leslie Atkins.

Total Cost: \$94 (Tuition: \$10 Fees: \$84)

CRN#	Day/Ses.	Dates	Time	Location
71066	W(8)	10/1–11/19	10 a.m.–12 p.m.	Zoom

## FRIENDLY SENIORS AT CCBC ESSEX

## FALL 2025 SESSION

Wednesdays, October 1–December 10, 2025

(Exclude November 26)

CCBC Essex, Arts and Humanities Building, Room 211

**Saddle Up! Exploring the History and Landscape of the American West**

10–11:30 a.m.

Instructor: Ellen Katz

**Better Health and Wellness for the Senior Adult**

11:45 a.m. – 1 p.m.

Instructor: Nina Bazemore

**The History of the Battle of Gettysburg**

1:30–3 p.m.

Instructor: Bruce Reinke

For more information contact

Patrick Helene at 443.840.1036.

SENIORS ADVENTURES  
IN LEARNING AT CCBC

## HIT 752

**A Sampling of All Areas:****Experience the Ultimate Sampling Day**

Join our daylong program sampler! Explore class offerings in art, tech, history, exercise, writing and photography. Bring lunch for the hour-long break.

Total Cost: \$25 (Tuition: \$0 Fees: \$25)

CRN#	Day/Ses.	Dates	Time	Location
71152	W(1)	9/17	9 a.m.–4 p.m.	HV

## ART 879

**A Sampling of Art: Unleash Your Creativity**

Experience art with a 50-minute demo class, offering basic drawing and painting skills, a small artwork creation and info on other senior program classes. Demo of Drawing with Imagination class. Instructor: Barb Kwiak.

Total Cost: \$8 (Tuition: \$0 Fees: \$8)

CRN#	Day/Ses.	Dates	Time	Location
71148	W(1)	9/17	9–9:50 a.m.	HV



## ART 974

**A Sampling of Crafts:****Jewelry Making with Wire Work**

During a 50-minute demo, practice simple wire work techniques and view potential projects that you could be making in an upcoming full-length craft and jewelry class. Instructor: Jackie Orsini.

Total Cost: \$8 (Tuition: \$0 Fees: \$8)

CRN#	Day/Ses.	Dates	Time	Location
71150	W(1)	9/17	12–12:50 p.m.	HV

## FIT 146

**A Sampling of Exercise:****Exercise Your Way to Fun and a Healthy Lifestyle**

Join our 50-minute demo class to try fun exercise routines, learn safety tips and explore our full class offerings. Wear comfy clothes and shoes and bring water. Demo of Yoga Therapeutics for Seniors class. Instructor: Jana Long.

Total Cost: \$8 (Tuition: \$0 Fees: \$8)

CRN#	Day/Ses.	Dates	Time	Location
71149	W(1)	9/17	3–3:50 p.m.	HV

## HST 234

**A Sampling of History:****Thank you for Being a Friend**

Discuss and analyze philosophical ideas portrayed in classic TV comedies in this fun 50-minute demo course. Plus, discover CCBC's range of history courses for seniors. Instructor: Katessa Trafton.

Total Cost: \$8 (Tuition: \$0 Fees: \$8)

CRN#	Day/Ses.	Dates	Time	Location
71354	W(1)	9/17	11–11:50 a.m.	HV

## HST 235

**A Sampling of Science:****Current Issues and Where Are We**

Enjoy a lively discussion on current issues in science during this 50-minute demo course. Plus, discover CCBC's range of science courses for seniors. Instructor: Don Finkelstein.

Total Cost: \$8 (Tuition: \$0 Fees: \$8)

CRN#	Day/Ses.	Dates	Time	Location
71355	W(1)	9/17	10–10:50 a.m.	HV

## WRI 150

**A Sampling of Writing:****Let the Creative Skills Pour out in Words**

Let your creative skills pour out in words during this 50-minute demonstration class that provides a sampling of what happens in a writing class. Demo of Journaling for Family Legacy class. Instructor: Sharon Ricks.

Total Cost: \$8 (Tuition: \$0 Fees: \$8)

CRN#	Day/Ses.	Dates	Time	Location
71151	W(1)	9/17	2–2:50 p.m.	HV

## KIDS@CCBC

## ART

## ART 889

**Anime Figure Making for Kids and Teens****(Ages 9–12)**

Learn to design and sculpt your own colorful anime figures. Master the basics using traditional tools, and build a strong foundation in character design, anatomy, gestures and stylization.

