CONTINUING EDUCATION FALL 2024

ENHANCE YOUR CAREER
ENRICH YOUR LIFE

Professional Development
Corporate Solutions
Personal Enrichment

Martin, CCBC
Polysomnographic student

ATTEND CCBC TUITION FREE!
ccbcmd.edu/freetuition

ccbcmd.edu/coned
443-840-2222
WORKFORCE TRAINING COURSES ARE FORMING NOW. ENROLL TODAY!

COLLEGE PROMISE SCHOLARSHIP
Attend CCBC tuition-free.

The smartest option in higher education just got smarter. Explore the opportunity to attend CCBC tuition-free with the Baltimore County and Maryland College Promise Scholarships.

Workforce training programs are now covered under newly expanded Baltimore County and Maryland College Promise Scholarships.

HOW DO YOU QUALIFY?
Be a Baltimore County resident and enroll in workforce training programs or courses through CCBC’s Continuing Education program.

For complete application details, visit ccbcmd.edu/freetuition or call 443-840-2222.
### GETTING STARTED at CCBC

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

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

### COURSES

#### WORKFORCE TRAINING

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#### LIFE ENRICHMENT

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#### ONLINE REGISTRATION FOR CONTINUING EDUCATION CLASSES!

- Surf and select classes
- Log in
- Pay
- You’re registered!

Go to: [ccbcmd.edu/quickreg](http://ccbcmd.edu/quickreg)

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IN CASE OF INCLEMENT WEATHER, CALL 443.840.1711 OR VISIT CCBCMD.EDU.
CCBC PROGRAM OPTIONS

- Disciplines with this icon have options that qualify for IN-COUNTY TUITION for ALL Maryland residents. Go to ccbcmd.edu/statewide to find out more.
- Disciplines with this icon have fully ONLINE OPTIONS. Go to ccbcmd.edu/online to learn more and enroll.

COLLEGE PROMISE funding is available for ALL credit degree, certificate programs and workforce training programs. Go to ccbcmd.edu/collegepromise to apply.

DEGREE AND CERTIFICATE OPTIONS

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

BUSINESS
- Accounting
- Business Administration
- Business Management
- Economics
- Entrepreneurship
- Human Resources Management
- Interior Design

COMMUNICATIONS AND MEDIA STUDIES
- Art, Design and Interactive Media
- Communication and Media Studies
- Creative Writing
- Digital Media Production
- Music Production and Audio Technology

EDUCATION
- Early Childhood
- Elementary
- Secondary
- Special Education

FINE AND PERFORMING ARTS
- Dance
- Fine Art and Visual Design
- Music
- Theatre
- Visual Art and Design

HEALTH, WELLNESS AND HUMAN SERVICES
- American Sign Language (ASL) and Deaf Culture
- Anesthesia Technology
- Allied Health
- Dental Hygiene
- Emergency Medical Technology
- Health Education
- Histotechnology
- Human Services Counseling
- Interpreter Preparation
- Kinesiology
- Medical Coding
- Medical Laboratory Technology
- Mortuary Science
- Nursing
- Occupational Therapy Assistant
- Personal Trainer
- Physical Education
- Practical Nursing
- Radiation Therapy
- Radiography
- Respiratory Care Therapist
- Sports Management
- Surgical Technology
- Veterinary Technology

HUMANITIES AND SOCIAL SCIENCES
- Anthropology
- English
- Global Studies
- History
- Literature
- Native American Studies
- Philosophy
- Political Science
- Psychology
- Sociology
- Theatre/Technical Design
- Women’s Studies

INFORMATION STUDIES

INFORMATION TECHNOLOGY
- Aviation Technology
- Computer Engineering
- Computer Science
- Cybersecurity
- Health Informatics and Information Technology
- Information Technology
- Medical Coding
- Network Technology

LAW AND JUSTICE
- Criminal Justice Studies
- Digital Forensics
- Legal Studies
- Paralegal Studies

SCIENCE AND MATH
- Biology
- Chemistry
- Earth and Atmospheric Sciences
- Engineering
- Engineering Technology
- Environmental Science
- Mathematics
- Physics
- Science
- Sustainable Horticulture

TRADES AND MANUFACTURING
- Advanced Industrial Design and Technology
- Automotive Technology
- Computer-Automated Manufacturing
- Construction Craft Professional
- Construction Management
- Heating, Ventilation, Air Conditioning (HVAC) and Energy Technology
- Survey Technology

WORKFORCE TRAINING
We offer nearly 100 programs in growing job sectors. Pick up valuable job skills.

