

CCBC Continuing Education Schedule of Classes Spring 2020

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BUSINESS

ACCOUNTING/BOOKKEEPING

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Entry-Level Bookkeeper

Classes can be taken individually, but all four must be completed in order to receive the certificate. Not all classes offered every semester.

Must complete: Accounting/Bookkeeping I, Accounting/Bookkeeping II, Excel for Bookkeepers, and QuickBooks for Bookkeepers

Accounting /Bookkeeping I

Learn the basic principles of the double entry system. Ideal for a small business owner, potential business owner and those looking for entry level accounting jobs. Explore business records, transactions, journals, ledgers, income statements, balance sheets and more. Prerequisites: Basic computer skills, experience with Microsoft Excel, basic high school algebra. Textbook is included in cost of the course.

Total Cost: \$219 (Tuition: \$50 Fees: \$169)

ACC 006 For class information [click here](#)

Accounting /Bookkeeping II

Continue your study of accounting/bookkeeping principles as you explore trial balances, different types of financial reports, cash flow, retained earnings, reconciling bank statements, and payroll systems. Prerequisite: Accounting/Bookkeeping I.

Total Cost: \$159 (Tuition: \$40 Fees: \$119)

ACC 007 For class information [click here](#)

Excel for Bookkeepers

Excel is essential to many bookkeeping functions. Learn to create basic financial statements, use merged cells, link spreadsheets, create pivot tables, and automate financial tasks.

Total Cost: \$199 (Tuition: \$39 Fees: \$160)

PCA 832 For class information [click here](#)

QuickBooks for Bookkeepers

Learn to use QuickBooks to perform a variety of bookkeeping procedures, including setting up accounts, paying bills, invoicing, and report creation. Prerequisites: Accounting/Bookkeeping I and Accounting/Bookkeeping II.

Total Cost: \$189 (Tuition: \$50 Fees: \$139)

PCA 836 For class information [click here](#)

PayTrain Level I

Gain the knowledge and skills required to maintain payroll compliance, prevent costly penalties, and help prepare for the FPC certification exam. Designed for new payroll professionals, those who support the payroll industry, and those who are preparing for Fundamental Payroll Certification.

Prerequisite for PayTrain-Level II.

Total Cost: \$749 (Tuition: \$149 Fees: \$600)

ACC 004 For class information [click here](#)

PayTrain ® Level II

Utilize this valuable training tool that will help keep you and your organization's compliance up-to-date and provide excellent preparation for the CPP certification exam.

Prerequisite: PayTrain Level 1.

Total Cost: \$799 (Tuition: \$149 Fees: \$650)

ACC 005 For class information [click here](#)

Registered Tax Preparer

Gain an overview of all of the components of preparing individual taxes and the information that you need to pass the Maryland Tax Preparer test.

Total Cost: \$299 (Tuition: \$130 Fees: \$169)

ACC 003 For class information [click here](#)

BUSINESS COMMUNICATIONS

Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$135 (Tuition: \$20 Fees: \$115)

WLT 220 For class information [click here](#)

Writing News and Press Releases

Being able to write a good news story, press release or publicity notice is a skill that can set you apart in the workplace. Acquire the skills good journalists have and learn how to craft a news story, press release or publicity notice that will get attention. Online class.

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

MGT776 For class information [click here](#)

Conflict Management (Online)

Discover a workable conflict management model and discuss case studies.

Take away successful strategies to apply to the workplace, where it has been determined that the average manager spends 20% of their time dealing with some aspect of a conflict situation. Online class.

Total Cost: \$245 (Tuition: \$40 Fees: \$205)

MAN 079 For class information [click here](#)

CUSTOMER SERVICE

Exceeding Expectations: Delivering Exceptional Customer Service

Designed to enable the student to learn what is involved with and how to present extraordinary customer service to internal and external customers.

Topics to be covered include the difference between internal and external customers and the importance of both; effective customer service techniques; active listening; how to build and influence relationships; telephone, internet, and in-person customer service.

Total Cost: \$139 (Tuition: \$45 Fees: \$94)

MGT 385 For class information [click here](#)

HUMAN RESOURCES

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

HUMAN RESOURCE MANAGER (ENTRY LEVEL)

Classes can be taken individually, but both MGT 346 and MGT 762 must be taken in order to receive certification.

Fundamentals of Human Resources/aPHR™ Certification Preparation

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

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

MGT 346 For class information [click here](#)

Human Resources: An Application in Today's Business Climate

Practicing in the human resources field requires more than technical knowledge. Examine the following topics relevant to the current business climate and give a practical application: multiple generations in the workforce, managing conflict, human resources and leadership development, and human resources as a strategic partner within an organization.

Total Cost: \$189 (Tuition: \$39 Fees: \$150)

MGT 762 For class information [click here](#)

SHRM-CP and SHRM-SCP Certification Exam Preparation

Establish yourself as a leader in human resources by earning the Society for Human Resources Management Certified Professional (SHRM-CP) or the SHRM Senior Certified Professional (SHRM-SCP). Prepare for the credentialing exams, expanding and testing your knowledge areas critical for HR career success. Cost includes all course material and access to the SHRM Learning System.

Total Cost: \$1,195 (Tuition: \$239 Fees: \$956)

MGT 757 For class information [click here](#)

Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate, and manage employees. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$135 (Tuition: \$20 Fees: \$115)

LWW 005 For class information [click here](#)

LEADERSHIP & MANAGEMENT

Fundamentals of Supervision and Management

Learn the most efficient and effective methods to conduct research for any writing project. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$135 (Tuition: \$20 Fees: \$115)

MGT 290 For class information [click here](#)

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. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$135 (Tuition: \$20 Fees: \$115)

MGT 588 For class information [click here](#)

Introduction to Business Analysis

Learn powerful techniques to improve your decision-making skills at work. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$135 (Tuition: \$20 Fees: \$115)

MGT 457 For class information [click here](#)

Leadership

Gain insight and training in the skills needed for effective leadership. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$135 (Tuition: \$20 Fees: \$115)

MGT 456 For class information [click here](#)

Management Boot Camp

Enhance your management skills through this course for supervisors, managers, and emerging leaders. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness. Learn to manage like a pro -- quickly and confidently.

Total Cost: \$245 (Tuition: \$40 Fees: \$205)

MGT 758 For class information [click here](#)

Mastery of Business Fundamentals

Learn the significance of strategic planning and how external and internal environmental factors affect an organization. For details, go to: [ed2go.com/ccbconline.](http://www.ed2go.com/ccbconline/)

Total Cost: \$135 (Tuition: \$20 Fees: \$115)

MGT 297 For class information [click here](#)

Six Sigma: Total Quality Applications

Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$140 (Tuition: \$20 Fees: \$120)

SBA 923 For class information [click here](#)

NON-PROFIT MANAGEMENT

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Classes can be taken individually, but all six must be completed in order to receive the certificate. Not all classes offered every semester.

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

Strategic Planning for the Non-Profit Organization

Develop the knowledge and skills needed to make effective use of the strategic planning process. Designed for managers and staff of non-profit organizations, you'll discuss organization mission and vision, organizational analysis, developing goals, formulating objectives, and action planning.

Total Cost: \$139 (Tuition: \$45 Fees: \$94)

MGT 619 For class information [click here](#)

Financial Management for Not-for-Profit Organizations

Develop skills needed to improve the effective management of organization finances. Includes terminology of accounting and finance, basic accounting principles, financial statements, financial analysis, and budgeting.

Total Cost: \$139 (Tuition: \$45 Fees: \$94)

MGT 620 For class information [click here](#)

Managing Paid and Volunteer Staff

Improve the effectiveness and efficiency of paid and volunteer staff. Topics include job descriptions, recruitment and selection, performance management, similarities and differences between paid and volunteer staff.

Total Cost: \$139 (Tuition: \$45 Fees: \$94)

MGT 621 For class information [click here](#)

Grant Writing

Learn the essential elements of effective grant proposal writing. Topics include planning, researching, proposal writing and packaging, proposal submitting and post- submittal follow-up.

Total Cost: \$139 (Tuition: \$45 Fees: \$94)

WRI 039 For class information [click here](#)

Making Effective Presentations

Develop the knowledge and practical skills needed to deliver effective oral presentations. Topics include dealing with anxiety, audience analysis, presentation planning and engaging an audience.

Total Cost: \$139 (Tuition: \$45 Fees: \$94)

MGT 623 For class information [click here](#)

Selecting and Developing a Board of Directors

Managers and staff of non-profit organizations can gain the knowledge and skills needed to structure and work effectively with a board of directors. Topics include functions of the non-profit board, board structure and process, board member selection and development, effective board and committee meetings, and managing board/staff relationships.

Total Cost: \$139 (Tuition: \$45 Fees: \$94)

MGT 807 For class information [click here](#)

Marketing and Fundraising for Non-Profit Organizations

Gain the knowledge and skills needed to effectively promote and raise funds for a non-profit organization. Topics to be covered include defining target markets and strategic marketing, developing marketing objectives, applying the "4P's" of marketing to non-profits, and fundraising.

Total Cost: \$139 (Tuition: \$45 Fees: \$94)

MGT 625 For class information [click here](#)

Advanced Marketing for Non-Profits: Identifying Targets and Planning Campaigns

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

Total Cost: \$139 (Tuition: \$45 Fees: \$94)

MGT 683 For class information [click here](#)

Nonprofit Marketing on a Shoestring Budget

With limited resources, marketing can be a challenge. Learn free and low-cost marketing strategies that can boost your community presence and fundraising activities, and how to measure the success of these initiatives.

Total Cost: \$139 (Tuition: \$25 Fees: \$114)

MAR 011 For class information [click here](#)

PROJECT MANAGEMENT

Project Management Course Series

Six sessions provide thorough coverage of the emerging body of knowledge used by project management professionals to ensure work is completed on time, within budget and in conformance with specified requirements.

Total Cost: \$1,995 (Tuition: \$675 Fees: \$1,320)

MAN 927 For class information [click here](#)

Microsoft Project 2016

Learn how to create a project plan during the planning phase of a project and then update during the execution, monitoring, and controlling phases. Prerequisites: Windows Intro or equivalent knowledge and an understanding of project management concepts.

Total Cost: \$399 (Tuition: \$168 Fees: \$231)

PCP 754 For class information [click here](#)

PMP® Certification Exam Preparation

Prepare for the Project Management Institute (PMI®) Project Management Professional (PMP®) certification exam. Topics include a review of key components of project management as identified in the PMBOK®; typical PMP® certification exam questions and format; and test-taking skills.

Total Cost: \$499 (Tuition: \$149 Fees: \$350)

MAN 077 For class information [click here](#)

Project Management Fundamentals

Apply the fundamentals of project management by understanding the strategic and tactical roles of a project management practitioner. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$155 (Tuition: \$20 Fees: \$135)

SBA 925 For class information [click here](#)

Project Management Professional (PMP) Prep I

Develop the skills and strategies required to prepare for Project Management Institute's (PMI) Project Management Professional (PMP)® certification exam. Master the first six chapters of A Guide to the Project Management Body of Knowledge (PMBOK® Guide), the most essential resource for the PMP certification exam.

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

MGT 350 For class information [click here](#)

Project Management Professional (PMP) Prep II

Continue to prepare to take the Project Management Institute's (PMI®) Project Management Professional (PMP®) certification exam. Cover the relationships between

inputs, tools and techniques, and outputs, earned value management, sensitivity analysis, and PMI's code of professional responsibility.

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

MGT 351 For class information [click here](#)

REAL ESTATE

Real Estate Principles and Practices for Salespersons

Obtain the knowledge necessary to sell real estate in Maryland. Satisfies Maryland's 60- hour educational requirement to obtain a real estate license. Attendance is mandatory. Must pass the final exam in order to sit for the state exam. Textbook required at first class; not included in the course price.

Total Cost: \$529 (Tuition: \$169 Fees: \$360)

REA 294 For class information [click here](#)

REAL ESTATE APPRAISAL

The following courses were developed by the Maryland Community College Association for Continuing Education and Training (MCCACET) and have been approved by the Appraisal Foundation and the MD Appraisers Commission. Attendance is mandatory; students must pass a final exam in each course. In addition to the classroom requirements, each student must complete 2000 hours of appraisal work experience before sitting for the state licensing exam. The college does not arrange for the work experience or administer the licensing exam. For more information on licensing requirements, contact the MD Appraiser's Commission at 410-230-6165, or www.dllr.state.md.us.

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Real Estate: Appraisal Principles & Procedures

Prepare to meet the education requirements of the Maryland Real Estate Appraisers Commission for the Licensed Real Estate Appraiser classification. Topics include real property concepts, legal considerations, factors affecting property values and more.

Calculator is required; attendance is mandatory. A final examination will be given. Text available at CCBC Essex Bookstore.

Total Cost: \$699 (Tuition: \$209 Fees: \$490)

REA 019 For class information [click here](#)

Real Estate: Appraisal Standards and Ethics

Review laws, licensing and certification requirements with primary emphasis on the Uniform Standards of Professional Practice (USPAP). Attendance is mandatory.

Prerequisite: Real Estate: Appraisal Principles & Procedures (REA 019).

Total Cost: \$249 (Tuition: \$79 Fees: \$170)

REA 173 For class information [click here](#)

Real Estate: Appraisal Practices & Analysis Part I

Explore residential markets and analysis, highest and best use, site valuation and the cost approach. Calculator is required; attendance is mandatory. A final examination will be given. Prerequisite: Real Estate: Appraisal Principles & Procedures (REA 019).

Total Cost: \$399 (Tuition: \$119 Fees: \$280)

REA 020 For class information [click here](#)

Real Estate: Appraisal Practices & Analysis Part II

Focus on the sales comparison and income capitalization approaches as they apply to residential properties and residential appraisal report writing. A Hewlett-Packard 12C financial calculator is required; attendance is mandatory. A final examination will be given. Prerequisite: Real Estate: Appraisal Principles & Procedures (REA 019); and Real Estate: Appraisal Practices & Analysis Part I (REA 020).

Total Cost: \$469 (Tuition: \$149 Fees: \$320)

REA 021 For class information [click here](#)

REAL ESTATE APPRAISAL CONTINUING EDUCATION

Data vs. Analysis

Examine the types and quantities of data needed for real estate appraisals, as well as the type and degree of analysis that should be made to that data, with references to USPAP. (7 hours CE).

Total Cost: \$179 (Tuition: \$59 Fees: \$120)

REA 466 For class information [click here](#)

Understanding the Appraisal Review Process

Develop an understanding of the practice of appraisal review. Topics include situations under which appraisals are reviewed, the function/role of the review appraiser and the process of the appraisal review. Appraisal review in relation to USPAP will also be discussed. Intended for beginning or experienced appraisers. (7 hours CE).

Total Cost: \$179 (Tuition: \$59 Fees: \$120)

REA 494 For class information [click here](#)

Real Estate: 7-Hour National USPAP Update

Meet the educational requirements for real estate appraisal license renewal as required by the Maryland Real Estate Appraisers Commission. Approved by The Appraisal Foundation. Topics include an update of USPAP policies, legal issues, ethics and valuation techniques. Textbooks included in cost of the course; provided at class. (7 hours CE).

Total Cost: \$249 (Tuition: \$79 Fees: \$170)

REA 008 For class information [click here](#)

The USPAP Compliant Appraisal Report

Improve your understanding of the appraisal reporting requirements of STANDARD 2 and its associated Standards Rules. (7 hours CE).

Total Cost: \$179 (Tuition: \$59 Fees: \$120)

REA 516 For class information [click here](#)

SALES AND MARKETING

eMarketing Essentials: Digital Marketing Certificate

Understand the principles of eMarketing to promote your organization. You will work towards a continuing education certificate in eMarketing from the Learning Resources Network (LERN), a nationally-recognized leader in continuing education programming. It consists of three courses, "Improving Email Promotions," "Boosting Your Website Traffic," and "Online Advertising." Online class.

Total Cost: \$495 (Tuition: \$60 Fees: \$435)

MAR 128 For class information [click here](#)

eMarketing Essentials: Boosting Your Website Traffic

Develop your skills in boosting web site traffic, including how to analyze visitor traffic, search engine optimization, and redesigning web copy. Online class.

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

MAR 126 For class information [click here](#)

eMarketing Essentials: Improving Email Promotions

Discover new ways to improve email promotions, and discover how to analyze response rates. Learn about when to email, what to email, testing email copy, and tracking and testing email promotion. Online class.

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

MAR 125 For class information [click here](#)

eMarketing Essentials: Online Advertising

Use online advertising techniques to better market your organization. Pay-per-click advertising, Adword campaigns, and other social media marketing techniques are explored. Online class.

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

MAR 127 For class information [click here](#)

ESSENTIAL SKILLS FOR THE SUPERVISORY DEVELOPMENT

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATES

Classes can be taken individually, but all must be completed in order to receive the certificate. Not all classes offered every semester.

The Role of the Supervisor

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

Total Cost: \$139 (Tuition: \$45 Fees: \$94)

MAN 058 For class information [click here](#)

Collaborative Outcomes: Teams and Teamwork

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

Total Cost: \$139 (Tuition: \$45 Fees: \$94)

WOS 055 For class information [click here](#)

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: \$139 (Tuition: \$45 Fees: \$94)

MAN 909 For class information [click here](#)

Managing Conflict and Confrontation

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

Total Cost: \$139 (Tuition: \$45 Fees: \$94)

COU 005 For class information [click here](#)

Managing Multiple Priorities

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

Total Cost: \$139 (Tuition: \$45 Fees: \$94)

MGT 384 For class information [click here](#)

Performance Management: An Approach to Employee Development

Develop enhanced skills for using performance management tools and techniques as a framework for developing a more productive workforce. Learn techniques and approaches through which performance management, appraisal and coaching can be used as development tools and as means to improve individual productivity.

Total Cost: \$139 (Tuition: \$45 Fees: \$94)

MGT 634 For class information [click here](#)

SMALL BUSINESS

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Classes can be taken individually but all must be completed in order to receive the certificate. Not all classes offered every semester.

Small Business Basics - How to Start and Manage Your Own Business, Customize Your Business Plan, The A,B,Cs of Small Business Funding and Small Business Marketing and Strategies.

GETTING STARTED

Spirituality and Ethics in Business

Spirituality is a fundamental part of all people and can affect all aspects of your business. Learn to apply your talents, abilities, values and ethics in a holistic and socially responsible way that can lead to increased profitability and productivity.

Total Cost: \$109 (Tuition: \$26 Fees: \$83)

SBA 022 For class information [click here](#)

Business Plan Development: Individualized Instruction

Receive personalized, one-on-one instruction and begin to create a business plan, identifying the "why," developing the components, and identifying basic financial assumptions and projections. Includes two classroom sessions, and one hour of consultative time. Meeting date, time, and location to be arranged with the instructor.

Please email mriley@ccbcmd.edu for more information.

Total Cost: \$399 (Tuition: \$79 Fees: \$320)

MGT 761 For class information [click here](#)

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

Learn how to start, grow and finance a small business. Explore the difference between bank and non- bank sources of funding, the borrowing process, what lenders look for, and the Small Business Administration's role in funding small businesses.

Total Cost: \$89 (Tuition: \$35 Fees: \$54)

SBA 956 For class information [click here](#)

Customize Your Business Plan

Learn how to create a forever changing document that will help you manage and build the business you want.

Total Cost: \$79 (Tuition: \$30 Fees: \$49)

SBA 950 For class information [click here](#)

How to Start and Manage Your Own Small Business

Examine management issues, discuss government resources, types of businesses, markets to explore, legalities and more.

Total Cost: \$139 (Tuition: \$45 Fees: \$94)

SBA 808 For class information [click here](#)

Introduction to Social Media for Small Business

Learn how to build the buzz as you learn to build your own online presence and create content to reach new and existing customers. The most popular social media platforms will be introduced.

Total Cost: \$89 (Tuition: \$35 Fees: \$54)

SBA 959 For class information [click here](#)

Legal Issues for Small Business

Includes basic legal definitions, protecting/licensing of intellectual property, business entity choices, employment practices, income reporting, and more. Designed to let you know when you need a lawyer, and is not meant to be a substitute for one.

Total Cost: \$109 (Tuition: \$20 Fees: \$89)

SBA 972 For class information [click here](#)

Pricing for Profitability

Many businesses, artists, and start-ups don't know how to price their products or services, even though pricing is critical to earning a profit. Learn how to get the price right and develop a strategy for success.

Total Cost: \$89 (Tuition: \$19 Fees: \$70)

FIN 050 For class information [click here](#)

Small Business Marketing Strategies

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

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

SBA 964 For class information [click here](#)

GROWING YOUR BUSINESS

Achieving Top Search Engine Positions

Learn proven, step-by-step strategies to achieve higher positions with major search engines. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$155 (Tuition: \$20 Fees: \$135)

PCP 809 For class information [click here](#)

Facebook for Business

Learn about regulations for business/organization pages, and review best practices for using events, contests, badges, email and like button features to increase your audience. Designed for business and organization leaders already using Facebook. Online class.

Total Cost: \$245 (Tuition: \$40 Fees: \$205)

PCP 338 For class information [click here](#)

Instagram for Business

With over 100 million users, Instagram is a marketing goldmine. An android or iOS device is needed to take full advantage of the exercises in this class. Online class.

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

MGT 823 For class information [click here](#)

Make Your Website Work For You

Whether you've had a business website for 10 years or you're just starting out, get the information you need to plan and create your site as a way to reach your business goals.

Total Cost: \$139 (Tuition: \$45 Fees: \$94)

MAR 012 For class information [click here](#)

Marketing Your Business on the Internet

Develop an Internet marketing plan for your business that incorporates search engine optimization, advertising, email, social media, and more. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$135 (Tuition: \$20 Fees: \$115)

MAR 118 For class information [click here](#)

Twitter for Business

Learn how this hot social media platform can be useful in growing your business. Explore the best, and easiest, techniques for successful interactions on Twitter that can help expand your business. Online class.

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

SBA 967 For class information [click here](#)

Understanding Your Financial Statements

Don't have a lot of experience working with and understanding financial statements? Learn what the four basic financial statements can tell you, and make better decisions for your business.

Total Cost: \$99 (Tuition: \$25 Fees: \$74)

FIN 049 For class information [click here](#)

Using Social Media in Business

Learn how to use the most popular social media platforms; Facebook, Twitter, LinkedIn and Pinterest to grow and promote your business. For details, go to: ed2go.com/ccbconline.

Total Cost: \$125 (Tuition: \$20 Fees: \$105)

MAR 146 For class information [click here](#)

SMALL BUSINESS CAREERS

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.

Total Cost: \$89 (Tuition: \$35 Fees: \$54)

SBA 439 For class information [click here](#)

Learn to Buy and Sell on eBay

Learn from auction professionals, how to work from home or earn extra income by buying and selling goods online. For details, go to <http://www.ed2go.com/ccbconline/>.

Total Cost: \$115 (Tuition: \$20 Fees: \$95)

PCP 123 For class information [click here](#)

Start a Pet Sitting Business

Discover how to translate your love of animals into a fun and profitable career. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$125 (Tuition: \$20 Fees: \$105)

SBA 968 For class information [click here](#)

Start Your Own Gift Basket Business

Express your creativity in a fun and profitable way, by starting a home-based business as a gift basket designer. For details, go to

<http://www.ed2go.com/ccbconline/>

Total Cost: \$125 (Tuition: \$20 Fees: \$105)

SBA 969 For class information [click here](#)

Starting a Non-Profit

An industry veteran shows you how to take a nonprofit business from vision to reality. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$135 (Tuition: \$20 Fees: \$115)

MGT 648 For class information [click here](#)

LICENSURE AND CERTIFICATION

Home Inspection Pre-License Course

Learn about home inspection and prepare to acquire a Maryland State Home Inspection License. Topics include structural and internal systems; professional standards for home inspectors; Maryland Minimum Standards of Practice and Maryland Code of Ethics and inspection report writing. For further information on licensing requirements, contact The Maryland Real Estate Appraisers and Home Inspectors Commission at 410-230-6165 or www.dllr.state.md.us

Total Cost: \$895 (Tuition: \$350 Fees: \$545)

SBA 511 For class information [click here](#)

Home Inspection: Continuing Professional Education Part I

Update the licensee's knowledge of home inspection services in one or more residential components: plumbing, electrical, HVAC, insulation, roofing, and structure. This class provides 15 hours of continuing professional competency educational hours that are required by the Maryland Commission of Home Inspection.

Total Cost: \$189 (Tuition: \$75 Fees: \$114)

REA 508 For class information [click here](#)

Home Inspection: Continuing Professional Education Part II

Enhance your knowledge of home inspection services in heating and air conditioning systems, insulation and ventilation, and fireplaces and solid burning appliances. This class provides 15 hours of continuing professional competency educational hours that are required by the Maryland Commission of Home Inspection.

Total Cost: \$189 (Tuition: \$75 Fees: \$114)

REA 509 For class information [click here](#)

Preparation for the Maryland Home Improvement Exam

Prepare for the home improvement exam and starting a home improvement business. Home Inspection Law, Door-to-Door Sales Act and a review of various business/employee laws included in the exam will be presented.

Total Cost: \$209 (Tuition: \$80 Fees: \$129)

VOC 244 For class information [click here](#)

Computers and Information Technology

IT CERTIFICATIONS & CYBERSECURITY

Many courses are shared with Credit and follow the Credit Academic Calendar. Purchase books at the CCBC Bookstore, reference the Credit course#.

FOUNDATIONAL CERTIFICATIONS

IT Fundamentals Certification

Learn more about the world of information technology IT. This is an ideal course if you are considering a career in IT or it can also be a stepping stone to more advanced certifications. Topics include basic computer concepts, computer types, hardware and software components, network protocols, information security, troubleshooting and more.

Total Cost: \$399 (Tuition: \$133 Fees: \$266)

PCA 771 For class information [click here](#)

A+ CERTIFICATION SERIES (2 courses)

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Prepare for the CompTIA® A+ Certification exams, and a career as a computer service technician. Learn to identify and repair computer problems and learn to configure hardware and install and update software.

A+ Certification PC Technician Module 1

Credit course# DCOM141.

Total Cost: \$695 (Tuition: \$245 Fees: \$450)

PCA 644 For class information [click here](#)

A+ Certification PC Technician Module 2

Credit course# DCOM235.

Prerequisite: A+ Certification PC Technician Module 1.

Total Cost: \$695 (Tuition: \$245 Fees: \$450)

PCA 645 For class information [click here](#)

COMPUTER NETWORKING CERTIFICATIONS

NETWORK+ CERTIFICATION SERIES (2 courses)

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Prepare for the CompTIA® Network+ Certification exam, and a career as a network technician. Learn to plan, install, configure and troubleshoot a computer network.

Networking and Data Communications

Credit course #DCOM101. Prerequisite: A+ Certification or coursework.

Total Cost: \$535 (Tuition: \$195 Fees: \$340)

PCA 619 For class information [click here](#)

Network+ Technician Certification

Credit course #DCOM251. Prerequisite: Networking and Data Communications. Total Cost: \$695 (Tuition: \$245 Fees: \$450)

PCA 620 For class information [click here](#)

CISCO – CCNA CERTIFICATION SERIES (4 courses)

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Prepare for the Cisco Certified Network Association CCNA certification exam. Learn to install, configure, operate, and troubleshoot medium-size routed and switched networks. Students are introduced to the architecture, components and operation of routers, including the principles of routing and the primary routing process.

Cisco I: Network Fundamentals

Credit course #DCOM217. Prerequisite: Networking and Data Communications. Total Cost: \$695 (Tuition: \$245 Fees: \$450)

PCA 596 For class information [click here](#)

Cisco II: Routing Protocols and Concepts

Credit course #DCOM218. Prerequisite: Cisco I Networking Fundamentals. Total Cost: \$695 (Tuition: \$245 Fees: \$450)

PCA 597 For class information [click here](#)

Cisco III: LAN Switching and Wireless

Credit course #DCOM219. Prerequisite: Cisco II Routing Protocols and Concepts. Total Cost: \$695 (Tuition: \$245 Fees: \$450)

PCA 598 For class information [click here](#)

Cisco IV: Accessing the WAN

Credit course #DCOM220. Prerequisite: Cisco III LAN Switching and Wireless. Total Cost: \$695 (Tuition: \$245 Fees: \$450)

PCA 599 For class information [click here](#)

LINUX - LPIC-1 CERTIFICATION

Linux Fundamentals

Prepare for the LPIC-1 junior level certification for Linux administrators. Learn the fundamental concepts of Linux Operating Systems. Credit course #DCOM142.

Prerequisite: Networking and Data Communications.

Total Cost: \$535 (Tuition: \$195 Fees: \$340)

PCA 623 For class information [click here](#)

CYBERSECURITY CERTIFICATIONS SECURITY+ CERTIFICATION CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Introduction to Information Security

Prepare for the CompTIA® Security+ Certification exam. Gain an introduction to the Information Security field and explore how it relates to other IT areas and specialized security fields. Credit course# DCOM258. Prerequisite: Network+ Certification or coursework.

Total Cost: \$535 (Tuition: \$195 Fees: \$340)

PCA 594 For class information [click here](#)

CERTIFIED ETHICAL HACKER (CEH) CERTIFICATION CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Ethical Hacking and Systems Defense

Prepare for the Certified Ethical Hacker CEH certification exam. Combine an ethical methodology with the hands-on application of security tools to learn to secure your systems. Credit course #DCOM215. Prerequisite: Networking and Data Communications.

Total Cost: \$695 (Tuition: \$245 Fees: \$450)

PCA 593 For class information [click here](#)

ADDITIONAL IT & CYBERSECURITY COURSES

Advanced Network Protocols

Get an in-depth look at the various TCP/IP protocols that comprise today's converging communication technologies and state-of-the-art networks. Credit course #DCOM252.

Prerequisite: Network+ Certification or coursework.

Total Cost: \$535 (Tuition: \$195 Fees: \$340)

PCA 621 For class information [click here](#)

Digital Forensics I

Gain an overview of digital forensics. Perform forensic procedures for seizure, preservation, and documentation of electronic evidence and use forensic tools to authenticate and analyze digital information for possible use as evidence in civil, criminal or administrative cases. Credit course# DCOM150. Prerequisite: Networking and Data Communications.

Total Cost: \$535 (Tuition: \$195 Fees: \$340)

PCP 779 For class information [click here](#)

Introduction to Firewalls

Learn to design, implement, and maintain firewall systems. Hands-on introductory experience presented in evaluating, implementing, and administering network-based firewalls. Credit course #DCOM211. Prerequisite: Cisco IV.

Total Cost: \$535 (Tuition: \$195 Fees: \$340)

PCP 445 For class information [click here](#)

Introduction to Intrusion Detection/ Prevention Systems

Learn about the design, implementation, and administration of Intrusion Detection/Prevention Systems as well as practical, hands-on experience working with these systems. Credit course #DCOM212. Prerequisite: Advanced Network Protocols.

Total Cost: \$535 (Tuition: \$195 Fees: \$340)

PCP 261 For class information [click here](#)

Operating Systems Security

Learn to protect networks from the inside-out by focusing on Linux and Windows system hardening. Credit course# DCOM214. Prerequisite: Linux Fundamentals.

Total Cost: \$695 (Tuition: \$245 Fees: \$450)

PCP 780 For class information [click here](#)

IT & CYBERSECURITY ED2GO ONLINE COURSES

Online courses offered in partnership with ed2go. Visit www.ed2go.com/ccbconline for details.

Total Cost: \$155 (Tuition: \$20 Fees: \$135)

BASIC COMPUTERS

Windows 10 Introduction

Learn to manage apps, use the web with Windows 10, plus manage and personalize Windows 10.

Total Cost: \$169 (Tuition: \$68 Fees: \$101)

PCA 732 For class information [click here](#)

BASIC COMPUTERS ED2GO ONLINE COURSES

Online courses offered in partnership with ed2go. Visit www.ed2go.com/ccbconline for details.

MICROSOFT OFFICE

Microsoft Office 2016 Introduction

Learn the basics of MS Office 2016 Word, Excel, PowerPoint, and Access by doing hands-on projects. Create and edit Word documents, produce an Excel spreadsheet with basic formulas and functions, create a PowerPoint presentation, and develop an Access database. Prerequisite: Windows Intro or equivalent knowledge.

Total Cost: \$465 (Tuition: \$186 Fees: \$279)

PCP 768 For class information [click here](#)

Excel 2016 Introduction

Learn to navigate the Excel environment, perform calculations, modify worksheets, format worksheets, print, and manage workbooks. Prerequisite: Windows Intro or equivalent knowledge.

Total Cost: \$169 (Tuition: \$68 Fees: \$101)

PCP 734 For class information [click here](#)

Excel 2016 Intermediate

Learn to work with tables, PivotTables, PivotCharts, advanced chart options; add conditional and custom formats; manage workbooks; name ranges; and collaborate with others. Prerequisite: Excel 2016 Introduction or equivalent knowledge.

Total Cost: \$169 (Tuition: \$68 Fees: \$101)

PCP 735 For class information [click here](#)

Excel 2016 Advanced

Learn advanced features such as logical and lookup functions; auditing and error trapping; date, time, and text functions; importing and exporting data; what-if analysis; the Analysis Toolpak; macros; and forms. Prerequisite: Excel 2016 Intermediate or equivalent knowledge.

Total Cost: \$169 (Tuition: \$68 Fees: \$101)

PCP 736 For class information [click here](#)

Excel 2016 Complete

This course is a combination of the Excel 2016 Introduction, Intermediate, and Advanced courses. Prerequisite: Windows Intro or equivalent knowledge.

Total Cost: \$455 (Tuition: \$182 Fees: \$273)

PCP 767 For class information [click here](#)

Data Analysis with Excel 2016 PivotTables

Use advanced PivotTable functionality to analyze your raw data. Prerequisite: Excel 2016 Intermediate or equivalent knowledge.

Total Cost: \$119 (Tuition: \$48 Fees: \$71)

PCP 745 For class information [click here](#)

Data Analysis with Excel 2016 Power Pivot

Use Power Pivot to organize, manipulate, and report on large amounts of data quickly.

Prerequisite: Data Analysis with Excel 2016 PivotTables.

Total Cost: \$119 (Tuition: \$48 Fees: \$71)

PCP 746 For class information [click here](#)

PCA 805

Microsoft Excel 2016 Certification Training

Prepare for the Microsoft Office Specialist (MOS) Excel 2016 and Excel Expert 2016 certification exams. The MOS credential is a globally recognized standard that validates skills with the 2016 Microsoft Office system. Certified individuals will establish their ability to demonstrate the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions and creating charts and objects. For details, go to: ed2go.com/ccbconline.

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

PCA 805 For class information [click here](#)

Microsoft Outlook 2016 Certification Training

Prepare for the Microsoft Office Specialist (MOS) Outlook 2016 certification exam. The MOS credential is a globally recognized standard that validates skills with the 2016 Microsoft Office system. This Microsoft Outlook 2016 course introduces the 2016 interface and gets you up and running quickly working with messages, calendars, contacts, and tasks. You then move on to learning how to manage accounts and the inbox and then on to the more advanced features of Outlook, such as working with notes, using signatures and themes, and learning about some of the new features in the 2016 version. For details: go to: ed2go.com/ccbconline.