Total Cost: \$215 (Tuition: \$0 Fees: \$215)

CRN#	Day/Ses.	Dates	Time	Location
71904	S(6)	10/11–11/15	10 a.m.–12:30 p.m.	EC

## ART 819

**Sculpting for Character Design (Ages 12–16)**

Bring your imagination to life! Design and sculpt your own characters. Learn the basics, using traditional sculpting tools and techniques. Develop and expand your knowledge in character design, anatomy, gestures and stylization.

Total Cost: \$225 (Tuition: \$0 Fees: \$225)

CRN#	Day/Ses.	Dates	Time	Location
71906	S(6)	10/11–11/15	1–3:30 p.m.	EC

## COOKING AND BAKING

Please check for food allergies before registering for any cooking classes.

## CKG 198

**Creepy Cupcakes (Ages 7–13)**

Learn basic cupcake baking and decorating skills with a spooky theme just in time for Halloween! Have fun, be creative and take home your delicious and scary cupcakes.

Total Cost: \$79 (Tuition: \$0 Fees: \$79)

CRN#	Day/Ses.	Dates	Time	Location
72138	S(1)	10/25	8:30–11:30 a.m.	OM

## FITNESS AND WELLNESS

## FIT 174

**Learn to Swim – Beginner (Ages 6–15)**

Levels 1–2 swimmers, will learn basic water, aquatic and swimming skills. Receive an American Red Cross swim certificate upon completion. Swim attire: flip flops/water shoes, goggles and a towel. Swim caps optional. Parents/guardians are requested to stay on the premises.

Total Cost: \$149 (Tuition: \$0 Fees: \$149)

CRN#	Day/Ses.	Dates	Time	Location
71482	S(7)	9/6–10/18	11:15 a.m.–12 p.m.	EC
71479	S(7)	9/6–10/18	11:15 a.m.–12 p.m.	EC
71480	S(7)	9/6–10/18	12:01–12:46 p.m.	EC

## FIT 175

**Learn to Swim – Intermediate (Ages 6–15)**

Levels 3–4 swimmers, will learn intermediate aquatic skills, including stroke development and improvement, headfirst entry, survival floating and treading. Receive an American Red Cross swim certificate upon completion. Swim attire: flip flops/water shoes, goggles and a towel. Swim caps optional. Parents/guardians are requested to stay on the premises.

Total Cost: \$149 (Tuition: \$0 Fees: \$149)

CRN#	Day/Ses.	Dates	Time	Location
71481	S(7)	9/6–10/18	12:01–12:46 p.m.	EC

## PERFORMING ARTS

## DANCE

## DAN 032

**Ballet and Tap (Ages 7–11)**

Learn ballet and tap basics, while gaining body awareness, strength, flexibility, endurance and balance, and exploring musicality. Explore technique, terminology and etiquette. Bring ballet and tap shoes.

Total Cost: \$119 (Tuition: \$0 Fees: \$119)

CRN#	Day/Ses.	Dates	Time	Location
72214	S(8)	9/20–11/15	10–11 a.m.	EC

## DAN 024

**Creative Movement and Ballet (Ages 3–6)**

Explore movement with improvisational games and learn basic ballet technique, terminology and etiquette. Gain body awareness, strength, flexibility, endurance and balance, and explore musicality. Bring ballet shoes.

Total Cost: \$119 (Tuition: \$0 Fees: \$119)

CRN#	Day/Ses.	Dates	Time	Location
72215	S(8)	9/20–11/15	9–10 a.m.	EC

## DAN 030

**Disney Dance Party (Ages 6+)**

This fun-filled class features engaging dance routines to iconic Disney songs and scenes! Perfect for all skill levels. Sign up the whole family!

Total Cost: \$25 (Tuition: \$0 Fees: \$25)

CRN#	Day/Ses.	Dates	Time	Location
72216	U(1)	9/28	12–2 p.m.	EC

## DAN 035

**Halloween Dance Party (Ages 6+)**

This fun-filled class features engaging dance routines inspired by spooky season. Perfect for all skill levels. Sign up the whole family!