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

BUILDING AND INDUSTRIAL TECHNOLOGY
- Building Automation Systems Technician
- Certified Apartment Maintenance Technician (CAMT)
- Certified Production Technician
- CNC Machine Tool Construction Pre-Apprenticeship Core Curriculum and Specialties
- Fab Lab Technology
- HVAC/Refrigeration Technician
- Mechatronics
- Registered Apprenticeships
- Robotics Technician
- Welding

BUSINESS AND MANAGEMENT
- Administrative Professional
- Advanced Leadership Skills
- Bookkeeper - Entry Level
- Customer Service Professional
- Digital Marketing Assistant
- Essential Skills for Entrepreneurs
- Essential Skills for Leaders
- Essential Skills for Supervisors
- Home Inspector Pre-License
- Human Resources Manager - Entry Level
- Human Resources Professional
- Non-Profit Organization Manager
- Payroll Associate
- Payroll Professional
- Project Management
- Real Estate Appraiser
- Real Estate Salesperson
- Sales Manager

COMPUTERS AND INFORMATION TECHNOLOGY
- A+ Certified PC Repair Technician
- AWS Certified Cloud Practitioner
- AWS Certified Solutions Architect
- AWS Certified System Operations Administrator Associates

Use our program and course finder to search for classes, times and locations
C++ Programmer
Certified Associate in Health Care Information and Management Systems
Certified Information Systems Security Professional (CISSP)
Cisco Certified Network Associate
CompTia Cloud+ Certification Training
Information Security Analyst (Security+ Certification)
Java Programmer
Java Script Developer
Linux+ Certification Training
Network+ Certified Technician
Oracle SQL and PL/SQL Developer
Pentest+ Certification
Python Developer
Systems Security Certified Practitioner (SSCP)
VMware Systems Administrator

CRIMINAL JUSTICE AND LEGAL STUDIES
Special Police Officer
E-Discovery Specialist
Private Investigator

HEALTH AND HUMAN SERVICES
Central Service Technician
Child Care Provider
Community Health Worker
Delegating Nurse
Dental and Oral Radiography
Dental Assistant
EMS Specialty Certifications
EMT
Massage Therapist
Medical Assistant
Medical Billing
Medical Coding
Medical Front Office
Medicine Aide
Nurse Refresher Series
Nursing Assistant
Operating Room Registered Nurse
Patient Care Technician
Pharmacy Technician
Phlebotomist
Polysonomographic (Sleep) Technologist
Veterinary Assistant

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

MARITIME
Boating
Marine Engine Mechanics Repair

OTHER
Animal Reiki Practitioner
Certified Life Coach
Hair Braiding Professional
Interior Design

Lifeguard Training
TESOL (ESOL Instructor)
Water Safety Instructor
Yoga Instructor

TRANSPORTATION, DISTRIBUTION AND LOGISTICS
Automotive Safety Inspector
Certified Logistics /Warehouse Distribution
Certified Supply Chain Professional
Commercial Vehicle Operator Class A
Commercial Vehicle Operator Class B
Procurement and Purchasing Management

LIFE ENRICHMENT CLASSES
• Pursue your passion.
• Find a hobby.
• Explore new interests.

ACADEMIC PREPARATION
TEAS (Test for Essential Academic Skills)
GRE Preparation

ART, DESIGN AND PHOTOGRAPHY
Ceramics
Drawing and Painting
Photography

ARTS – PERFORMING
Dance
Music
Theatre

COOKING, HOBBIES AND HOME IMPROVEMENT
Astrology and Paranormal Phenomena
Brewing
Cooking
Floral Design
Home Improvement
Jewelry Making
Sewing
Sustainable Living

HEALTH AND WELLNESS
Animal Wellness
Beauty/Personal Care
Cardio and Aerobics
Circuit and Weight Training
Family Education and Empowerment
Makeup Artistry Professional
Meditation
Metaphysical Studies
Personal Fitness Trainer
Personal Growth and Development
Pilates
Red Cross/CPR
Reiki/Reflexology
Self Defense
Sports Nutrition
Swimming and Aqua Fitness
Tai Chi
Holistic Health
Yoga

KIDS@CCBC
Art
College Prep

Cooking
Fitness and Wellness
Gardening and Sustainable Living
Homeschool Destinations
Languages
Music
Self-Development
STEM
Summer Classes
Theatre

OUTDOOR ACTIVITIES
Basketball
Biking
Bird Watching
Fly Fishing
Golf
Hiking
Scuba Diving
Tennis

PERSONAL DEVELOPMENT
Personal Finance
Writing and Literature

SENIORS
Art
Computers
History, Politics and Events
Humanities and Culture
Lunch and Learn Lectures
Photography
Wellness and Fitness

WORLD LANGUAGES
American Sign Language
Arabic
French
German
Japanese
Korean
Polish
Portuguese
Russian
Spanish

BASIC EDUCATION AND ENGLISH LANGUAGE SERVICES
High School Diploma Options
ESOL (English for Speakers of Other Languages)

SPECIAL PROGRAMS FOR INDIVIDUALS WITH DISABILITIES
CASE (Center for Alternative and Supported Education)

that fit your needs and interests. CCBCMD.EDU/PROGRAMS-AND-COURSES >>
## BUILDING AND INDUSTRIAL TECHNOLOGY

**CNC Machine Tool Training Orientations**  
CCBC Catonsville, HTEC 007  
Orientation sessions held in June, August and September.  
For information, contact Denise Bellamy at 443-840-4712 or dbellamy@ccbcmd.edu.