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

PCA 802 For class information [click here](#)

OneNote 2016

Learn to create and modify OneNote notebooks, insert images and embed files into notebooks, categorize content, share content, and export content to other file formats. Prerequisite: Windows Intro or equivalent knowledge.

Total Cost: \$169 (Tuition: \$68 Fees: \$101)

PCP 771 For class information [click here](#)

PowerPoint 2016 Introduction

Learn to develop a PowerPoint presentation that includes text, graphics, objects, tables, and charts. Also learn to apply transitions, and print and deliver the presentation. Prerequisite: Windows Intro or equivalent knowledge.

Total Cost: \$169 (Tuition: \$68 Fees: \$101)

PCP 743 For class information [click here](#)

PowerPoint 2016 Advanced

Work with SmartArt, animate slide content, insert media, save in other formats, work with note pages, configure and present a slide show, protect and share your presentation. Prerequisite: PowerPoint 2016 Intro or equivalent knowledge.

Total Cost: \$169 (Tuition: \$68 Fees: \$101)

PCP 744 For class information [click here](#)

PowerPoint 2016 Complete

This course is a combination of the PowerPoint 2016 Introduction, Intermediate, and Advanced courses. Prerequisite: Windows Intro or equivalent knowledge.

Total Cost: \$305 (Tuition: \$122 Fees: \$183)

PCP 765 For class information [click here](#)

Word 2016 Introduction

Learn to create and edit simple documents; format documents; add tables and lists, design elements, layout options; and proof documents. Prerequisite: Windows Intro or equivalent knowledge.

Total Cost: \$169 (Tuition: \$68 Fees: \$101)

PCP 740 For class information [click here](#)

Word 2016 Intermediate

Learn to customize documents using tables, charts, styles, themes, and Quick Parts and automate tasks using templates and mail merge. Prerequisite: Word 2016 Intro or equivalent knowledge.

Total Cost: \$169 (Tuition: \$68 Fees: \$101)

PCP 741 For class information [click here](#)

Word 2016 Advanced

Learn to manipulate images, collaborate and track revision, use cross-referencing and linking, secure a document, use forms, and create macros. Prerequisite: Word 2016 Intermediate or equivalent knowledge.

Total Cost: \$169 (Tuition: \$68 Fees: \$101)

PCP 742 For class information [click here](#)

Word 2016 Complete

This course is a combination of the Word 2016 Introduction, Intermediate, and Advanced courses. Prerequisite: Windows Intro or equivalent knowledge.

Total Cost: \$455 (Tuition: \$182 Fees: \$273)

PCP 766 For class information [click here](#)

MICROSOFT OFFICE ED2GO ONLINE COURSES

Online courses offered in partnership with ed2go. Visit www.ed2go.com/ccbconline for details.

Total Cost: \$135 (Tuition: \$20 Fees: \$115)

BUSINESS SOLUTIONS

Microsoft Project 2016

Learn how to create a project plan during the planning phase of a project and then update during the execution, monitoring, and controlling phases. Prerequisites: Windows Intro or equivalent knowledge and an understanding of project management concepts.

Total Cost: \$399 (Tuition: \$168 Fees: \$231)

PCP 754 For class information [click here](#)

Google Analytics

Learn to understand your visitor traffic better, calculate return on investment ROI for your online advertising, and find out how to get more conversions and sales from your website visitors. Online class.

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

PCA 742 For class information [click here](#)

BUSINESS SOLUTIONS ED2GO ONLINE COURSES

Online courses offered in partnership with ed2go. Visit www.ed2go.com/ccbconline for details.

Total Cost: \$145 (Tuition: \$20 Fees: \$125)

For class information [click here](#)

DATABASE MANAGEMENT

Introduction to Data Analysis

Gain a basic understanding of how to analyze data you have been collecting in a business setting. Online class.

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

PCP 717 For class information [click here](#)

Intermediate Data Analysis

Learn about the statistics behind group differences and relationships and learn how to work with ratings, graphs and user-friendly reports of statistical results.

Prerequisite: Introduction Data Analysis. Online class.

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

PCP 718 For class information [click here](#)

Advanced Data Analysis

Perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that others will understand. Prerequisite: Intermediate Data Analysis. Online class.

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

PCP 719 For class information [click here](#)

Oracle SQL and PL/SQL Developer Module 1

Learn to use SQL to build applications or generate business reports and helps you master SQL using Oracle database. You will learn PL/SQL extension language to write sophisticated queries against an Oracle database. Online class. Must register for both modules 1 & 2.

Total Cost: \$497 (Tuition: \$20 Fees: \$477)

PCA 806 For class information [click here](#)

Oracle SQL and PL/SQL Developer Module 2

Online class. Must register for both modules 1 & 2.

Total Cost: \$498 (Tuition: \$20 Fees: \$478)

PCA 807 For class information [click here](#)

DATABASE MANAGEMENT ED2GO ONLINE COURSES

Online courses offered in partnership with ed2go. Visit www.ed2go.com/ccbconline for details.

Total Cost: \$155 (Tuition: \$20 Fees: \$135)

For class information [click here](#)

DESKTOP PUBLISHING & GRAPHICS

Illustrator CC Introduction

Produce a simple illustration by creating and manipulating shapes, and drawing and modifying paths. Learn to insert text into a graphic, customize objects, and prepare documents for deployment. Prerequisite: Windows Intro or equivalent knowledge.

Total Cost: \$239 (Tuition: \$96 Fees: \$143)

PCA 485 For class information [click here](#)

Illustrator CC Advanced

Learn to draw complex illustrations and enhance them by using various painting options. Also use painting tools, manage colors, format type, work with effects, prepare artwork for commercial printing, and prepare graphics for the web.

Prerequisite: Illustrator CC Intro or equivalent knowledge.

Total Cost: \$239 (Tuition: \$96 Fees: \$143)

PCA 676 For class information [click here](#)

InDesign CC Introduction

Design and customize a document, work with page elements, build tables, and prepare a document for delivery. Prerequisite: Windows Intro or equivalent knowledge.

Total Cost: \$239 (Tuition: \$96 Fees: \$143)

PCA 484 For class information [click here](#)

InDesign CC Advanced

Learn how to prepare documents for multiple formats, manage advanced page elements, manage styles, build complex paths, manage external files and create dynamic documents, manage long documents, and publish InDesign files for other formats and customize print settings. Prerequisite: Windows Intro or equivalent knowledge.

Total Cost: \$239 (Tuition: \$96 Fees: \$143)

PCA 675 For class information [click here](#)

Photoshop CC Introduction

Learn the basic features of Photoshop so that you can navigate the environment and use Photoshop tools to work with photographic images. In addition, the orientation to Adobe Bridge and organization of files in Bridge is covered. Prerequisite: Windows Intro or equivalent knowledge.

Total Cost: \$239 (Tuition: \$96 Fees: \$143)

PCA 677 For class information [click here](#)

Photoshop CC Advanced

Learn some of the more advanced image creation and editing techniques such as creating raster images, vector image tools, advanced layer techniques, automating tasks, editing video, and setting project requirements. Prerequisite: Photoshop CC Intro or equivalent knowledge.

Total Cost: \$239 (Tuition: \$96 Fees: \$143)

PCA 678 For class information [click here](#)

DESKTOP PUBLISHING & GRAPHICS ED2GO ONLINE COURSES

Online courses offered in partnership with ed2go. Visit www.ed2go.com/ccbconline for details.

Total Cost: \$155 (Tuition: \$20 Fees: \$135)

For class information [click here](#)

COMPUTER PROGRAMMING

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Beginning Programming

Get a solid introduction to the basics of computer programming and learn to write simple programs.

Total Cost: \$349 (Tuition: \$140 Fees: \$209)

PCP 772 For class information [click here](#)

C++ Programming

Learn the basics of programming with C++ from installing and using a compiler, to debugging the programs you create. Prerequisite: Beginning Programming.

Total Cost: \$489 (Tuition: \$196 Fees: \$293)

PCA 737 For class information [click here](#)

Java Programming

Learn the skills and technology needed to create desktop and web programs, web services, and an Android app in Java. Prerequisite: Beginning Programming.

Total Cost: \$489 (Tuition: \$196 Fees: \$293)

PCA 739 For class information [click here](#)

Introduction to Game Design

Focus on the use of games outside of consumer entertainment.

Total Cost: \$245 (Tuition: \$40 Fees: \$205)

PCA 725 For class information [click here](#)

Intermediate Video Game Design

Learn the basics of video game design process, learn about the main video game genres, and use a game development application to begin making games. Online class.

Total Cost: \$245 (Tuition: \$40 Fees: \$205)

PCA 726 For class information [click here](#)

PROGRAMMING ED2GO ONLINE COURSES

Online courses offered in partnership with ed2go. Visit www.ed2go.com/ccbconline for details.

Total Cost: \$155 (Tuition: \$20 Fees: \$135)

For class information [click here](#)

WEB DEVELOPMENT ED2GO ONLINE COURSES

Online courses offered in partnership with ed2go. Visit www.ed2go.com/ccbconline for details.

Total Cost: \$155 (Tuition: \$20 Fees: \$135)

For class information [click here](#)

HEALTH & HUMAN SERVICES

Prerequisites for Health and Human Services

The Health and Human Services area offers a variety of training programs listed on the chart below that range in length from 3–15 months.

Certain Continuing Education certifications in Health and Human Services career training require one or more prerequisite courses as a foundation for further study. Some also require a clinical placement for completion; some have an online learning component. All students must be computer literate and have Internet access.

In addition, we offer stand-alone courses including: CPR for Healthcare Providers, Medical Terminology, Anatomy and Physiology, Mental Health First Aid, Basic Math for the Healthcare Worker, Essential Skills for the Healthcare Worker (career prep course), Child Care Credential Booster classes, and challenge exams for those wishing to test out of select courses.

Here are criteria along with the symbol that will indicate where each applies.

* Clinical eligibility is, in part, dependent upon a criminal background check and urine drug testing. Cost of testing is the responsibility of the student.

‡ Textbooks, available at the CCBC Bookstore, required for the first class.

‡‡ CPR and First Aid classes REQUIRE 100% attendance. Students arriving late to class will not be admitted. Such lateness will be considered an absence.

Lateness to, or early exit from, class will also result in a failing grade and students will not be eligible for a refund. You will then be required to retake the class at your expense.

Anatomy & Physiology for Health Occupations

Obtain a basic overview of the structure and function of the human body and its systems, including an introduction to common diseases. To be successful in this course, you need to have successfully completed at least half of Medical Terminology for Health Occupations (AHE534). Textbook required at first class.

Total Cost: \$329 (Tuition: \$147 Fees: \$182)

AHE 519 For class information [click here](#)

Anatomy & Physiology for Health Care Workers-Online

Online version of Anatomy and Physiology for Health Occupations. Textbook required at first class.

Total Cost: \$329 (Tuition: \$147 Fees: \$182)

AHE 672 For class information [click here](#)

Basic Math Skills for the Health Care Worker

Review math skills used in the health care field including addition, subtraction, multiplication, and division and conversions of fractions and decimals; the metric system for measurements and how to setup basic algebraic equations to solve health care problems (e.g., dosages). Textbook is provided in Blackboard.

Total Cost: \$145 (Tuition: \$55 Fees: \$90)

WOS 064 For class information [click here](#)

CPR for Health Care Providers

This American Heart Association course is designed for health care professionals. Topics include critical concepts of high-quality CPR, 1- and 2-rescuer CPR/AED for adult/child/infant, bag-mask techniques/rescue breathing/relief of choking for adult, child and infant.

Total Cost: \$109 (Tuition: \$52 Fees: \$57)

AHE 805 For class information [click here](#)

Medical Terminology for Administrative Healthcare Professionals

Learn root words, prefixes and suffixes, in order to have a basic understanding of medical terminology used in healthcare settings. This course is designed to assist the non-clinical healthcare student.

Total Cost: \$159 (Tuition: \$80 Fees: \$79)

AHL 149 For class information [click here](#)

Medical Terminology for Health Occupations

Learn the correct pronunciation and meaning of medical terms. Recommended for all students interested in any healthcare occupation. Textbook required for first class.

Total Cost: \$329 (Tuition: \$147 Fees: \$182)

AHE 534 For class information [click here](#)

CHALLENGE EXAMS

Test out of any of the core courses because of your prior learning. Passing with an 80% or better allows you to waive out of the class. You may only take each exam one time.

Challenge Exam for Anatomy and Physiology

Challenge the core course "Anatomy & Physiology". Students who would like to "test out" of the course because of prior learning can take this exam. Passing the exam with an 80% or better allows the student to waive out of the class. You may only take this exam one time.

Total Cost: \$75 (Tuition: \$32 Fees: \$43)

AHL 715 For class information [click here](#)

Challenge Exam for Basic Math for Health Care Workers

Challenge the core course "Basic Math Skills for the Health Care Worker". Students who would like to "test out" of the course because of prior learning can take this exam. Passing the exam with an 80% or better allows the student to waive out of the class. You may only take this exam one time.

Total Cost: \$75 (Tuition: \$32 Fees: \$43)

AHL 716 For class information [click here](#)

Challenge Exam for Medical Terminology

Challenge the core course "Medical Terminology". Students who would like to "test out" of the course because of prior learning can take this exam. Passing the exam with an 80% or better allows the student to waive out of the class. You may only take this exam one time.

Total Cost: \$75 (Tuition: \$32 Fees: \$43)

AHL 717 For class information [click here](#)

Essential Skills for the Health Care Professional

Learn the essential skills to be successful when working in a professional health care setting. Topics covered include: effective communication skills, developing strategies for personal growth in receiving positive and negative feedback and criticism, customer service skills, developing awareness of employer expectations, and professional growth.

Total Cost: \$179 (Tuition: \$90 Fees: \$89)

AHL 140 For class information [click here](#)

Essential Skills for the Healthcare Provider (Online)

Learn the essential skills to be successful when working in a professional health care setting. Topics covered include: effective communication skills, developing strategies for personal growth in receiving positive and negative feedback and criticism, customer service skills, developing awareness of employer expectations, and professional growth.

Total Cost: \$179 (Tuition: \$90 Fees: \$89)

AHL 166 For class information [click here](#)

CENTRAL SERVICES TECHNICIAN

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Prepare to become a Certified Registered Central Service Technician (CCRCST). Duties include reprocessing, decontaminating, disinfecting, preparing, packaging, sterilizing, distributing medical- surgical instruments in hospital and large ambulatory settings.

MANDATORY INFORMATION SESSION

Wednesday, August 21, 5:30pm

CCBC Hunt Valley, Room 120B

Students who want to register for fall classes contact nlaubach@ccbcmd.edu for information.

COURSE SEQUENCE

Medical Terminology and CPR may be taken at the same time as AHL 045 but must be completed prior to taking Clinical I

- Medical Terminology for Health Occupations (classroom or online - AHE 534 or AHE 124)
- CPR for Healthcare Providers (AHE 805)
- Central Service Technician Classroom (AHL 045 - 72 hours)
- Central Service Technician Clinical I-IV (100 hours each)

Central Service Technician - Classroom

Meet the requirements for Central Service Technician certification as stated by the International Association of Healthcare Central Service Materials Management (IAHCSMM) guidelines. Learn methods that prevent the spread of microorganisms, sterilization methods and equipment management.

Total Cost: \$769 (Tuition: \$405 Fees: \$364)

AHL 045 For class information [click here](#)

CHILD CARE

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Students must complete CHI 019, CHI 020, and CHI 031 to meet the 99-hour child care certification requirements for director and senior staff.

Child Care I Growth and Development

Satisfy the child development half of the MSDE requirement of 99 hours for child care 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: \$290 (Tuition: \$107 Fees: \$183)

CHI 019 For class information [click here](#)

Child Care I: Child Growth and Development (Online)

Online version of Child Care I: Growth and Development (CHI 019). Textbook available at CCBC Bookstore. Mandatory on-campus session for final exam.

Total Cost: \$290 (Tuition: \$107 Fees: \$183)

CHI 043 For class information [click here](#)

Child Care II Activities for Young Children

Satisfy the curriculum half of the MSDE requirement of 90 hours of training for child care teachers and directors working with preschoolers. Topics include activities for children ages birth through six years, principles of children's learning, and learning environments.

Total Cost: \$290 (Tuition: \$107 Fees: \$183)

CHI 020 For class information [click here](#)

Child Care II: Activities for Young Children (Online)

Online version of Child Care II: Activities for Young Children (CHI 020). Textbook available at CCBC Bookstore. Mandatory on-campus session for final exam.

Total Cost: \$290 (Tuition: \$107 Fees: \$183)

CHI 044 For class information [click here](#)

Communication Skills for Child Care Professionals

Gain an introduction to the basic concepts of developing strong communication skills when working in a child care center. Topics include: speaking, writing, interpersonal communication strategies, and critical reading techniques, with a focus on communication with parents and co-workers, and communication issues within a typical child care day.

Total Cost: \$109 (Tuition: \$43 Fees: \$66)

CHI 031 For class information [click here](#)

Child Care: The School-Age Child (Online)

Gain the skills needed to work in school-age child care programs. Topics include curriculum planning, and concepts of the development of the child six to twelve years.

Total Cost: \$290 (Tuition: \$107 Fees: \$183)

CHI 015 For class information [click here](#)

Group Care of Infants and Toddlers

Satisfy the MSDE requirement of 45 hours of infant-toddler training for child care teachers, directors, and family providers working with infants and toddlers. Topics include growth and development, curriculum planning, goal setting, and selection of age-appropriate materials and methods.

Total Cost: \$280 (Tuition: \$139 Fees: \$141)

CHI 032 For class information [click here](#)

Medication Administration for Child Care 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: \$89 (Tuition: \$50 Fees: \$39)

CHI 042 For class information [click here](#)

FAMILY PROVIDER START-UP CLASSES

These courses meet Maryland State Department of Education training requirements for anyone interested in becoming a licensed family child care provider. Certificates will be issued upon successful completion.

Family Child Care Pre-Service Module 1: Child Development

Receive an introduction to the basic concepts of child development for family child care providers. Topics include milestones of growth and development birth through thirteen years, basic beliefs of leading child theorists and insights into learning differences among children.

Total Cost: \$55 (Tuition: \$32 Fees: \$23)

CHI 035 For class information [click here](#)

Family Child Care Pre-Service Module 2: Curriculum

Receive an introduction to the basic concepts of curriculum for family child care providers. Topics include major components of a developmentally appropriate family child care curriculum and environment.

Total Cost: \$55 (Tuition: \$32 Fees: \$23)

CHI 036 For class information [click here](#)

Family Child Care Pre-Service Module 3: Health, Safety, and Nutrition

Learn the basic concepts of health, safety, and nutrition for family child care providers. Topics include emergency preparedness planning, menu planning, and specific issues of concern for the health and safety needs of children.

Total Cost: \$55 (Tuition: \$32 Fees: \$23)

CHI 037 For class information [click here](#)

Family Child Care Pre-Service Module 4: Special Needs

Cover the basic concepts of inclusive care for children with special needs in the family child care environment. Topics include Americans with Disabilities Act and its application in a child care setting, inclusive care and health, behavioral and developmental issues and available resources.

Total Cost: \$55 (Tuition: \$32 Fees: \$23)

CHI 038 For class information [click here](#)

Family Child Care Pre-Service Module 5: Professionalism

Become familiar with the basic administrative tasks of operating a family child care program. Topics include supervision and appropriate guidance, abuse and or neglect, basic recordkeeping, policies and procedures, marketing, handbooks and contracts.

Total Cost: \$55 (Tuition: \$32 Fees: \$23)

CHI 039 For class information [click here](#)

Family Child Care Pre-Service Module 6: Community

Learn the basic concepts of community relationship building for family child care providers. Topics include relationships with children and families, cultural awareness and partnerships with community organizations.

Total Cost: \$55 (Tuition: \$32 Fees: \$23)

CHI 040 For class information [click here](#)

CREDENTIAL BOOSTER CLASSES FOR DAY CARE PROVIDERS

These classes are designed to teach higher Maryland Child Care Credential levels and help you to get your day care program aligned with Maryland EXCELS (Excellence Counts in Early Learning and School-age Care), part of the MD state Office of Child Care. You can complete instructor-led online Credential-Booster courses. Each one takes approximately three hours to complete.

You may register for any Credential-Booster Classes listed below, and begin a class anytime between January 4 and May 30. Final deadline for course work is May 30th.

Family and Community Partnerships

Learn how to access the many helpful resources that are available right in our community that can benefit children and families.

Total Cost: \$45 (Tuition: \$17 Fees: \$28)

CHI 065 For class information [click here](#)

Conflict Resolution Strategies

Learn to examine typical situations that may lead to conflict, how to address conflict in a professional manner, and promote resolution.

Total Cost: \$45 (Tuition: \$17 Fees: \$28)

CHI 068 For class information [click here](#)

Cultural Competencies and Awareness

Increase your awareness and ability to work effectively with the diverse families in our community.

Total Cost: \$45 (Tuition: \$17 Fees: \$28)

CHI 067 For class information [click here](#)

Developmentally Appropriate Practice

Learn to look closely at what the term Developmentally Appropriate Practices really means in the context of working with children of all ages and abilities.

Total Cost: \$45 (Tuition: \$17 Fees: \$28)

CHI 066 For class information [click here](#)

Including All Children and the ADA

Gain information that every child care and education professional needs to know about the requirements of the Americans with Disabilities Act.

Total Cost: \$45 (Tuition: \$17 Fees: \$28)

CHI 063 For class information [click here](#)

Introduction to Environmental Rating Scale

Learn how the ERS can be used to evaluate the child care environment, identify strengths and areas of needed improvement, and increase your programs quality.

Total Cost: \$45 (Tuition: \$16 Fees: \$29)

CHI 054 For class information [click here](#)

Nutrition and Active Living

Gain skills to promote a healthy lifestyle and overall wellness throughout childhood. Designed for child care professionals.

Total Cost: \$45 (Tuition: \$17 Fees: \$28)

CHI 061 For class information [click here](#)

Observation and Assessment Birth-12 Years

Become equipped with observation and assessment tools, appropriate methods of collecting/interpreting information.

Total Cost: \$45 (Tuition: \$17 Fees: \$28)

CHI 056 For class information [click here](#)

Playground Safety

Learn the role of the child care provider in supervising and implementing safety procedures.

Total Cost: \$45 (Tuition: \$17 Fees: \$28)

CHI 062 For class information [click here](#)

Positive Child Guidance and Discipline Theory

Gain an overview of positive child guidance and discipline by examining theory and best practices.

Total Cost: \$45 (Tuition: \$17 Fees: \$28)

CHI 058 For class information [click here](#)

Resources that Guide Daily Planning

Gain an understanding of key concepts of curriculum planning and implementation. Designed for child care professionals.

Total Cost: \$45 (Tuition: \$17 Fees: \$28)

CHI 059 For class information [click here](#)

Supporting Children with Disabilities

Learn the child care professionals' role in IEP/IFSPs, how to select materials, adapt instruction and provide a motivational environment for all.

Total Cost: \$45 (Tuition: \$17 Fees: \$28)

CHI 064 For class information [click here](#) Taking Learning Outside

Learn how outdoor play learning environments and play spaces can be used to support child development and learning.

Total Cost: \$45 (Tuition: \$17 Fees: \$28)

CHI 060 For class information [click here](#)

The Child Care Provider as a Professional

Examine the components of professionalism that promote a successful work environment and relationships.

Total Cost: \$45 (Tuition: \$17 Fees: \$28)

CHI 055 For class information [click here](#)

Age and Developmentally Appropriate Supervision

This credential-boosters class is designed to help you get your program aligned with Maryland EXCELS as well as to teach higher Maryland Child Care Credential levels. Provides MSDE/Office of Child Care regulations and best practices for age and developmentally appropriate supervision of children.

Total Cost: \$45 (Tuition: \$17 Fees: \$28)

CHI 057 For class information [click here](#)

DELEGATING NURSE TRAINING

RN CM/DN Training in Assisted Living

Learn to meet the requirements to delegate nursing functions in Assisted Living Facilities (including medication administration) and supervise the medication technician. The nurse will be authorized to teach the Medication Administration Training Program to the Medication Technician (MT) working in the assisted living setting. Note: Includes light breakfast and working lunch.

Total Cost: \$285 (Tuition: \$82 Fees: \$203)

AHL 107 For class information [click here](#)

DENTAL ASSISTANT

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Train to work alongside dentists as a Dental Assistant. Successful program completion and twelve months of experience qualifies you to challenge the certification exam.

MANDATORY INFORMATION SESSIONS

- Monday, January 9, 7pm - CCBC Randallstown-Dental Lab
- Thursday, February 6, 7pm - CCBC Dundalk-Dental Lab
- Monday, February 23, 2pm - CCBC Randallstown-Dental Lab

Dental Assisting and Oral Radiography

Prepare for the Radiation Health and Safety exam (RHS) and learn the fundamentals of radiography, safety, film processing and mounting. Successful completion of this course will allow you to sit for the Dental Assisting National Board's RHS exam. Textbook required.

Total Cost: \$2,089 (Tuition: \$990 Fees: \$1,099)

AHL 938 For class information [click here](#)

Maryland General Expanded Functions (Online)

Learn expanded dental assisting functions as approved by the Maryland Board of Dental Examiners. Current employment in dental office and supervising dentist skills sign-off required. 3500 approved clinical hours must be verified in order to enroll.

Total Cost: \$879 (Tuition: \$330 Fees: \$549)

AHL 754 For class information [click here](#)

Oral Radiography

Prepare to sit for the Dental Assistant National Board (DANB) certification to become a Dental Radiation Technologist (DRT). In order to take the stand-alone Oral Radiography course, you must have been employed as a clinical dental assistant for at least one year or have previously completed a comparable dental assistant program. Proof of program completion or employment required.

Total Cost: \$715 (Tuition: \$330 Fees: \$385)

AHE 792 For class information [click here](#)

HEALTH IT

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Health IT professionals assist hospitals and medical practices in implementing and utilizing electronic health records (EHR's) meeting the standards of meaningful use; and support the growing use of technology in health care. The 175 hours of training prepares students to sit for the Certified Associate in Health Information Management Systems (CAHIMS) certification exam. Students need a background in health care or IT, including a degree, certification or 5 years work experience.

INFORMATION SESSIONS

Wednesday, February 5

Thursday, February 20

6:30-8pm

CCBC Essex, HTEC 101

PREREQUISITE

- Medical Terminology for Health Occupations (AHE534) or successfully passing the Challenge Exam (AHL717)

REQUIRED COURSES

- Foundations of Health Information Technology
- Introduction to Healthcare Systems (for students with an IT background) or
- Introduction to IT & Computer Science (for students with a healthcare background)
- Working in Teams
- Health Management Information Systems
- Quality Management
- IT Vendor Management
- EHR: Process, Design & Implementation
- Public Health IT

Foundations of Health Information Technology

Topics to be covered include the integration of technology into healthcare, the role of electronic medical records (EMR's) in patient care, and an introduction to the functions of an EMR system in various healthcare settings.

Total Cost: \$399 (Tuition: \$126 Fees: \$273)

AHL 867 For class information [click here](#)

AHL 943

Health Management Information Systems

Learn the specific standards for healthcare information systems. Topics include health-related data structures, software applications, threats to IT security, the need for standards, and how errors can occur.

Total Cost: \$569 (Tuition: \$259 Fees: \$310)

AHL 943 For class information [click here](#)

Information Technology Vendor Management

Learn an overview of Health IT systems and database architectures used in Electronic Health Records (EHRs). Topics include vendor strategies, knowledge management, training and "go live" scenarios.

Total Cost: \$199 (Tuition: \$93 Fee \$106)

AHL 944 For class information [click here](#)

Introduction to Health Care Systems

Learn more about the health care system from the view of both provider and patient. Find out about the impact that managed care has on the quality of care, different types of health insurance and legalities and ethics.

Total Cost: \$199 (Tuition: \$93 Fees: \$106)

AHE 641 For class information [click here](#)

Introduction to IT and Computer Science

Learn the basic architecture of data organization, representation and structure. Students must have successfully completed Foundations of Health Information Technology (AHL 867).

Total Cost: \$199 (Tuition: \$93 Fees: \$106)

AHL 823 For class information [click here](#)

Quality Management

Learn how electronic health records (EHRs) will improve the quality of patient care.

Total Cost: \$199 (Tuition: \$93 Fees: \$106)

AHL 825 For class information [click here](#)

Working in Teams

Learn how the development of a team, use of collaboration and leadership can help accomplish the implementation of an EHR.

Total Cost: \$109 (Tuition: \$39 Fees: \$70)

AHL 819 For class information [click here](#)

HEALTH UNIT COORDINATOR

Health Unit Coordinator

Learn about facilitating the activities of people in a health unit to work together smoothly and harmoniously in a common action, which is the delivery of health care to patients. After successful completion of the course you can sit for the National Association of Health Unit Coordinators certification exam. Note: This course is delivered online by WECAREONLINE.

Total Cost: \$720 (Tuition: \$300 Fees: \$420)

AHL 138 For class information [click here](#)

MEDICAL ASSISTANT

PELL FUNDING AVAILABLE

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Train to work in an ambulatory care setting performing front and back office procedures. Obtain the following certifications: Certified Clinical Medical Assistant (CCMA), and Certified Phlebotomy Technician (CPT optional). PELL funding available, Learn more at Online.fafsa.ed.gov. Successful completion of each module is necessary to advance to the next module.

Students may make application for the Summer 2020 Program from March 1–May 15, 2020. This is for daytime classes at CCBC Hunt Valley. Application fee: \$10. To apply, call 443-840-4700. Log into blackboard course and submit admission materials.

NEW THIS FALL! DAYTIME CLASSES AT CCBC CATONSVILLE.

Be sure to select this campus when you contact registration.

For questions about the program and/or application process, please contact Donna Rowan at 443-840-2028 or Claire Loeblein at 443-840 1389.

COURSE SEQUENCE MODULE I

- Medical Terminology for Health Occupations
- Essential Skills for the Health Care Professional
- Introduction to Health
- Introduction to Health Care Systems
- Basic Math Skills for the Health Care Worker

MODULE II

- Anatomy and Physiology for Health Care Workers
- Basic Patient Intake
- Basic EKG Technician Training
- Certified Medical Administrative Assistant
- Pharmacology
- Medicine Administration

MODULE III

- Phlebotomy
- Intermediate Patient Intake
- Introduction to Laboratory Techniques
- CPR for Health Care Providers

MODULE IV

- Medical Assistant Practicum I and II
- Medical Assisting Certification Review

The Medical Assistant certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs (Online.caahep.org) upon the recommendation of the Medical Assistants Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
727-210-2350
FAX: 727-210-2354
Online: caahep.org

MEDICAL BILLING

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Train to become a Certified Billing and Coding Specialist (CBCS) through the National Healthcareer Association (NHA).

PREREQUISITES

None

REQUIRED COURSES

- Medical Terminology
- Comprehensive Medical Billing

Comprehensive Medical Billing

Learn how to use medical billing software and work with healthcare providers, patients and insurance companies to ensure claims are processed and paid. Topics include: medical coding, claims preparation and submission, insurance carriers, managed care, accounts receivable management, HIPAA and Electronic Health Records. Successfully complete this training and you'll be eligible to sit for national certification through the National Healthcareer Association. Textbook required. This course has an additional 30 hours of required online instruction.

Total Cost: \$849 (Tuition: \$224 Fees: \$625)

AHE 130 For class information [click here](#)

Comprehensive Medical Billing Online

Learn how to use medical billing software and work with healthcare providers, patients and insurance companies to ensure claims are processed and paid. Upon successful completion of this training you will be eligible to sit for national certification through the National Healthcareer Association. No prerequisites. Textbook required.

Total Cost: \$849 (Tuition: \$224 Fees: \$625)

AHL 188 For class information [click here](#)

MEDICAL CODING

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Processing medical claims is big business and a key need in today's work place. Become a Certified Professional Coder (CPC) and get your career started! Begin your prerequisites now.

PREREQUISITES

- Medical Terminology (classroom or Online)
- Anatomy and Physiology (classroom or Online)

COURSE SEQUENCE

- Medical Terminology (classroom or Online)
- Anatomy and Physiology (classroom or Online)
- Medical Coding I (classroom or Online)
- Medical Coding II (classroom or Online)

Medical Coding II

Develop a higher level of ICD and CPT coding, complex coding conventions, terminology and rules. Prerequisite: Medical Coding I. This course has an additional 15 hours of required online instruction.

Total Cost: \$465 (Tuition: \$269 Fees: \$196)

AHL 905 For class information [click here](#)

Medical Coding II Online

Develop a higher level of ICD and CPT coding by applying concepts learned in Medical Coding I. This course will assist coders in developing an in-depth understanding of complex coding conventions, terminology and rules for ICD & CPT. This class is entirely online. Prerequisite: Medical Coding I.

Total Cost: \$465 (Tuition: \$269 Fees: \$196)

AHL 830 For class information [click here](#)

MEDICAL FRONT OFFICE

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Train to become a Certified Medical Administrative Assistant.

REQUIRED COURSES

- Medical Terminology for Health Occupations (classroom or Online)
- Essential Skills for the Healthcare Professional
- Certified Medical Administrative Assistant

For information, contact Ruth Burke at rburke2@ccbcmd.edu Certified Medical

Administrative Assistant

Perform routine administrative tasks to keep the offices of physicians and other health practitioners running smoothly. Serve patients by greeting and helping them; scheduling appointments; maintaining records and accounts. Textbook required.

This course has an additional 27 hours of required online instruction.

Total Cost: \$715 (Tuition: \$247 Fees: \$468)

AHL 929 For class information [click here](#)

Mental Health First Aid

Learn how to help someone who is developing a mental health problem or experiencing a mental health crisis. Identify, understand, and respond to signs of mental illnesses and substance use disorders.

Total Cost: \$130 (Tuition: \$55 Fees: \$75)

AHL 932 For class information [click here](#)

NURSING ASSISTANT

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

This Maryland Board of Nursing approved program prepares students to function as a nursing assistant in a variety of health care settings. Upon completion of theory and clinical, you are eligible to take the state GNA certification examination. Clinical placement provides experience in an area nursing home under the supervision of a Registered Nurse. Perfect attendance is mandatory for clinical.

CO-REQUISITES

- CPR for Health Care Providers

COURSE SEQUENCE

- Nursing Assistant Theory
- Nursing Assistant Clinical

Certified Nursing Assistant Theory

Prepare to apply for Maryland state certification as both a Certified Nursing Assistant (CNA) and Geriatric Nursing Assistant (GNA) and become a vital part of the healthcare team. Learn to work in a variety of settings under the direct supervision of a nurse and acquire skills in assisting with activities of daily living such as helping with meals, personal grooming and more. Additional responsibilities involve basic nursing skills such as obtaining a patient's vital signs.