Total Cost: \$25 (Tuition: \$0 Fees: \$25)

CRN#	Day/Ses.	Dates	Time	Location
72217	U(1)	10/19	12–2 p.m.	EC



## MUSIC

XXX 799

### Child's Piano Class (Ages 7–11)

Work with a full-sized electronic keyboard and learn keyboard basics, including finger work and note reading in a supportive group setting. Bring earphones.

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

CRN#	Day/Ses.	Dates	Time	Location
72219	W(12)	9/17–12/10	6–7 p.m.	OM
72218	R(12)	9/18–12/11	6–7 p.m.	EC

ART 990

### Family Movie Musical Sing-Along (Ages 3+)

Bring the whole family to learn scenes from popular movie musicals and Disney musicals! Perform a family sing-along or invite the class to join the fun.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
72220	F(8)	9/5–10/24	6:30–7:30 p.m.	EC

ART 086

### General Music Class for Homeschoolers (Ages 9–12)

Explore percussion instruments and recorders, sing folk and seasonal songs, and learn the elements of rhythm, harmony and note reading through music games. Perfect for beginners.

Total Cost: \$109 (Tuition: \$0 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
72221	W(8)	9/10–10/29	10–11 a.m.	OM

## PRIVATE LESSONS

Enroll in private music, dance or theater lessons for adults and children. Receive tailored one-on-one instruction for the piano (ages 6–adult), other instruments or specialties (ages 8–adult) and voice (ages 13–adult). Instruments not provided. Call 443.840.1646 for placement.

XXX 961

### Private Lessons – 1/2 Hour (6 Weeks/Lessons)

Total Cost: \$165 (Tuition: \$0 Fees: \$165)

CRN#	Day/Ses.	Dates	Time	Location
72227	Arranged	9/2–10/7	Arranged	Arranged
72226	Arranged	10/13–11/17	Arranged	Arranged

XXX 965

### Private Lessons – One Hour (6 Weeks/Lessons)

Total Cost: \$295 (Tuition: \$0 Fees: \$295)

CRN#	Day/Ses.	Dates	Time	Location
72229	Arranged	9/2–10/7	Arranged	Arranged
72228	Arranged	10/13–11/17	Arranged	Arranged

MUS 120

### Private Lessons 1/2 Hour (14 Weeks/Lessons)

Total Cost: \$335 (Tuition: \$0 Fees: \$335)

CRN#	Day/Ses.	Dates	Time	Location
72231	Arranged	9/2–11/17	Arranged	Arranged

XXX 801

### Private Lessons – One Hour (14 Weeks/Lessons)

Total Cost: \$645 (Tuition: \$0 Fees: \$645)

CRN#	Day/Ses.	Dates	Time	Location
72230	Arranged	9/2–11/17	Arranged	Arranged

## PERSONAL DEVELOPMENT

PDV 234

### Study Skills

Topics include time management, note taking, memory retention, test taking and outlining. Find out how to work and study smarter.

Total Cost: \$125 (Tuition: \$0 Fees: \$125)

CRN#	Day/Ses.	Ages	Dates	Time	Location
72172	S(5)	9–11	10/4–11/1	10 a.m.–12 p.m.	OM
72173	S(5)	14–17	10/4–11/1	12:30–2:30 p.m.	OM
72174	S(5)	11–13	11/8–12/13	10 a.m.–12 p.m.	OM

### Looking for custom classes for your homeschool group or co-op?

(Must include 6 or more kids.) CCBC offers personalized programs for ages 7–17 in academics, arts, STEM, fitness and more — tailored to each student's pace and interests. Classes are flexible and available any time, day or evening. Contact Rebecca Palmisano at [rpalmisano@ccbcm.edu](mailto:rpalmisano@ccbcm.edu) or 443.840.5912 to learn more.



## CCBC is Hiring!

Are you seeking a new career opportunity?

Come join the CCBC team, with our holistic approach to education, we broaden students' perspectives by exposing them to new ideas and we are committed to a community that is diverse and inclusive.

For a listing of CCBC's available positions and to apply, visit [ccbcm.edu/jobs](http://ccbcm.edu/jobs).