## ESOL REGISTRATION SESSIONS

Classes offered both in-person and via Zoom.  
Contact 443-840-3070.

## HEALTH AND HUMAN SERVICES

**Phlebotomy Orientations (Zoom)**  
Call 443-840-1389 for orientation dates.  
For more information, contact CEHealth@ccbcmd.edu.

## GRADS2CAREERS PROGRAMS

**Health Careers**  
Contact 443-738-5578 or pleonard3@ccbcmd.edu.

**Certified Associate in Health Care Information and Management**  
Virtual information session  
Wednesday, September 11, 7 p.m.  
Live via Zoom  
For information and Zoom link, email mwehr@ccbcmd.edu.

## HOSPITALITY/CULINARY AND CASINO INFORMATION SESSIONS

**FoodWorks Basic Culinary Training**  
In-person Information Sessions held monthly:  
Maryland Food Bank – The Board Room  
2200 Halethorpe Farms Road  
Baltimore, MD 21228  
Information sessions:  
For information on monthly in-person or virtual information sessions, contact Yumi Kim at 443-840-5840 or hospitalitycareers@ccbcmd.edu.

**Hospitality/Culinary/Casino Dealer Information sessions:**  
Wednesdays, 3–4 p.m.  
September 11, October 9, November 13 or December 11  
Live via Zoom  
For all Hospitality/Culinary and Casino information sessions, contact 443-840-5840 or email hospitalitycareers@ccbcmd.edu.

## SMALL BUSINESS

Do you see opportunities to grow your business?  
ATTEND AN OPEN HOUSE OFFERED BY CCBC AND GOLDMAN SACHS 10,000 SMALL BUSINESSES  
In-person:  
CCBC Catonsville, Hilton Mansion  
Thursday, September 12, 5:30 p.m. —or—  
Live via Zoom  
Wednesday, September 11, 11 a.m.  
Tuesday, September 17, 2 p.m.  
Questions/RSVP:  
Rod Bourn at 443-840-4584 or rbourn@ccbcmd.edu.

## ADMISSIONS FOR DEGREE PROGRAMS

**REGISTRATION IS NOW OPEN FOR FALL SEMESTER**  
Start dates: August 26, September 23 and October 1  
March 18: Second 7-week session  
To register, visit ccbcmd.edu/register.

## CLOSINGS

Labor Day: September 2  
Thanksgiving break: November 28–29  
Winter break: December 23–January 2, 2025

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## USERS GUIDE

### Course Numbers

- **MUS 051**  
    - **Connect Your Music-Making to Your Soul (NEW)**  
      - Elevate your musical skills by analyzing and planning your performance. Open to all genres and skill levels. In-class performance optional.  
      - Total Cost: $119 (Tuition: $0 Fees: $119)

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### Course Description

Prerequisites: Course prerequisites are listed when appropriate.

Cost = Tuition + Fees

### CRN# (Section)

Days/Sessions: Day(s) of the week class meets and number of meeting sessions.

Dates: Dates class is held.

Class Time: Time class begins and ends.

Class location: Abbreviation of campus or community center location or online, followed by room number or platform. A location key is in the back of the book.
ACCOUNTING/BOOKKEEPING

BOOKKEEPER — ENTRY LEVEL
CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

Classes can be taken individually, but all 4 must be completed to receive the certificate. Not all classes are offered every semester.

REQUIRED COURSES:
- Excel Basics for Business or Excel for Bookkeepers
- Accounting/Bookkeeping I
- Accounting/Bookkeeping II
- QuickBooks for Bookkeepers

PCO 433
Excel Basics for Business
Unlock Excel essentials. Learn to create basic financial statements, use merged cells, link spreadsheets and automate financial tasks. Textbook required, not included in course cost.
Total Cost: $189 (Tuition: $57 Fees: $132)

ACC 006
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 and basic high school algebra. Textbook required, not included in course cost.
Total Cost: $219 (Tuition: $66 Fees: $153)

ACC 007
Accounting/Bookkeeping II
Continue your study of accounting/bookkeeping principles and the double-entry system as you explore and analyze trial balances, different types of financial reports, cash flow, retained earnings, reconciling bank statements, and payroll systems. Prerequisite: Accounting/Bookkeeping I.
Total Cost: $189 (Tuition: $57 Fees: $132)

PCA 836
QuickBooks for Bookkeepers
Learn to use QuickBooks to perform a variety of bookkeeping procedures, including setting up accounts, paying bills, invoicing and report creation. Textbook required, not included in course cost. Prerequisites: Accounting/Bookkeeping I and Accounting/Bookkeeping II.
Total Cost: $219 (Tuition: $66 Fees: $153)

PAYROLL ASSOCIATE (NEW)
CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

Classes can be taken individually, but both classes must be completed to receive the certificate. Both classes are not offered every semester.