Total Cost: \$1,150 (Tuition: \$600 Fees: \$550)

AHL 170 For class information [click here](#)

NURSE REFRESHER

COURSE SEQUENCE

- Nurse Refresher - Part I: Theory (NUR 005)
- Nurse Refresher Skills Lab (AHE 793)
- Nurse Refresher Clinical (NUR 006)

Skills Lab and Clinical will be announced in Nurse Refresher – Part I: Theory (NUR005)

MANDATORY ORIENTATION

Wednesday, September 4, 6pm

CCBC Essex, Health Careers and Technology Building (HTEC)

Nurse Refresher-Part I: Theory

Refresh knowledge of the current practices of medical-surgical nursing in acute care, including adult physical assessment, ethical and legal aspects of nursing practice and current trends in health care delivery. Attend 8 hours of skills lab training. Approved by the Maryland Board of Nursing.

Total Cost: \$725 (Tuition: \$451 Fees: \$274)

NUR 005 For class information [click here](#)

Nurse Refresher Skills Lab

Become reoriented to the procedures and equipment used in the acute care hospital setting in this 8- hour skills lab. Topics include IV therapy, physical assessment, catheterization, trach care & suctioning.

Total Cost: \$450 (Tuition: \$203 Fees: \$247)

AHE 793 For class information [click here](#)

PATIENT CARE TECHNICIAN

This training prepares the Certified Nursing Assistant (CNA) to perform delegated nursing functions that require a higher level of technical ability and skill needed in the hospital setting. **PATIENT CARE TECHNICIAN STUDENTS ARE REQUIRED TO COMPLETE AN ONLINE MANDATORY ORIENTATION.** The online orientation will provide you with information needed for the program. For access to online orientation, please email: koveson@ccbcmd.edu For additional information, call 443-840-4700

PREREQUISITES

- CNA in good standing with the Maryland Board of Nursing
- CPR for Health Care Providers

COURSE SEQUENCE

- Patient Care Technician Theory and Skills
- Patient Care Technician Clinical*
- PCT Exam Review

Patient Care Technician Theory and Skills

Review the basic skills learned in CNA courses and learn new advanced CNA skills including wound care, EKG, venipuncture. Successful completion of this course leads to eligibility for national certification as a Patient Care Technician. Prerequisite: CNA in good standing with MBON.

Total Cost: \$1,320 (Tuition: \$330 Fees: \$990)

AHL 936 For class information [click here](#)

PHARMACY TECHNICIAN

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Train to become a nationally certified Pharmacy Technician through Pharmacy Technician Certification Board. Assist pharmacists in hospitals or freestanding pharmacies. Maintain inventory, fill prescriptions, process insurance claims, and interact with customers.

COURSE SEQUENCE

- Pharmacy Technician Training I and II
- Pharmacy Technician Certifying Board Exam Review Course
- Pharmacy Technician Externship (Optional)

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 (PTCB) certification.

Total Cost: \$1,295 (Tuition: \$687 Fees: \$608)

AHE 739 For class information [click here](#)

Pharmacy Technician Training II

Final course preparing students to sit for the nationally recognized Pharmacy Technician Certifying Board (PTCB) certification. Prerequisite: Successful completion of Pharmacy Technician I training.

Total Cost: \$685 (Tuition: \$440 Fees: \$245)

AHE 740 For class information [click here](#)

Pharmacy Technician Certifying Board Exam Review Course

Third course in a sequence that will prepare you to take the PTCB Pharmacy Technician national certification examination. Content of the national exam, test-taking strategies, application for the PTCB examination, registration with the Maryland Board of Pharmacy and seeking employment as a Pharmacy Technician are discussed. Classroom, online, and home assignments.

Total Cost: \$79 (Tuition: \$28 Fees: \$51)

AHL 913 For class information [click here](#)

PHLEBOTOMY

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Learn the methods for drawing blood for laboratory testing. Successful program completion required to sit for the national certification exam with National Healthcareer Association.

PREREQUISITES*

- Medical Terminology for Health Occupations (classroom or Online)
- CPR for Health Care Providers

COURSE SEQUENCE

- Phlebotomy
- Venipuncture & Specimen Collection Clinical*

*With prior permission from the coordinator, these Prerequisites may be taken at the same time as the Course Sequence classes. Students are required to meet with the program coordinator prior to course work. Call 443-840-1152.

For orientation information, call 443-840-1389.

Phlebotomy

Learn to collect blood and other body fluids in an ambulatory or hospital setting.

Total Cost: \$1,099 (Tuition: \$371 Fees: \$728)

AHE 126 For class information [click here](#)

Venipuncture and Specimen Collection Clinical

Apply the skills obtained in the classroom to a clinical or a patient care setting. Student knowledge and skills will be assessed by a clinical preceptor. Successful completion of this course leads to preparations for the National Healthcareer Association (NHA) certification exam. Prerequisite: successful completion of Phlebotomy.

Total Cost: \$329 (Tuition: \$65 Fees: \$264)

AHL 674 For class information [click here](#)

PHYSICAL THERAPY TECH/AIDE

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Prepare for an entry level position in a Physical Therapy practice or health care setting.

COURSE SEQUENCE

- Medical Terminology for Health Occupations
- CPR for Health Care Providers
- Becoming A Physical Therapy Aide (online)
- Physical Therapy Technician Externship

Becoming a Physical Therapy Aide

Prepare for an entry level position in a Physical Therapy practice or health care setting.

Total Cost: \$149 (Tuition: \$28 Fees: \$121)

AHL 912 For class information [click here](#)

Physical Therapy Technician Externship

Gain hands on experience under the supervision of a Physical Therapist or a Physical Therapist Assistant. Prerequisites: successful completion of Becoming a Physical Therapy Aide (online) and coordinator approval.

Total Cost: \$249 (Tuition: \$22 Fees: \$227)

AHL 809 For class information [click here](#)

POLYSOMNOGRAPHIC (SLEEP TECHNOLOGIST)

PELL FUNDING AVAILABLE

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Prepare to collect data using polysomnograms that measure bioelectrical sleep, EEG, EKG, EMG, respiratory and effort activity on the patients. Selective admission program. Applications are available three months before each cohort start date. The cohort start dates are January 21, July 1, and October 1 of every year. PELL funding is available. Learn more at Online.fafsa.ed.gov. For additional information, please contact rnewmanwaddy@ccbcmd.edu

MODULE I

- Medical Terminology for Health Occupations
- Basic Math Skills for the Health Care Worker
- CPR for Health Care Providers
- Sleep Patient Intake Skills
- Introduction to Polysomnography (Including Clinical Observation) – 40 hours of externship
- Essential Skills for the Healthcare Provider

MODULE II

- Anatomy and Physiology for Health Occupations
- Pharmacology
- Basic EKG Training
- Polysomnographic Technology
- Clinical Externship – 100 hours

MODULE III

- Cardiopulmonary Anatomy, and Pathophysiology
- Neuromuscular Anatomy, and Pathophysiology
- Positive Airway Pressure Techniques
- Clinical Externship – 100 hours

MODULE IV

- Sleep Technology Clinical – 180 hours
- BRPT Exam Review
- Sleep Staging and Scoring Guidelines

ONLINE SLEEP TECHNOLOGIST PROGRAM

Our exclusive Online Sleep Technology program has been CAAHEP approved and will run once a year. This program is geared toward students throughout the U.S. who are interested in becoming RPSGT certified but do not have a program in their state or in close proximity. This program will mirror the exact class listing as our hybrid program using the Blackboard platform as the interface. To be eligible for this program, students must:

- Have regular access to a desktop or laptop computer to perform their coursework
- Be prepared to have regular Google Hangout, Skype, or Video chat meetings with the program director
- Live in driving distance of a sleep laboratory where they can perform their externship

For more information, contact Rachel Newman Waddy at rnewmanwaddy@ccbcmd.edu

This training is accredited by the
Commission Accreditation of Allied Health Education Programs (CAAHEP)
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
Phone: 727-210-2350
Fax: 727-210-2354
Online: caahep.org

SURGICAL TECHNOLOGY

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

This course series prepares students to take the national certification exam to become a certified surgical technologist. Surgical technologists play an integral role in the surgical team within the operating room at hospitals, physician's offices, and surgi-centers. Surgical technologists prepare the operating room and sterile field; they set up surgical equipment, supplies & solutions. During surgery surgical technologists pass instruments, fluids and supplies to the surgeon while simultaneously managing the sterile field and specimens. They are also responsible for performing a count of instruments, sponges, and other supplies to prevent foreign retained objects.
(www.ast.org)

Students will be awarded a Continuing Education Workforce Training Certificate. Students will be prepared to take the national certification exam administered by the National Board of Surgical Technologists and Surgical Assisting (NBSTSA) to become a certified surgical technologist (CST). Taking the exam is a graduation requirement of all program participants and is included in the cost of the program (students are not required to pass the exam for graduation).

The program is selective admissions and is offered two times a year: November 1 through December 15 for the February cohort, and April 1 through May 15 for the July cohort.

All students who are selected for the program will receive a conditional acceptance letter and will be required to attend an orientation session at CCBC Randallstown. Date, time, and location of the orientation will be included in your acceptance letter. All students must have a valid CCBC email account to view correspondence from the program coordinator.

PROGRAM GOALS

The Surgical Technology Program is designed to train competent, entry level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

PREREQUISITES

(All prerequisites must be completed by the application deadline in order to be considered for admissions into the Surgical Technology program)

Medical Terminology for Health Occupations

- Basic Math Skills for the Health Care Worker
- Anatomy & Physiology for Health Occupations
- CPR for Health Care Providers
- Essential Skills for the Health Care Provider

COURSE SEQUENCE

Length of total course sequence: 13-18 months. Courses are held at CCBC Randallstown

MODULE I: (12 weeks)

- Introduction to Surgical Technology
- Microbiology
- Introduction to Suture and Surgical Instruments

MODULE II: (12 weeks)

- Surgical Technology II
- Surgical Anatomy & Pathology I
- Surgical Pathology & Procedures I

MODULE III: (12 weeks)

- Introduction to Hospital Setting
- Surgical Anatomy & Pathology II
- Surgical Pathology & Procedures II
- Surgical Technology Skills Laboratory

MODULE IV: (16 weeks)

- Clinical Externship I – IV (100 hours each)
- Capstone Course

February cohort classes*

Modules I-III: Mondays & Wednesdays

Module IV: Hospital clinical, Monday - Wednesday, 7am to 3:30pm,

Classroom - Thursday 9am to 1pm

July cohort classes*

Modules I-III: Tuesdays & Thursdays

Module IV: Hospital clinical, Monday - Wednesday, 7am to 3:30pm,

Classroom - Thursday 9am to 1pm

Specific cohort schedules will be distributed during the orientation session.

*Times vary. Please note that the time and day of Module IV classes on Thursdays have the potential to change.

For information on Information sessions, or to obtain information on how to register, contact Wanda Johnson: wjohnson@ccbcmd.edu, 443-840-1887

This training is accredited by the
Commission Accreditation of Allied Health Education Programs (CAAHEP)
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
Phone: 727-210-2350
Fax: 727-210-2354
Online: caahep.org

VETERINARY ASSISTANT

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Prepare to work in an animal hospital under the supervision of a veterinarian or veterinarian technician. Completion of program required for certificate.
Online component.

Veterinary Assistant Training I

Focus on the operation of the front office, role delineation, prevention and education. Learn about basic veterinary terminology, anatomy, and physiology, taking a medical history, euthanasia, and customer service. This course has an additional 15 hours of required online instruction.

Total Cost: \$440 (Tuition: \$275 Fees: \$165)

AHE 752 For class information [click here](#)

Veterinary Assistant Training II

Focus on animal restraint, animal nutrition, basic laboratory procedures and parasitology. Prerequisite: successful completion of Veterinary Assistant Training I (AHE752). This course has an additional 15 hours of required online instruction.

Total Cost: \$330 (Tuition: \$165 Fees: \$165)

AHE 753 For class information [click here](#)

Veterinary Assistant Training III

Focus on vaccination schedules, pharmacology, small animal care, and therapeutic strategies. Prerequisite: successful completion of Veterinary Assistant Training II (AHE753). This course has an additional 15 hours of required online instruction.

Total Cost: \$330 (Tuition: \$165 Fees: \$165)

AHE 754 For class information [click here](#)

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: \$82 Fees: \$138)

AHE 755 For class information [click here](#)

HOSPITALITY, CULINARY & CASINO DEALER TRAINING

CCBC DEALER ACADEMY @ HORSESHOE CASINO

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Get your casino dealer career started at the CCBC Casino Dealer Academy @ Horseshoe Baltimore. Our new dealer training will prepare you to audition for a full or part-time position as a casino blackjack dealer. Tuition and Fees are at no cost to students. Our program sponsor, Caesars Horseshoe Casino Baltimore is also providing an hourly stipend to students while taking the class.

Classes are scheduled Monday through Friday, eight hours per day for six weeks.

The CCBC Casino Dealer Academy classes are held at locations near Horseshoe entry at 1525 Russell Street, Baltimore, MD. Parking is free to all students in the Academy.

Students are required to attend a mandatory orientation and information session to be admitted to the program. To learn more: ccbcmd.edu/casinodealer or **443-840-4302**

CCBC DEALER ACADEMY @ CCBC OWINGS MILLS

Casino Poker Dealer

Focus on the fundamentals of dealing Casino Poker: Texas Hold-'em, Omaha, Pot Limit, 7 Card Stud and 5 Card Stud. Emphasis will be placed on accuracy, game pace, rake, pots and side pots.

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

HSL 092 For class information [click here](#)

CULINARY

The Maryland Food Bank's Culinary Training Series

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Train for a new career and help hungry Marylanders in need! This 12-week workforce development program is designed to give students interested in the food service industry on-the-job training, and experience in the Maryland Food Bank's MFB Bauer Community Kitchen, a state-of-the-art culinary facility. Learn an array of cooking techniques, including knife cuts, recipe conversions, and commercial equipment use, as well as food safety and sanitation standards. As part of their real-world experience, students will use donated food and locally-grown fresh ingredients to prepare a variety of meals from scratch for hungry Marylanders in need.

FoodWorks Culinary Training Series

To receive this certificate you must successfully complete:

- HSL 044 FoodWorks Basic Culinary I
- HSL 045 FoodWorks Basic Culinary I, Practicum
- HSL 046 FoodWorks Basic Culinary II
- HSL 047 FoodWorks Basic Culinary II, Practicum
- HSL 048 FoodWorks Basic Culinary III
- HSL 049 FoodWorks Basic Culinary III, Practicum

Before beginning the FoodWorks Culinary Training Series, students must complete an application. Some financial aid may be available to those who qualify.

FoodWorks Basic Culinary Information Sessions

Location:

Maryland Food Bank
2200 Halethorpe Farm Road
Baltimore, MD 21228

Dates: January 8, February 5, March 4, May 6

Contact 443-840-5840 or 443-840-4302, email hospitalitycareers@ccbcmd.edu

FoodWorks Basic Culinary I

Learn the fundamentals of cooking including how to read, understand and apply recipes, execute cooking techniques, and apply safe cooking temperatures. Gain knowledge of the principles of food handling safety in preparation to take the ServSafe® Food Safety Manager Certification exam. This course is course one of six in the FoodWorks Basic Culinary program.

Total Cost: \$1,550 (Tuition: \$35 Fees: \$1,515)

HSL 044 For class information [click here](#)

FoodWorks Basic Culinary I Practicum

Gain hands-on practice of skills learned in FoodWorks Basic Culinary I. HSL 044 & HSL 045 are co-requisites and must be taken together.

Total Cost: \$196 (Tuition: \$15 Fees: \$181)

HSL 045 For class information [click here](#)

FoodWorks Basic Culinary II

Learn fabrication; various food and spice identification, and proper uses; and various international food characteristics and preparation techniques. This class is the second of six in the FoodWorks Basic Culinary Series and must be taken with HSL 047, FoodWorks Basic Culinary II Practicum. HSL 044 & HSL 045 are prerequisites for this course.

Total Cost: \$1,550 (Tuition: \$35 Fees: \$1,515)

HSL 046 For class information [click here](#)

FoodWorks Basic Culinary II Practicum

Gain hands-on practice of skills learned in FoodWorks Basic Culinary II. HSL 046 & HSL 047 are co-requisites and must be taken together.

Total Cost: \$197 (Tuition: \$15 Fees: \$182)

HSL 047 For class information [click here](#)

FoodWorks Basic Culinary III

Learn fabrication; various food and spice identification, and proper uses; and various international food characteristics and preparation techniques. Begin to finalize resumes, and identify and apply for culinary positions. This class is the fifth of six in the FoodWorks Basic Culinary Series and must be taken with HSL 049, FoodWorks Basic Culinary Practicum III. Prerequisites for this class are HSL 046 & HSL 047.

Total Cost: \$1,550 (Tuition: \$35 Fees: \$1,515)

HSL 048 For class information [click here](#)

FoodWorks Basic Culinary III Practicum

Get additional hands-on practice of skills learned in FoodWorks Basic Culinary III. HSL 048 & HSL 049 are co-requisites and must be taken together.

Total Cost: \$197 (Tuition: \$15 Fees: \$182)

HSL 049 For class information [click here](#)

FOOD SERVICE MANAGER

MANAGEFIRST® PROFESSIONAL CERTIFICATION National Restaurant Association Educational Foundation CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

To receive this certification you must complete:

- ManageFirst® Controlling Food Service Costs
- ManageFirst® Hospitality and Restaurant Management
- ManageFirst® Human Resource Management
- ServSafe® Food Safety Manager Training

Plus choose one or more of these electives:

- ManageFirst® Customer Service Certificate
- ManageFirst® Principles of Food and Beverage Management

All ManageFirst® classes are now available in a blended online learning and face-to-face format. Students in these classes will attend a face to face class on the first day, and will receive their book and assignment for the class. Online learning provided by the instructor will give added study tools. The last class is an opportunity to ask questions and then take the ManageFirst® Exam that is included with each class.

Call the program office for more information, 443-840-5840 or 443-840-4302.

ManageFirst® Controlling Food Service Costs

The art of balancing costs, quality and value can be challenging. Designing a menu is the fun part, but creating price points that will enable you to maximize profitability, satisfy diners and grow the business requires focus on the bottom line and is crucial to the success of any food-service operation. Controlling Food Service Costs is one of four core requirements of the ManageFirst® credential offered by the National Restaurant Association Educational Foundation. This class is taught using a blend of face-to-face classroom and distance learning.

Total Cost: \$519 (Tuition: \$50 Fees: \$469)

HSL 059 For class information [click here](#)

ManageFirst® Hospitality & Restaurant Management

Focus on activities required to meet key financial goals and quality standards.

Leadership involves long-term planning and strategic directing of employees in order to operate a successful hospitality establishment. This is one of four core requirements of the ManageFirst Professional credential offered by the National Restaurant Association Educational Foundation. A blend of distance learning and face-to-face instruction, you must have dependable access to the internet while taking this class.

Total Cost: \$519 (Tuition: \$50 Fees: \$469)

HSL 057 For class information [click here](#)

ManageFirst® Hospitality HR Management Blended

Proper human resources management is critical to a successful hotel or food-service operation. This course is one of four core requirements of the ManageFirst Professional Credential offered by the National Restaurant Association Educational Foundation. This blend of distance learning and face-to-face instruction is essential for hospitality leaders. You must have dependable access to the internet while taking this class.

Total Cost: \$519 (Tuition: \$50 Fees: \$469)

HSL 038 For class information [click here](#)

ManageFirst® Principle of Food & Beverage Management (Blended)

The foundational principles are necessary to successfully manage a restaurant, bar, catering business or other food service operation. ManageFirst® Principles of Food and Beverage Management is one of two electives which may be taken in order to earn the ManageFirst® Credential offered by the National Restaurant Association Educational Foundation.

Total Cost: \$529 (Tuition: \$50 Fees: \$479)

HSL 058 For class information [click here](#)

ManageFirst® Customer Service (Blended)

Treating guests with care and providing an exceptional place to enjoy a meal is part of the reason guests will come back to a restaurant for many years. Perhaps even more important than food quality is the service the customers experience from the time they enter the restaurant until the time they walk out the doors. ManageFirst® Customer Service is one of two electives which may be taken in order to earn the ManageFirst® Credential offered by the National Restaurant Association Educational Foundation.

Total Cost: \$519 (Tuition: \$50 Fees: \$469)

HSL 040 For class information [click here](#)

ServSafe® Food Safety Training and Certification

Earn your updated ServSafe® Food Safety certificate, one of the industry's most well known and most in-demand certifications from the National Restaurant Association Educational Foundation. Topics to be covered include food safety systems, sanitation regulations and standards, accident prevention procedures, and procedures for proper purchasing and storage of food. All materials and exam Fees are included. Bring photo I.D. driver's license.

Total Cost: \$199 (Tuition: \$40 Fees: \$159)

HSL 016 For class information [click here](#)

ServSafe® Food Safety Training and Re-Certification

Update your certification. If you have been previously certified through ServSafe® you can recertify through successful completion of an in-class exam. Topics include: current changes in food codes, causes of food contamination and illnesses that may result, sanitation regulations, accident prevention, and procedures for proper purchasing/storage of food. All materials and exam Fees are included. Bring photo I.D. driver's license.

Total Cost: \$159 (Tuition: \$40 Fees: \$119)

HSL 017 For class information [click here](#)

Professional Bartending and Mixology

Learn what it takes for you to successfully bartend and be a stand-out in this high growth career area. Earn the T.I.P.S. Certification Training Intervention Procedures. Learn to use Oracle-Micros POS, the most widely used point-of-sale system in the industry. Must be 21 years of age or older on first day of class. All materials are included bring photo identification to class.

Total Cost: \$529 (Tuition: \$40 Fees: \$489)

HSL 103 For class information [click here](#)

TIPS® Training for Intervention Procedures

Prepare to effectively and safely handle difficult situations related to the serving of alcohol. Upon successful completion of the advance exam you may apply for a 4-year certification from Health Communications, Inc® Designed for casino staff, bartenders, servers, hosts and other restaurant personnel.

Total Cost: \$79 (Tuition: \$20 Fees: \$59)

HSL 101 For class information [click here](#)

HOTEL FRONT DESK CLERK/AGENT

Prepare for a position as a guest service agent. Upon successful completion of the second course in this two-part series, you will earn the Certified Front Desk Representative certification from the Educational Institute of the American Hotel & Lodging Association and will be able to navigate OPERA, the most widely used front desk management system in the world. Classes required for program certification: HSL 013, HSL 014 and HSL 005.

Guest Service Agent/Hotel Front Desk: Part One

Prepare for a position as a guest service agent. Assess the various career options in hospitality and develop the skills necessary to excel as a guest service agent. Upon successful completion of the second course in this two-part series, you will earn the Certified Front Desk Representative certification from the Educational Institute of the American Hotel & Lodging Association and will be able to navigate Micros OPERA, the most widely used front desk management system in the world.

Total Cost: \$1,049 (Tuition: \$50 Fees: \$999)

HSL 013 For class information [click here](#)

Guest Service Agent/Hotel Front Desk: Part Two

Continue to develop the skills necessary to excel as a guest service agent. Upon successful completion of this second course in the two-part series, you will earn the Certified Front Desk Representative certification from the Educational Institute of the American Hotel & Lodging Association and will be able to navigate Micros OPERA, the most widely used front desk management system in the world.

Total Cost: \$1,289 (Tuition: \$50 Fees: \$1,239)

HSL 014 For class information [click here](#)

Guest Service GOLD® Hospitality Training

Focus on seven key elements required to consistently deliver the highest levels of guest service. Upon successful completion of this course and exam, students earn the Certified Guest Service Professional® CGSP® designation from the American Hotel & Lodging Educational Institute.

Total Cost: \$149 (Tuition: \$30 Fees: \$119)

HSL 005 For class information [click here](#)

EVENT MANAGEMENT AND DESIGN

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Event Management and Design Module 1

Learn to create spectacular special events with this program. Corporate events, weddings, parades, festivals, and more are covered. Learn about the practicalities of planning events and the dazzle to designing them. This is the first of a three-part series that will teach you how to design, plan, implement and evaluate special events.

Total Cost: \$895 (Tuition: \$20 Fees: \$875)

HSL 025 For class information [click here](#)

Event Management and Design Module 2

Learn to create spectacular special events with this program. This is the module 2 of a three-part series. Event Management and Design and is presented online through our partner ED2GO. This module covers principles of event design and decoration.

Total Cost: \$550 (Tuition: \$20 Fees: \$530)

HSL 026 For class information [click here](#)

Event Management and Design Module 3

Learn principles of planning all the major type of events. This is module 3 in the series Event Management and Design and is presented online through our partners Ed2Go. Corporate events, weddings, parades, festivals, and more are covered. This series will teach you how to design, plan, implement and evaluate special events.

Total Cost: \$550 (Tuition: \$20 Fees: \$530)

HSL 027 For class information [click here](#)

TRAVEL AGENCY TRAINING

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Travel Agency Training Module 1

Prepare for a career as a travel agent. Successfully complete this series and you will be able to sit for the Travel Agent Proficiency TAP test offered by the travel Institute formerly ICTA; registration fee is included with this program. First of a three-part series.

Total Cost: \$795 (Tuition: \$20 Fees: \$775)

HSL 022 For class information [click here](#)

Travel Agent Training Module 2

Prepare for a career as a travel agent. Successfully complete this series and you will be able to sit for the Travel Agent Proficiency TAP test offered by the travel Institute formerly ICTA; registration fee is included with this program. This is the second of a three-part series.

Total Cost: \$500 (Tuition: \$20 Fees: \$480)

HSL 023 For class information [click here](#)

Travel Agent Training Module 3

Prepare for a career as a travel agent in this final course in the series. Your Ed2Go facilitator will help you choose the GDS computer reservation system you wish to study. Successfully complete this series and you will be able to sit for the Travel Agent Proficiency TAP test offered by the Travel Institute formerly ICTA.

Total Cost: \$500 (Tuition: \$20 Fees: \$480)

HSL 024 For class information [click here](#)

BUILDING & INDUSTRIAL TECHNOLOGY

CERTIFIED APARTMENT MAINTENANCE TECHNICIAN

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

These skills are used in a wide variety of apartment facilities and maintenance careers. Graduates receive a letter and provisional certificate from the National Apartment Association Education Institute (NAAEI) and are eligible for a certificate from NAAEI upon completion of one year of fieldwork.

For information, contact Dave Frey at 443-840-2793 or dfrey@cCBCMD.edu

Certified Apartment Maintenance Technician with HVAC

Prepare for an entry-level position in the apartment maintenance industry. You will learn about the apartment business, basic electrical repair, appliance maintenance, basic plumbing, and interior and exterior maintenance. You will also learn basic HVAC maintenance and troubleshooting as you prepare for your EPA 608 Type I certification exam.

Total Cost: \$1,399 (Tuition: \$499 Fees: \$900)

VOA 556 For class information [click here](#)

Electrical and Appliance Maintenance and Repair

Gain a solid foundation in electrical work especially when working with appliances. Topics include fundamentals of electrical work; electrical circuits, receptacles and fixtures; installation of apartment appliances; and diagnosing and troubleshooting apartment appliances.

Total Cost: \$334 (Tuition: \$112 Fees: \$222)

VOA 998 For class information [click here](#)

PROPERTY MAINTENANCE TECHNICIAN

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Learn the skills necessary to earn the Certified Maintenance Employee designation from the American Hotel & Lodging Association. This certification recognizes that these employees know how to maintain the physical property, whether it is replacing faucets, fixing holes in the wall, or performing regular preventive maintenance.

For more information, contact Dave Frey at 443-840-2793 or dfrey@ccbcmd.edu

COMPUTER-AIDED DESIGN (CAD)

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

CCBC is the leader in CAD education in Maryland. We are an Autodesk Authorized Training Center and a Bentley Systems Inc. educational partner.

For more information, contact Steve Ricketts at 443-840-4442 or sricketts@ccbcmd.edu

Basic Auto CAD

Learn the essential topics for a practical working knowledge of AutoCAD beginning with basic drawing skills and editing drawing elements to the use of dimensioning and detailing tools to create finished drawings.

Total Cost: \$659 (Tuition: \$329 Fees: \$330)

TEC 005 For class information [click here](#)

Introduction to MicroStation Graphics

Become familiar with the operating procedures for generating and maintaining graphic images using MicroStation software. Designed for the designer or drafter, topics include accessing and exiting MicroStation software, using menus, creating design and cell library files, executing graphic demands and plotting.

Total Cost: \$659 (Tuition: \$329 Fees: \$330)

TEC 400 For class information [click here](#)

Revit Basics

Learn the basics of using Revit to implement and refine your design ideas. Learn about the use of Building Information Modeling (BIM) to look at, design, and refine a project in parametric 3D ways. Learn to view, adjust and collaborate a building project as a complete 3D model.

Total Cost: \$459 (Tuition: \$229 Fees: \$230)

VOA 591 For class information [click here](#)

Autodesk Revit Level 1

Take the next step in computer design. Learn about cover tool palettes, project browser and project navigator. Topics cover the introduction of new styles for creating building components; drawing techniques needed to create views for plan, section and elevations; and how to dimension, label and plot finished drawings.

Total Cost: \$859 (Tuition: \$429 Fees: \$430)

TEC 504 For class information [click here](#)

Revit Templates

Develop a template in Revit to customize the program to best present information in a way that supports and enhances your specific approach to the design and building process. Get help in aligning your use and understanding of Revit with current existing project standards of a particular group or specific company. Designed for current Revit users.

Total Cost: \$459 (Tuition:\$229 Fees: \$230)

VOA 592 For class information [click here](#)

The following courses are shared with Credit and follow the Credit Academic Calendar. Purchase books at the CCBC Bookstore, reference the Credit course number.

Introduction to CAD

Learn basic two-dimensional drafting principles and practices utilizing Computer Aided Design (CAD) techniques. Focus on CAD software structure and features, creation of CAD drawings using standard techniques, file maintenance, and output and plotting; use AutoCAD and Windows software. Credit course # CADD101

Total Cost: \$559 (Tuition: \$279 Fees: \$280)

VOA 559 For class information [click here](#)

Inventor

Learn about 3D CAD techniques and applications with emphasis on increasing productivity in the creation and editing of 3D models using Inventor software.

Prerequisite: Introduction to CAD. Credit course # CADD141

Total Cost: \$559 (Tuition: \$279 Fees: \$280)

VOA 564 For class information [click here](#)

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 CAD. Credit course # CADD111

Total Cost: \$559 (Tuition: \$279 Fees: \$280)

CAD Building Information Modeling - Revit

Learn the concepts of architectural drawing using 3D BIM software for commercial and residential structures. The 3D BIM software is used for the visualization, interpretation, and development of architectural floor plan, sectional, elevation, and detail drawings.

Prerequisite: Introduction to CAD. Credit course # CADD202

Total Cost: \$559 (Tuition: \$279 Fees: \$280)

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 # CADD242

Total Cost: \$559 (Tuition: \$279 Fees: \$280)

CONSTRUCTION PRE-APPRENTICESHIP CORE SERIES

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Prepare for an apprenticeship or other entry-level position in construction and related fields. Students learn safety, construction math, blueprint reading, tool usage, and other trade skills used in a wide variety of construction jobs. The Core includes 4 classes consisting of 150 hours of training, leading to a "Construction Pre-Apprenticeship Core" Continuing Education Workforce Training Certificate and several industry certifications.

For more information, contact Dave Frey at 443-840-2793 or dfrey@ccbcmd.edu

Construction Safety

Learn about construction safety in this Occupational Safety and Health Administration authorized training. You will receive a certificate upon successful completion. Topics include an introduction to OSHA, electrical safety, fall protection, personal protective equipment, ladder and stairway safety, material handling, hand and power tool safety, crane safety, and excavation safety.

Total Cost: \$399 (Tuition: \$80 Fees: \$319)

CON 315 For class information [click here](#)

Construction Skills I

Learn safe use of hand and power tools, and green construction processes. Develop skills in conflict resolution, time management, and problem solving. Examine current employment and labor laws.

Total Cost: \$399 (Tuition: \$80 Fees: \$319)

CON 316 For class information [click here](#)

Construction Skills II

Learn the fundamentals of how to read and understand construction blueprints. Develop skills in applying a variety of math concepts used in the construction industry including measurements, fractions, conversions, metric system and construction. Learn how to recognize drawings in development stage; organize drawings; and read site plans, architectural, mechanical and electrical drawings.

Total Cost: \$399 (Tuition: \$80 Fees: \$319)

CON 317 For class information [click here](#)

CONSTRUCTION TRADES

For more information, contact Dave Frey 443-840-2793 or dfrey@ccbcmd.edu

Basic Blueprint Reading

Learn the symbols and drawing language of blueprints and how to read and understand drawing specifications.

Total Cost: \$299 (Tuition: \$100 Fees: \$199)

VOA658 For class information [click here](#)

Basic Carpentry

Gain an introduction to basic carpentry terminology, using hand tools, power tools and building materials used in carpentry. Learn techniques that enable you to handle small projects that involve repair, maintenance and/or new construction. Topics include terminology, tools and materials, measuring, cutting lumber, windows and doors, and erecting walls.

Total Cost: \$549 (Tuition: \$200 Fees: \$349)

VOA 948 For class information [click here](#)

ENVIRONMENTAL VISIBLE EMISSIONS EVALUATOR TRAINING

To earn your certification, plan to attend both the classroom and the field test classes. If you are currently certified and need to renew, you may attend just the field test course.

For more information, contact Ollie Wright at 443-840-4476 or owright@ccbcmd.edu

Visible Emissions Classroom Prep

Learn to evaluate the opacity of visible emissions. Includes the impact of particulates on health, method and observations techniques, site inspection procedures, smoke generator principles, and Maryland regulatory requirements.

Total Cost: \$179 (Tuition: \$99 Fees: \$80)

ENV 369 For class information [click here](#)

Visible Emissions Field Test

Learn to evaluate and test the opacity of visible emissions, utilize the EPA's alternative to Method 9; become certified to capture digital images of plumes for opacity determination. Learn the basics of measure, mark, and cut; dimensions and volumes; environmental concerns; materials; permitting; and disposal.

Total Cost: \$269 (Tuition: \$106 Fees: \$163)

ENV 370 For class information [click here](#)

GEOSPATIAL APPLICATIONS

Integrate geography (maps) and information (data) and then access, manipulate and utilize the results via systems (computers).

For more information, contact Nancy Kukay at 443-840-4171 or nkukay@ccbcmd.edu

HVACR

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Achieve an industry-accepted Basic HVAC Certificate with just six classes!