## BASIC EDUCATION AND ENGLISH LANGUAGE SERVICES

### HIGH SCHOOL DIPLOMA OPTIONS

Students have two options for earning their high school equivalency. After you complete placement assessments in reading and math, our advisors will help you choose the option that is right for you. The two options are:

- **GED® Test** – Students take skill building and test preparation classes at CCBC to prepare to take the GED®, the high school equivalency test. Classes are offered throughout the year both online and in-person at CCBC's Catonsville, Dundalk, Essex and Owings Mills locations. Placement assessments are used to determine the appropriate class level for new students.
- **National External Diploma Program® (NEDP)** – Maryland state-approved method to earn a high school diploma. NEDP® is designed as a confidential, self-paced program for adults that takes between 6 and 15 months to complete. There is no instruction, but there is ongoing guidance and support through weekly appointments with trained CCBC staff. All work is completed through online assignments.

### GETTING STARTED

#### 1. Schedule appointments for assessment and registration.

- Call 443.840.3456 or scan or click QR code to schedule an appointment for an assessment session.



#### 2. Attend two assessment appointments.

Arrive on time for the scheduled appointments.

No one will be admitted to the assessment without an appointment or after testing has begun.

- First Appointment: Students complete registration paperwork, view program orientation presentation, and complete placement assessment in reading.
- Second Appointment: Students complete placement assessment in math and meet with an advisor to enroll in a class or receive a referral for the NEDP.
- Learn more about program details, class sequence and student expectations.
- Although these options are grant-funded, some fees may apply. You will be advised of any additional costs before placement.

#### Important notes:

- Students must be at least 18 years of age to enroll.
- Please do not bring children with you to intake appointments.
- Reasonable accommodations for disability are available upon request. Please call 443.840.3428 to discuss availability.
- Students can come to ANY registration location to register for ANY open class.
- Students are registered on a first-come, first-served basis.
- Students will receive copies of registration paperwork, instructions for purchasing textbooks and welcome information.

## ENGLISH LANGUAGE SERVICES

Scan or click QR code for more information.



CCBC offers English for Speakers of Other Languages (ESOL) classes to help students learn English and improve their speaking, listening, reading and writing skills.

### TYPES OF CLASSES

*Students must be at least 18 years of age and not enrolled or planning to attend high school to register for Beginning/Intermediate and Family Literacy ESOL classes. (Students with an F-1 or J-1 visa are not eligible.)*

#### BEGINNING AND INTERMEDIATE ESOL CLASSES

- For non-native English speakers just starting to learn English.
- Learn basic English for everyday life skills and work. Get familiar with civics concepts.
- No cost! Classes are grant-funded by the Maryland Department of Labor.
- Must sign up for classes in person.

#### FAMILY LITERACY ESOL CLASSES

- For non-native English-speaking parents and primary caregivers of children 0–16 years old. To participate, your child must be enrolled in Baltimore County Public Schools, select private schools or the Judy Center of Baltimore County.
- Learn English to better support your child in school.
- Class locations can be found on our website. [ccbcm.edu/family-literacy](http://ccbcm.edu/family-literacy)
- No cost! Classes are grant-funded by the Maryland Department of Labor.
- Smart phone required.
- Must sign up for classes in person.

### HOW TO SIGN UP FOR A CLASS (REGISTRATION)

#### BEGINNING AND INTERMEDIATE ESOL / FAMILY LITERACY ESOL

- Registration is in-person only. No online, phone or mail-in registration.
- See following chart for walk-in registration dates and locations.





## WHAT TO EXPECT AT WALK-IN REGISTRATION

- New students will take a reading test during registration to determine class placement.
- Students are registered on a first-come, first-served basis.
- Friends and family members must wait separately while students register.
- Class schedules and locations will be provided at registration.