REQUIRED COURSES:
- Excel Basics for Business or Excel for Bookkeepers
- Accounting/Bookkeeping I

ACC 005
PayTrain Level II
Expand your knowledge of advanced payroll topics that are necessary for compliance. This class, designed by the American Payroll Association, is ideal for experienced payroll professionals seeking compliance training, professional development or preparation for the Certified Payroll Professional (CPP) exam. Textbook included in the cost of the course.
Total Cost: $949 (Tuition: $285 Fees: $664)

ADDITIONAL PAYROLL CLASSES

ACC 013
PayTrain Level II
Accounts Payable Specialist Certification
This online course is designed to prepare students for the Institute of Finance and Management’s (IOFM) Accounts Payable Specialist (APS) certification. Topics to be covered include invoices, payments, travel expense (TandT) management, automation and other key functions essential to potential employers. Exam cost included. IOFM recommends that you meet one of the following for APS certification: No degree = 3 yrs. AP experience, 2-year degree = 2 yrs. AP experience or 4-year degree = 1 yr. AP experience.
Total Cost: $1,295 (Tuition: $50 Fees: $1,245)

ADMINISTRATIVE PROFESSIONAL

ADMINISTRATIVE PROFESSIONAL
CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

Train to become an administrative professional able to work in a wide variety of office and industry settings. Participants can earn the Professional Administrative Certification of Excellence (PACE) as part of the program. This is a blended-format program, with classes held in the classroom with additional work online. Classes may be taken individually but all must be taken in order and successfully completed to receive the certificate.

REQUIRED COURSES:
- The Role of the Administrative Professional
- Technology Skills for Today’s Workplace (see Computer and Information Technology section for this class)
- Communication Skills for Workplace Success
- Planning and Advancing Your Career
- Core Skills for the Administrative Professional
**BUSINESS COMMUNICATIONS**

**WLT 406 Effective Business Writing**
Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end. For details, go to ed2go.com/ccbconline.

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

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**WLT 220 Fundamentals of Technical Writing**
Learn the skills you need to succeed in the well-paying field of technical writing. For details, go to ed2go.com/ccbconline.

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

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**MGT 386 High Impact Writing for Business**
You must be able to communicate effectively through the written word if you are going to succeed in today’s business environment. Learn how to create clear, concise, compelling and professional reports and documents.

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

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**HMS 023 Keys to Effective Communication**
Lost for words? Don’t be! Learn to build rapport, trust, warmth and respect through conversation. For details, go to ed2go.com/ccbconline.

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

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**MGT 776 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 competitive market. Students will be earning a certification from The Customer Service Institute of America upon completion of the course. This is a blended-format program, with classes held in the classroom with additional work online. Classes may be taken individually but all must be taken in order and successfully completed to receive the certificate.

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

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**BUSINESS SERVICE**

**CUSTOMER SERVICE PROFESSIONAL CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE**
A customer service assistant serves an important role for all businesses. A strong customer assistant helps build a positive brand reputation and differentiates a business in a competitive market. Students will be earning a certification from The Customer Service Institute of America.

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

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**SBA 100 Customer Service Communication Skills**
Prepare for success in customer service by learning how to communicate effectively with internal and external partners. Gain skills in written communication, oral communication, body language, and tone to elevate both your performance and that of your organization.

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

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**SBA 102 Preparing for a Career in Customer Service**
This course will prepare you for a career in a customer service role. Create a well-designed resume and cover letter and learn strategies and techniques for effective interviews.

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

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**SBA 101 Core Skills of the Customer Service Professional**
Learn effective strategies to make a positive contribution to the success of every customer service experience and interaction. Once completed, this 8-module online program will earn you a certification from The Customer Service Institute of America.

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

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ADDITIONAL CUSTOMER SERVICE CLASSES

MGT 385
Exceeding Expectations: Delivering Exceptional Customer Service
Learn 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, and telephone, internet and in-person customer service.
Total Cost: $149 (Tuition: $45 Fees: $104)

CRN# Day/Ses. Dates Time Location
31465 F(1) 11/8 9 a.m.–4 p.m. HV

MGT 818
Managing Customer Service
Learn customer service management techniques to develop the top performance from your team. Topics to be covered include key customer service concepts, successful marketing for customers, understanding consumer expectations, quality measurements, hiring quality team members, solving communication problems, handling customer complaints, reviving troubled customer service programs, training techniques and using call centers, emails and the internet. For details, go to ed2go.com/ccbconline.
Total Cost: $159 (Tuition: $20 Fees: $139)

CRN# Day/Ses. Dates Time Location
31874 Online 9/11–11/1 Arranged ED2GO
31875 Online 11/13–1/3 Arranged ED2GO

HUMAN RESOURCES

HUMAN RESOURCE MANAGER (ENTRY LEVEL)
CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE
Classes can be taken individually, but both classes must be taken to receive the certificate. Both classes are not offered every semester.