For more information, contact Dave Frey at 443-840-2793 or dfrey@ccbcmd.edu

REQUIRED COURSES:

- HVAC Safety, Tools and Methods
- Fundamentals of Refrigeration
- Heating Systems
- Basic HVAC Electricity
- Comfort Cooling Systems
- EPA Refrigerant Certification Prep Course and Test

To earn an Advanced Certificate, you must have a Basic HVAC Certificate, plus:

- Residential Load Calculations and Air Distribution
- Advanced HVAC Electricity

And two of the following:

- Residential Estimates and Sales
- Commercial Refrigeration Systems
- Commercial HVAC Systems
- Commercial Control Systems
- Alternative and Renewable Energy Sources
- Advanced Residential Systems

HVAC Safety, Tools, and Methods

Learn about identifying and using special HVACR tools involved with basic shop practices including hand tools and machines; fittings and components; duct installation; tubing, piping, and fittings; threading pipe; and drill press and post grinder. Also offered for credit as AIRC 110.

Total Cost: \$529 (Tuition: \$264 Fees: \$265)

VOA 969 For class information [click here](#)

Fundamentals of Refrigeration

Learn the theory of heat transfer as related to the refrigeration process, how to evaluate system performance, use tools and equipment for service, and follow installation procedures such as charging, evacuating, and leak detection. Prerequisites: sufficient math, English and reading skills. Offered for credit as AIRC 115.

Total Cost: \$529 (Tuition: \$264 Fees: \$265)

VOA 975 For class information [click here](#)

Heating Systems

Learn the basic principles of heating and heating systems, with a focus on gas fired and warm air furnaces. Examine the three methods of heat transfer; combustion and its by-products; fuel used in heating; forced-air furnaces; monitoring and measuring manifold pressure on a gas furnace; major components of different types of furnaces; and more. Also offered for credit as AIRC 205.

Total Cost: \$529 (Tuition: \$264 Fees: \$265)

VOA 985 For class information [click here](#)

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 "how's" and "why's" of basic wiring and construction. Also offered for credit as ELEI 101.

Total Cost: \$689 (Tuition: \$344 Fees: \$345)

VOA 970 For class information [click here](#)

Comfort Cooling Systems

Apply the theory and principles of refrigeration to comfort cooling systems and learn the proper use of electric heat pumps in residential and light commercial applications.

Discuss regulations and procedures that apply to refrigerant recovery, recycling and reclaiming. Offers hands-on laboratory work in recovery and troubleshooting.

Prerequisites: VOA 975 and VOA 970. Also offered for credit as AIRC 210. Total Cost: \$529 (Tuition: \$264 Fees: \$265)

VOC 953 For class information [click here](#)

Preparation for Refrigerant Recovery Certification

Learn about the regulations, procedures and equipment that apply to refrigerant recovery, reclaiming and recycling in accordance with the Environmental Protection Agency (EPA) certification standards. Cost does not include text and materials. Also offered for credit as AIRC 121.

Total Cost: \$185 (Tuition: \$94 Fees: \$91)

VOC 044 For class information [click here](#)

Advanced HVAC Electricity

Explore motors, controls, and other electrical devices as applied in air conditioning and refrigeration equipment while learning to read/interpret more complex electrical schematics. Prerequisite: Basic HVAC Electricity or approval by the program coordinator. Credit course
ELEI 201.

Total Cost: \$529 (Tuition: \$264 Fees: \$265)

VOA 656 For class information [click here](#)

Commercial Controls System

Gain theory and hands-on learning in the areas of electronic, pneumatic and direct (DDC) digital control systems as each applies to an HVAC system. Covers components, writing diagrams, calibration and sequences of operation, problem analysis and troubleshooting and installation methods. Prerequisites: VOA 339 or AIRC 205, VOA 338 or AIRC 210, VOA 613 or ELEI 201 and VOA 654 or ELEI 101 or approval of program coordinator. Credit Course# AIRC 224

Total Cost: \$529 (Tuition: \$264 Fees: \$265)

Residential Heat Loads

Gain an introduction to pneumatic controls, their set-up and calibration, and practice constructing pneumatic circuits. Topics to be covered include conditions for load analysis, compiling data for load analysis, construction materials, R-factors and U-values, and heat transfer multipliers. Prerequisites: Fundamentals of Refrigeration VOC 975 and (MATH 105 or MAT 103) and (CINS 102 or CIS 101).

Total Cost: \$529 (Tuition: \$264 Fees: \$265)

VOA 647 For class information [click here](#)

Advanced Residential Systems

Learn maintenance, trouble-shooting and repair of residential air conditioning equipment and controls. Prerequisites: VOA 969, VOA 975, VOA 985, VOA 970 or approval by the program coordinator. Also offered for credit as AIRC 232.

Total Cost: \$529 (Tuition: \$264 Fees: \$265)

VOA 953 For class information [click here](#)

MARYLAND STATIONARY ENGINEERING

For more information, contact Dave Frey at 443-840-2793 or dfrey@ccbcmd.edu

Preparation for Maryland Stationary Engineer License- All Grades

Stationary engineers operate, maintain and repair mechanical equipment including all types of boiler systems in a facility. Prepare to take the licensing test by registering for our preparation class.

Total Cost: \$479 (Tuition: \$225 Fees: \$254)

VOA 590 For class information [click here](#)

CNC MACHINE TOOL TRAINING

PELL FUNDING AVAILABLE

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Learn both manual and computer numerical control (CNC) machine tool technology with extensive hands-on and computer-based training at the CCBC Catonsville machine shop in this seven-part series. Start with essential workplace literacy skills in computers, plus work habits, and work ethics. Foundational topics of safety, blueprint reading, and trade math follow. Includes modules in quality and resume skills. Train four days a week, 8am-3:30pm, M/T/W/R. Finish in approximately 6 months.

Tuition and fees for the seven parts is \$7,499 for in-county students (includes all text and supplies). Students can demonstrate proficiency through five certifications from the National Institute of Metal Working Skills (NIMS). Completers can apply for entry-level employment and, once established, enter a machinist apprenticeship. Begin classes in early September (fall cohort) or late January / early February (winter cohort).

Applicants must attend an orientation session.

MANDATORY ORIENTATION HELD AT CCBC CATONSVILLE

Friday, January 17

CCBC Catonsville, HTEC Building, Room 006, 9am-12pm

To register for orientation, contact Denise Bellamy at 443-840-4712 or dbellamy@ccbcmd.edu

MANUFACTURING, PRODUCTION & AUTOMATION

INDUSTRIAL MAINTENANCE MULTI-SKILLED CLASSES

This blended learning, evening and weekend program, is designed to give participants the skills and knowledge to perform entry-level tasks on the production floor of high tech manufacturing industries.

For more information, contact Nancy Kukay at 443-840-4171 or nkukay@ccbcmd.edu

Mechatronics- Part 1

Prepare for a career as a Mechatronics Engineer, Mechatronics Technician, Automation Engineer, Automation Specialist, or a Controls Engineer and gain the skills you need to take your place in this rapidly growing field. You'll learn electrical systems, automation, mechanical systems, fluid systems, rigging, and welding as it pertains to Mechatronics. Online class.

Total Cost: \$998 (Tuition: \$400 Fees: \$598)

VOA 577 For class information [click here](#)

Mechatronics- Part 2

In this continuation, you'll gain a review of Part I plus an intensive overview of safety; AC/DC power sources; Programmable Logic Controllers; hardware and software; an introduction to mechanical systems; and spring, gear, brake, and belt drive applications. Prerequisite: Mechatronics- Part 1. Online class.

Total Cost: \$998 (Tuition: \$400 Fees: \$598)

VOA 578 For class information [click here](#)

Robotics Technician- Part 1

Gain an intensive overview of the skills necessary for the robotics industry. Learn math, safety, quality, electrical systems, automation, mechanical systems, fluid systems, and rigging to be on your way to a successful career. Robotic technology that mimics human movement is used in both distribution and manufacturing facilities.

Total Cost: \$848 (Tuition: \$100 Fees: \$748)

VOA 579 For class information [click here](#)

Robotics Technician- Part 2

Online class. Must register for both modules 1 & 2.

Total Cost: \$848 (Tuition: \$100 Fees: \$748)

VOA 580 For class information [click here](#)

FAB LAB TECHNOLOGY (DESIGN & MAKE)

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

At the CCBC Catonsville Fabrication Laboratory or Fab Lab (also known as Fab Lab Baltimore), use a 3D printer, laser cutter/engraver, vinyl cutter, CNC router and other equipment.

To use the Fab Lab you must first take Fab Lab Introduction (less than 3 hours) to learn basic safety and operating procedures. This introductory class makes you a lab member and gives you access to many of the lab resources. Most of the additional and machine-specific classes include design "how to's", so no design experience is needed.

For more information, contact Denise Bellamy at 443-840-4712 or dbellamy@ccbcmd.edu

Fab Lab Introduction

Learn the safety and operating procedures of this lab. Instruction supports entry-level proficiency in fabrication/fundamental prototyping. Covers safety, materials, basic setup, and operation of: laser engraver, ShopBot, rapid mill, 3D printer, and vinyl cutter.

Total Cost: \$99 (Tuition: \$50 Fees: \$49)

VOD 525 For class information [click here](#)

3D Printing with Fusion 360

Go from design to creation with Fusion 360 software. This cloud-based tool combines design, modeling, and preparation for manufacturing into one comprehensive package. Learn to use the basic tools in the software to design and 3D print.

Total Cost: \$159 (Tuition: \$67 Fees: \$92)

PCA 816 For class information [click here](#)

3D Printing with SolidWorks®

Focus on ideas and innovation using this engineering-friendly 3D design tool. Learn to draw and create 3D geometry in SolidWorks and learn how to export from SolidWorks for 3D printing.

Total Cost: \$125 (Tuition: \$50 Fees: \$75)

VOA 061 For class information [click here](#)

Design and Technology - Basic Combined Series

Learn basic design techniques and learn how to use equipment found in the CCBC Fab Lab. Especially helpful for those who have CAD, machining, manufacturing, or other fabrication skills and want to add to their expertise for careers in design, manufacturing, museum and sign display work.

Total Cost: \$649 (Tuition: \$324 Fees: \$325)

TEC 009 For class information [click here](#)

Fab Lab 3D Printer Applications Introduction

Learn applications using the 3D printer and CAD software. Instruction includes an introduction to SolidWorks. Topics to be covered include safety procedures, machine setup, and operation. Includes a comprehensive final project.

Total Cost: \$159 (Tuition: \$67 Fees: \$92)

VOB 042 For class information [click here](#)

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: \$159 (Tuition: \$67 Fees: \$92)

VOB 044 For class information [click here](#)

Fab Lab Design and Print on the Vinyl Cutter

Learn to design for the Roland Vinyl Cutter in Corel Draw. You'll learn to create files, print using the vinyl cutter and VersaWorks software, and use transfer film so designs can be transferred to fabric and other media as found in the sign and custom fabric businesses.

Total Cost: \$159 (Tuition: \$67 Fees: \$92)

VOA 773 For class information [click here](#)

Fab Lab Introduction to AutoCAD

Become comfortable with basic draw, move, copy, and delete AutoCAD commands as used in design and manufacturing.

Total Cost: \$109 (Tuition: \$47 Fees: \$62)

VOA 547 For class information [click here](#)

Fab Lab Laser Cutter Applications Introduction

Learn applications using the laser cutter/engraver and vinyl cutter. Instruction includes an introduction to Corel Draw and Cut Studio software. Topics to be covered include safety procedures, machine setup, and operation. Includes a comprehensive final project.

Total Cost: \$159 (Tuition: \$67 Fees: \$92)

VOB 045 For class information [click here](#)

Introduction to 3D Scanning

Learn to use the ARTEC scanner to produce a 3D file for changes and improvements. Examples will be scanned and exported for 3D printing or other Fab Lab equipment. The ARTEC scanner is currently used in industry.

Total Cost: \$159 (Tuition: \$67 Fees: \$92)

VOD 529 For class information [click here](#)

OCCUPATIONAL SAFETY

For more information, contact Dave Frey at 443-840-2793 or dfrey@ccbcmd.edu

OSHA 10-Hour General Industry

Gain a broad awareness on 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: \$249 (Tuition: \$124 Fees: \$125)

VOA 834 For class information [click here](#)

LEAD PAINT SAFETY TRAINING

CCBC is offering training in lead paint safety for jobs in both inspection and abatement; some workers may also require training for renovation work. State and/or federal certification is required. By completing the program successfully, students may be eligible to apply for accreditation and/or credentials through the Maryland Department of the Environment (MDE) and/or the U.S. Environmental Protection Agency (EPA). Application forms are available through the MDE and a fee for application is required.

Lead Abatement Supervisor

Participants who successfully complete this course are permitted to supervise traditional lead abatement activities such as component replacement, enclosure and paint removal as well as paint stabilization, maintenance and repair.

Total Cost: \$500 (Tuition: \$335 Fees: \$165)

VOA 595 For class information [click here](#)

Lead Paint Abatement Worker Initial Training

Designed for those who work on lead-based abatement projects, this course meets requirements set forth by the Maryland Department of the Environment for risk reduction work in affected residential and rental properties. Focus will be on health effects, lead-safe work practices, common sources of lead exposure, regulatory requirements, and personal protection.

Total Cost: \$275 (Tuition: \$110 Fees: \$165)

VOA 593 For class information [click here](#)

Lead Paint Maintenance and Repainting Supervisor - Initial Training

Learn how to bring properties into compliance with the Maryland Department of the

Environment regulations for affected properties. Designed for individuals who supervise employees who work in rental properties in Maryland, emphasis will be on health effects, worker-protection measures, lead-safe work practices and identification of lead-based paint hazards for risk reduction.

Total Cost: \$275 (Tuition: \$110 Fees: \$165)

VOA 594 For class information [click here](#)

Lead Paint - Renovation, Repair & Painting

Successfully complete this course and become certified by the Environmental Protection Agency (EPA) to work on remodeling activities in pre-1978 residences (rentals as well as owner occupied) and childcare facilities. Home improvement contractors, maintenance workers, painters and other specialty trades need to become certified under this program to assess whether or not lead-based paint will be disturbed and, if so, how to use lead-safe work practices.

Total Cost: \$150 (Tuition: \$44 Fees: \$106)

VOA 597 For class information [click here](#)

Lead Paint Visual Inspector - Initial Training

Learn how to perform a visual review and dust sampling to verify satisfactory compliance to Maryland's Lead Risk Reduction Standard. Focus on how to properly complete inspection reports, read regulations and understand the use of lead hazard control procedures. For those who inspect rental properties affected by Maryland Department of the Environment (MDE) regulations.

Total Cost: \$275 (Tuition: \$110 Fees: \$165)

VOA 596 For class information [click here](#)

WELDING

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

CCBC is offering a series of welding courses that will take you from beginning skills and techniques through additional courses in Gas Metal Arc (MIG), Shielded Metal Arc (Stick), and Gas Tungsten Arc (TIG).

For more information, contact Steve Ricketts at 443-840-4442 or sricketts@ccbcmd.edu

Welding Basics

Learn about the three most commonly used welding techniques: MIG, TIG and STICK.
Total Cost: \$150 (Tuition: \$20 Fees: \$130)

APP 285 For class information [click here](#)

Visual Weld Inspection

Learn about the elements of a weld and an understanding of how welds are accepted or rejected. This course teaches overall welding inspection topics with special emphasis on AWS D1.1 and ASME B31.1/B31.9.

Total Cost: \$300 (Tuition: \$39 Fees: \$261)

VOA 551 For class information [click here](#)

Fundamentals of Welding

Learn equipment set-up, basic techniques and safety for oxy-fuel welding and cutting, STICK, MIG and TIG welding in this foundations course. In addition, discuss basic metallurgy, welding codes, welding inspection and welding symbols.

Total Cost: \$1,550 (Tuition: \$202 Fees: \$1,348)

VOA 926 For class information [click here](#)

Intermediate MIG Welding

Gain specific instruction in Gas Metal Arc (GMAW) and Flux-Cored Arc (FCAW) welding processes. Learn how to perform fillet and groove welds in all positions. Practice is geared toward sheet metal and structural steel welding code vertical and overhead tests. Passing the certification test provides an all-position, limited thickness, AWS D1.1 welder certification in FCAW and vertical D1.3 structural sheet metal code certification in GMAW.

Total Cost: \$2,275 (Tuition: \$296 Fees: \$1,979)

VOA 930 For class information [click here](#)

Intermediate Shielded Metal Arc Welding

Continue training in the Shielded Metal Arc (SMAW) welding process. Learn how to perform fillet and groove welds on carbon steel using E6010 and E7018 electrodes in all positions. Practice is geared toward structural welding code vertical and overhead tests. Passing these tests provides an all position, limited thickness AWS D1.1 welder certification.

Total Cost: \$2,275 (Tuition: \$296 Fees: \$1,979)

VOA 932 For class information [click here](#)

Intermediate TIG Welding

Gain specific instruction in Gas Tungsten Arc Welding (GTAW) processes. Learn how to prepare material and perform flat, horizontal, and vertical fillet and groove welds on carbon steel, stainless steel and aluminum. Practice is geared toward thin material applications. Included are certification tests to AWS 17.1 Fusion Welding for Aerospace Applications.

Total Cost: \$2,275 (Tuition: \$296 Fees: \$1,979)

VOA 928 For class information [click here](#)

Advanced Welding

Learn techniques required of a certified pipe welder. You must choose between Stick, TIG, or MIG and must have completed the intermediate level of your chosen discipline. Welding safety, proper tacks and feather edging, filler metal angles and manipulations for open root pipe welding are taught.

Total Cost: \$2,275 (Tuition: \$296 Fees: \$1,979)

VOA 581 For class information [click here](#)

TRANSPORTATION DISTRIBUTION, LOGISTICS

AUTOMOTIVE SAFETY INSPECTOR

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Preparation for MD State Safety Inspection Test

Review the applicable Code of Maryland Regulation COMAR and test taking strategies. Review handbook and administrative responsibilities of an inspector. Minimal out-of-class study required. Designed for automotive technicians seeking certification. Test results are not guaranteed.

Total Cost: \$249 (Tuition: \$87 Fees: \$162)

ARP 294 For class information [click here](#)

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: \$125 Fees: \$274)

ARP 732 For class information [click here](#)

DIESEL MECHANICS

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Learn the foundation of diesel technology for commercial diesel vehicles. You will study diesel engine design and technology, engine diagnosis and repair, use of specialized tools, shop procedures, application of regulatory/manufacturer standards, locating and using appropriate manufacturers' regulatory specifications for truck maintenance and repair, repair strategies using diagnostic codes, and differentiating mechanical and electronic malfunctions.

AVIATION

Drone Pilot Training for the Remote Pilot License

Earn your FAA Remote Pilot license and learn to legally fly small unmanned aircraft drones for commercial purposes. Learn airspace regulations, meteorology, safety, and flight operations. Experience hands-on flight training with drone aircraft. Instructor is FAA certified. Qualifying knowledge exam given at the conclusion of the course.

Total Cost: \$449 (Tuition: \$225 Fees: \$224)

VOA 103 For class information [click here](#)

FREIGHT BROKER/FORWARDER

Learn the skills needed to be a successful Freight Broker/Agent. In this growing industry, as a service based business, you'll connect shippers and manufacturers with transportation companies and manage those shipments.

Students must register for both parts at the same time.

Freight Broker/Forwarder- Part 1

Total Cost: \$948 (Tuition: \$100 Fees: \$848)

VOA 122 For class information [click here](#)

Freight Broker/Forwarder- Part 2

Total Cost: \$948 (Tuition: \$100 Fees: \$848)

VOA 123 For class information [click here](#)

LOGISTICS/WAREHOUSE

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Forklift Operator Training

Learn safety measures as they pertain to vehicle inspection and operation, product handling under general and specific site conditions and load balance, gravity, visual and operational checks. Presented in accordance with OSHA standards.

Total Cost: \$299 (Tuition: \$145 Fees: \$154)

VOA 605 For class information [click here](#)

Distribution and Logistics Management

Learn how to analyze and improve distribution and logistics management in an organization. Topics to be covered include physical distribution, inventory management, production stores, returned goods, and enterprise resource planning.

Total Cost: \$135 (Tuition: \$20 Fees: \$115)

MGT 796 For class information [click here](#)

LIFE ENRICHMENT

ACADEMIC PREPARATION

TEAS (Test for Essential Academic Skills)

The following five courses (ADS144, ADS145, ADS146, ADS147, ADS148) help you to develop essentials skills, knowledge and strategies necessary to prepare for the Test for Essential Academic Skills (TEAS). Textbook required for first class in all classes.

Textbooks may be purchased at the CCBC Catonsville or CCBC Essex bookstore.

Comprehensive TEAS Strategies

Learn the best strategies for approaching various types of questions in the ATI TEAS for Math, Science, English Language and Usage, and Reading. Practice tests in class offer the opportunity to develop test-taking tricks that improve time management and anxiety reduction.

Total Cost: \$119 (Tuition: \$40 Fees: \$79)

ADS 148 For class information [click here](#)

TEAS Prep Class- English and Language Usage

Receive an intensive overview and review of English and Language Usage concepts for students preparing to take the ATI TEAS. Review grammar, parts of speech, how to determine meaning of words by analyzing the word structure, spelling, punctuation, sentence structure, and more.

Total Cost: \$119 (Tuition: \$40 Fees: \$79)

ADS 144 For class information [click here](#)

TEAS Prep Class-Math

Receive an intensive overview of math concepts such as numbers, algebra, measurement, and data.

Total Cost: \$119 (Tuition: \$40 Fees: \$79)

ADS 145 For class information [click here](#)

TEAS Prep Class-Reading

Receive an intensive overview of reading concepts, including key ideas and detail, craft and structure, and integration of knowledge and ideas.

Total Cost: \$119 (Tuition: \$40 Fees: \$79)

ADS 146 For class information [click here](#)

TEAS Prep Class-Science

Prepare to take the ATI TEAS. Develop an increased confidence and knowledge in human anatomy and physiology, life and physical sciences, and scientific reasoning, as well as good test taking and critical thinking skills as you practice solving TEAS-type questions. Textbook required for first class. See Textbook Requirements.

Total Cost: \$119 (Tuition: \$40 Fees: \$79)

ADS 147 For class information [click here](#)

GMAT Preparation

Discover powerful test-taking techniques and methods for improving your score on the GMAT. For details, go to

<http://www.ed2go.com/ccbconline/>

Total Cost: \$125 (Tuition: \$20 Fees: \$105)

ADS 707 For class information [click here](#)

GRE Test Preparation - Part I (Verbal And Analytical)

Prepare to take the Graduate Record Examination (GRE) covering all question types on the verbal and analytical section. Learn time saving techniques for both the paper-based and computer administrations of the test. Topics include: reading comprehension, analogies, sentence completions, antonyms, and logical and analytical reasoning questions (Course 1 of 2). For details, go to

<http://www.ed2go.com/ccbconline/>

Total Cost: \$125 (Tuition: \$20 Fees: \$105)

ADS 580 For class information [click here](#)

GRE Test Preparation - Part II (Quantitative)

Learn a variety of useful techniques for tackling the quantitative reasoning sections of the computerized GRE revised General Test (Course 2 of 2). For details, go to

<http://www.ed2go.com/ccbconline/>

Total Cost: \$125 (Tuition: \$20 Fees: \$105)

ADS 581 For class information [click here](#)

LSAT Preparation - Part I

Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills (Course 1 of 2). For details, go to

<http://www.ed2go.com/ccbconline/>

Total Cost: \$125 (Tuition: \$20 Fees: \$105)

ADS 678 For class information [click here](#)

LSAT Preparation - Part II

Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers (Course 2 of 2). For details, go to

<http://www.ed2go.com/ccbconline/>

Total Cost: \$125 (Tuition: \$20 Fees: \$105)

ADS 259 For class information [click here](#)

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. For details, go to

<http://www.ed2go.com/ccbconline/>

Total Cost: \$135 (Tuition: \$20 Fees: \$115)

CEC 030 For class information [click here](#)

Mathematics for Success

Prepare for developmental math. Discuss topics that include whole number operations, integers, fractions, decimals, percents, ratios and proportions, exponents, square roots, and mathematical expressions.

Total Cost: \$175 (Tuition: \$15 Fees: \$160)

ADS 006 For class information [click here](#)

ART, DESIGN & PHOTOGRAPHY

CERAMICS

Basic Pottery Wheel

Learn to use stoneware clay and electric wheels to practice centering, shaping and forming basic shapes such as bowls, cylinders and plates. Examine terminology, properties of clay, basic design and decorative glazing techniques. Designed for beginning pottery students learning to use a wheel for the first time or continuing their start as a potter. Note: Bring small bucket and sponge to class. The first 10 pounds of clay and one firing is included in the cost of the course. You will be responsible for additional clay and firings. Wear old work clothes, apron and closed-toe shoes.

Total Cost: \$150 (Tuition: \$0 Fees: \$150)

ART 486 For class information [click here](#)

Handbuilt: Working with Clay

Gain an introduction to the basics of working with clay in a ceramic studio without being overwhelmed by cost and time commitment. Learn about the properties of clay, terminology, and basic hand building techniques. Try your hand at slab, coil, and pinch pot technique as well as simple glazing. Course cost includes materials to complete 1-3 glazed and fired pieces, depending on size.

Total Cost: \$75 (Tuition: \$0 Fees: \$75)

ART 489 For class information [click here](#)

Introductory Ceramics

Learn hand building techniques and wheel throwing instruction. Topics include types and uses of clay, pinch pot and their use in creating sculptural forms, coiling, slab construction, an introduction to wheel techniques, decorating, glazing, and intaglio, ending in a class project. Course cost includes materials.

Total Cost: \$143 (Tuition: \$0 Fees: \$143)

ART 263 For class information [click here](#)

Intermediate Ceramics

Build on skills learned in introductory clay class through in-depth exploration of 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: \$326 (Tuition: \$50 Fees: \$276)

ARB 087 For class information [click here](#)

COLLAGE

Collage: Cutting Up

Explore the design and construction of imagery through the medium of collage in this introductory class. Work in mixed media collage materials using a variety of subject matter. Bring your own images, photographs, specific items you want to use. Basic construction materials will be provided.

Total Cost: \$45 (Tuition: \$0 Fees: \$45)

ART 772 For class information [click here](#)

Creative Contemporary Collage

Learn 2D and 3D collage composition techniques. Create unique collages using paper, found objects, photos, magazines, fabric and other small, light materials. Become familiar with various bonding procedures to adhere objects. Materials cost up to \$25 due at first class. Supply list will be discussed.

Total Cost: \$85 (Tuition: \$0 Fees: \$85)

ART 204 For class information [click here](#)

DIGITAL ART DESIGN

FAB LAB: Engraving Glassware/Laser Cutter

Engrave your own glassware in the state-of-the-art CCBC Fab Lab. Learn to use appropriate software and laser cutter to embellish a variety of beautiful glassware items. Bring your own glassware for engraving.

Total Cost: \$40 (Tuition: \$0 Fees: \$40)

TEC 008 For class information [click here](#)

FAB LAB: Vinyl Cut Wall Decals

Learn to use Corel Draw and other images to make vinyl-cut wall decals in the state-of-the-art CCBC Fab Lab. Create your own custom designed wall decals to add personality to any wall at home, school, or the office. Course cost includes materials.

Total Cost: \$60 (Tuition: \$0 Fees: \$60)

TEC 007 For class information [click here](#)

Intro to Design Technology

New to digital design? Learn how design software differs from commonly used Microsoft desktop publishing programs and gain an overview of Adobe Creative Suite programs and how they are used in digital design. You'll have a hands-on opportunity to develop familiarity with the newest digital design equipment and devices, including Mac computer lab and Wacom tablets.

Total Cost: \$85 (Tuition: \$25 Fees: \$60)

PCA 781 For class information [click here](#)

Intro to Graphic Design

Make a poster, advertisement, flyer or logo for your small business or community event using the latest design programs including Adobe Illustrator and InDesign. Bring a sketchbook to keep a visual log of your designs and a USB drive to the first class. Printing costs not included.

Total Cost: \$98 (Tuition: \$0 Fees: \$98)

MAR 145 For class information [click here](#)

ART 620

Introduction to Digital Scrapbooking

Learn how to make the most of your scrapbooking talents and artistic ideas when you combine digital and traditional scrapbooking techniques. For details, go to

<http://www.ed2go.com/ccbconline/>

Total Cost: \$115 (Tuition: \$20 Fees: \$95)

ART 620 For class information [click here](#)

Introduction to InDesign

Learn how to use Adobe InDesign CS, the industry-standard desktop publishing software program, to design professional-quality letterheads, brochures, eBooks, and more. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$155 (Tuition: \$20 Fees: \$135)

PCP 266 For class information [click here](#)

Introduction to Photoshop CS

Learn how to use Photoshop CS, the world's best graphics program for photographers, to edit photos and create original images. For details, go to

<http://www.ed2go.com/ccbconline/>

Total Cost: \$155 (Tuition: \$20 Fees: \$135)

PCP 248 For class information [click here](#)

ZBrush Core- Introduction to 3D Modeling

Learn how to use the latest in "pixel" technology to advance your digital design skills. ZBrush Core digital sculpting tool combines 3D/2.5D modeling, texturing and painting in an intuitive software program that allows the user to create highly complex and organic forms. ZBrush models can then be exported to gaming engines, animation software, or 3D printers. In this first of a three-module series, you will learn ZBrush Core interface, basic modeling, and how to export models once they are created. All three modules must be completed for a ZBrush Core course certificate.

Total Cost: \$215 (Tuition: \$35 Fees: \$180)

PCA 796 For class information [click here](#)

ZBrush Core- Texturing & Polypainting

Learn how to use the latest in "pixol" technology to advance your digital design skills. ZBrush Core digital sculpting tool combines 3D/2.5D modeling, texturing and painting in an intuitive software program that lets you create highly complex and organic forms that can then be exported to gaming engines, animation software, or 3D printers.

Total Cost: \$215 (Tuition: \$35 Fees: \$180)

PCA 790 For class information [click here](#)

ZBrush Core- Rendering & 3D Printing

Learn how to use the latest in "pixol" technology to advance your digital design skills. ZBrush Core digital sculpting tool combines 3D/2.5D modeling, texturing and painting in an intuitive software program that allows the user to create highly complex and organic forms. ZBrush models can then be exported to gaming engines, animation software, or 3D printers. In this class you will learn about 3D printing techniques and services, preparing a model for 3D printing, and finishing techniques for 3D printed models. This course is the final module of three in the ZBrush Core series. All three modules must be completed for a ZBrush Core course certificate.

Total Cost: \$215 (Tuition: \$35 Fees: \$180)

PCA 791 For class information [click here](#)

DRAWING & PAINTING

Discover Acrylic Painting

In this beginners course, receive an overview of acrylic painting including types of brushes, paints and basic color theory along with the fundamentals of paint application. Bring basic painting supplies to first class: canvas pad, 3 nylon brushes, palette, and primary paint colors.

Total Cost: \$98 (Tuition: \$0 Fees: \$98)

ART 273 For class information [click here](#)

Discover Oil Painting

Gain an overview of oil painting techniques, application, brushes, paints and basic color theory and prepare for more serious study. Bring basic painting supplies to first class: canvas pad, 3 nylon brushes, palette, and primary paint colors.

Total Cost: \$98 (Tuition: \$0 Fees: \$98)

ART 274 For class information [click here](#)

Oil Painting: Beyond the Basics

Delve more deeply into oil painting. Learn more about color, composition and possible materials. Bring canvas pad, three nylon brushes, palette, and primary paint colors to first class.

Total Cost: \$115 (Tuition: \$0 Fees: \$115)

ART 539 For class information [click here](#)

Foundations of Watercolor

Learn how to execute a detailed line drawing, transfer it to the watercolor paper, and practice flat washes with round and flat brushes, and learn to demonstrate and experiment with creating tints and complementary colors. Create monochromatic and one full-color painting. Bring basic painting supplies to first class. Additional supplies will be discussed during first class.

Total Cost: \$130 (Tuition: \$0 Fees: \$130)

ART 672 For class information [click here](#)

Introduction to Drawing

Develop an understanding of line, shape contour, value, composition, perspective, spatial relationships, measuring and proportion, light and shadow while working from still-life set-ups. Bring a drawing pad, 18 x 24" and a pencil to first class. Supply list will be given first session.

Total Cost: \$97 (Tuition: \$0 Fees: \$97)

ART 264 For class information [click here](#)

Playing With Color

Learn how to mix and match color for your creative work whether it be drawing, painting, needlework, or other graphic design projects. Materials not included. Please bring mixed media paper and your choice of watercolor paint, water colored pencils, colored pencils, or pastel pencils to the first class session.

Total Cost: \$75 (Tuition: \$0 Fees: \$75)

ART 740 For class information [click here](#) **PHOTOGRAPHY**

Get to Know Your Camera Basics

Is your digital camera an SLR or DSLR? What does aperture mean? Did you know your camera has an iris diaphragm? If you have a great camera, but don't know the answers to these and other photography questions, this is the class for you! You must furnish your own digital camera in good working order, owner's manual, and questions about how to use it. Limited seating due to the nature of individualized instruction for this course.

Total Cost: \$45 (Tuition: \$0 Fees: \$45)

ART 492 For class information [click here](#)

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, your digital SLR camera/instruction manual to class.

Total Cost: \$95 (Tuition: \$0 Fees: \$95)

ARB 183 For class information [click here](#)

Intermediate Digital SLR Photography

Gain confidence to take your camera off the automatic exposure settings and use the manual mode for greater creativity. You will also learn Adobe Photoshop Elements editing software and receive guidance on printing photos with inkjet printers. Bring camera and manual. Prerequisite: ARB 183 Intro to Digital SLR Photography.

Total Cost: \$91 (Tuition: \$0 Fees: \$91)

ART 668 For class information [click here](#)

Lighting Studio: Introduction

Gain hands-on experience with professional grade lighting equipment in a studio setting. This photography lighting course will show you how to use a studio strobe properly and safely, use Light Modifiers, light meter and tethering a camera to the computer. This course requires intermediate level photography experience.

Total Cost: \$85 (Tuition: \$15 Fees: \$70)

ART 478 For class information [click here](#)

Lighting Studio: Portraiture

Learn correct lighting techniques for portraiture photography in a studio setting using professional grade lighting equipment. Topics cover how to tether a camera to a computer using Lightroom to photograph work. You must provide your own DSLR camera and bring your own models to photograph. Prerequisite: Studio Lighting: Introduction

Total Cost: \$92 (Tuition: \$15 Fees: \$77)

ART 479 For class information [click here](#)

ART 484

Lighting Studio: Using Motion in the Studio

Learn how to photograph using Motion in the studio. You'll be able to photograph using studio strobes, continuous lights, lens tilts and the direction of depth of field to create an image with blurred elements. You must provide your own DSLR camera. Prerequisite: Lighting Studio: Introduction

Total Cost: \$85 (Tuition: \$15 Fees: \$70)

ART 484 For class information [click here](#)

Photoshop CS for the Digital Photographer

Learn how to use Adobe Photoshop to edit and enhance your photographic images. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$145 (Tuition: \$20 Fees: \$125)

PCP 322 For class information [click here](#)

Travel Photography for the Digital Photographer

Learn the tricks and techniques digital photographers need to capture scenes from around the world and bring them home. For details, go to

<http://www.ed2go.com/ccbconline/>

Total Cost: \$115 (Tuition: \$20 Fees: \$95)

PDV 180 For class information [click here](#)

ARTS – PERFORMING MUSIC

Adult Piano

Learn to play a keyboard instrument by learning the basics of finger positions, key, note-reading, rhythmic patterns, and have the opportunity to perform a beginner's level piece of music. Sight reading skills are introduced and strong practice techniques are developed. Please bring earphones.