## WALK-IN REGISTRATION DATES AND LOCATIONS

### BEGINNING AND INTERMEDIATE ESOL CLASSES

LOCATION	ROOM	DAY	DATE	TIME
CCBC Owings Mills	6th Floor	Monday	August 11	5 p.m.
CCBC Dundalk	Career Building, 2nd Floor	Tuesday	August 12	5 p.m.
CCBC Essex	Business, Education and Social Sciences Hall, 3rd Floor	Wednesday	August 13	1 p.m. 5 p.m.
CCBC Owings Mills	6th Floor	Thursday	August 14	5 p.m.
CCBC Catonsville	Humanities Hall, Room 101	Friday	August 15	5 p.m.
CCBC Dundalk	Career Building, 2nd Floor	Monday	August 18	9 a.m.
CCBC Catonsville	Humanities Hall, Room 101	Tuesday	August 19	9 a.m.
CCBC Owings Mills	6th Floor	Wednesday	August 20	9 a.m.
CCBC Essex	Business, Education and Social Sciences Hall, 3rd Floor	Thursday	August 21	5 p.m.
CCBC Dundalk	Career Building, 2nd Floor	Friday	August 22	5 p.m.
CCBC Owings Mills	6th Floor	Monday	October 13	5 p.m.
CCBC Essex	Business, Education and Social Sciences Hall, 3rd Floor	Tuesday	October 14	1 p.m. 5 p.m.
CCBC Catonsville	Health Careers and Tech-nology Building, 2nd Floor	Wednesday	October 15	9 a.m.

### FAMILY LITERACY ESOL CLASSES

LOCATION	ROOM	DAY	DATE	TIME
Essex Public Library	Meeting Room	Tuesday	August 26	9:30 a.m.
Chadwick Elementary School	Community Room	Wednesday	August 27	9 a.m.
Sacred Heart School of Glyndon	Classroom, 2nd Floor	Wednesday	August 27	6 p.m.
Cockeysville Public Library	Meeting Room	Thursday	August 28	9:30 a.m.
Lansdowne Middle School	Classroom #8	Thursday	August 28	6 p.m.
Berkshire Elementary School	Recreation Room	Friday	August 29	9 a.m.
Catonsville Public Library	Meeting Room	Tuesday	September 2	9:30 a.m.
Colgate Elementary School	Recreational Room	Wednesday	September 3	9 a.m.
Colgate Elementary School	Cafeteria	Wednesday	September 3	6 p.m.
Logan Elementary School	Trailer #4	Thursday	September 4	9 a.m.
Rosedale Public Library	Meeting Room	Friday	September 5	9:30 a.m.

### UPPER LEVEL ESOL CLASSES

- For higher-level, non-native English speakers continuing to learn English.
- Improve English reading and writing skills.
- Students must cover the cost of these classes.
- Contact CCBC to check if you are ready for Upper Level ESOL classes. Email [smonti@ccbcmd.edu](mailto:smonti@ccbcmd.edu) or call 443.840.3476.
- Register online ([ccbcmd.edu/quickreg](http://ccbcmd.edu/quickreg)), over the phone (443.840.2222) or visit one of our campus locations to sign up in person.
- Plan to register at least one week before class start date.

### FALL CLASS:

#### ADS 007

#### ESOL General English Language Skills

Improve your general English skills by engaging in communicative tasks on various high-interest topics. Integrates the development of listening, speaking, reading and writing skills, with a focus on grammar and vocabulary appropriate to the language task. In-person class.

Total Cost: \$259 (Tuition: \$69 Fees: \$190)

CRN#	Day/Ses.	Dates	Time	Location
73238	M/W (20)	9/8–11/12	9–11:55 a.m.	OM
73239	T/R (20)	9/8–11/12	6:30–9:25 p.m.	EC

### MORE INFORMATION

Visit our website to learn more about ESOL classes: [ccbcmd.edu/esol](http://ccbcmd.edu/esol)

### STILL HAVE QUESTIONS? CONTACT US:

- Beginning and Intermediate ESOL – [jwhite4@ccbcmd.edu](mailto:jwhite4@ccbcmd.edu) or 443.840.3070
- Family Literacy ESOL – [esolfamilyliteracy@ccbcmd.edu](mailto:esolfamilyliteracy@ccbcmd.edu) or 443.840.3456
- Upper Level ESOL – [smonti@ccbcmd.edu](mailto:smonti@ccbcmd.edu) or 443.840.3476

Reasonable accommodations for disabilities are available upon request. Email [jwalsh@ccbcmd.edu](mailto:jwalsh@ccbcmd.edu) or call 443.840.3428 for more information. Please make your request no later than two weeks before registration.





## PROGRAMS FOR INDIVIDUALS WITH DISABILITIES

The Center for Alternative and Supported Education (CASE) provides education and training to adults with intellectual and developmental disabilities through two programs: Single Step and ACCESS.



### SINGLE STEP

Through this program, students can continue learning academic and life skills, as well as obtain the skills needed to begin a career. Single Step can accommodate learners at almost any level and offers both on-campus and virtual classes (Zoom) during the fall and spring semesters.