REQUIRED COURSES:
• Fundamentals of Human Resources/aPHR® Certification Preparation
• Human Resources: An Application in Today’s Business Climate

MGT 346
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. Course material included in the cost of the course.
Total Cost: $969 (Tuition: $291 Fees: $678)

CRN# Day/Ses. Dates Time Location
31282 S(12) 9/14–12/7 9 a.m.–12:15 p.m. HV

MGT 762
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: $209 (Tuition: $63 Fees: $146)

CRN# Day/Ses. Dates Time Location
30313 R(4) 9/12–10/3 7–9 p.m. Zoom

HUMAN RESOURCES PROFESSIONAL CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

MGT 757
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 materials and access to the SHRM Learning System. Minimum requirement: Working knowledge of HR practices or academic HR degree.
Total Cost: $1,349 (Tuition: $405 Fees: $944)

CRN# Day/Ses. Dates Time Location
31287 R(12) 10/17–1/16 6–9:15 p.m. Zoom

ADDITIONAL HUMAN RESOURCES CLASSES

LWW 605
Employment Law Fundamentals
Learn the basics of employment law so you can legally hire, evaluate and manage employees. For details, go to ed2go.com/ccbconline.
Total Cost: $159 (Tuition: $20 Fees: $139)

CRN# Day/Ses. Dates Time Location
31848 Online 9/11–11/1 Arranged ED2GO
31849 Online 11/13–1/3 Arranged ED2GO
31850 Online 12/18–2/7 Arranged ED2GO

LEADERSHIP, MANAGEMENT AND SUPERVISION

ESSENTIAL SKILLS FOR LEADERS CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE
Classes can be taken individually, but all 6 classes must be taken to receive the certificate. Not all classes are offered every semester.

REQUIRED COURSES:
• Emotional Intelligence
• Leading Multiple Generations
• Strategic Communications
• Introduction to Project Management Principles
• Ethics and Accountability
• Fostering Diversity and Sensitivity in the Workplace

MGT 790
Emotional Intelligence
Expand your personal leadership skills and enhance your ability to develop and enhance effective and productive workplace relationships.
Total Cost: $149 (Tuition: $45 Fees: $104)

CRN# Day/Ses. Dates Time Location
30372 T/W(2) 8/27–28 6–9:15 p.m. Zoom
31422 T/W(2) 12/10–11 6–9:15 p.m. Zoom

MGT 792
Leading Multiple Generations
Learn about the needs of the multi-generational workforce, focusing on defining and understanding the four generations in the workplace and identifying ideas and approaches a leader can use with each generation, as well as techniques to leverage each generation’s strengths.
Total Cost: $149 (Tuition: $45 Fees: $104)

CRN# Day/Ses. Dates Time Location
31493 T/W(2) 9/17–18 6–9:15 p.m. Zoom

MGT 791
Strategic Communications
Effective and concise communication is critical to high productivity, good morale and a strong team spirit. When people in your organization are communicating effectively, they are informed and able to participate, contribute and add value to their jobs and the organization. Join us to learn practical and adaptive strategies for informing and influencing others.
Total Cost: $149 (Tuition: $45 Fees: $104)

CRN# Day/Ses. Dates Time Location
31497 T/W(2) 10/22–23 6–9:15 p.m. Zoom
MGT 925  
**Introduction to Project Management Principles**  
Become more effective in your project management roles! Leaders: Learn tools and techniques you can use immediately to plan a project and improve project outcomes.  
Total Cost: $149 (Tuition: $45 Fees: $104)

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MGT 788  
**Ethics and Accountability**  
Expand your leadership skills by exploring personal integrity and professional ethics, accountability and transparency. Evaluate the differences between legal issues and ethical issues in business situations.  
Total Cost: $149 (Tuition: $45 Fees: $104)

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MGT 789  
**Fostering Diversity and Sensitivity in the Workplace**  
As a leader, it is critical to appreciate and promote diversity and sensitivity in the workplace. Learn to create an inclusive work environment and support a workplace in which people of all cultures and backgrounds can succeed.  
Total Cost: $149 (Tuition: $45 Fees: $104)

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MGT 845  
**Negotiation for Leaders**  
As a leader, negotiation skills are critical to success. Learn negotiation skills and methods, how to determine when it is appropriate to negotiate, different negotiation styles and tactics and handling common negotiation situations.  
Total Cost: $149 (Tuition: $45 Fees: $104)

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MGT 794  
**Managing Conflict**  
Improve your skills for effectively resolving conflict with your staff in the workplace. Examine a variety of resolution styles and negotiation techniques to plan and resolve interpersonal conflict, including situations where clear resolution might not be possible.  
Total Cost: $149 (Tuition: $45 Fees: $104)

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MGT 848  
**Servant Leadership and Equitable Decision Making**  
Learn the basics of servant leadership and differences between the traditional power model of leading and a servant-led model, relating to equity and sustainability in decision making. Discover how servant leadership can lead to higher engagement, more trust and stronger relationships with stakeholders and high-velocity decision making.  
Total Cost: $149 (Tuition: $45 Fees: $104)

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MGT 793  
**Coaching for Enhanced Performance**  
Explore characteristics of coaching relationships and the model for a business coaching cycle and learn to utilize goal setting, communication skills, providing feedback and active listening in order to develop highly productive employees and promote empowerment.  
Total Cost: $149 (Tuition: $45 Fees: $104)