Total Cost: \$135 (Tuition: \$0 Fees: \$135)

MUS 119 For class information [click here](#)

Adult Piano II

Continue your study with additional training for the beginning/intermediate piano student. Further explore and develop rhythmic, sight-reading, and music theory skills in more complex combinations.

Total Cost: \$135 (Tuition: \$0 Fees: \$135)

MUS 117 For class information [click here](#)

Basic Music Theory

Focus on relating music theory skills. Appropriate for any instrument or beginning musician. Learn the music alphabet, build chromatic, major and minor scales, key signatures and learn how to transpose a chord progression to another key.

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

MUS 246 For class information [click here](#)

Drum Roll Please

Learn stick techniques, single and double stroke roll, and essential practice techniques in this beginning drum class. You must bring your own sticks and practice pad to class. For purchasing information please call 443-840-2428.

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

ART 062 For class information [click here](#)

Advanced Drumming Techniques

If you are a drummer who wishes to correct bad habits, perfect a specific skill, prepare for a particular performance or study unfamiliar stylistic techniques then you should take advantage of this class.

Instructor is a member of a professional symphony orchestra.

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

ART 493 For class information [click here](#)

Easy Piano: Chords and Songs

Gain the necessary skills to learn basic chords and progressions which will help you play Broadway favorites, church hymns or new compositions. One year of piano experience necessary. Please bring earphones.

Total Cost: \$135 (Tuition: \$0 Fees: \$135)

MUS 128 For class information [click here](#)

Harmonica Fundamentals

Learn how to play the harmonica and explore the various styles used in folk and blues traditions. Bring a harmonica to class.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

MUS 077 For class information [click here](#)

Harmonica Level II

Continue learning more advanced techniques and repertoire while improving your tone quality and practice techniques in a non-threatening environment. Bring a harmonica to class.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

MUS 249 For class information [click here](#)

Guitar Basics

Learn basic chord progressions, hand positions and strumming techniques as well as how to tune and maintain a guitar. Discover how to purchase appropriate music, strings and equipment. Bring a guitar to class.

Total Cost: \$95 (Tuition: \$0 Fees: \$95)

MSC 050 For class information [click here](#)

Intermediate Guitar

Polish basic guitar skills and learn more advanced skills and techniques and guitar literature. Play classical, blues and rock guitar, change strings, plus concentrate on more advanced guitar tabs and music symbols. Bring a guitar to class.

Total Cost: \$95 (Tuition: \$0 Fees: \$95)

MSC 051 For class information [click here](#)

Operas Old and New

Study the achievements of conductor Sir George Solti. Discuss and analyze the impact of Mozart, Tchaikovsky and Strauss on newer American composers. Films, videos and audio recordings will supplement discussions.

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

ART 769 For class information [click here](#)

Senior Star Showcase

Seniors will learn popular, seasonal and musical theatre style selections and showcase their newly acquired skills including vocal techniques, cueing, memorization and character analysis. Be prepared to meet your new best friends!

Total Cost: \$179 (Tuition: \$0 Fees: \$179)

ART 076 For class information [click here](#)

The Life and Achievement of Herbert Von Karajan

Analyze the life and achievements of Herbert von Karajan as casting and stage director and conductor. American operas by Barber and Menotti will also be discussed. Video and audio recording will supplement the class discussions.

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

ART 770 For class information [click here](#)

Ukulele I

Through selected popular songs, gain a beginning proficiency on the ukulele. Learn to play melodies and common chord progressions.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

ART 750 For class information [click here](#)

Vocal Basics for Adults

Participants will learn the basic principles of healthy vocal production, effective practice techniques, and to sing with improved tone quality in a non-threatening environment.

Total Cost: \$99 (Tuition: \$0 Fees: \$99)

MUS 243 For class information [click here](#)

PRIVATE LESSONS

Private music lessons on most instruments and voice are offered for both youth (6 or older for piano, 8 or older for other instruments, and 13 or older for voice) and adult students. Intensive one-on-one instruction provides individual attention appropriate to all skill levels and ability. Lessons are arranged on an individual basis with the appropriate instructor. Instruments are not provided. Before registering, call 443-840-1646 to make arrangements for placement.

Private Lessons - 1/2 Hour (6 Sessions)

Total Cost: \$129 (Tuition: \$0 Fees: \$129)

XXX 961 For class information [click here](#)

Private Lessons - One Hour (14 Sessions)

Total Cost: \$595 (Tuition: \$0 Fees: \$595)

XXX 801 For class information [click here](#)

Private Lessons - One Hour (6 Sessions)

Total Cost: \$258 (Tuition: \$0 Fees: \$258)

XXX 965 For class information [click here](#)

Private Lessons - 1/2 Hour (14 Sessions)

Total Cost: \$295 (Tuition: \$0 Fees: \$295)

MUS 120 For class information [click here](#)

THEATRE

Acting and Improvisation I

Here's your chance to participate in improvisational theatre games and learn basic acting skills. Perfect for the beginning or experienced performer. You'll cover clarity of thought and spontaneity, along with listening and responding skills. Rehearse short scenes, practice, analyze scripts, and learn how to develop a character.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

ART 749 For class information [click here](#)

Acting Basics

Learn basic/intermediate acting techniques and vocabulary through a variety of theatrical exercises, including improvisation, voice, diction and monologues to learn about creating a character and creative performance.

Total Cost: \$99 (Tuition: \$0 Fees: \$99)

DRB 004 For class information [click here](#)

Stand-Up Comedy Workshop

Learn the techniques of stand-up comedy in a workshop setting. Whether you are a beginner or want to improve your skills, you'll learn stage presence, how to develop your voice, mic technique, timing and more. Write your own jokes and be able to perform routines in front of an audience.

Total Cost: \$49 (Tuition: \$0 Fees: \$49)

ART 083 For class information [click here](#)

BOATING/MARITIME

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: \$45 (Tuition: \$9 Fees: \$36)

VOA 333 For class information [click here](#)

S.C.U.B.A. Diving Certification Prep Course

Learn the physics, physiology, and procedures associated with modern-day diving using classroom lecture and pool exercises led by experienced professional diving instructors. All equipment for pool training will be provided by the instructional staff for an additional cost.

Total Cost: \$194 (Tuition: \$74 Fees: \$120)

VOA 362 For class information [click here](#)

U.S. Coast Guard Captain's Licensing Course (Master 100 Tons)

Prepare for the U.S. Coast Guard Captain's License test masters level. This comprehensive review covers all aspects of the commercial operation of Coast Guard inspected passenger carrying vessels. Subjects include rules of the road, deck general and safety, chart reading, plotting, T-Boat regulations, watch-keeping, trim and stability and ship construction. (Testing done on campus.)

Total Cost: \$1,249 (Tuition: \$335 Fees: \$914)

VOA 079 For class information [click here](#)

CPR/First Aid Training

Learn basic cardiopulmonary resuscitation (CPR) and first aid techniques and become certified by the American Red Cross (ARC). Topics include Automatic External Defibrillator (AED).

Total Cost: \$129 (Tuition: \$40 Fees: \$89)

CPR 013 For class information [click here](#)

An Overview of the Modern Marine Industry

Discover the many different career opportunities that exist within today's modern marine industry. The need for qualified marine technicians has never been greater.

Total Cost: \$90 (Tuition: \$15 Fees: \$75)

VOA 750 For class information [click here](#)

Marine Engine Maintenance and Repair

Entry-level technicians with a fundamental understanding of the marine industry and marine service careers can gain additional instruction in outboard systems repair, maintenance, applications and usage. Presented in partnership with Yamaha Marine University.

Total Cost: \$765 (Tuition: \$65 Fees: \$700)

VOA 749 For class information [click here](#)

CRAFTS, FIBER ARTS, JEWELRY & INTERIOR DECORATING INTERIOR

DECORATING AND FURNITURE REPAIR

Cane, Rush and Wicker Furniture Repair

Learn the traditional craft of chair caning through hands-on demonstrations including rush seats and wicker techniques. Bring your chair and ideas to the first session.

Storage is unavailable.

Total Cost: \$79 (Tuition: \$0 Fees: \$79)

PDV 429 For class information [click here](#)

Introduction to Interior Design

Explore a career in interior design as you learn how to transform any room into a beautiful and functional space. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$125 (Tuition: \$20 Fees: \$105)

VOA 897 For class information [click here](#)

Upholstery

This hands-on course for all levels, will teach upholstery techniques. Learn how to strip and repair frames and springs, select and measure fabric and cut and apply the upholstery. Bring a small upholstered item to each class. Storage is unavailable.

Total Cost: \$115 (Tuition: \$0 Fees: \$115)

VOD 234 For class information [click here](#)

JEWELRY MAKING

Beads and Fiber

Make unique jewelry incorporating yarn, embroidery thread, ribbons and other fibers with traditional beadwork techniques, seed beads, gemstones and other contemporary materials. Materials cost up to \$15 due at first class. Supply list provided during first class.

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

ART 238 For class information [click here](#)

Jewelry Soldering

Learn how to use a torch, a variety of soldering techniques and how to work with different metals while creating metal jewelry, bezels, and findings. Materials cost up to \$45 due first class.

Total Cost: \$99 (Tuition: \$0 Fees: \$99)

PDE 953 For class information [click here](#)

Lampworking: Make Your Own Glass Beads

Learn to make own glass beads from imported Italian glass. Explore shape and surface decoration including dots, metal foils and frit. Wear cotton clothing and closed-in shoes. Protective eyewear will be provided. Materials cost up to \$45 due at first class.

Total Cost: \$95 (Tuition: \$0 Fees: \$95)

ART 139 For class information [click here](#)

Wire Work for Jewelry- Introduction

Gain an introduction to the basics of using wire in jewelry. You will learn how to use jewelry tools; what wire to use for different purposes; and how to make different clasps, link and wire beads. A materials fee of up to \$20 payable to the instructor.

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

ARB 137 For class information [click here](#)

SEWING

Sewing - Beginning

Learn how to choose the right notions for a sewing kit, understanding sewing terms, how to use a pattern and how to operate and care for a personal sewing machine.

Supplies: bring a sewing machine in good working order, scissors, thread, 1/2 yard canvas fabric.

Total Cost: \$99 (Tuition: \$0 Fees: \$99)

XXC 213 For class information [click here](#)

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. Supplies: See Sewing Beginning XXC 213.

Total Cost: \$92 (Tuition: \$0 Fees: \$92)

PDE 866 For class information [click here](#)

Advanced Sewing-Part One

Learn personal fitting techniques with the use of a commercial pattern and properly sew a custom pair of pants. Purchase a 9" all-purpose zipper and enough fabric to make a basic jacket to match that will be constructed in Advanced Sewing 2. Bring a sewing machine in good working order.

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

ART 585 For class information [click here](#)

Advanced Sewing Part Two

Learn how to sew set-in sleeves, buttonholes, collars, piping and other fine touches for a perfect fit. Become familiar with more advanced hand sewing, seam finishing and ironing techniques. Topics include creating tailored pieces, sewing set in sleeves, creating piping and hand sewing a finished hem. In order to successfully complete this tailored jacket, some stitching will have to be done between classes. Prerequisite:

Advanced Sewing - Part One. Bring a sewing machine in good working order.

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

ART 286 For class information [click here](#)

Project Runway II

Begin garment construction now that you've learned how to create your own pattern and experience the fun of sewing! Some stitching may have to be done between classes in order to bring your garment to life. Bring your portable sewing machine in good working order. Materials cost up to \$25. Prerequisite: Project Runway I.

Total Cost: \$98 (Tuition: \$0 Fees: \$98)

ART 584 For class information [click here](#)

Sewing Open Studio

This studio sewing course provides individualized instruction in a small group setting if you are seeking help with a specific sewing project or wanting to improve a certain sewing skill. You are expected to bring all materials related to your project, including a sewing machine in good working order with manual, if required, for the project. Due to the nature of individualized instruction, this course has limited seats available.

Total Cost: \$48 (Tuition: \$0 Fees: \$48)

PDV 242 For class information [click here](#)

DANCE

Ballroom and Social Dancing (Beginning/Intermediate)

Learn or improve skills for the Swing, Waltz, Foxtrot, and Cha-Cha. Improve muscle tone, memory, and social self-confidence. Partner not required. Wear non-rubber soled shoes.

Total Cost: \$109 (Tuition: \$0 Fees: \$109)

FIT 722 For class information [click here](#)

Basic Belly Dancing-Beginners

Receive quality instruction in basic belly dancing techniques. Tone abs, buns and thighs and promote better posture. Women of all ages, shapes and sizes are welcome. Wear comfortable attire (such as t-shirt and leggings), bare feet or ballet slippers suggested; sneakers not recommended.

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

FIT 484 For class information [click here](#)

Beginning Ballet

Learn barre and floor work exercises, and exercises to improve body alignment and strengthen muscles. Appropriate for beginners and seasoned dancers who are looking for an opportunity to attend a structured ballet class. Wear comfortable clothing and ballet shoes.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

FIT 939 For class information [click here](#)

Country Line Dancing for Beginners

Learn basic and classic line dance steps. They are fun, easy to learn and good source of exercise.

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

XXC 312 For class information [click here](#)

Intermediate Ballroom Dancing

Continue to the next level of Ballroom Dance with instruction in foxtrot, waltz, swing, cha-cha and a review of previously taught patterns and new ones. Explore styling, timing and lead and follow techniques. Prerequisite: Introductory Ballroom Dance

Total Cost: \$109 (Tuition: \$0 Fees: \$109)

FIT 452 For class information [click here](#)

Liturgical Dance

Create a connection of mind, body and spirit through movement. Students will specifically explore contemporary dance techniques and perform them to liturgical and sacred cultural music. Whether you have never danced before or have danced all your life this class will help guide your spiritual self-awareness and expression.

Total Cost: \$59 (Tuition: \$0 Fees: \$59)

FIT 913 For class information [click here](#)

Modern Dance

Increase your flexibility and muscle tone, acquire a sense of body alignment and enjoy the pleasure of improved self-confidence. Dance attire: bare feet and comfortable clothing. No dance experience is necessary.

Total Cost: \$79 (Tuition: \$0 Fees: \$79)

ART 463 For class information [click here](#)

Saturday Dance Sampler

Skip the gym without guilt! Spend the morning sampling hip-hop, ballet, and modern dance techniques and make SATURDANCE a part of your weekly routine.

Total Cost: \$15 (Tuition: \$0 Fees: \$15)

ART 491 For class information [click here](#)

Social Dancing - East Coast Swing and Tango

Discover the cool, smooth style of East Coast Swing Dancing, and the romantic nature of the Tango. A variety of steps will be covered. Non-rubber soled shoes required.

Total Cost: \$75 (Tuition: \$0 Fees: \$75)

MSC 053 For class information [click here](#)

Social Dancing-Salsa, Merenge, Bachata

Learn the basic step patterns as you dance to the exciting rhythms of Latin Dance. Learn the most popular and current Latin dances taking place on the dance floor.

Total Cost: \$75 (Tuition: \$0 Fees: \$75)

FIT 100 For class information [click here](#)

Urban Line Dancing I

Learn traditional and current urban line dances and get a great total body workout while you have fun! A partner is not required; no dance experience required.

Total Cost: \$85 (Tuition: \$0 Fees: \$85)

FIT 953 For class information [click here](#)

FITNESS & WELLNESS BEAUTY/PERSONAL CARE

Braiding Hair Basics

Learn how to braid hair and healthy hair care techniques to use at home to create four basic braids: the plait, cornrows, two-strand twist and the flat twist. Combs/Supply fee \$10 payable to instructor at first class.

Total Cost: \$75 (Tuition: \$0 Fees: \$75)

PDV 125 For class information [click here](#)

Introduction to Hair Extensions

Learn general hair care, plait, cornrows, twist and the flat twist. \$10 supply costs due at first class. Prerequisite: Hair Braiding Basics.

Total Cost: \$75 (Tuition: \$0 Fees: \$75)

PDV 441 For class information [click here](#)

CARDIO & AEROBICS

Aerobics

Burn fat with 1/2 hour of aerobics and muscle toning and 1/2 hour of strengthening exercises. This class is adaptable for anyone, any age.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

FIT 204 For class information [click here](#)

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. This class is also offered for credit as PELF124.

Total Cost: \$268 (Tuition: \$0 Fees: \$268)

FIT 479 For class information [click here](#)

Fit Camp

Combine interval training, resistance and cardio training to experience a highly effective workout that burns 750-1000 calories in a single 60-minute workout. Wear fitted athletic wear, sneakers; bring towel and water.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

FIT 042 For class information [click here](#)

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. Call 609-397-2139 or visit aaai-ismafitness.com to order textbook.

Total Cost: \$134 (Tuition: \$20 Fees: \$114)

FIT 627 For class information [click here](#)

Personal Fitness Trainer: Phase II (Master Personal Trainer)

Upgrade your training technique to include the principles and skills that will allow you to work safely and effectively with individuals with special needs or medical conditions, including the elderly. Includes certification exam. CEUs awarded. Note: American Aerobic Association International/International Sports Medicine Association (AAAI/ISMA) certification course. Study guide recommended. Call 609-397-2139 or visit www.aaai-ismafitness.com to order study guide.

Total Cost: \$134 (Tuition: \$20 Fees: \$114)

FIT 745 For class information [click here](#)

Low Impact Zumba

Burn calories and tone your body as you Zumba-cise and dance to Latin and International music.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

FIT 787 For class information [click here](#)

Rockin' with Zumba

Exercise to Zumba and more with this fun, aerobic exercise that will blast calories and keep you on your toes. Learn about the importance of nutrition, stretching, breathing and the benefits of warm-up and cool-down exercises. Best of all, you will dance yourself into tip top shape.

Total Cost: \$99 (Tuition: \$0 Fees: \$99)

FIT 802 For class information [click here](#)

Zumba Intermediate

Learn new Zumba dance moves, improve cardio-respiratory endurance, burn more calories fast, and improve overall health. Prerequisite: Low Impact Zumba or Zumba Gold.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

FIT 004 For class information [click here](#)

CIRCUIT & WEIGHT TRAINING

Free Weights Training and Body Sculpting

Learn to use hand-held weights to tone and develop abs, firm arms and shoulders, and have a leaner body. Get in shape, feel great, and increase strength and endurance.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

FIT 551 For class information [click here](#)

Weight Training and Conditioning

Emphasizes the development of muscular strength and endurance, through the use of fitness machines, free weights, prescribed exercises and general fitness activities. This course is also offered for credit as PELF 116.

Total Cost: \$152 (Tuition: \$0 Fees: \$152)

FIT 607 For class information [click here](#)

Strength Training for Total Fitness

Explore the principles, science, and benefits of developing skeletal-muscular and cardiovascular-aerobic fitness via the medium of intensive exercise with resistive weights equipment. This course is also offered for credit as PELF115.

Total Cost: \$268 (Tuition: \$0 Fees: \$268)

PDV 095 For class information [click here](#)

RED CROSS/CPR

CPR/First Aid Training

Learn basic cardiopulmonary resuscitation (CPR) and first aid techniques and become certified by the American Red Cross (ARC). Topics include Automatic External Defibrillator (AED).

Total Cost: \$129 (Tuition: \$40 Fees: \$89)

CPR 013 For class information [click here](#)

REIKI

Kundalini Reiki I

Learn the history of this alternative healing method and how to give a healing treatment on yourself and others. Successful students will receive a First Degree Kundalini Reiki I Certificate. Wear comfortable clothing.

Total Cost: \$59 (Tuition: \$0 Fees: \$59)

FIT 805 For class information [click here](#)

Usui Reiki I

Enhance your life through healing energy on mental, physical, and spiritual levels. Receive a Usui Reiki I attunement and learn how to give a healing treatment on yourself and others. Upon successful completion of the course, receive a First Degree Usui Reiki Certificate. Wear comfortable clothing.

Total Cost: \$59 (Tuition: \$0 Fees: \$59)

FIT 706 For class information [click here](#)

Usui Reiki II

Receive a Usui Reiki II attunement and prepare for the Master or Master/Teacher certification. Upon successful completion of this course, you'll receive a Second Degree

Usui Reiki Certificate and learn how to set up a Usui Reiki healing practice. Wear comfortable clothing.

Total Cost: \$59 (Tuition: \$0 Fees: \$59)

FIT 707 For class information [click here](#)

SELF DEFENSE

Basic Self Defense

Learn how to effectively protect yourself and develop valuable self-defense techniques while you get in shape. All skills and ability levels are welcome.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

FIT 047 For class information [click here](#)

Self Defense for Women-II

Explore a practical approach to personal defense, learn about defense techniques, practical information discussions related to violence and women around the world. Learn the signs of battered spouse syndrome and red flags for spousal abusers and date rapists. This class is also offered for credit as PEIA123.

Total Cost: \$268 (Tuition: \$0 Fees: \$268)

FIT 515 For class information [click here](#)

Self-Defense for Protection

Focus on basic physical self-defense techniques including blocks, strikes, kicks, as well as common sense safety precautions. Develop the awareness and self-confidence to diffuse potentially violent situations. Should physical self-defense be required, learn how everyday objects can be used as natural weapons to deliver power to protect you. Open to students of all abilities. Wear comfortable clothing.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

FIT 925 For class information [click here](#)

SWIMMING & AQUA FITNESS

Aqua Fitness

Learn to perform low impact activities, improve the cardio-respiratory, muscular strength, endurance and flexibility. This class is also offered for credit as PEAQ 106.

Total Cost: \$152 (Tuition: \$0 Fees: \$152)

FIT 581 For class information [click here](#)

Aqua Yoga

Combine the benefits of traditional yoga with an aquatic environment for a deeper meditative experience, and less stress on the joints. You may experience postures you may be unable to achieve on land as well achieve a greater range of motion. The course requires you to physically participate in pool exercises. Swimming skills are not

required. This class is also offered for credit as PEAQ108.

Total Cost: \$152 (Tuition: \$0 Fees: \$152)

FIT 072 For class information [click here](#)

Aqua Zumba

Enjoy this water-based workout performed to Latin music using various Latin dance styles. Improves cardiorespiratory, muscular endurance, agility and balance without stressing body joints. This course is also offered for credit as PEAQ107.

Total Cost: \$152 (Tuition: \$0 Fees: \$152)

FIT 809 For class information [click here](#)

Beginning Swimming

Learn drown-proofing techniques, basic swimming strokes, fundamental diving and entry skills and simple water safety rules and rescues. Recommended for all students regardless of age and physical ability. This class is also offered for credit as PEAQ 125.

Total Cost: \$268 (Tuition: \$0 Fees: \$268)

FIT 511 For class information [click here](#)

Intermediate Swimming

Develop a high level of proficiency in fundamental swimming strokes. This class is also offered for credit as PEAQ 126.

Total Cost: \$268 (Tuition: \$0 Fees: \$268)

FIT 503 For class information [click here](#)

Advanced Swimming

Develop a high level of proficiency in fundamental swimming strokes. This class is also offered for credit as PEAQ 127.

Total Cost: \$268 (Tuition: \$0 Fees: \$268)

FIT 512 For class information [click here](#)

Swimming Level I

Learn elementary swimming skills, water safety and survival swimming. Intended for non-swimmers or those who cannot swim 25 yards; emphasizes stroke techniques. This class is also offered for credit as PEAQ 100.

Total Cost: \$152 (Tuition: \$0 Fees: \$152)

FIT 508 For class information [click here](#)

Swimming Level II

Covers intermediate aquatics skills, competitive swim strokes, water safety and fitness concepts. Must have completed FIT 508. This class is also offered for credit as PEAQ 101.

Total Cost: \$152 (Tuition: \$0 Fees: \$152)

FIT 504 For class information [click here](#)

Swimming Level III

Advanced level swimmers who have completed FIT 504 or have equivalent skills to swim 100 yards in good form using most competitive strokes. Emphasis is on skill refinement and endurance. This class is also offered for credit as PEAQ 102

Total Cost: \$152 (Tuition: \$0 Fees: \$152)

FIT 804 For class information [click here](#)

Water Aerobics

Study and practice various conditioning programs designed to attain and maintain physical fitness through activities while the body is submerged in water. Emphasis on water exercises, water jogging and rhythmic movements in the water. The nine fundamental swim strokes will be introduced in a routine or composition set to music. This course is also offered for credit as PEAQ145.

Total Cost: \$268 (Tuition: \$0 Fees: \$268)

FIT 071 For class information [click here](#)

TAI CHI & YOGA

Gentle Yoga

This less intense, non-strenuous, quiet, meditative and restorative practice is especially welcome for those who don't have the flexibility, coordination and strength which many yoga poses portray. A good option for those who want a softer, nurturing, slower-pace. Includes range-of-motion exercises. Students will need to wear comfortable clothes and bring a yoga mat, yoga strap, and blanket with them to each class session.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

FIT 087 For class information [click here](#)

FIT 040

Hatha Yoga

Explore and experience yoga from a historical, philosophical perspective on a body/mind spirit level. This course is also offered for credit as PELF143.

Total Cost: \$268 (Tuition: \$24 Fees: \$244)

FIT 040 For class information [click here](#)

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: \$95 (Tuition: \$0 Fees: \$95)

FIT 252 For class information [click here](#)

Yoga

Learn postures, breathing, concentration and relaxation. Yoga (sticky) mat required.

Total Cost: \$99 (Tuition: \$0 Fees: \$99)

FIT 392 For class information [click here](#)

Yoga I

Develop techniques which enhance strength, flexibility and body/mind awareness. Includes breathing, yoga postures, concentration and relaxation. This class is also offered for credit as PELF 100.

Total Cost: \$152 (Tuition: \$0 Fees: \$152)

FIT 586 For class information [click here](#)

WELLNESS- HOLISTIC HEALTH

Healing with Gemstones and Crystals

Discover the benefits of 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: \$59 (Tuition: \$0 Fees: \$59)

FIT 670 For class information [click here](#)

Advanced Crystals: Healing with Crystals and Gemstones

Explore specific healing techniques including birth month stones, chakra stones, feng shui and crystals, crystal grids and first aid stones and gems. Introduction to Crystals or Healing with Gemstones & Crystal recommended. Materials cost \$5 due at first class.

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

FIT 758 For class information [click here](#)

Certificate in Holistic and Integrative Health

Learn to provide compassionate care to clients and improve their quality of life.

Designed for healthcare professionals and laypersons, this presents a comprehensive training on the fundamentals of holistic and integrative health. Covers topics from holistic stress management, meditation, healing environments, to Chinese and Ayurvedic medicine, and more. Endorsed by the American Holistic Nurses Association (AHNA). For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$449 (Tuition: \$39 Fees: \$410)

AHL 129 For class information [click here](#)

Certificate in Food, Nutrition and Health

Gain a holistic overview of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health. Many of us are not aware of what foods to eat, which diets are healthy, and where our food originates. This certificate program has been endorsed by the American Holistic Nurses Association (AHNA). For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$135 (Tuition: \$25 Fees: \$110)

AHL 130 For class information [click here](#)

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. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$135 (Tuition: \$20 Fees: \$115)

CEC 035 For class information [click here](#)

Get Assertive

Find out how you can stop others from intimidating you or treating you poorly. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$115 (Tuition: \$20 Fees: \$95)

PDE 916 For class information [click here](#)

Get Funny

Learn how to use humor to speak more effectively, write better, and increase your popularity Total Cost: \$115 (Tuition: \$20 Fees: \$95)

PDE 956 For class information [click here](#)

Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$125 (Tuition: \$20 Fees: \$105)

FIT 455 For class information [click here](#)

Health and the Mind Body Connection

Understand the connection between everyday stresses of life, emotional pain and physical breakdown. Learn how we can positively or negatively change the energy in our bodies through our own mental processes. These lessons on self-healing will allow us to detect when a chakra energy system is off balance and how to correct it to reduced stress and improve health.

Total Cost: \$59 (Tuition: \$0 Fees: \$59)

PDV 144 For class information [click here](#)

Healthy Weight Loss and Management

Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$115 (Tuition: \$20 Fees: \$95)

FIT 113 For class information [click here](#)

Herbs and Health

Gain hands-on experience making wonderful herbal infusions, decoctions and salves. Learn the basic skills to concoct personal herbal remedies. Materials cost of \$5 due at first class.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

FIT 464 For class information [click here](#)

Introduction to Natural Health and Healing

Gain an introduction to concepts and principles of natural health and healing in a holistic approach to wellbeing. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$115 (Tuition: \$20 Fees: \$95)

AHL 701 For class information [click here](#)

Meditation for Wellness

Learn about a variety of formal and informal meditation practices, the science behind the benefits of meditation and how it can reduce stress and symptoms of illness and improve well-being. This course is also offered for credit as PELF 144.

Total Cost: \$152 (Tuition: \$20 Fees: \$132)

PDV 100 For class information [click here](#)

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: \$69 (Tuition: \$0 Fees: \$69)

FIT 404 For class information [click here](#)

Teaching Students with Autism: Strategies for Success

The teacher will learn strategies and activities for students with high-functioning autism and Asperger's Syndrome. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$125 (Tuition: \$20 Fees: \$105)

CHA 077 For class information [click here](#)

Tongue Diagnosis in Chinese Medicine

Learn how shape, color, spirit, moisture, and tongue coating are used to reveal the state of the organs, qi and blood. Tongue diagnosis is one of the four major diagnoses in Chinese medicine that is used to identify imbalances, and proper functioning of related organs like the stomach and other body functions. Having this basic understanding of can help you stay healthy.

Total Cost: \$59 (Tuition: \$0 Fees: \$59)

FIT 917 For class information [click here](#)

Understanding Adolescents

Gain valuable information on how they feel, how their identities develop, and how you can best meet their needs. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$115 (Tuition: \$20 Fees: \$95)

PDE 955 For class information [click here](#)

Working Successfully with Learning Disabled Students

Learn how to successfully meet the diverse needs of students with learning disabilities in your classroom. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$125 (Tuition: \$20 Fees: \$105)

CET 056 For class information [click here](#)

Zen Meditation

Learn 'mindful' posture & breathing techniques. Be mindful of your innate intelligence and natural compassion.

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

FIT 933 For class information [click here](#)

WELLNESS FOR ANIMALS

Dog Obedience Training

Learn to train a dog in basic behaviors such as come, sit, stay, down, leave it and walking on a leash. Address common behavioral issues. First session is without dogs. List of equipment needs discussed the first night. Bring dog vaccination records to first class.

Total Cost: \$98 (Tuition: \$0 Fees: \$98)

VES 013 For class information [click here](#)

HOBBIES, COOKING & HOME IMPROVEMENT

ASTROLOGY & PARANORMAL PHENOMENA

Introduction to Astrology

Explore the twelve houses, signs, planets, elements, and aspects of astrology in order to interpret individual astrological charts and the cosmos in general.

Total Cost: \$59 (Tuition: \$0 Fees: \$59)

PDV 031 For class information [click here](#)

Intermediate Astrology

Learn the geometric relationship between the planets, the major and minor aspects, planetary transits, and advanced techniques for chart analysis and interpretation.

Classes are experiential, interactive, and fun. Prerequisite: Astrology Beginning or Introduction to Astrology.

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

PDV 029 For class information [click here](#)

Past Life Regression: A Journey through Many Lifetimes

Discover spiritual and emotional wellness to realize your purpose in life. Learn how to experience personal enlightenment, peace and happiness using past life regression techniques and guided meditation. Topics include revisiting a past life to address current issues; listening and trusting one's own intuition; Chakra cleansing; forgiveness; guided meditation and more.

Total Cost: \$79 (Tuition: \$0 Fees: \$79)

PDV 126 For class information [click here](#)

COOKING

Beer 101 @ DuClaw Brewing Co.

CCBC and DuClaw Brewing, Co. partner to bring you an exclusive experience at one of the largest craft breweries in Maryland! Begin with a tour of the DuClaw brew room and flow into the taproom for an instructional tasting of a variety of beers. Learn the meaning of beer lingo and the attributes that characterize different types of beer such as lagers, ambers, IPA's, sours, and more. Led by one of DuClaw's experienced brewers, this is the perfect class for anyone curious about craft beers.

Students must be at least 21 years old and provide photo identification. Limited seats available. Total Cost: \$35 (Tuition: \$0 Fees: \$35)

CKG 229 For class information [click here](#)

Beer Brewing

Work with a local brewer to create your own stout beer using premium malted steeping grains. Learn about the fermentation process, brewing equipment and how to safely bottle your brews. Take a six-pack of your own beer home to share with friends. Class includes beer sampling and is led by a professional brewer. Materials cost included. Must be 21+ years old.

Total Cost: \$92 (Tuition: \$0 Fees: \$92)

CKG 067 For class information [click here](#)

Best of Thai for Vegetarians and Vegans

Gain the tips to spice up your cooking! Make Thai Wrap (Miang Kam), fresh rice paper rolls with grilled portobello mushroom, spicy peanut sauce, fried tofu, vegetable red curry, Panang curry with eggplant and zucchini, classic stir-fried greens, wide noodle wrap, vegetarian dumplings and more. Bring a chef's knife and cutting board to class. There will be a class field trip to an Asian grocery store. Materials/food cost of \$48 due at first class.

Total Cost: \$102 (Tuition: \$0 Fees: \$102)

CKG 188 For class information [click here](#)

Best of Thai Sauces and Curries

Discover new ingredients, herbs and spices used in creating delicious Thai sauces and curries from scratch. We will make Red Curry with Chicken (Gaeng Ped Gai), Panang Curry (Malaysian influenced Beef Curry with Peanut), Crispy Fried Whole Fish with Sweet and Sour Sauce, and Kao Soy (Chiang Mai Style Egg Noodles with Curry Sauce) and more. Materials/food cost of \$36 due at first class.

Total Cost: \$95 (Tuition: \$0 Fees: \$95)

CKG 119 For class information [click here](#)

Culinary Basic Training

Beginner and experienced cooks will have the opportunity to develop basic cooking skills and gain an understanding of recipes. Bring a chef's knife and cutting board to class. Materials/food cost of \$48 payable at first class.

Total Cost: \$95 (Tuition: \$0 Fees: \$95)

CKG 023 For class information [click here](#)

Flatbreads: Quick, Easy + Healthy

Learn the latest techniques for using a variety of flours, herbs, cheeses and fruits in your flatbreads, pizzas, pitas, tortillas and more. Make an impression with these simple, delightful breads without having to wait for the dough to rise. Food cost of \$36 due at first session.

Total Cost: \$95 (Tuition: \$0 Fees: \$95)

CKG 065 For class information [click here](#)

Heartwarming Weekend Brunches

Learn to plan a brunch for family and friends. Add creative new dishes to the menu. Bring a chef's knife and cutting board to the first class. Food cost of \$12 is due to instructor.