Before enrolling in Single Step, students must participate in an assessment and interview. To schedule an appointment please contact [gtoich@ccbcmd.edu](mailto:gtoich@ccbcmd.edu) or call 443.840.3262.

#### Academic skills

- Reading (Intensive and Levels 1, 1.5, 2, 3, 4)
- Written Communication (Levels 1, 1.5, 2, 3, 4)
- Math (Levels 1, 1.5, 2, 3)

#### Independent life skills

- Critical Thinking and Problem Solving in the Real World
- Ready to Work – Get the Job (1 and 2)
- Real World Math Applications (1 and 2)
- Your Money and Technology

#### Electives

- Building Social and Communication Skills through Choral Performance
- Exploring Artists with Disabilities
- Foundations of Video Game Design/Video Game Animation (Requires 6th grade reading comprehension level, computer literacy and proficiency in Google applications.)
- Healthy Relationships and Social Skills
- Start Your Creative Writing Journey
- Sustainable Art: Creativity, Conservation and Your Clean Community
- Theater Techniques for Emotional Awareness and Self-Awareness

### Career preparation

All career preparation programs, except Infant and Toddler Care and Veterinary Assistant, include a mandatory internship.

#### Child Care Certificate

Satisfies Maryland 90-hour certification. 2 semesters, 6th grade reading comprehension level, able to lift 50 lbs.

#### Infant and Toddler Care

Satisfies Maryland 45-hour certification. Prerequisite: successful completion of 90-hour Child Care Certificate. 6 weeks.

#### Child Care Assistant

Learn basic skills for working with small children. 1 semester, 4th grade reading comprehension level.

#### Office Skills

Learn general office skills and how to use basic technology. 1 semester, 6th grade reading comprehension level.

#### Professional Animals Workers (PAWS)

Learn practical skills needed for entry level work in the field of animal care. 1 semester, 6th grade reading comprehension level, able to lift 50 lbs. and willing to work with all animals.

#### Veterinary Assistant

Learn advanced skills for animal care. Prerequisite: successful completion of PAWS. 1 semester, 8th grade reading comprehension level, 5th grade math level.

Van transportation to CCBC Dundalk is available for additional cost. Van transports only from locations in Baltimore County and Baltimore City.

### Ready to get started with Single Step?

Contact us today to schedule an appointment! Email [gtoich@ccbcmd.edu](mailto:gtoich@ccbcmd.edu) or call 443.840.3262.

### ACCESS

CASE works with DDA-certified and other agencies to provide classes onsite and on campus for adults with developmental disabilities. These classes cover vocational skills, basic math and reading, personal expression/art and a variety of living and coping skills. For more information, visit [ccbcmd.edu/case](http://ccbcmd.edu/case) or call 443.840.3262.

## LOCATION KEY

### CCBC CAMPUSES AND EXTENSION CENTERS

<b>CC</b>	<b>CCBC Catonsville</b> 800 South Rolling Road, 21228
<b>DC</b>	<b>CCBC Dundalk</b> 7200 Sollers Point Road, 21222
<b>EC</b>	<b>CCBC Essex</b> 7201 Rossville Boulevard, 21237
<b>HV</b>	<b>CCBC Hunt Valley</b> 11101 McCormick Road, 21031
<b>OM</b>	<b>CCBC Owings Mills</b> 10300 Grand Central Avenue, 21117
<b>RAC</b>	<b>CCBC Randallstown</b> 3637 Offutt Road, 21133
<b>TTC</b>	<b>CCBC Transportation Training Center at Tradepoint Atlantic</b> 2007 Reservoir Road, 21219

### VIRTUAL

**[Campus]** Class mixes in-person and virtual sessions.

**- Blended**

**ED2GO** Class offered via Ed2Go.

**E2GC** Career training program offered via Ed2Go.

**LERN** Class offered via the Learning Resource Network.

**NHZ** Class offered via New Horizons.

**Online** Class held via Brightspace.

**Remote** Class held via Microsoft Teams.

**Zoom** Class held via Zoom.

### OTHER

**Arranged** Flexible. Coordinated between student and instructor, or class is self-paced.

**EGT** Earlbeck Gases and Technology  
8024 Pulaski Highway, 21237

**HOS** Hospital

**OSX** Off-site