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MGT 846  
**Leading High Performing Teams**  
Learn to effectively build and lead high-performing teams, the impact of your leadership style on team performance and how to support collaboration within a department and with outside organizations.  
Total Cost: $149 (Tuition: $45 Fees: $104)

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MGT 847  
**Succession Planning**  
As a leader, you want to plan for future needs, particularly in the areas of management and leadership. Gather the knowledge and skills to plan for your organization and develop a succession planning model.  
Total Cost: $149 (Tuition: $45 Fees: $104)

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**SUPERVISION**

**ESSENTIAL SKILLS FOR SUPERVISORS**  
**CONTINUING EDUCATION**  
**WORKFORCE TRAINING CERTIFICATE**  
Classes can be taken individually, but all 6 must be completed in order to receive the certificate. Not all classes are offered every semester.  
**REQUIRED COURSES:**  
- Communication Skills and Interpersonal Interaction  
- Managing Conflict and Confrontation  
- Performance Management: An Approach to Employee Development  
- The Role of the Supervisor  
- Managing Multiple Priorities  
- Collaborative Outcomes: Teams and Teamwork

MAN 909  
**Communication Skills and Interpersonal Interaction**  
Explore the concept of personality type and its applications in improving the effectiveness of interpersonal interactions in the workplace.  
Total Cost: $149 (Tuition: $45 Fees: $104)

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COU 005  
**Managing Conflict and Confrontation**  
Learn to resolve conflict and confrontation in the workplace by examining resolution styles and negotiation techniques.  
Total Cost: $149 (Tuition: $45 Fees: $104)

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MGT 634  
**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 means to improve individual productivity.  
Total Cost: $149 (Tuition: $45 Fees: $104)

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### MAN 058
**The Role of the Supervisor**
Learn fundamental management principles and practices and build a repertoire of effective supervisory skills.
Total Cost: $149 (Tuition: $45 Fees: $104)

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### MGT 384
**Managing Multiple Priorities**
Develop skillful approaches to managing the many different priorities encountered daily in the workplace.
Total Cost: $149 (Tuition: $45 Fees: $104)

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### WOS 055
**Collaborative Outcomes: Teams and Teamwork**
Learn the stages of team development and the approaches managers must take to motivate their teams.
Total Cost: $149 (Tuition: $45 Fees: $104)

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### ADDITIONAL MANAGEMENT, LEADERSHIP AND SUPERVISION COURSES

### MGT 929
**Diversity, Equity and Inclusion in the Workplace**
Acquire the necessary skills and better understanding of DEI (Diversity, Equity and Inclusion) to establish diverse, equitable and inclusive organizations. Work toward a Continuing Education Certificate in DEI from the Learning Resources Network, a nationally recognized leader in continuing education programs. The DEI certification preparation consists of three courses: “What is DEI?” “Inclusive Communication” and “DEI and Organizational Success.” Online class.
Total Cost: $495 (Tuition: $60 Fees: $435)

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### MGT 456
**Leadership**
Gain insight and training in the skills needed for effective leadership. For details, go to ed2go.com/ccbconline.
Total Cost: $159 (Tuition: $20 Fees: $139)

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### MGT 933
**Leadership on the Battlefield**
Travel to Gettysburg and blend American history with current teachings in decision making and leadership principles. At each stop on the chronological tour of the battlefield, students will learn who the key figures were, the objectives at hand and the decisions that were made and why. This information is then applied to situations encountered as a leader today, with discussion centering around decision making, leadership and contingency planning.
Total Cost: $249 (Tuition: $75 Fees: $174)

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### MGT 290
**Fundamentals of Supervision and Management**
Learn to master the art of effective management or supervision. This course provides skills in managing time, delegating responsibility, motivating employees, solving problems and resolving conflicts so you can accomplish your goals more effectively. For details, go to ed2go.com/ccbconline.
Total Cost: $159 (Tuition: $20 Fees: $139)

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### MGT 588
**Fundamentals of Supervision and Management II**
Learn how to be an effective manager or supervisor. Master the basics of communicating effectively and learn tools for developing your own interpersonal skills. For details, go to ed2go.com/ccbconline.
Total Cost: $159 (Tuition: $20 Fees: $139)

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### MGT 297
**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.
Total Cost: $159 (Tuition: $20 Fees: $139)

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### MAR 018
**Introduction to Strategic Planning**
Elevate your career with 21st century leadership skills in strategic planning. This course offers a comprehensive overview, encompassing core principles and their practical applications. Online class.
Total Cost: $195 (Tuition: $20 Fees: $175)

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### MGT 667
**Building Teams That Work**
Learn necessary skills to create and develop teams. For details, go to ed2go.com/ccbconline.
Total Cost: $159 (Tuition: $20 Fees: $139)

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### NON-PROFIT MANAGEMENT

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

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

**REQUIRED COURSES:**

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

**SBA 033 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: $149 (Tuition: $20 Fees: $104)

**SBA 923 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 ed2go.com/ccbconline.

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

**MGT 904 Managing Paid and Volunteer Staff**

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

Total Cost: $149 (Tuition: $20 Fees: $139)

**MGT 901 Strategic Planning for the Non-Profit Organization**

Managers and staff of non-profit organizations will learn to use the strategic planning process. Topics to be covered include organization mission and vision, organizational analysis, developing goals, formulating objectives and action planning.