Total Cost: \$75 (Tuition: \$0 Fees: \$75)

CKG 038 For class information [click here](#)

The Well-stocked Pantry

Great dishes begin with great ingredients. If you want to level up from great home cook to great home chef, learn what ingredients to have on hand to execute those more involved recipes, as well as the basics needed to whip something together last minute.

Topics include how to choose and use products as well as how to store them.

Total Cost: \$35 (Tuition: \$0 Fees: \$35)

CKG 226 For class information [click here](#)

The Well-stocked Spice Cabinet

Tired of cinnamon? Wonder how to use mace? Is cream of tartar really a spice? (Hint: it's not!). Dive into the mysteries of your spice cabinet and learn about commonly used spices and herbs, what to have on hand, secrets to using even those less familiar ones, fresh vs. dried, and proper spice storage.

Total Cost: \$35 (Tuition: \$0 Fees: \$35)

CKG 227 For class information [click here](#)

FLORAL DESIGN

Floral Design - Seasonal and Holiday

Work on wreaths and table decorations for the fall and winter holidays. Materials cost up to \$75 payable first class.

Total Cost: \$82 (Tuition: \$0 Fees: \$82)

FLR 020 For class information [click here](#)

Floral Design I

Learn the basics of fresh and/or silk floral arranging including use of tools and supplies, design techniques and different styles of table arrangements, wreaths and wall decorations. Take home a different design each week. Materials cost up to \$75 payable at first class.

Total Cost: \$75 (Tuition: \$0 Fees: \$75)

FLR 022 For class information [click here](#)

Floral Design: Weddings Start to Finish

Develop the skills to create lovely bouquets, boutonnieres, corsages and arrangements for the ceremony and the reception from professional designer. Materials cost up to \$75 due at first class.

Total Cost: \$84 (Tuition: \$0 Fees: \$84)

FLR 021 For class information [click here](#)

HOME IMPROVEMENT

Home Improvement

Learn how to repair and maintain your home in this hands-on course. Topics include; repair checklist, power tool use and safety, planning, building a wall, drywall repair and finishing, plumbing basics, practical electric and other student interests. Materials cost \$20 due at first class.

Total Cost: \$128 (Tuition: \$0 Fees: \$128)

PDE 050 For class information [click here](#)

Home Improvement: Beyond the Basics

Learn from experienced contractors/instructors how to improve six areas of any house through hands-on demonstrations and projects including electricity, plumbing, wall construction, window installation, tiling and more. Materials cost included.

Total Cost: \$151 (Tuition: \$0 Fees: \$151)

PDE 048 For class information [click here](#)

Toolbox Basics

Phillips-head, chalk line, needle nose, wing nut...the types of hand tools and fasteners can be overwhelming. Learn how to make your way around a toolbox as you learn the functions of basic hand tools. Find out what you really need to invest in to have a well-stocked toolbox at home for a variety of projects....and how to use it!

Total Cost: \$35 (Tuition: \$0 Fees: \$35)

PDV 236 For class information [click here](#)

SUSTAINABLE LIVING

Backyard Beekeeping

Learn about the benefits of backyard beekeeping and how not to get stung as you make a positive impact the environment. Discuss equipment, identification of nectar sources, honeybee biology and how to start your own hive.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

PDV 409 For class information [click here](#)

Start Your Own Edible Garden

Grow delicious, nutritious fruit and vegetables in your own backyard! In this course, you'll learn how to give your garden a healthy start and keep it growing strong all season. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$125 (Tuition: \$20 Fees: \$105)

ENV 360 For class information [click here](#)

OUTDOOR ACTIVITIES

BASKETBALL

Basketball

Learn tools for mastering individual fundamentals of basketball skills, basic team offenses/defenses and game rules. You'll gain familiarity with the court and equipment, footwork and movement, dribble mechanics, passing, shooting and more. This course may also be taken for credit as PETA 101.

Total Cost: \$152 (Tuition: \$0 Fees: \$152)

FIT 045 For class information [click here](#)

BIRDS

Introduction to Maryland's Wild Birds

Study the unique anatomy of birds, discuss how to identify birds, examine eating and nesting habits, explore conservation issues, and gain instruction on how to attract birds to feeder stations. By the end of the class, both native Marylanders and newcomers will be ready to set up a safe backyard feeder station! Class may be held outdoors.

Total Cost: \$105 (Tuition: \$0 Fees: \$105)

ENV 376 For class information [click here](#)

Watching Birds During Migration

Learn to use field guides and cell phone apps to identify birds and keep a list of your observations at local area parks. First class meets to discuss details. Three-hour sessions. Recommend appropriate clothing for weather, hiking boots, backpack, small binoculars (optional), water bottles, and insect repellent. Space is limited.

Total Cost: \$109 (Tuition: \$0 Fees: \$109)

FIT 054 For class information [click here](#)

GOLF

Beginning Golf

Learn the fundamentals of golf including procedures, etiquette, scoring, using various clubs, strategy, shot making and trouble shots. Charge for driving range payable to the instructor.

Total Cost: \$99 (Tuition: \$0 Fees: \$99)

FIT 445 For class information [click here](#)

Playing Better Golf

Learn to develop your golf skills and strategies regardless of your skill level.

Fundamentals of golf, putting, irons, woods and trouble shots and demonstration of full swing and setup will be presented. Discuss the situations that necessitate using each of the 14 golf clubs. First session is held in the classroom, weather permitting; other classes on the driving range. Driving range cost \$7 to \$11.

Optional: golf clubs and golf game booklet.

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

FIT 076 For class information [click here](#)

HANDGUN

Handgun Qualification License Course

Satisfy the requirements of Maryland law mandating that a person may not purchase, rent, or receive a handgun after October 1, 2013 unless they possess a valid Handgun Qualification License (HQL) issued by the Maryland State Police. Includes classroom lectures plus a component to demonstrate your ability to safely fire a handgun.

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

PDV 424 For class information [click here](#)

SOCCER

Soccer

Improve your soccer skills learning the basic skills, including dribbling, passing, shooting, and defensive marking. Basic offensive and defensive systems will be covered during drills and game play. Must be 16 years old or older. This class is also offered for credit as PETA 111 and PEMJ 114.

Total Cost: \$152 (Tuition: \$0 Fees: \$152)

FIT 727 For class information [click here](#)

TENNIS

Beginning Tennis

Learn the fundamental principles of the single and doubles play, the basic tennis strokes: forehand, backhand, serve plus net play. Develop an understanding of serving technique followed by practice in developing coordinated swings. This class is also offered for credit as PEIA 140 and PEMJ140.

Total Cost: \$152 (Tuition: \$0 Fees: \$152)

FIT 588 For class information [click here](#)

Beginning Tennis for Families

Learn the principles of single and doubles tennis play and develop an understanding of serving techniques. As a family, you will play and practice coordinated swings, the basic tennis strokes, scoring, basic stance, footwork, and ready position serves. Students five and above must register and be accompanied by a registered adult. Wear tennis shoes and bring your racket and water.

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

FIT 068 For class information [click here](#)

PERSONAL DEVELOPMENT COMMUNICATION

Speaking in Public

Develop communication skills useful in interpersonal, work-related, volunteer and community leadership roles. Learn to make powerful presentations with confidence, poise and enthusiasm.

Total Cost: \$104 (Tuition: \$26 Fees: \$78)

PDE 655 For class information [click here](#)

GENEALOGY

Genealogy Basics

Learn where to look, who to contact, and how to use research tools to begin an exciting exploration of your roots. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$115 (Tuition: \$20 Fees: \$95)

HIS 664 For class information [click here](#)

The Scottish American Identity

Millions of people all over the world have roots or connection to Scotland. Explore the impact on America as Scottish culture spread around the world. Learn about those Scots who were instrumental in America's Revolution and in the War of 1812, along with the absorption of Scottish music, language and folklore into American culture.

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

HIT 140 For class information [click here](#)

The Scottish American Identity Part II

Continue the discussion about the Scottish identity in America and around the world. Discover what it means to be "Scottish" and how the migration out of Scotland influenced and shaped the modern world through language, literature and poetry. Learn about famous Scotsmen whose impact and inventions are with us today.

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

HIT 141 For class information [click here](#)

PERSONAL FINANCE

Basics of Savings and Investment

Learn about different types of investments and examine financial decision making at different stages of life. Discuss setting financial goals, IRAs, 401Ks, CDs, mutual funds, stocks, bonds, investing for college and retirement, and more.

Total Cost: \$104 (Tuition: \$29 Fees: \$75)

FIN 499 For class information [click here](#)

Fundamentals of Personal Finance, Part I

Benefit from a review of the basics: budgeting, savings and investment options, taxes, insurance, and opportunities for reducing cost.

Total Cost: \$89 (Tuition: \$20 Fees: \$69)

FIN 504 For class information [click here](#)

Make the Most of Your Money

Learn more about money management and how to make confident financial decisions including new ideas/ways to strengthen the finances you already have in place. This class covers insurance protection, cash management, tax management, investment concepts, and retirement planning. Materials included.

Total Cost: \$84 (Tuition: \$20 Fees: \$64)

FIN 038 For class information [click here](#)

Your Final Gift: Leaving a Legacy and Not a Headache

Examine challenges to estate planning, wills, inheritance and estate tax implications, long-term care planning, wills, and ramifications of Power of Attorney and Court Guardianship.

Total Cost: \$94 (Tuition: \$25 Fees: \$69)

FIN 040 For class information [click here](#)

WRITING & LITERATURE

Appreciating Sherlock Holmes

Explore the world of one of the most famous detectives. In addition to the original stories, coverage will include various movies and television presentations as well as the many Sherlockian pastiches. New and experienced Sherlock fans will enjoy this course!

Total Cost: \$62 (Tuition: \$0 Fees: \$62)

XXC 125 For class information [click here](#)

Mystery Writing

Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author. For details, go to

<http://www.ed2go.com/ccbconline/>

Total Cost: \$115 (Tuition: \$20 Fees: \$95)

WLT 244 For class information [click here](#)

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. For details, go to

<http://www.ed2go.com/ccbconline/>

Total Cost: \$135 (Tuition: \$20 Fees: \$115)

WLT 412 For class information [click here](#)

Travel Writing

Learn how to generate income as a travel writer. For details, go to

<http://www.ed2go.com/ccbconline/>

Total Cost: \$115 (Tuition: \$20 Fees: \$95)

WLT 421 For class information [click here](#)

Write Effective Web Content

Learn how to write Web content and produce multimedia elements to make your website or blog a must-visit site on the Internet. For details, go to

<http://www.ed2go.com/ccbconline/>

Total Cost: \$125 (Tuition: \$20 Fees: \$105)

PCA 687 For class information [click here](#)

Writing Essentials

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level. For details, go to

<http://www.ed2go.com/ccbconline/>

Total Cost: \$125 (Tuition: \$20 Fees: \$105)

WRI 051 For class information [click here](#)

Writing Fiction

Learn how to write fiction from an experienced author. Investigate plot, characterization, point of view and theme. Acquire information regarding publications and how to prepare a manuscript for submission. Works in progress encouraged.

Total Cost: \$105 (Tuition: \$20 Fees: \$105)

PWL 179 For class information [click here](#)

WORLD LANGUAGES

CHINESE MANDARIN

Basic Chinese Mandarin 1A

Continue to expand your listening, speaking, reading, and writing skills. Textbook required for first class. See Textbook Requirements.

Total Cost: \$200 (Tuition: \$49 Fees: \$151)

FLA 154 For class information [click here](#)

Basic Chinese Mandarin 1B

Develop skills in reading, writing, conversation and Chinese culture. Textbook required for first class. See Textbook Requirements.

Total Cost: \$200 (Tuition: \$49 Fees: \$151)

FLA 153 For class information [click here](#)

FRENCH

Getting Started with French

Develop basic conversational skills including simple vocabulary, greetings and salutations, introductions. Cultural aspects of French speaking countries and the surname system are also covered. Course cost includes text, and audio (online resources).

Total Cost: \$140 (Tuition: \$35 Fees: \$105)

FLA 081 For class information [click here](#)

Basic French 1A

Emphasizes pronunciation, reading and conversational skills, including present tense, sentence construction, and negative and interrogative forms. Textbook required for first class. See Textbook Requirements.

Total Cost: \$200 (Tuition: \$49 Fees: \$151)

FLC 427 For class information [click here](#)

Basic French 2A

Continue the study of pronunciation, reading and conversational skills while gaining an understanding of the present tense of stem-changing verbs. Textbook required for the first class. See Textbook Requirements. Prerequisites: French 1A and 1B.

Total Cost: \$200 (Tuition: \$49 Fees: \$151)

FLC 429 For class information [click here](#)

Basic French 2B

Build on skills acquired in Level 2A and gain an understanding of the present tense of reflexive verbs and one past tense. Prerequisite: French 2A (FLC 429).

Total Cost: \$200 (Tuition: \$49 Fees: \$151)

FLC 430 For class information [click here](#)

Intermediate French - Part I

This level is designed to build on skills acquired in Basic French (Parts 1, 2 and 3) and is a background experience to starting intermediate French (Part 2). Emphasis continues on improving verbal ability and understanding basic structures. Before taking this course, new students should be able to comfortably use the present, past ('l'imparfait and le pass' compos') and future tenses of regular and irregular verbs. The concept and the present tense of the subjunctive will be introduced. Cost shown does not include text.

Total Cost: \$209 (Tuition: \$69 Fees: \$140)

FLA 211 For class information [click here](#)

Intermediate French - Part II

This level emphasizes strengthening oral and written communication skills. Before taking this course, new students should be able to comfortably use the present, past and future tenses of regular, 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.

Instructor: Thu Schaeffer.

Total Cost: \$209 (Tuition: \$69 Fees: \$140)

FLA 212 For class information [click here](#)

Intermediate/Advanced French

Continue your intermediate and advanced level French skills in this short, between-semester class!

Total Cost: \$70 (Tuition: \$20 Fees: \$50)

FLA 027 For class information [click here](#)

Advanced French Language

Acquire a broader vocabulary and improve command of the language by building on a solid background in French. Review of advanced grammatical structures. New students should consult with the foreign language advisor before enrolling for this course.

Total Cost: \$209 (Tuition: \$69 Fees: \$140)

FLC 075 For class information [click here](#)

Beginning Conversational French

The course will encompass simple pronunciation with phonetic spelling for every word and phrase included in the instruction. Topics to be covered in audio, culture tips, currency and food. Online class. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$125 (Tuition: \$20 Fees: \$105)

FLA 014 For class information [click here](#)

GERMAN

Getting Started with German

Course objectives address basic conversational needs including simple vocabulary, greetings and salutations, introductions, the surname system, customs and strategies for developing language. Course cost includes text (online resources), PDF file, and audio file.

Total Cost: \$140 (Tuition: \$35 Fees: \$105)

FLA 079 For class information [click here](#)

ITALIAN

Getting Started with Italian

Course objectives address basic conversational needs including simple vocabulary, greetings and salutations, introductions, common cultural aspects of Italy, the surname system, customs and strategies for developing language. Course cost includes text (online resources), PDF file, and audio file.

Total Cost: \$140 (Tuition: \$35 Fees: \$105)

FLA 078 For class information [click here](#)

Instant Italian

Learn Italian from the comfort of your home in this fun and enjoyable online course. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$125 (Tuition: \$20 Fees: \$105)

FLC 436 For class information [click here](#)

JAPANESE

Elementary Japanese Language I

Explore the basic elements of the Japanese language structure by listening, reading, writing, conversing and discussing. Learn about and experience the art, artifacts, music and overall contributions of Japanese society to world civilization. Textbook required for first class. See Textbook Requirements.

Total Cost: \$200 (Tuition: \$49 Fees: \$151)

FLC 521 For class information [click here](#)

Conversational Japanese

Learn introductory Japanese through topics including vocabulary, pronunciation, and cultural knowledge. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$125 (Tuition: \$20 Fees: \$105)

FLA 137 For class information [click here](#)

KOREAN

Introduction to Korean

Learn the Korean alphabet; basic pronunciation; simple vocabulary, greetings, identification, numbers and days of week; use of indefinite article and overview of Korean-speaking cultures. No Korean language experience required. Textbook required for first class. See Textbook Requirements.

Total Cost: \$200 (Tuition: \$49 Fees: \$151)

FLA 117 For class information [click here](#)

Korean I

Topics include basic grammar, practicing simple conversations; development of the students speaking, listening, reading, and writing skills, as well as aspects of Korean history and culture. Textbook required for first class. See Textbook Requirements.

Prerequisite: Knowledge of the Korean alphabet.

Total Cost: \$200 (Tuition: \$49 Fees: \$151)

FLA 190 For class information [click here](#)

PORTUGUESE

Getting Started with Portuguese

Learn simple vocabulary, greetings, and salutations, and introductions. Common cultural aspects of Portuguese-speaking countries, the surname system, customs, and strategies for developing language will also be discussed. Course cost includes text (online resources), PDF file, and audio file.

Total Cost: \$140 (Tuition: \$35 Fees: \$105)

FLA 080 For class information [click here](#)

Intermediate Portuguese

Emphasis is on oral and written communication skills, as well as a thorough understanding of basic grammatical structures. The concept of the subjective is reviewed in further depth.

Total Cost: \$200 (Tuition: \$49 Fees: \$151)

FLA 184 For class information [click here](#)

RUSSIAN

FLA 400

Basic Russian 1B

Continue to expand your vocabulary and develop competence in a range of typical everyday situations. Students with prior Russian experience may use this class as a refresher. Focus on contemporary advances in Russian language and culture, highlighting real-life situations and formal and informal speech. Textbook required. See Textbook Requirements.

Total Cost: \$200 (Tuition: \$49 Fees: \$151)

FLA 400 For class information [click here](#)

Basic Russian 2B

Main grammatical concepts are reinforced and enable students to read and discuss extensive pieces of texts. More complex grammatical structures, including genitive and instrumental cases, and a wider range of vocabulary are introduced. Textbook required. See Textbook Requirements.

Total Cost: \$200 (Tuition: \$49 Fees: \$151)

FLA 401 For class information [click here](#)

Basic Russian 3B

Add to the knowledge of Russian gained in levels 1A through 3A. A wider range of new vocabulary will increase accuracy and fluency. Use of the instrumentals case is introduced. Prerequisite: Russian 3A. Textbook required for first class. See Textbook Requirements.

Total Cost: \$200 (Tuition: \$49 Fees: \$151)

FLA 407 For class information [click here](#)

SIGN LANGUAGE

Discover Sign Language

Discover the fun of learning sign language and using your hands to communicate with deaf people. Online course. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$125 (Tuition: \$20 Fees: \$105)

FLA 419 For class information [click here](#)

Sign Language II

Topics to be covered include review of previously learned signs, new vocabulary, improving finger spelling, and improving of expressive and receptive language.

Prerequisite: Sign Language I.

Total Cost: \$200 (Tuition: \$49 Fees: \$151)

FLA 193 For class information [click here](#)

SPANISH

Getting Started with Spanish

Basic conversational needs are addressed, including simple vocabulary, greetings and salutations, introductions, common cultural aspects of Spanish-speaking countries, the surname system, customs and strategies for developing language. Course cost includes text (online resources), PDF file, and audio file.

Total Cost: \$140 (Tuition: \$35 Fees: \$105)

FLA 083 For class information [click here](#)

Basic Spanish 1A

Learn how to 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. Textbook required for first class. See Textbook Requirements.

Total Cost: \$200 (Tuition: \$49 Fees: \$151)

FLC 417 For class information [click here](#)

Basic Spanish 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. A good refresher course for individuals with some prior language experience. Textbook required for first class. See Textbook Requirements.

Total Cost: \$200 (Tuition: \$49 Fees: \$151)

FLC 418 For class information [click here](#)

Basic Spanish 2A

Intended for individuals comfortable in using the present tense of all regular verbs and some common irregular verbs in the affirmative, negative and interrogative forms.

Introduces the present tense of stem changing verbs. Prerequisites: Spanish 1A and 1B. Textbook required for the first class. See Textbook Requirements.

Total Cost: \$200 (Tuition: \$49 Fees: \$151)

FLC 419 For class information [click here](#)

Basic Spanish 2B

Learn the present tense of reflexive verbs and the preterit. Prerequisite: Spanish 2A. Textbook required for first class. See Textbook Requirements.

Total Cost: \$200 (Tuition: \$49 Fees: \$151)

FLC 420 For class information [click here](#)

Basic Spanish 3A

Continue 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. Another past tense (the imperfect) will be introduced as well as formal/informal command tenses. Prerequisites: Spanish 2A and 2B. Textbook required for first class. See Textbook Requirements.

Total Cost: \$200 (Tuition: \$49 Fees: \$151)

FLC 559 For class information [click here](#)

Basic Spanish 3B

Build on skills acquired in Spanish 2B and gain an introduction to the future and conditional tenses of all verbs: regular, irregular, stem-changing and reflexive verbs.

Review the uses of the preterit and imperfect tenses. Prerequisite: Spanish 3A. Textbook required for first class. See Textbook Requirements.

Total Cost: \$200 (Tuition: \$49 Fees: \$151)

FLC 560 For class information [click here](#)

Basic Spanish 4A

Continue emphasis on pronunciation, basic grammar, reading, writing and conversational skills. Learn common idiomatic expressions with verbs and prepositions as well as the uses of negation and negative expressions. Prerequisites: Spanish 3A and 3B. Textbook required for first class. See Textbook Requirements.

Total Cost: \$200 (Tuition: \$49 Fees: \$151)

FLC 561 For class information [click here](#)

Basic Spanish 4B

Introduces the concept and the formation of the present subjunctive. Learn the uses of pronoun and adjective/adverb structures in addition to all tenses previously learned. Textbook required for first class. See Textbook Requirements.

Total Cost: \$200 (Tuition: \$49 Fees: \$151)

FLC 562 For class information [click here](#)

Intermediate Spanish- Part II

Emphasis continues on strengthening oral and written communication skills. Before taking this course, new students should be 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: \$209 (Tuition: \$69 Fees: \$140)

FLA 214 For class information [click here](#)

Intermediate Spanish Part III

Learn to refine oral and written Spanish language skills. Expand upon previous knowledge and skills using present, past, conditional and future tenses of verbs as well as the uses and four tenses of the subjunctive form. Textbook required for first class. See Textbook Requirements.

Total Cost: \$214 (Tuition: \$69 Fees: \$145)

FLA 050 For class information [click here](#)

Intermediate/Advanced Spanish

Continue your intermediate and advanced level Spanish studies with this brief, between-semester class!

Total Cost: \$70 (Tuition: \$20 Fees: \$50)

FLA 026 For class information [click here](#)

Advanced Spanish

Acquire a broader vocabulary and improve command of the language by building on a solid background in Spanish. Review of advanced grammatical structure for oral and written communication. New students should consult with the foreign language advisor before enrolling for this course.

Total Cost: \$209 (Tuition: \$69 Fees: \$140)

FLC 043 For class information [click here](#)

Conversational Spanish

Practice Spanish in the context of everyday life and culture. Emphasis will be placed on proper pronunciation and use of the language. Prerequisite: Ability to use the present, past, and future tenses of regular and irregular verbs.

Total Cost: \$144 (Tuition: \$27 Fees: \$117)

FLA 019 For class information [click here](#)

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. Online course. For details, go to

<http://www.ed2go.com/ccbconline/>

Total Cost: \$135 (Tuition: \$20 Fees: \$115)

WLT 218 For class information [click here](#)

Speed Spanish II

Engage in this follow-up to our popular Speed Spanish course. Several new tools help you continue building fluency. Online course. For details, go to

<http://www.ed2go.com/ccbconline/>

Total Cost: \$135 (Tuition: \$20 Fees: \$115)

FLC 410 For class information [click here](#)

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. Online course. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$125 (Tuition: \$20 Fees: \$105)

FLC 435 For class information [click here](#)

Spanish for Medical Professionals

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases. Online course. For details, go to

<http://www.ed2go.com/ccbconline/>

Total Cost: \$125 (Tuition: \$20 Fees: \$105)

FLA 161 For class information [click here](#)

Spanish for Medical Professionals II

Build on your foundation of Spanish for healthcare providers by learning medical terminology and phrases from a variety of medical fields as well as Spanish grammar. Online course. For details, go to <http://www.ed2go.com/ccbconline/>

Total Cost: \$135 (Tuition: \$20 Fees: \$115)

FLA 422 For class information [click here](#)

SENIORS

ART

Art in Photography

Put the WOW into your photos! Learn how to take photographs with composition awareness and creativity to enhance your skills with such techniques as the rule of thirds, photojournalism eye, art elements, and principles of design. Instructor: Marcia Bornfriend

Total Cost: \$62 (Tuition: \$0 Fees: \$62)

ART 080 For class information [click here](#)

Basic Acrylic Painting

Learn to create paintings using acrylics. Explore how to use and mix colors and pigments, how to apply techniques using different kinds of brushes, mediums and materials, how to prepare the painting surfaces, and how to use the color wheel to balance color and composition. Instructor: Alan Fink

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

ART 746 For class information [click here](#)

Drawing and Painting for the Senior Adult

Learn the basic techniques of various two-dimensional media. Discuss the use of media and the techniques used to achieve desired effects, as well as the equipment necessary to complete a two-dimensional project. Instructor: Elise Burns

Total Cost: \$104 (Tuition: \$35 Fees: \$69)

ARB 181 For class information [click here](#)

Drawing for Beginners

Learn to use the basic drawing techniques in line, shape, form, contour, value, perspective, spatial relationships, measurements and proportion rules while doing hands-on projects. Bring a drawing pad 9" x 12" or larger, pencil and eraser to the first class. A supply list will be provided at the first session. Instructor: Marcia Bornfriend

Total Cost: \$104 (Tuition: \$35 Fees: \$69)

ART 043 For class information [click here](#)

Fundamentals of Portrait Drawing

Create realistic facial features in pencil, charcoal, and pastel using the five concepts of ideal light and shadow. Learn how to mix colors for a variety of skin tones, draw facial expressions and structure and translate photographs into fine art portraits. Instructor: Alan Fink

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

ART 088 For class information [click here](#)

Fundamentals of Portrait Painting

Acquire basic and intermediate drawing and painting skills while being introduced to a variety of media. You'll draw from photos provided by the instructor and other students and work from a portrait model for four weeks. Learn lighting and posing basics, as well as various techniques for obtaining a likeness. Bring a drawing pad, 2b, 4b, 6b graphite pencils, a kneaded eraser and a portrait photo to the first class session. Painting materials list will be provided in class. Instructor: Jennifer Murtha

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

ART 742 For class information [click here](#)

Intermediate Drawing

Use what you learned in Drawing for Beginners to produce more advanced drawings using materials such as pen/ink, charcoal, pastels and more. Explore how to create portraits, landscapes, perspective and still life drawings. Bring a pencil and art pad; a list of materials will be provided at the first class.

Instructor: Marcia Bornfriend

Total Cost: \$104 (Tuition: \$35 Fees: \$69)

ART 074 For class information [click here](#)

Intermediate Drawing Part 2

Expand the drawing skills, knowledge and understanding learned in Drawing for Beginners and Intermediate Drawing to create new works of art. Create compositions such as portraits, still life, landscapes, human forms along with abstracts using different media including graphite pencil, charcoal, soft pastel, and pen & ink. Instructor: Marcia Bornfriend

Total Cost: \$104 (Tuition: \$35 Fees: \$69)

ART 765 For class information [click here](#)

Mechanical Pencil Drawing

Discover how to use mechanical pencil drawing techniques in order to make delicate and sensitive drawings. Examine how to evaluate color value, value and gradation, the block-in technique, uses for mechanical pencil drawings, materials and references needed for mechanical pencil drawings, and more. Material (supply) list will be provided during the first class session.

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

ART 741 For class information [click here](#)

Pastel Painting: All levels

Receive individual instruction in the use of soft pastels with your choice of subject matter. Beginners will learn drawing, shading and coloring; those with more experience will have their work critiqued for color, composition and drawing. Learn how to use charcoal for underdrawings and how to evaluate the effects of different materials on your work. Instructor: Alan Fink

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

ART 745 For class information [click here](#)

Sumi-E Painting

Explore the history, philosophy, techniques and uses of traditional Japanese Sumi-e painting. Learn how to create Sumi-e brush strokes and create your own compositions.

A materials list will be provided at the first class. Instructor:

Jim Kuhlman

Total Cost: \$104 (Tuition: \$35 Fees: \$69)

ART 766 For class information [click here](#)

Watercolor Painting--Intermediate/Advanced

Acquire intermediate and advanced painting skills using watercolors. Develop skills utilizing wash, dry brush, and masking techniques. Subject matter will include landscapes, still life, and portraiture.

Please email instructor Jennifer Murtha at jkmportraits@gmail.com or stop by the CCBC Hunt Valley to ask for a copy of the materials list.

Total Cost: \$104 (Tuition: \$35 Fees: \$69)

ART 747 For class information [click here](#)

COMPUTERS

Android Phones and Tablets: A Quick Overview

Spend the day receiving a summary of many of the uses and applications of your Android device. Learn about the basic functions found on Android devices including Google and some of its apps, the importance of privacy and an introduction to Bixby. Bring your devices to class. Instructor: Yasmin Thomas

Total Cost: \$54 (Tuition: \$17 Fees: \$37)

PCA 844 For class information [click here](#)

Adobe Photoshop 2019 for Windows 10

Learn to enhance photos by editing, cropping, color-correcting, and adding text and/or special effects. Make old or damaged photos look great again and even learn how to move someone from one photo to another, remove people from photos, repair/restore old/damaged photos and use the Photoshop apps to enhance your phone and tablet photos.

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

PCA 835 For class information [click here](#)

Android Phones and Tablets

Learn how to purchase and confidently use an Android smart device, including how to install and use apps, take photos, video, and download books. Instructor: Dona Rucci

Total Cost: \$79 (Tuition: \$25 Fees: \$54)

PCA 696 For class information [click here](#)

Android Phones and Tablets: Build on Your Knowledge

Learn to use the internet safely, work with Google and its apps, and discover additional apps and social networks that can be practical for your use. See how you can integrate your devices into daily life (alarms, calendar, reminders, banking and paying bills) and review how the cloud works. Bring your Android device to class. Instructor: Yasmin Thomas

Total Cost: \$110 (Tuition: \$35 Fees: \$75)

PCA 817 For class information [click here](#)

Basic iPad/iPhone

Discover the best practices for operating, maintaining and navigating your iPad and iPhone. Learn how to use Apple software and updates, use practical and popular devices and apps, operate the camera feature, better understand the iCloud, and how you can integrate technology into your daily life. Instructor: Nancy Hart

Total Cost: \$88 (Tuition: \$30 Fees: \$58)

PCA 841 For class information [click here](#)

Basic MacBook for Seniors

Learn how to operate and navigate your MacBook including storing files and folders, using Apple software and applications, creating updates and backups and maintaining it effectively. Bring your personal MacBook to class in order to set it up properly.

Instructor: Nancy Hart

Total Cost: \$100 (Tuition: \$35 Fees: \$65)

PCA 842 For class information [click here](#)

Beyond Beginners for iPhone and iPad Users

Learn how to use your Apple devices more effectively and efficiently. Topics include using the internet safely, talking to Siri, integrating the device into daily life, banking, paying bills, exploring popular and practical apps, reading eBooks and understanding the iCloud. Please bring your Apple devices to class. Instructor: Nancy Hart

Total Cost: \$110 (Tuition: \$35 Fees: \$75)

PCA 769 For class information [click here](#)

Intro to Computers I- Basics

Learn basic computer concepts in a relaxed and comfortable class setting. This course covers email, safe use of internet, word processing, hardware and software and spreadsheets. Instructor: Lee Klima

Total Cost: \$110 (Tuition: \$35 Fees: \$75)

PCA 998 For class information [click here](#)

iPad for Seniors

Learn how to get the most out of your iPad. Discover how to take complete advantage of this user-friendly technology. Explore setup, navigating screens, Wi-Fi connection, mobile data network and more. Work with photos/video/music files. MANDATORY: You must own an Apple iPad and bring it to each class. Instructor: Nancy Hart

Total Cost: \$92 (Tuition: \$30 Fees: \$62)

PCA 588 For class information [click here](#)

iPhone, iPads, iPods for Seniors

Learn how to get the most out of your iPhone, iPad or iPod. Discover how to take complete advantage of this user-friendly technology. Explore setup, navigating screens, Wi-Fi connection, mobile data network and more. Work with photos/video/music files. MANDATORY: You must have your own Apple device and bring it to each class.

Instructor: Dona Rucci

Total Cost: \$110 (Tuition: \$35 Fees: \$75)

PCP 763 For class information [click here](#)

Learn to Use Your MacBook Laptop

Bring your MacBook laptop to class and learn how to use all of the features, applications, navigate the operating system, customize your desktop, add peripherals, trouble shooting. Instructor: Nancy Hart

Total Cost: \$110 (Tuition: \$35 Fees: \$75)

PCA 670 For class information [click here](#)

Senior Bytes: Tech Tips and Tricks on Your PC

Enhance your knowledge for using your PC with an overview of the latest technology. Learn about streaming services, online privacy, voice recognition, use of apps and multimedia platforms, and searching, shopping and monitoring your home and health online. Instructor: Yasmin Thomas

Total Cost: \$110 (Tuition: \$35 Fees: \$75)

PCA 818 For class information [click here](#)

The Internet: A Resource Tool to Manage Health

Manage your health through technology as you learn about the Internet as a health management tool. Topics include selecting and evaluating health websites and health mobile apps, using health communication tools, ways to protect privacy and confidentiality. You will have an opportunity for hands-on computer experience using various resource tools. Instructor: Kay Cresci

Total Cost: \$88 (Tuition: \$30 Fees: \$58)

PCA 814 For class information [click here](#)

Tips and Tricks for Your Desktop Computer

Enhance your knowledge and comfort level when using your desktop computer. Review the basics in operating your desktop computer. Compose strong passwords with easy recall, and create, name and rename folders. Learn keyboard short cuts and select desktop icons for personal use. Instructor: Yasmin Thomas

Total Cost: \$54 (Tuition: \$17 Fees: \$37)

PDV 276 For class information [click here](#)

Windows 10

Learn to use the Windows 10 operating system for both laptop and desktop computers. Topics to be covered include getting started, customizing your own computer, managing files and folders, using apps, and navigating the web. If you have a laptop computer, bring it to class. Instructor: Lee Klima

Total Cost: \$79 (Tuition: \$25 Fees: \$54)

PCA 758 For class information [click here](#)

Word 2016 Introduction

Learn to create and edit simple documents; format documents; add tables and lists, design elements, layout options; and proof documents. Instructor: Carol Yingling

Total Cost: \$63 (Tuition: \$20 Fees: \$43)

PCP 740 For class information [click here](#)

Word 2016 Intermediate

Learn to customize documents using tables, charts, styles, themes, and Quick Parts and automate tasks using templates and mail merge. Prerequisite: Word 2016 Intro or equivalent knowledge. Instructor: Carol Yingling

Total Cost: \$63 (Tuition: \$20 Fees: \$43)

PCP 741 For class information [click here](#)

HISTORY, POLITICS AND EVENTS

Civil War History: Spies and Women Soldiers

Examine the duties and actions of these courageous women. Learn how female soldiers disguised themselves as men and what motivated them to join the war effort. Explore what happened when their guise was revealed as well as the impact they had on the outcome of the war. Instructor: Patrick Heline

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

HIT 309 For class information [click here](#)

Democratic Party in Maryland Since World War II

Selecting a slice of Maryland Democratic Party history, examine the influences and changes the party has experienced since 1945. Trace the history of the state party since World War II, focusing on outcomes of local, state, and national elections, Maryland leaders, changes in the Democratic Party in Maryland over the last 75 years, and more. Instructor: William Thompson

Total Cost: \$88 (Tuition: \$30 Fees: \$58)

HIT 116 For class information [click here](#)

Enlightenment in Colonial Maryland

Explore the Enlightenment ideas and how they are demonstrated in intellectual, cultural, political, religious and scientific life in Maryland in the century before the American Revolution. Learn the reasons for separation of church and state and connect the Enlightenment ideas found in the Declaration of Independence to life in Maryland.

Instructor: Elaine Breshaw, PhD

Total Cost: \$57 (Tuition: \$18 Fees: \$39)

HIT 130 For class information [click here](#)

First Ladies of the United States

Examine the lives, roles and effectiveness of the wives of different presidents of the United States. Compare and contrast the way different first ladies carried out their duties and responsibilities, and espoused their causes. See the first ladies as mothers, wives, ambassadors, hosts, tone-setters, and daily managers in the Executive Mansion.

Instructor: Patrick Heline

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

HIS 941 For class information [click here](#)

First Ladies of the United States, Part 4

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

HIS 171 For class information [click here](#)

First Ladies of the United States, Part 5

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

HIS 244 For class information [click here](#)

History of the 1960s, Part II: Activism, Protests, Counterculture, and Change

Examine the redefining of American society and culture through activism and protest. Analyze the presidential elections of 1964 and 1968 and the presidencies of Lyndon Johnson and Richard Nixon. Discuss the Great Society, Civil Rights Movement, government's policy regarding Vietnam, and the counterculture. Spotlight 1968 – the year that changed American society. Instructor: Patrick Heline

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

HIT 108 For class information [click here](#)

Historical Individuals of the American Civil War

Examine and evaluate the lives and achievements of some eminent and not-so-well-known historical figures of the Civil War including Harriet Tubman, Frederick Douglass, Rose O'Neale Greenhow, Mary Elizabeth Bowser, William Seward, and more. Since the course spans lunch please bring a brown bag lunch. Instructor: Patrick Heline
Total Cost: \$65 (Tuition: \$25 Fees: \$40)

HIT 090 For class information [click here](#)

Historical Topics of Baltimore

Focus on some of the fascinating and significant topics in the city's history that include five specific areas of historical interest. View Baltimore as a "Destination for Opportunity", the history/impact of shipping on the Patapsco River, the garment trade and its impact on the city, Baltimore during the 1950's, and Baltimore's "Golden Age of Radio". Instructor: Jack Burkert

Total Cost: \$99 (Tuition: \$30 Fees: \$69)

HIT 100 For class information [click here](#)

History and Hidden Gems of Patapsco Valley State Park

Join us as we learn about the history, growth, significance and ecology of the park from the author of "Images of America: Patapsco Valley State Park". Explore how the park expanded to a 16,000-acre state park and what effect industry, ecology and several American wars had on the area. We will also explore the many recreational opportunities available and where they are located, along with how the Patapsco Valley State Park is being preserved today. Instructor: Elizabeth (Betsy) McMillion

Total Cost: \$57 (Tuition: \$18 Fees: \$39)

HIT 119 For class information [click here](#)

History of American Baseball

America's favorite past time continues to be a very important part of American society and culture. Explore the story of baseball from its earliest days until the present. Uncover many of the changes that have occurred within the game during this period and highlight important players and events. Instructor: John Reynolds

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

HIT 113 For class information [click here](#)

History of Johns Hopkins Medical Institutions

Learn about the life and legacy of Johns Hopkins who influenced the planning, opening and development of the hospital and medical school. Explore the key factors of growth and the most innovative and cutting-edge research attributed to outstanding members of the medical and surgical staff and their mission, goals and impact for the 21st century. Instructor: George Krause

Total Cost: \$88 (Tuition: \$30 Fees: \$58)

HIS 526 For class information [click here](#)

History of Photography

Explore the contributions and interrelationships of major photographers, art movements, culture, and the effects of changing technology on the photographic image. Learn more about the development of this medium from its pre-history through the modern period.

Examine war photography, social documentation, photojournalism and more. Instructor: Donna Hepner

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

ART 758 For class information [click here](#)

History of the American Presidency: Washington to Monroe

Explore the legacies of Washington, John Adams, Jefferson, Madison, and Monroe.

Topics include their formative years, personal and political careers, rise to the presidency, accomplishments/struggles both as president and in life. This first in a series of explorations of the presidency and presidents. Instructor: Patrick Heline

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

HIT 118 For class information [click here](#)

History of the American Presidency: Adams to Polk

Continue examining the U.S. presidency through the legacies of John Quincy Adams, Andrew Jackson, Martin Van Buren, William Henry Harrison, John Tyler, and James Polk and how these Jacksonian presidents redefined the office in their own ways.

Discuss their education, career, life before the presidency, accomplishments and struggles, and legacy. Instructor: Patrick Heline

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

HIT 125 For class information [click here](#)

Players in History, Part IV

Discuss and examine the achievements and lives of well-known and not-so-well-known historical individuals in history including aviatrix, Beryl Markham; painter, Artemisia Gentileschi; Teddy Roosevelt; the Romanovs; Women of The Resistance during World War II; Italian artist, Michelangelo Caravaggio; and American socialite, novelist, and painter Zelda Fitzgerald. Instructor: Nancy Lotz

Total Cost: \$79 (Tuition: \$25 Fees: \$54)

HIT 089 For class information [click here](#)

Presidential Blunders: From George Washington to George Bush

Discover some of the most notable blunders presidents have made throughout U.S. history. Explore and analyze the events at the time, descriptions of the blunders, the reasons for the president's decisions and the effects these had on the U.S. Events include the Whiskey Rebellion, Embargo Act, Bay of Pigs, Watergate, Iraq War and others. Instructor: George Krause

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

HIS 577 For class information [click here](#)

The 1970's - The Pivot of Change

View this era from the Watergate Scandal that rocked Washington and the nation to the end of the Vietnam War. Known as the "Me Decade", see how historians portray the 1970's as the decade of pivotal change in world history. Discuss economic upheaval, Disco music, oil embargoes, and more. Instructor: John Reynolds

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

HIT 345 For class information [click here](#)

The 2020 Presidential Election: Trump vs ???

Explore the developments and issues of the 2020 presidential campaign in a non-partisan way. Topics include the strategies and tactics of the candidates and the media, advantages and disadvantages for each candidate, voter demographics and the electoral college, polling; the role of money in the election, and Russian interference and voter integrity. Instructor: Barry Rascover

Total Cost: \$57 (Tuition: \$18 Fees: \$39)

HIT 123 For class information [click here](#)

The Age of Innocence: History of the 1960s Part I

Explore this time when America's high goals, big dreams and aspirations for the future seemed limitless from the presidential election through the Civil Rights Movement and a moon landing. View the development of music from doo-wop to the British invasion and the ultimate shattering of American innocence. Instructor: Patrick Heline

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

HIS 535 For class information [click here](#)

U.S. History through the Decades: 19th Century-1800 to 1809

Examine the U.S. emergence as a new and growing republic under the presidency of Thomas Jefferson. Analyze the political revolution that came to define the peaceful transition of power with the election of 1800 and the inauguration of 1801. Discuss political beliefs, and the development of global relationships between the U.S. and the world. Instructor: Patrick Heline

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

HIT 082 For class information [click here](#)

HUMANITIES AND CULTURE

75th Anniversary of the 1945 Battles and Campaigns of World War II

Examine the Prague Offensive, the Battle of Bataan, Iwo Jima, Okinawa, the road to and battle for Berlin, the bombings of Hiroshima and Nagasaki, and more, in order to examine the Allies final road to victory over both Germany and Japan. Evaluate how these battles and campaigns contributed to today's new modern world order. Instructor: Bob Mullauer

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

HIT 088 For class information [click here](#)

Advanced Genealogy in the Computer Lab

In this follow-up to "Genealogy in the Computer Lab", learn to do more complex searches on multiple web sites in order to further your genealogical research. Storing and organizing genealogical data on a computer will be discussed. Familiarity with the computer and basic knowledge of genealogical web sites is necessary. Instructor: David Powell

Total Cost: \$88 (Tuition: \$30 Fees: \$58)

PCA 768 For class information [click here](#)

American Sports during World War II

Discover the changes that WWII had on the local and societal level, in particular, on the field of American sports. Learn about the many changes the war brought to professional and college-level sports as well as the impact it made on athletics and athletes.

Instructor: William Thompson

Total Cost: \$77 (Tuition: \$25 Fees: \$52)

HIT 099 For class information [click here](#)

April: America's Most Historical Month of the Year

Learn about the major U.S. historical events that occurred in the month of April and develop reasons for why this month is considered the most historical in U.S. history. Topics cover both people and events that contribute to the historical importance of this month. Instructor: Patrick Heline

Total Cost: \$79 (Tuition: \$25 Fees: \$54)

HIT 095 For class information [click here](#)

Art Appreciation

Think critically about art, the role the individual plays in defining art, and how art relates to everyday life, and the societal values of contemporary and historical cultures. Learn the differences between various media, disciplines and periods. NOTE: This course will include demonstrations of materials, PowerPoint slide lectures, and hands-on student activities for practice. Instructor: Donna Hepner

Total Cost: \$104 (Tuition: \$35 Fees: \$69)

ART 755 For class information [click here](#)

Art History I

Gain an introduction to the development of world art and visual culture including architecture, monuments, painting, sculpture, and related arts from Prehistoric times to c. 1400 CE. Analyze these works in depth through comparative study, with close attention to social, historical, and religious contexts. Instructor: Peter Curren

Total Cost: \$104 (Tuition: \$35 Fees: \$69)

HIT 618 For class information [click here](#)

Baltimore's Grand Estates: Their Architecture and Builders

Learn to identify 18th, 19th, and early 20th Century Baltimore estates, including Guilford, Homeland, Stoneleigh, Mondawmin, Belvedere, extant houses in Homewood, Garrett, Clifton, Cylburn, and Brooklandwood. Instructor: Jeff Wible

Total Cost: \$65 (Tuition: \$20 Fees: \$45)

HIT 822 For class information [click here](#)

Baltimore's Historic Houses of Worship

Explore the history and architecture of Baltimore's major religious landmarks, from the Oldtown Meeting House of 1781 to the modern buildings of today. Discuss what role the city played in the religious history of the United States. Instructors: Lois Zanow and Sally Johnson

Total Cost: \$65 (Tuition: \$20 Fees: \$45)

HIS 850 For class information [click here](#)

Basic French

Learn to communicate using simple French sentences and phrases along with basic French grammatical structures. French traditions, customs and manners will also be explored. Course cost includes text. Instructor: Jean Meyer

Total Cost: \$110 (Tuition: \$35 Fees: \$75)

FLA 206 For class information [click here](#)

Basic Spanish I

Learn the basics of this language along with a view of Spanish culture. Whether you are interested in learning a new language or have travel plans to a Spanish-speaking country, you will enjoy covering vocabulary, punctuation, elementary grammar, basic sentence writing, reading, and more. Textbook is included in the cost of the course and will be distributed at the first class. Instructor: Jean Meyer

Total Cost: \$110 (Tuition: \$35 Fees: \$75)

FLA 091 For class information [click here](#)

Biology for the Novice

If you "don't know much biology", (lyric by Sam Cooke), come to learn the basics of the science of living things including characteristics of living organisms, structure/functions/division of cells, genetics and the evolutionary relationships that led to the great diversity of life on earth. Materials cost of \$5 is due at the first class.

Instructor: Don Finkelstein

Total Cost: \$88 (Tuition: \$30 Fees: \$58)

SCI 030 For class information [click here](#)

Bootleggers, Moonshiners and Flappers: Prohibition in Jazz Age America

The author of "Prohibition: Wet and Dry in the Free State" will present the origins, influences, history and policies of alcoholic temperance and prohibition in the U.S. that led to the 18th Constitutional Amendment. Explore the society and culture, especially in Baltimore and Maryland, and prohibition's legacy on the U.S. since its repeal in 1933.

Instructor: Michael Walsh, PhD

Total Cost: \$88 (Tuition: \$30 Fees: \$58)

HIT 120 For class information [click here](#)

CCBC Book Discussion

Discover and help select the best in new fiction and non-fiction books. Analyze, discuss and interpret thematic content, writing styles, historical background/context, and author comparisons beginning with Emma Cline - *The Girls*; Paul Kalanithi - *When Breath Becomes Air*. Instructor: Rob Jacobs

Instructor: Rob Jacobs

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

WRI 222 For class information [click here](#)

Cinema Con Jobs

Explore the film genre of the heist and con game through movies such as The Pink Panther, Asphalt Jungle, The Italian Job, The Sting and Ocean's Eleven. Discuss the production, people, plots, themes, characterizations and techniques of each film and analyze the ways in which these films conveyed cultural messages of the time they were made. Instructor: Arnold Blumberg, PhD

Instructor: Arnold Blumberg, PhD

Total Cost: \$90 (Tuition: \$30 Fees: \$60)

ART 764 For class information [click here](#)

Chemistry for the Novice

Once you understand the basics of the science of chemistry, you will be on your way to defining and experimenting with the chemical world. Examine the properties and composition of matter and the interactions between substances. Distinguish the differences between atoms and molecules, acids and bases, and compounds, mixtures and solutions. Materials cost \$5 is due at the first class. Instructor: Don Finkelstein

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

CHE 003 For class information [click here](#)

Complete Your Story: Developing and Revising Creative Writing

Utilize writing techniques and strategies for development and revision to help complete creative writing projects, particularly fiction and creative nonfiction. Develop "roadmaps" to the completion of projects, provide and receive individual feedback from the instructor, develop revision techniques and utilize actual writing time in class to apply the techniques and strategies learned. Instructor: Kris Faatz

Total Cost: \$104 (Tuition: \$35 Fees: \$69)

WRI 111 For class information [click here](#)

Conversational Spanish for Beginners

Learn to speak basic conversational Spanish to include greetings, introductions, simple dialogue, short questions, expressions for daily activities, travel, shopping and communicating important needs and feelings. Gain an understanding of the elements of Latin American cultural sensitivity. Instructor: Jean Meyer

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

FLA 088 For class information [click here](#)

Conversational Spanish for Beginners, Part 2

Expand your knowledge and ability to converse in Spanish after previously learning the basics of conversational Spanish. Learn to express your personal needs and feelings, increase your Spanish vocabulary, to identify many more items in Spanish, and to hold longer conversations in Spanish. Prerequisite: Conversational Spanish for Beginners.

Instructor: Jean Meyer

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

FLA 093 For class information [click here](#)

Countries in Western Africa: the People, the Food, the Culture

Gain insight into the cultural diversities of various West African countries including the countries of Benin, Burkina Faso, Cape Verde, The Gambia, Ghana, Guinea, Guinea, Guinea-Bissau, Ivory Coast, Liberia, and Mali. Discuss and evaluate the cultures, languages, geography, people, and development patterns contained within these countries. Instructor: Tope Igbekele

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

HIT 109 For class information [click here](#)

Countries in West and South Africa: the People, the Food, the Culture

Examine the West and South African countries of Mauritania, the Niger, Nigeria, Senegal, Sierra Leone, Togo, Botswana, Lesotho, Namibia, South Africa, and Swaziland including their cultures, languages, geography, people, and development patterns. Instructor: Tope Igbekele

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

HIT 110 For class information [click here](#)

Divine Art

Explore the importance of architecture and art between 1785 and 1891 as part of the historic houses of worship in Baltimore. View examples of historic churches and synagogues; artistic items and icons within the structures; the architects/artists; immigrant groups served; and how the houses of worship adapted to growth and changing demographics of the city. Instructors: Lois Zanow and Sally Johnson

Total Cost: \$77 (Tuition: \$25 Fees: \$52)

HIS 423 For class information [click here](#)

Ethical Dilemmas in the Bible

Discover whether the Bible can continue to motivate us to compare and contrast the moral and ethical issues in the text with our society today. Study the five books of Moses, the Kings, the Prophets, Proverbs and Psalms and bring these themes found in the Bible into our current society. Instructor: Toby Essrog

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

HIT 307 For class information [click here](#)

Evolution, Heredity, Eugenics, and Conflict

Explore the concept of evolution and its chronological development from biblical times to the present. Discuss the works of Darwin, Wallace, Mendel and the team of Watson and Crick. Examine some of the conflicts surrounding evolution, including eugenics, Scopes Monkey Trial, Intelligent Design and more. Instructor: George "Bill" Krause

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

HIT 093 For class information [click here](#)

Feisty Females: Strong Women Who Challenged Gender Views and Roles

Examine how in every era, women dared to step up and become the rebels of their time to produce change for the improvement and betterment of societies around the world. Learn about some of these rebel women who definitely earned their place in history, and the legacies they left on the global society. Instructor: Jean Storrs

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

HIS 478 For class information [click here](#)

French for Travelers

Learn to use vocabulary, phrases, and sentences in French that will help you in various day-to-day situations. It's surprising how this basic level of language proficiency can enhance your travel or interest in the basics of a foreign language, and also lead you to a greater understanding of French culture. Price of the in-class textbook is included in the cost of the course. Instructor: Jean Storrs

Total Cost: \$111 (Tuition: \$35 Fees: \$76)

HIS 579 For class information [click here](#)

Genealogy in the Computer Lab

Learn the most effective ways and techniques to research family information online. Establish your own documented family tree and begin placing information in it. Some genealogy sites and software may have subscription costs. Instructor: David Powell

Total Cost: \$88 (Tuition: \$30 Fees: \$58)

HIS 050 For class information [click here](#)

Great Decisions

Gain non-partisan knowledge on eight of the most critical issues on world affairs facing the U.S. and the international community this year and then participate in a dynamic discussion on each weekly topic. Instructors: Barry Rascover (OM), Mark Hotz, Esq. (HV)

Total Cost: \$108 (Tuition: \$30 Fees: \$78)

HIS 511 For class information [click here](#)

Great Discoveries in World Archaeology

Archaeology has made tremendous contributions to our knowledge of past civilizations. This highly illustrated course explores the history and significance of many of the greatest discoveries of archaeology from around the world. Areas of exploration include Egypt, Greece, the Near East, Pre-Columbian America, Europe, Asia, as well as more recent discoveries. Instructor: Robert "Bob" Baer, PhD

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

HIS 611 For class information [click here](#)

Great Discoveries in World Archaeology, Part 2

Learn the history of some of the greatest archaeological discoveries from around the world. We'll look at Roman Britain, Judea, Mexico, Africa, Native America, Greece, Egypt, the Neolithic Period as well as underwater archaeology. Instructor: Robert "Bob" Baer, PhD

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

HIS 367 For class information [click here](#)

How to Think, Learn and Communicate Effectively

Examine and discuss the basic principles of human cognition, memory, and language and how to apply them to our capacities to think, learn and communicate. Explore the nature of thinking, reasoning, and decision-making, and how problem-solving capacities are dependent on imagination, ability to conceive broad context, ask questions and view things from a new perspective. Instructor: Dr. Jose' Lopez-Gonzalez, PhD

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

PDV 273 For class information [click here](#)

It's All Greek to Me

Learn the basics of Greek cooking and apply them to buying, preparing and cooking such recipes as baklava, pasticcio, Greek lasagna, chicken thighs with red plums and Kofte, which is a combination of minced meat, spices and onions. All recipes will be demonstrated and provided. An ingredient fee of \$30 per person is due at the first class, payable by check to Michelle's Kitchen. Instructor: Michelle Sapp

Total Cost: \$52 (Tuition: \$0 Fees: \$52)

CKG 239 For class information [click here](#)

How Art Saved Towns Like Baltimore ... and Beyond

Explore the economics, visions, diverse efforts and advocacy that transformed such communities as Asheville, Santa Fe, Key West, Savannah, South Beach, New Orleans, Sedona, Ann Arbor, Berkeley Springs and more into tourist destinations and "artsy" communities. Instructor: Wendy Rosen

Total Cost: \$57 (Tuition: \$18 Fees: \$39)

HIT 135 For class information [click here](#)

Introduction to Science

Gain an introduction to the sciences around us in order to boost your interaction with these new discoveries effecting technology and the environment. Topics include what science is, research processes in science, solar system, states of matter, the atom, basic genetics, geology and plant life, the internet, and more. Instructor: Tope Igbekele

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

SCI 024 For class information [click here](#)

Jews in Cinema Part 2

Continue to explore movies with Jewish content including films during and about the Holocaust (post-World War II to the present) and films from Israel. Discuss the film's impact, and the background that led to the production of each film. Films such as such as Anne Frank, Exodus, and Sword in the Desert, and more. Instructor: Harry Ezratty

Total Cost: \$57 (Tuition: \$18 Fees: \$39)

ART 763 For class information [click here](#)

Jews in Literature Part 2

Continue to learn about other famous Jewish writers, such as Norman Malier, Irwin Shaw, Bernard Malamoud, Heinrich Heine, Emmanuel Kant and Harold Pinter and others. Explore their backgrounds and life, the genre, their important works and their influence and contributions. Instructor: Harry Ezratty

Total Cost: \$77 (Tuition: \$25 Fees: \$52)

HIT 126 For class information [click here](#)

Religious Responses to the Holocaust

Examine the reactions and responses to the Holocaust by the three major religions: Judaism, Christianity and Islam. Briefly review the Holocaust and its results. Hear some stories of rescuers and their motivations. Explore the responses of the thinkers of each faith and the effect it had on the theology of each faith. Instructor: Rabbi Floyd Herman.

Total Cost: \$77 (Tuition: \$25 Fees \$52)

HSL 133 For class information [click here](#)

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. Instructors: Toby Essrog (OM), Mark Hotz, Esq. (HV, CC)

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

PFA 191 For class information [click here](#)

Major Mills of the Patapsco Valley

Explore the history of the area's key mills and mill towns from the 16th through today. Using old photos, examine and discuss their location, how the government, economy, fire, and floods influenced their success and/or failure, and the current condition of the mills and towns. Instructor: Elizabeth (Betsy) McMillion

Total Cost: \$57 (Tuition: \$18 Fees: \$39)

HIT 086 For class information [click here](#)

Media Literacy Tool Kit

Tackle the complexities of today's media landscape and learn how to authenticate, analyze and evaluate the content from many sources. Learn the definition of media terms, tools to identify fake and flawed news and assess how objective or biased news content is. Evaluate real-life examples and ways in which propaganda is part of the media landscape. Presented through the Education Department of the Newseum.

Total Cost: \$57 (Tuition: \$18 Fees: \$39)

PDV 275 For class information [click here](#)

Medical Symposium: Innovation and Discovery

In partnership with the University of Maryland School of Medicine, learn from top doctors and researchers about recent discoveries and advancements in treatment on a variety of medical topics.

Total Cost: \$77 (Tuition: \$25 Fees: \$52)

FIT 077 For class information [click here](#)

Movers and Shakers of the Patapsco River Valley

Examine how key figures of this area from the 17th-19th centuries were an integral part of the industrial revolution. Through photos, learn about the lives and accomplishments of key persons, including: Charles Carroll of Carrolton, Caleb Dorsey, Benjamin Banneker, the Ellicott Brothers, Victor Bloede, Fred Besley, the B & O Railroad men, and how their accomplishments currently impact the modern Patapsco River Valley.

Instructor: Elizabeth (Betsy) McMillion

Total Cost: \$57 (Tuition: \$18 Fees: \$39)

HIT 087 For class information [click here](#)

Online Dating

Find your perfect match online! Learn from a marketing guru how you attract that special person by creating great photos, writing interesting bios, tweaking settings, learning the rules of safe online dating, reaching out and replying appropriately and avoiding scammers. Instructor: Wendy Rosen

Total Cost: \$57 (Tuition: \$18 Fees: \$39)

PDV 270 For class information [click here](#)

Philosophy for Clear Expression, Rigorous Thinking and Systematic Understanding

Examine and discuss philosophical questions of the human condition that allow us to acquire knowledge, understand the mind-body relation, determine what is fair/moral/ethical, review and revise decisions and thoughts, and define the meaning of life clearly and systematically. Instructor: Dr. Jose' Lopez-Gonzalez, PhD

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

PHI 004 For class information [click here](#)

Rock 'n Roll Legends: The Day the Music Died, Buddy Holly, Big Bopper, and Richie Valens

Explore the lives of these rock 'n roll pioneers including their early years, how they got their start, their "sounds", hits and the ill-fated Winter Tour of February 1959. Honor the lives of these early rock stars as we remember one of the most tragic events in music history, "the day the music died". Instructor: Patrick Heline

Total Cost: \$25 (Tuition: \$0 Fees: \$25)

HIS 645 For class information [click here](#)

Rock 'n Roll Legends: The Everly Brothers

Learn about the lives and legacies of this famous pioneering duo and their contribution to the early development of rock 'n roll. Explore the brothers' early years, their decision to go into music as a duo, rise to fame, hits, their later years including their legacy and lasting impact on the genre, and more. Instructor: Patrick Heline.

Total Cost: \$25 (Tuition: \$0 Fees: \$25)

HIS 675 For class information [click here](#)

The Baltimore Orioles: Years of Dominance, 1966 to 1983

Discuss how the Orioles were major league baseball's most successful team during this period. Examine the championship years, the team, the players, and how the "Oriole Way" defined a generation of baseball excellence. View the impact and influence these players and the organization had on Baltimore society and culture. Instructor: William Thompson

Total Cost: \$88 (Tuition: \$30 Fees: \$58)

HIT 106 For class information [click here](#)

The Craft of Writing

Writing stories, whether true or imagined, is a marvelous way of expressing yourself and influencing others. Learn to capture the right words on paper to convey emotion, educate and advocate by telling a timeless tale or relaying important information. Find enjoyment in the process, become a better writer and learn tactics for completing a book or series. Instructor: Leslie Atkins

Total Cost: \$100 (Tuition: \$35 Fees: \$65)

WRI 116 For class information [click here](#)

The History and Value of Antiques: Part 2

Learn how to expand upon existing knowledge of the fundamentals and historic periods of antiques with special emphasis on Chinese exports, Majolica, silver flatware, Flow Blue and American furniture and lamps including discussions of changes in styles from ancient times to the present. Instructor: Dixie Cook

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

HIS 859 For class information [click here](#)

The History of Computers

From slide rule and abacus to carrying a cell phone in your pocket, trace the history of how we calculate with this rapidly changing technology. Examine various computing methods and platforms. Class will be held at the Systems Solution Museum in Hunt Valley and includes lecture as well as hands-on demonstrations of historic equipment. Please provide a valid email address to receive location directions prior to the start date.

Instructor: Bob Roswell

Total Cost: \$57 (Tuition: \$18 Fees: \$39)

HIS 566 For class information [click here](#)

The Novels of Suburbia

Explore the fallen paradise of the American suburbs in the following five great works of literature: *Revolutionary Road* by Richard Yates, *White Noise* by Don DeLillo, *The Virgin Suicides* by Jeffrey Eugenides, *American Pastoral* by Philip Roth, and *The Corrections* by Jonathan Franzen. Compare and contrast authors, writing styles, themes, plots, settings, characters, and historical background. Instructor: Rob Jacobs

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

WRI 112 For class information [click here](#)

The Shape of Our World: The Two Thousand Year Mystery

Examine the history of the remarkable people who discovered, and eventually succeeded in resolving the two thousand year mystery of Euclid's fifth postulate. Topics include the history of geometry before the Greeks and the development of mathematics by the Greeks and the men who eventually solved the mystery and introduced non-Euclidean geometry to the world. Instructor: Greg Pevzner

Total Cost: \$77 (Tuition: \$25 Fees: \$52)

HIT 084 For class information [click here](#)

Top 10 Greatest Musical Duets of All Time

Sometimes two can be better than one given the right formula, chemistry and connection. Learn what elements make a successful duo between two voices, how the ranking was determined and listen to the greatest duet songs of all time. Discuss the performers, the chart history of the duet songs, and more. Instructor: Patrick Heline
Total Cost: \$25 (Tuition: \$0 Fees: \$25)

HIT 097 For class information [click here](#)

Tapas: The Wonderful World of Small Plates

Learn the basics of tapas (small plate) cooking of meat and vegetables originating in Spain. Apply this knowledge to buy, prepare and cook such recipes as asparagus wrapped in prosciutto and Manchego croquetas. All recipes will be demonstrated and provided. An ingredient fee of \$30 per person is due at the first class payable by check to Michelle's Kitchen. Instructor: Michelle Sapp

Total Cost: \$77 (Tuition: \$25 Fees: \$52)

CKG 240 For class information [click here](#)

The Films of Abbott and Costello

From their early career until their decline and eventual break-up, this comedy team progressed from forming a vaudeville act to radio comedy routines to Hollywood stardom in feature films such as One Night in the Tropics, Buck Privates, In the Navy, Keep 'em Flying, Rio Rita, and Abbott and Costello Meet the Keystone Kops. Instructor: George "Bill" Krause

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

HIS 415 For class information [click here](#)

Saints and Sinners: Scandals and Succession of the British Monarchs

Trace the history of England and Great Britain through the biographies of its monarchs from Arthurian times to the present. Discuss their lives and actions and you will see how the British Monarchy has elements of melodrama and farce, and even some soap opera qualities. Instructor: Jean Storrs

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

HIS 474 For class information [click here](#)

Selling Online Successfully

Learn how to upload your product information on the internet and how to complete transactions successfully. Find out the rules for selling items on eBay and Etsy, provide tips on how to present your items visually and what essential information is to sell, such as pricing, protecting your transactions, safeguards, and shipping. Instructor: Dixie Cook
Total Cost: \$88 (Tuition: \$30 Fees: \$58)

PCA 782 For class information [click here](#)

HIS 580

Spanish for Travelers

If future travel will take you to a Spanish-speaking culture, this class will help you learn how to pronounce and articulate useful words, phrases and sentences in Spanish to make basic tasks easier while staying in that foreign country. This class will also provide you with helpful information about Spanish culture and customs. Price of the in-class textbook is included in the overall cost of the course. Instructor: Jean Meyer

Total Cost: \$111 (Tuition: \$35 Fees: \$76)

HIS 580 For class information [click here](#)

Survey of Art History from the Ice Age to the Rococo Period

Gain an overview of seven periods of art including the Ice Age, Egyptian, Greek, Roman, Renaissance, Baroque and Rococo movements with emphasis on motivation and the creative spirit. Explore the history, styles, techniques, images, major works and important artists of each period. Instructor: Jim Kuhlman

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

ART 767 For class information [click here](#)

Survey of Art History of the 19th and 20th Centuries

Obtain an overview of each period of art in the 19th and 20th centuries including impressionism, post-impressionism, expressionism, cubism, pop and op art, surrealism and hyperrealism. Explore and compare the history, styles, techniques, images, major works and important artists of each period. Instructor: Jim Kuhlman

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

ART 768 For class information [click here](#)

Storytelling and Sound: Classical Music and the Writing Craft

Storytelling through sound! Based on the interest of the class, you will use classical music as a springboard for creative writing within the genres of fiction, nonfiction, and/or poetry. Listen to and learn about selected pieces of music and their composers and based on the music you will write in class and receive constructive feedback from your classmates and instructor. Instructor: Kris Faatz

Total Cost: \$100 (Tuition: \$35 Fees: \$65)

ART 739 For class information [click here](#)

Telling & Writing Your Family Story

From oral histories and genealogy to tales told around the dinner table, our knowledge and recollections of family stories are a combination of truth and imagination. Explore what it takes to capture your family or personal experiences. Learn to master the art of rereading and reworking and enjoying the process while continuing to write and learn how to progress from draft to published book. Instructor: Leslie Atkins

Total Cost: \$100 (Tuition: \$35 Fees: \$65)

HIS 555 For class information [click here](#)

Ten Great Poets

As old as language itself, poetry attempts to express the inexpressible. Investigate the greatest poets of the past 200 years and how they changed human consciousness through their works. Explore a different poet each week including Keats, Dickinson, Yeats, Eliot, Plath. Compare and contrast these poets writing styles, themes, characters, and more. Instructor: Rob Jacobs

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

WRI 114 For class information [click here](#)

Understanding Genetics

Examine the fascinating world of genetics. Learn how genes are the building blocks that create all life forms and touch so many aspects of our lives. Discover the early history of the science, Gregor Mendel's role in genetics, DNA and the Human Genome Project, and the future of genetic diagnosis and gene therapy. Instructor:

Dr. Howard Cohn

Total Cost: \$99 (Tuition: \$35 Fees: \$64)

HIT 122 For class information [click here](#)

U.S. Presidential Elections Since World War II

Learn how economic and political systems have developed, and influenced elections. Examine the realignment of the New Deal during the Great Depression and the four elections of Franklin D. Roosevelt, the transformation of the Republican Party after the war and how it's changing today, and more. Instructor: William Thompson

Total Cost: \$83 (Tuition: \$30 Fees: \$53)

HIS 142 For class information [click here](#)

Working Women in Films

Examine films that depict the shifting roles in the lives of working women throughout several decades. View films such as His Girl Friday, Adam's Rib, The Miracle Worker, First Monday in October and Mr. Mom. Identify the changes in plots and characterizations, the techniques that created the genres of romance, thriller and adventure and the ways these films conveyed the changing cultural messages.

Instructor: Arnold Blumberg, PhD

Total Cost: \$90 (Tuition: \$30 Fees: \$60)

HIT 127 For class information [click here](#)

Writing to Capture Memories

Whether it is a memoir or a fictional account that resonates with something in the past, writing a book is a great way to capture and share memories of a time, place, person, idea, or event. Explore creative strategies while you work on book-length or shorter pieces. Learn how to progress from draft to published book. Instructor: Leslie Atkins

Total Cost: \$100 (Tuition: \$35 Fees: \$65)

WRI 110 For class information [click here](#)

LUNCH AND LEARN

Reconstruction Amendments

Examine the pivotal reconstruction amendments, (13th, 14th, and 15th) to the United States Constitution. See how these amendments changed the Constitution in various ways particularly on the topics of slavery, expanding citizenship rights, and extending voting rights. They were also the seeds that grew into the modern civil-rights movements of the late 19th and 20th centuries. Lunch to follow at Basta Pasta.