Total Cost: $149 (Tuition: $20 Fees: $139)

### WORKFORCE TRAINING

**MGT 572 Managing Organizational Change**

Examine techniques to produce behavior that enables change and models for dealing with resistance to change. Emphasizes the role of communication in managing orderly change.

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

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**MGT 758 Management Boot Camp**

Enhance your management skills through this course for supervisors, managers and emerging leaders. Discuss 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: $295 (Tuition: $40 Fees: $220)

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**MGT 890 Managing Remote Workers**

You cannot manage remote workers like you manage office workers. However, you can manage remote workers better, with greater productivity and efficiency. Discover the keys to successful managing in the new workplace of the 21st century. Online course.

Total Cost: $245 (Tuition: $40 Fees: $220)

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**SBA 923 Six Sigma: Total Quality Fundamentals**

Learn how to effectively apply the fundamentals of Six Sigma. Understand what is, discover the role of customers in quality, determine the major elements of a quality system and master key concepts. For details, go to ed2go.com/ccbconline.

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

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**SBA 033 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: $149 (Tuition: $45 Fees: $104)

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**MGT 889 Remote Working and Communicating**

Gain new insights, experiences and advanced tips for working from home. Find out the five bad habits some remote workers and their managers acquire from lack of experience. Learn tools and expertise and then acquire strategies for communicating with remote workers and gaining a deeper understanding of this cultural shift in the workplace and in society. Online course.

Total Cost: $245 (Tuition: $45 Fees: $200)

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**MAR 013 Marketing and Fundraising for Non-Profit Organizations**

Learn to promote and raise funds for a non-profit organization. Topics include defining target markets, strategic marketing, developing marketing objectives, fundamental marketing principles and the basics of fundraising.

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

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**MGT 902 Financial Management for Not-for-Profit Organizations**

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

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

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**MGT 903 Making Effective Presentations**

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

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

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ADDITIONAL NON-PROFIT MANAGEMENT COURSES

MGT 912
Developing Your Grant Proposal
Learn the skills needed to identify grant funding opportunities and draft a proposal to secure grant funding. As a follow-up to the Grant Writing course, this class will include a review of grant-writing fundamentals, identifying funding sources, conceptualizing the project, developing a proposal summary and drafting the application.
Total Cost: $149 (Tuition: $45 Fees: $104)

CRN#  Day/Ses.  Dates  Time  Location
31290   S(1)   9/14   9 a.m.–4 p.m.  OM
31291   R(2)   10/24–31  6:45–10 p.m.  Zoom

MGT 683
Advanced Marketing for Non-Profits: Identifying Targets and Planning Campaigns
Learn the skills needed to develop and plan a marketing campaign for a non-profit organization. Topics to be covered include target markets, building a targeted campaign, advertising methods, key messages and implementing the campaign.
Total Cost: $149 (Tuition: $45 Fees: $104)

CRN#  Day/Ses.  Dates  Time  Location
31299   R(2)   10/24–31  6:45–10 p.m.  Zoom

MGT 807
Selecting and Developing a Board of Directors
This course is designed to assist managers and staff of non-profit organizations in developing the knowledge and skills needed to structure and work effectively with a board of directors. Topics to be covered 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: $149 (Tuition: $45 Fees: $104)

CRN#  Day/Ses.  Dates  Time  Location
31309   R(2)   12/5–12   6:45–10 p.m.  Zoom

WRT 009
A to Z Grant Writing
Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns and prepare proposals. For details, go to ed2go.com/ccbonline.
Total Cost: $159 (Tuition: $20 Fees: $139)

CRN#  Day/Ses.  Dates  Time  Location
31885   Online   10/16–12/6  Arranged  ED2GO
31886   Online   11/13–1/3  Arranged  ED2GO
31887   Online   12/18–2/7  Arranged  ED2GO

PROJECT MANAGEMENT

MGT 648
Starting a Non-Profit
An industry veteran shows you how to take a non-profit business from vision to reality. For details, go to ed2go.com/ccbonline.
Total Cost: $159 (Tuition: $20 Fees: $139)

CRN#  Day/Ses.  Dates  Time  Location
31860   Online   9/11–11/1  Arranged  ED2GO
31862   Online   11/13–1/3  Arranged  ED2GO
31863   Online   12/18–2/7  Arranged  ED2GO

MGT 926
PMP® Certification Exam Prep
Prepare for the Project Management Institute (PMI®) Project Management Professional (PMP®) certification exam. This intensive, one-day course will focus on key project management components, exam format, types of questions, test-taking skills and tips and practice exam questions. Students should have completed PMI’s basic educational requirement and understand the project management processes and knowledge areas detailed in the Project Management Body of Knowledge (PMBOK®).
Total Cost: $269 (Tuition: $81 Fees: $188)