Instructor: Dr. Lester Brooks

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

HIT 114 For class information [click here](#)

A Hot Time in the Old Town: Great Baltimore Fire of 1904

Learn how this nearly 30-hour fire destroyed the entire central business district, burned 140+ acres, damaged 2,500 companies, caused over \$100 million in losses and resulted in only two lives lost. Discuss the investigation of the suspected cause, the path of destruction and the roles played to protect and rebuild Baltimore. Also, examine how cities deal with major crises. Lunch to follow at The Peppermill. Instructor: Patrick Heline

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

HIT 192 For class information [click here](#)

Theater in Ancient Greece

Explore the psychological and social issues that ancient Greek theater addressed. Discuss the works of playwrights such as Aeschylus, Sophocles, Euripides, and Aristophanes and examine the origins, structure, and setting of Greek theater and its enduring influence on the foundation of most modern entertainment. Lunch to follow at Olde Philadelphia Inn. Instructor: Robert "Bob" Baer, PhD

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

HIT 101 For class information [click here](#)

Folk Music in the Living Room

Join us as we learn about and enjoy folk music from the 1930s to the 1970s from a performing artist. Explore the components that make great folk music and determine which folk music is patriotic, which are spirituals and which are ones inspired by the civil rights movement. Lunch to follow at Artful Gourmet Bistro. Instructor: Canter Karen Webber

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

MUS 009 For class information [click here](#)

Women in 19th Century America

Learn about the history and status of women in the 1800s in the United States. Explore their lack of rights, and the issues and challenges they faced. Examine how the women's movement took hold, the progress they made and the legacy they left for future generations. Lunch to follow at Glyndon Grill. Instructor: Robert "Bob" Baer, PhD
Total Cost: \$64 (Tuition: \$0 Fees: \$64)

HIT 134 For class information [click here](#)

The Life & Impact of Malcolm X

Explore his life from the early years as Malcolm Little to Detroit Red to Malcom X to El Hajj Malik el Shabazz. Examine how his ideology changed over the years because of his experiences. Topics cover his Harlem experience, Black Nationalism, ideological differences with Dr. Martin Luther King, and ultimately, his assassination. Lunch location to be determined. Instructor: Dr. Lester Brooks

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

HIT 115 For class information [click here](#)

Fanfare for the Uncommon Man: Aaron Copland

Learn about the life, career and legacy of Aaron Copland, an American concert musician. Explore his family background, educational training, successes, works, political leanings and his legacy. Hear samples of his music. Lunch to follow at Artful Gourmet Bistro. Instructor: Jonathan Palevsky

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

MUS 010 For class information [click here](#)

Homes and Stories of the Green Spring Valley

Discover the homes and stories of the Green Spring Valley including Atamasco, Cliffholme, Come by Chance, Brandonwood, and Rainbow Hill. Lunch to follow at Milton Inn. Instructor: Jeff Wible

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

HIS 940 For class information [click here](#)

The Unknown Johns Hopkins

Learn about the life, career, achievements and legacy of Johns Hopkins from the author of the book "The Ghost of Johns Hopkins". Explore what life was like in Baltimore during his lifetime, the evolution of medical care, and the effect of race relations on the practice and philosophy of medicine in Baltimore. Lunch to follow at Glyndon Grill. Instructor: Antero Pietila

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

HIT 124 For class information [click here](#)

Jefferson's Poplar Forest and the Fate of Monticello

Jefferson sought a retreat after his presidency, and designed and built these two homes for his private use. Poplar Forest allowed him to carry on his favorite pursuits of thinking, studying and reading; Monticello, however, presented a financial challenge that led to bankruptcy. Learn about the sale, purchase, and plans to save this home. Lunch to follow at Milton Inn. Instructor: Dave Udris

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

HIT 132 For class information [click here](#)

Dealing with Difficult People

Join us as we learn to identify common difficult behaviors and the coping strategies and listening skills that can turn conflict into cooperation, emotion into reason and hidden agendas into honest dialogue. Lunch to follow at Artful Gourmet Bistro. Instructor: Bev Rosen

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

PDV 274 For class information [click here](#)

The Cone Sisters

Discuss the Cone sisters, Claribel and Etta, native Baltimoreans who amassed a collection of some of the greatest and most innovative art of their time. Learn how their extensive travels enabled them to acquire a variety of art and become friends with the likes of Gertrude Stein and Henri Matisse. Lunch to follow at BlueStone.

Instructor: Nancy Lotz

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

ART 761 For class information [click here](#)

Tour of Johns Hopkins Press

Join us as we visit the facilities of The Johns Hopkins Press, a very successful college publishing company. Walk through the departments to learn the steps necessary to complete the production of magazines and books. Explore the history of the press and some of its most recent products. Lunch to follow at Marie Louise. Guide: Jack Holmes

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

HIT 121 For class information [click here](#)

Baltimore: Mid-Century People, Places, Priorities in the 1950s

View how this unexpectedly dynamic decade made lasting changes to the way people lived, where they lived and worked, and how they moved in and around their environment. Discuss many topics including returning WWII veterans, entertainment/recreation, the "Red Scare", popular culture, and how 21st century Baltimore had roots in these years. Lunch to follow at Fazinni's. Instructor: Jack Burkert

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

HIT 105 For class information [click here](#)

Portrait of a Marriage: Julia and Paul Child

Learn about the interesting and legendary marriage of these two people. Her love of food and cooking coupled with her husband Paul's love of photography made a partnership that turned the culinary world upside down. Explore their lives from their first meeting through their creation of so many iconic cookbooks together. Lunch to follow at The Peppermill. Instructor: Nancy Lotz

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

HIT 111 For class information [click here](#)

This Day in History: The Death of a President, William Henry Harrison

Examine the life of the oldest man elected to the presidency and the first one to die while in office. Harrison also delivered the longest inaugural address in American presidential history and served the shortest term in office. Discuss the causes and events that led to his death and evaluate his legacy on American history. Lunch to follow at BlueStone. Instructor: Patrick Heline

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

HIT 091 For class information [click here](#)

Walking Tour of Sagamore Farm

Explore Sagamore Farm's rich history as a premier breeding and racing center on a guided behind-the-scenes tour of the barns, track, and horse cemetery amidst the rolling hills of scenic Worthington Valley. Learn how the Sagamore team and owner Kevin Plank are working to energize Maryland Thoroughbred Racing. Lunch to follow at Glyndon Grill.

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

HIT 137 For class information [click here](#)

From Stockholm to Broadway--the journey of ABBA and their hits from Sweden to Broadway's "Mamma Mia"

Experience the amazing story of this legendary Swedish group. Discuss how they met in the early '70s, acquired their iconic sound and then took Australia, U.S. and Europe by storm. Trace the development of their songs/content and how their hit "Mamma Mia" found its way to Broadway and film. Get ready for the glam and "sing-along"! Lunch to follow at BlueStone. Instructor: Ellen Katz

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

HIS 620 For class information [click here](#)

We Always Told Steel Stories

Learn about the development of Bethlehem Steel and the growth of the Sparrows Point community through personal interviews and video clips collected by the author of "All We Do is Talk about Steel". Explore the building of the union and the campaign for civil rights and women's rights within the union and the slow demise of the steel industry in Baltimore. Lunch to follow at Glyndon Grill. Instructor: Bill Barry

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

HIT 131 For class information [click here](#)

Leonard Bernstein: Musician Extraordinaire

Explore the life, musical career and important contributions of Leonard Bernstein, an outstanding conductor, composer of popular and classical pieces, music director, musical educator and television personality. Join us as we listen to some of his music and examine his successes and the legacy he left us all. Lunch to follow at Artful Gourmet Bistro. Instructor: Jonathan Palevsky

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

MUS 011 For class information [click here](#)

Remember V-E Day, May 8th, 1945

Remember what closed out this dynamic time in history and how a new world order was created in its aftermath. Review events and campaigns including the Battle of Berlin, Hitler's death, surrender of the German army, surrender terms, Yalta and Potsdam conferences and the reactions of people around the world for V-E Day. Lunch to follow at The Peppermill. Instructor: Bob Mullauer

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

HIT 096 For class information [click here](#)

Two Red Hot Mamas

Compare and contrast the lives, careers and styles of Sophie Tucker and Fannie Brice through song and theater. Learn how they began on the vaudeville stage and moved to the concert stage and then to radio and television from a musical entertainer and cantor. Lunch to follow at Glyndon Grill. Instructor: Cantor Karen Webber

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

ART 771 For class information [click here](#)

Napoleon's Women

Examine how the relationships that Napoleon Bonaparte had with women were such a crucial part of his "rags to riches to rags" story as we discuss one of history's most famous military leaders and statesmen and the role that women played in his life. Lunch to follow at Olde Philadelphia Inn. Instructor: Bob Mullauer

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

HIS 369 For class information [click here](#)

South Pacific--Remembering the End of World War II

September 2020 will mark the 75th anniversary of the end of WWII. Relive James Michener's true adventure of fighting the Japanese on a tropical island and discuss the end of WWII through this iconic musical. Instructor Ellen Katz will don the familiar baggy sailor's costume to lead the singing of some of the classic tunes from the musical. Lunch to follow at BlueStone.

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

HIS 623 For class information [click here](#)

The Beatles in Baltimore

Join a Beatles enthusiast as she lectures on the one and only Beatles' visit to Baltimore on September 13, 1964. Examine the Beatles' concert at the Baltimore Civic Center and discuss the historical booking, uncover special facts and more about the concert, and learn what impact that the Beatles had on their fans here in Baltimore. Lunch to follow at Basta Pasta. Instructor: Amy Andrews

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

HIT 103 For class information [click here](#)

Myths of the Founding Fathers and Mothers

Examine the widespread myths concerning America's beginning; how myths arose and what historians say really happened. Discuss popular misunderstandings about Columbus, the Pilgrims, George Washington, Molly Pitcher, Paul Revere, and others. Lunch to follow at Olde Philadelphia Inn. Instructor: Robert "Bob" Baer, PhD

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

HIT 102 For class information [click here](#)

Women Who Changed the World with Their Genius

Learn about unknown women who were ahead of their time and invented items decades ago that we take for granted today, such as the dishwasher, refrigerator, heated seats, paper grocery bags, windshield wipers, computers and the fire escape to name a few. Explore their backgrounds, their lives and the reasons and inspirations for these inventions. Lunch to follow at Glyndon Grill. Instructor: Barbara Blumberg

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

HIT 136 For class information [click here](#)

Oscar Hammerstein 2nd: A Musical Theater Legend

Learn about the life and contributions of Oscar Hammerstein to the musical theater in the 20th century. Explore his early life and career, the shows in which he collaborated with Jerome Kern and Richard Rogers, his personal life and beliefs and his influence on American musical theater. Hear and view segments of some of his outstanding shows and songs. Lunch to follow at The Peppermill. Instructor: Sandy Livingston

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

HIS 395 For class information [click here](#)

History of Elkridge

Learn about the rich history behind one of Maryland's oldest seaports, from its humble beginnings as a 16th century seaport, to its importance during the American Revolutionary War. Explore growth and development during the industrial revolution and Civil War, along with the historic landmarks and oral histories of the area. Lunch to follow at The Elkridge Furnace Inn. Instructor: Elizabeth (Betsy) McMillion

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

HIT 085 For class information [click here](#)

PHOTOGRAPHY

Introduction to Digital Photography

Learn how to become confident in using your digital camera: the various symbols and buttons, loading, organizing, printing, storing and sharing images. Instructor: Lee Klima
Total Cost: \$79 (Tuition: \$25 Fees: \$54)

ART 704 For class information [click here](#)

Digital Photograph Enhancement

Learn how to enhance, edit and touch-up digital photographic images as well as restore faded and torn photographs on the computer from Photoshop and free photo-enhancing programs. Prerequisite: Introduction to Digital Photography. Instructor: Lee Klima
Total Cost: \$79 (Tuition: \$25 Fees: \$54)

ART 705 For class information [click here](#)

WELLNESS AND FITNESS

Aerobics for the Senior Adult: A Low Impact Routine

A low impact aerobic workout designed for the Senior Adult that devotes a half-hour to cardio and a half-hour to body toning. An ideal class to learn basic moves, develop an exercise routine that best fits you, and is fun to do. Instructor: Dr. Nina Bazemore
Total Cost: \$54 (Tuition: \$5 Fees: \$49)

FIT 073 For class information [click here](#)

Aqua Fitness

Learn to perform low impact activities, improve the cardio-respiratory, muscular strength, endurance and flexibility. Instructor: Ruth Lynch
Total Cost: \$129 (Tuition: \$0 Fees: \$129)

FIT 581 For class information [click here](#)

Aqua Zumba

Experience this specialty fitness course for beginners and active older adults that integrates Zumba Gold program with a traditional aqua fitness discipline. Combines low-impact aerobics exercises and body toning to music at a slower more exaggerated pace in the water; a safe, challenging, fun, water-based workout. Instructor: Regina Paige (CRN #72430); Instructor: Ruth Lynch (CRN #: 70994)
Total Cost: \$79 (Tuition: \$0 Fees: \$79)

FIT 955 For class information [click here](#).

Better Health and Wellness for the Senior Adult

Improve health and wellness through education and lifestyle awareness training. Cover health concepts and practices, the cardiovascular system, muscle strength and endurance, coordination and balance, body composition, nutrition and behavior modification. Instructor: Nancy Poznak

Total Cost: \$102 (Tuition: \$35 Fees: \$67)

FIT 916 For class information [click here](#)

Chair Exercises for the Senior Adult

Explore this modified, low-intensity chair exercise course in a fun environment, designed to improve mobility, balance, strength, muscle toning, flexibility, range of motion, and cardiovascular health. In addition, you will discuss nutrition and healthy habits to improve life style and will develop an exercise routine that best fits your needs.

Instructor: Dr. Nina Bazemore

Total Cost: \$54 (Tuition: \$0 Fees: \$54)

FIT 075 For class information [click here](#)

Chair Pilates

Focus on improving core strength, balance, posture, flexibility, breathing, muscle tone, and more in this modified program. Specifically designed to maintain independence and quality of life. Expect to practice exercises dealing with muscle strengthening, nervous system improvement, mental clarity, stress reduction, balance control, joint pain reduction, and more. Instructor: Dr. Nina Bazemore

Total Cost: \$54 (Tuition: \$0 Fees: \$54)

FIT 083 For class information [click here](#)

Core Skills in Developing Mindful Self-Compassion

Stop being so hard on yourself by cultivating self-compassion skills for everyday life. Learn how to handle difficult emotions and thoughts, such as sadness, anger, confusion and inadequacy with greater ease, and how to encourage and comfort yourself by using compassionate responses such as kindness, sympathy and understanding. Instructor:

Eva Sivan, PhD

Total Cost: \$88 (Tuition: \$30 Fees: \$58)

PDV 271 For class information [click here](#)

Gentle Yoga

This less intense, non-strenuous, quiet, meditative and restorative practice is especially welcome for those who don't have the flexibility, coordination and strength which many yoga poses portray. A good option for those who want a softer, nurturing, slower-pace. Includes range-of-motion exercises. Wear comfortable clothes and bring a yoga mat, yoga strap, and blanket to each class session. Instructor: Brooke Fiske

Total Cost: \$90 (Tuition: \$30 Fees: \$60)

FIT 087 For class information [click here](#)

Herbs for Health and Aromatherapy

Discover the powerful effect scent has on the body and how scents can improve health and well-being. Gain insight into the benefits of aromatherapy, how to use essential oils, and blend them for your personal use. Learn about safety protocols, and oils that are traditionally used for specific purposes. Instructor: Dr. Nina Bazemore

Total Cost: \$79 (Tuition: \$25 Fees: \$54)

FIT 085 For class information [click here](#)

Interval Aqua Aerobics

Increase fat-burning capacity with this training. Includes six to nine interval cycles each consisting of a combination of low intensity water exercises and one high intensity set with a brief rest between cycles. Instructor: Ruth Lynch

Total Cost: \$79 (Tuition: \$0 Fees: \$79)

FIT 037 For class information [click here](#)

Interval Aqua Aerobics

Increase your physical fitness level through aqua interval training which facilitates high-energy expenditure and can increase fat burning. Consists of low-intensity water exercises and one high-intensity set. Warm-up and stretch then proceed through six to nine interval cycles, each followed by a brief rest before beginning the next cycle; relaxation and cool-down follow.

Total Cost: \$79 (Tuition: \$0 Fees: \$79)

FIT 051 For class information [click here](#)

Mindful Meditation

Through discussion and experiential practice of formal and informal mindful awareness techniques, you will learn how to reduce stress, break from automatic responses and improve your emotional, physical and mental well-being. Instructor: Eva Sivan, Ph.D.

Total Cost: \$79 (Tuition: \$25 Fees: \$54)

PDV 240 For class information [click here](#)

Self-Care for Caregivers

Learn to identify sources of strength and resilience that, as a caregiver, you can utilize to reduce stress while caring for others. You will be able to recognize the causes of stress and barriers to self-care. Determine personal needs and create a plan for self-care and self-compassion. Instructor: Eva Sivan, PhD

Total Cost: \$25 (Tuition: \$0 Fees: \$25)

PVD 272 For class information [click here](#)

Self-Defense Basics

No situation can be 100% safe whether at school, work or home. Gain the training and awareness needed to avoid a confrontation or attack and how best to respond if you must defend yourself. Through a variety of situations and scenarios you'll be able to practice appropriate responses and investigate available options. Instructor: Paul Jakubowski

Total Cost: \$79 (Tuition: \$25 Fees: \$54)

PDV 257 For class information [click here](#)

Tai Chi I

Learn to relax and energize simultaneously. Decrease tension through participation in this meditation called Dance of Life. Combines coordination, balance and flexibility into rhythmic motion and gentle exercise. Excellent for all ages. Wear comfortable clothing and flat shoes. Instructor: Paul Jakubowski (CRN #70990); Ed Livingston (CRN #70989).

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

FIT 495 For class information [click here](#)

Therapeutic Yoga for All Ages

Learn how these yoga practices can improve flexibility and help develop or regain muscle and bone strength. Topics include techniques of deep relaxation and mental clarity, improving flexibility and balance, and developing an exercise routine that fits you best. Instructor: Sandra Nicht

Total Cost: \$90 (Tuition: \$30 Fees: \$60)

FIT 082 For class information [click here](#)

Walk with a Purpose: Exercise for Better Health

This unique exercise will introduce purposeful walking as a consistent form of exercise. Learn the difference between leisure walking, exercise walking, and race walking, and how walking up and down the grocery store aisle is different from walking around the neighborhood. Gain core strength, increase blood flow, strengthen your heart and stimulate your brain. Meet outside of CCBC Hunt Valley building. Instructor: Jack Beach

Total Cost: \$54 (Tuition: \$0 Fees: \$54)

FIT 084 For class information [click here](#)

Water Aerobics

Perform these water exercises at the shallow end of the pool using the resistance of the water force as the weight. You don't need to swim or get your head wet.

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

FIT 103 For class information [click here](#)

Water Aerobics

Experience water exercises in the shallow end of the pool. You do not need to be a swimmer or get your head wet because all of the exercises are performed in a resistance style using the water force as the weight. Perfect for people who dislike jogging or other activities but want to stay in shape.

Total Cost: \$79 (Tuition: \$0 Fees: \$79)

XXX 841 For class information [click here](#)

Yoga I

If you have wanted to step into the waters of yoga, here is your opportunity. Explore this practice that is often so beneficial to body, mind and spirit. Learn foundational poses to enhance fluidity and posture, determine the areas of tension and ease them using breathing and movement along with other yoga skills. Wear comfortable clothing, bring a yoga mat, yoga strap and blanket to each session. Instructor: Brooke Fiske.

Total Cost: \$90 (Tuition: \$30 Fees: \$60)

FIT 086 For class information [click here](#)

Yoga Therapeutics for Seniors

Learn how these practices can improve flexibility and help develop/regain muscle and bone strength. Gain techniques for deep relaxation and mental clarity. Instructor: Jana Long

Total Cost: \$54 (Tuition: \$0 Fees: \$54)

FIT 952 For class information [click here](#)

YOUTH

ART

Art: Cartooning (Ages 10-15)

Explore basic design and develop drawing and storytelling skills. Learn fundamental techniques of drawing people, animals and inanimate objects.

Total Cost: \$179 (Tuition: \$0 Fees: \$179)

ART 544 For class information [click here](#)

Children's Drawing Workshop (Ages 7-10)

Build visual skills, increase self-confidence and be creative through a fun, exploratory, skills-building class focusing on drawing. Explore basic drawing techniques through a variety of materials and exercises.

Total Cost: \$135 (Tuition: \$0 Fees: \$135)

ARB 005 For class information [click here](#)

Japanese Animé and Manga (Ages 10-15)

Learn drawing techniques, character and story development, plus get an insight into Japanese culture. You'll come to understand and appreciate Asian mythology, symbolism, martial arts, and Zen philosophy.

Total Cost: \$179 (Tuition: \$0 Fees: \$179)

ART 115 For class information [click here](#)

COLLEGE PREP

SAT Test Prep (Ages 14-17)

Get tips for preparing for the test using full-length, official SATs. A 4-hour pretest will show your strengths and weaknesses; a 4-hour post-test review will focus on how to achieve the greatest score, and learn test-taking strategies to improve speed, accuracy, and confidence. Presented in partnership with Cambridge Educational Services, America's #1 Campus-Based Test Prep. Textbook is required and included in the cost of the course. Students must be present on 9/7 for pre-test and 10/26 for post-test.

Total Cost: \$559 (Tuition: \$59 Fees: \$500)

ADS 142 For class information [click here](#)

Creative Writing for High School (Ages 14-17)

Zoom into the world of your imagination and create free verse, blank verse, lyric poetry, character sketches, personal narratives, and dramatic monologues. Learn techniques of journal writing and discover what it takes to write a great story. Students will publish a literary magazine using a PC.

Total Cost: \$169 (Tuition: \$0 Fees: \$169)

ADS 309 For class information [click here](#)

COOKING

College Bound Cooking (Ages 16-17)

Have fun learning cooking skills and be ready for your independent campus living. Focus on quick, delicious, healthy and budget-friendly recipes perfect for every student. Learn cooking techniques, essential ingredients, go-to recipes and food storage. You'll make a variety of breakfasts, power snacks, tasty lunch and dinner dishes, soups, and desserts. Cost of food included in the cost of the course.

Total Cost: \$215 (Tuition: \$0 Fees: \$215)

CKG 241 For class information [click here](#)

Cooking Camp: Comfort Food (Ages 9-11)

Get ready to cook up a storm in this culinary workshop. Learn to make mouth-watering meals that comfort your body and soul such as macaroni and cheese, spaghetti and meatballs, fried chicken, pizzas, chicken noodle soup, chocolate chip cookies, blueberry pie and more. Learn about nutrition, proper food handling and cooking tool safety as you learn basic of cooking techniques. All levels of cooking experience are welcome.

Cost of food included in the cost of the course.

Total Cost: \$215 (Tuition: \$0 Fees: \$215)

CKG 148 For class information [click here](#)

Cupcake Creations (Ages 7-10)

Learn basic decorating techniques including swirls, flowers, or monograms and get your hands in some fondant and marzipan. Material/food cost of \$35 due at first class.

Total Cost: \$114 (Tuition: \$0 Fees: \$114)

CKG 133 For class information [click here](#)

Kids Can Cook: Baking and Cooking Basics (Ages 9-11)

Join us in this fun and yummy class! You'll learn basic techniques of baking and cooking as you make delicious breakfast, lunch and dinner dishes together. Enjoy sharing the meals while learning useful cooking methods such as sautéing; stir frying, baking, blanching, broiling, and braising. Good nutrition and balanced diet, proper food handling and cooking tools safety will also be covered. All levels of cooking experience are welcome. Cost of food included in the cost of the course.

Total Cost: \$215 (Tuition: \$0 Fees: \$215)

CKG 169 For class information [click here](#)

Kids Cooking for Life (Ages 10-15)

Learn basic cooking and baking skills that you can take with you anywhere. Topics include knife skills, kitchen safety, sautéing, stir-frying, steaming, deep-frying, baking, broiling and braising. Emphasis on self-esteem, nutrition, delicious healthy meals. Cost of food included in the cost of the course.

Total Cost: \$114 (Tuition: \$0 Fees: \$114)

CKG 185 For class information [click here](#)

Teen Iron Chefs: Comfort Food (Ages 12-16)

Combine your two favorite activities: cooking and eating! You make mouth-watering meals that comfort your body and soul such as macaroni and cheese, spaghetti meatballs, fried chicken, pizzas, chicken noodle soup, chocolate chip cookies, and blueberry pie and more. Learn about nutrition, proper food handling and cooking tools safety as you learn the basics of cooking techniques. All levels of cooking experience are welcome. Materials/food cost of \$40 due at first class.

Total Cost: \$105 (Tuition: \$0 Fees: \$105)

CKG 160 For class information [click here](#)

HOME SCHOOL DESTINATIONS @CCBC

Algebra 1 Tutorial (Ages 11 and up)

Review algebraic concepts including finding the numerical value in an algebraic expression, factoring binomials and trinomials, plotting X and Y and finding the values, graphing linear equations, using substitution and comparison and creating arithmetic or geometric series.

Total Cost: \$189 (Tuition: \$0 Fees: \$189)

PDV 083 For class information [click here](#)

Beat It! (Ages 10-14)

Learn basic drum techniques and apply them to your favorite music sound tracks. You will need to bring your own practice pads and sticks to class. For purchasing information please call: 443-840-2428.

Total Cost: \$69 (Tuition: \$0 Fees: \$69)

ART 063 For class information [click here](#)

Beginning Group Vocal Class (Ages 10-15)

This class will help you improve your range, sing with more confidence and stage presence, and develop your over-all tone quality.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

MUS 244 For class information [click here](#)

Ceramics Studio for Teens (Ages 12-16)

Learn clay hand-building and wheel-throwing skills along with pinching, coiling, slab construction, and basic wheel-throwing. Decorating techniques including embossing, glazing, and surface decoration are covered in a final class project. \$20 material cost due at first class.

Total Cost: \$135 (Tuition: \$0 Fees: \$135)

ART 715 For class information [click here](#)

Cooking Camp: Master Chef Junior (Ages 10-15)

Go bold or go home! This cooking class is for kids who love to cook and are looking for culinary challenges. Tackle new, exciting recipes and cooking techniques from Master Chef Junior Cookbook to create snacks and starters, fish and shellfish, meat and poultry, pasta, sides and salads, and desserts. Join us and be inspired!

Total Cost: \$215 (Tuition: \$0 Fees: \$215)

CKG 233 For class information [click here](#)

CPR AED and First Aid for Youth (Ages 12-16)

Would you know what to do in a medical emergency? Would you be able to care for someone who needed your help? This course will give you the skills and confidence you need to handle any medical emergency that may arise. The CPR and AED portion of the class covers CPR and AED use for adults, children and infants. The first aid portion covers over 30 different illnesses and injuries. This class is very hands-on which allows you to perfect your first aid skills. This course results in CPR AED First Aid certification through the American Heart Association. Tuition includes a first aid kit and CPR card.

Total Cost: \$239 (Tuition: \$0 Fees: \$239)

AHL 177 For class information [click here](#)

Drone Adventures for Kids and Teens (Ages 10-15)

Discover your new passion and learn to build your own drone using step-by-step building and drone technology. Explore how all parts of it work, along with current drone industry's application and usefulness. Learn to read an aerial map, review aerodynamic principles/flight safety/flight skills. Discuss how this technology has already affected our lives. Everyone gets to bring home his/her drone.

Total Cost: \$225 (Tuition: \$0 Fees: \$225)

SCI 031 For class information [click here](#)

Effective Academic Writing for High School (Ages 14-17)

Learn some practical skills for creating effective writing including strong introductions/conclusions, essay composition, revisions, and writing in a timed situation. Add new strategies to your repertoire of writing skills. Practice writing and gain confidence in recognizing and correcting grammatical errors through understanding of the fundamentals of sentence structure, punctuation, and word usage.

Total Cost: \$175 (Tuition: \$10 Fees: \$165)

WRI 088 For class information [click here](#)

LANGUAGES

FLA 393

Beginning Sign for Kids (Ages 7 and up)

Learn how to sign the alphabet, greetings, and various animals, foods, colors, and more while engaging in outdoor and indoor games, activities and crafts. This is the most “quiet” fun for your kids will have! Designed for students who can hear and who want to learn American Sign Language.

Total Cost: \$189 (Tuition: \$0 Fees: \$189)

FLA 393 For class information [click here](#)

Conversational Spanish (Ages 7 and up)

Home school students will have fun while learning pronunciation and conversational skills. Students will construct sentences in the affirmative, negative, and interrogative forms and use them in conversation.

Total Cost: \$189 (Tuition: \$0 Fees: \$189)

FLA 397 For class information [click here](#)

Conversational Spanish Level 2 (Ages 7 and up)

Home school students; continue to improve your conversational Spanish! Pronunciation, reading, and writing will be developed further, and conversational skills using the present tense of regular and irregular verbs will be emphasized.

Total Cost: \$189 (Tuition: \$0 Fees: \$189)

FLA 408 For class information [click here](#)

General Music Class for Homeschoolers (Ages 10-15)

A perfect class for those with little to no musical experience to be able to learn the basic elements of rhythm, harmony, and note reading. Explore playing percussion instruments and recorders, singing folk songs and seasonal literature and employ music games in an age-appropriate manner.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

ART 086 For class information [click here](#)

High School Chemistry Lecture and Lab - Part 2

Continue to learn principles of chemistry in this second of a two-semester lecture/lab series. Part II includes a review of Part I and an introduction to Part II, types of chemical reactions, activity series, formula of a hydrate, percent yield of salt, types of solutions, titration of acids and bases. Prerequisite: High School Lecture and Lab Part I.

Total Cost: \$275 (Tuition: \$20 Fees: \$255)

CHE 002 For class information [click here](#)

Intro to the Piano (Ages 9-13)

Gain basic keyboard skills such as basic finger positions, rhythmic patterns, and learn to perform a beginner's-level piece of music. Work on a full-sized keyboard. Bring a set of earphones to class.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

MUS 026 For class information [click here](#)

MUSIC

Keyboard Geography (Ages 5-8)

Learn to make beautiful music through the use of musical games introducing basic keyboard skills. Learn about notation, hand and finger number recognition, solfedge singing and hand and body coordination. Each child must be accompanied by a parent or caregiver.

Total Cost: \$75 (Tuition: \$0 Fees: \$75)

MUS 084 For class information [click here](#)

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. Earphones permit silent practice.

Total Cost: \$135 (Tuition: \$0 Fees: \$135)

XXX 799 For class information [click here](#)

Guitar for Teens (Ages 10-14)

Learn to tune and maintain a guitar, basic chord progressions, hand positions and strumming techniques. Explore how to purchase appropriate music, strings and equipment. Prior experience not necessary. Bring a guitar to class.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

MSC 058 For class information [click here](#)

Kids with Guitars (Ages 9-11)

Study guitar in an age-appropriate manner. Learn strumming and body alignment techniques appropriate to children's growing muscles. Explore basic guitar maintenance, chord progressions, tablature and simple songs. Bring a guitar to class.

Total Cost: \$79 (Tuition: \$0 Fees: \$79)

ART 404 For class information [click here](#)

PRIVATE LESSONS

Private music lessons on most instruments and voice are offered for both youth (6 or older for piano, 8 or older for other instruments, and 13 or older for voice) and adult students. Intensive one-on-one instruction provides individual attention appropriate to all skill levels and ability. Lessons are arranged on an individual basis with the appropriate instructor. Instruments are not provided. Before registering, call 443-840-1646 to make arrangements for placement.

Private Lessons - 1/2 Hour (6 Sessions)

Total Cost: \$129 (Tuition: \$0 Fees: \$129)

XXX 961 For class information [click here](#)

Private Lessons - One Hour (14 Sessions)

Total Cost: \$595 (Tuition: \$0 Fees: \$595)

XXX 801 For class information [click here](#)

Private Lessons - One Hour (6 Sessions)

Total Cost: \$258 (Tuition: \$0 Fees: \$258)

XXX 965 For class information [click here](#)

Private Lessons - 1/2 Hour (14 Sessions)

Total Cost: \$295 (Tuition: \$0 Fees: \$295)

MUS 120 For class information [click here](#)

SELF-DEVELOPMENT

Babysitter's Training

Learn valuable skills and knowledge necessary to safely and responsibly give care to children and infants. Earn First Aid and CPR certification. By Maryland law, a babysitter must be 13 years of age unless an adult is present. Course fee includes text, booklets, and certification cards. Students MUST be age 12 or older. There are no make-ups.

Total Cost: \$229 (Tuition: \$0 Fees: \$229)

CHI 053 For class information [click here](#)

Safe at Home, Safe Alone (Ages 7-11)

There will be unexpected emergencies when it will be necessary to leave your child home alone. Be prepared and feel confident by planning some trial runs. Handled well, staying home alone can be a positive experience for a child by giving them a sense of self-confidence and independence. This class will cover kitchen safety, dealing with emotions, creating a safe home, basic safety rules, phone/internet safety, answering the door, stranger safety, fire/weather/first-aid emergencies, and recognizing an emergency and how to handle it. The course will result in a certificate of completion and First-Aid certification from the American Heart Association.

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

PDV 252 For class information [click here](#)

Youth Introductory Swimming

Basic swimming competency, breathing, kicking, and personal water safety will be presented including water entry/exit, stroke development/mechanics, elementary backstroke, breathe control and air exchange, underwater swimming, treading, front and back floating, gliding skills, arm and leg motion, and more. Parents or guardian requested to stay on premises. Bring a lock, flip-flop, goggles and a towel. Swim caps optional. Upon successful completion you will receive an American Red Cross swim certificate.

Total Cost: \$160 (Tuition: \$0 Fees: \$160)

FIT 080 For class information [click here](#)

Youth Intermediate Swimming

Improve the fundamental skills taught in the Youth Introductory swimming course. Gain an introduction to more advanced swim strokes, kicks and advanced water safety skills. Execution in the refinements of the elementary backstrokes, underwater swimming, front and back crawl, and introduction to butterfly stroke will be presented. Prerequisite: instructor will assess student's ability to swim 50 yards or the student must complete the Youth Introductory Swimming class. Bring a lock, flip-flops, goggles and a towel. Swim caps optional. Students successfully completing the course will receive an American Red Cross swim certificate.

Total Cost: \$160 (Tuition: \$0 Fees: \$160)

FIT 081 For class information [click here](#)

THEATRE

Schools Out! Full Day Acting Workshop (Ages 9-13)

Perfect your performing skills in this all-day workshop thru the use of improvisation games and basic acting techniques. Expect to meet like-minded friends developing audition techniques, monologue preparation and performance skills. Bring a bag lunch, and an unstoppable imagination.

Total Cost: \$55 (Tuition: \$0 Fees: \$55)

ART 751 For class information [click here](#)

Storybox Theater (Ages 5-7)

Learn to use improvisation and creative theatrical techniques to develop personal expression by using items randomly removed from a box.

Total Cost: \$49 (Tuition: \$0 Fees: \$49)

DRB 022 For class information [click here](#)