CRN#  Day/Ses.  Dates  Time  Location
31209   S(1)   9/28   8:30 a.m.–5 p.m.  HV
31208   S(1)   12/7   8:30 a.m.–5 p.m.  Zoom

MGT 687
Introduction to Agile Fundamentals
This course is designed to introduce students to the Agile approach in project development, exploring the varieties of Agile methodologies, the Agile life cycle and the 12 principles of Agile. Additionally, students will learn about the roles of the Agile team, scrum ceremonies and the tools available for Agile teams. Topics to be covered include Agile life cycle metrics and tools, Scrum teams, artifacts and ceremonies and various tools used in Agile project development.
Total Cost: $1,295 (Tuition: $389 Fees: $906)

CRN#  Day/Ses.  Dates  Time  Location
31205   S(3)   9/7–21   9 a.m.–4 p.m.  OM

SALES AND MARKETING

SBA 041
Sales Manager – Module 1 (NEW)
This online program offers courses to develop essential sales representative and management skills. Topics include product knowledge, customer relationships, situational sales, selling techniques, leading sales teams, creating sales plans and prospect identification. Online courses.

REQUED COURSES:
• Sales Manager – Module 1
• Sales Manager – Module 2
Students must register for both courses at the same time.
**DIGITAL MARKETING ASSISTANT CONTINUING EDUCATION WORKFORCE CERTIFICATE**

Become a digital marketing assistant and work with new and ongoing marketing campaigns and social media in many industries including business, law, healthcare and more. Participants will be prepared for the Fundamentals Digital Marketing certification exam. This is a blended-format program, with classes held in the classroom with additional work online. Classes may be taken individually but all must be taken in order and successfully completed to receive the certificate.

**REQUIRED COURSES:**
- Foundations of Marketing
- Technology for Marketing Assistants (see Computer and Information Technology section for this class)
- Content Creation for Marketing
- Fundamentals of Digital Marketing

**MAR 014 Foundations of Marketing**
Understanding the key concepts of marketing is important to nearly all professions. New to the industry or returning professionals and entrepreneurs: get a strong overview of marketing principles, how business goals and marketing goals are intertwined and what considerations go into creating a marketing plan.

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

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**MAR 016 Content Creation for Marketing**
Enhance your writing abilities for print and the web. Learn how to create powerful content that uses keywords to reach your target audience and create promotional materials: flyers, ads, sales letters, blog posts and articles for social media.

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

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**MAR 017 Fundamentals of Digital Marketing**
Would you like to stand out from the rest in today’s competitive marketing field? Learn the basics and prepare for the Google Digital Marketing certification exam while incorporating the trends and tools used in the best digital marketing agencies.

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

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**ADDITIONAL SALES AND MARKETING COURSES**

**MAR 125 eMarketing Essentials: Improving Email Promotions**
Discover new ways to improve email promotions and discover how to analyze response rates. Learn when to email, what to email, testing email copy and tracking and testing email promotion.

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

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**MAR 126 eMarketing Essentials: Boosting Your Website Traffic**
Develop your skills in boosting website traffic, including how to analyze visitor traffic, search engine optimization and redesigning web copy.

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

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**MAR 127 eMarketing Essentials: Online Advertising**
Use online advertising techniques to better market your organization. Pay-per-click advertising, Google Ads campaigns and other social media marketing techniques are explored. Online class.

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

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**ENTREPRENEURSHIP AND SMALL BUSINESS**

**SBA 042 Sales Manager – Module 2 (NEW)**
Total Cost: $995 (Tuition: $20 Fees: $975)

**SBA 088 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: $169 (Tuition: $51 Fees: $118)

**SBA 950 Customize Your Business Plan**
Learn how to create an adaptable document that will help you manage and build the business you want.

Total Cost: $129 (Tuition: $39 Fees: $90)
**FIN 050**

**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: $129 (Tuition: $39 Fees: $90)

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**SBA 039**

**Grants for Businesses: Expanding Opportunities Beyond Nonprofits**

Learn how to seek out and secure grants for businesses, expand financial options and enable innovation, growth and social impact. Students will explore various grant opportunities, eligibility criteria and application processes to include proposal development and compliance requirements for securing grants and begin to develop a basic acquisition plan.

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

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**PCP 809**

**Achieving Top Search Engine Positions**

Learn proven, step-by-step strategies to achieve higher positions with major search engines. For details, go to ed2go.com/cbcconline.

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

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**FIN 057**

**Ecommerce Essentials: Create an Online Store**

Ecommerce is a fast-growing industry, with the majority of people shopping online at least some of the time. Learn the basics of how to build an ecommerce website to sell your products or services online.

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

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**SBA 005**

**Small Business Ownership**


Total Cost: $99 (Tuition: $30 Fees: $69)

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**SBA 026**

**Digital Marketing for Small Business: Content, Social Media, Websites and More**

Enhance your marketing mix with a variety of digital marketing and social media tools and get your product or services in front of the right audience. Learn to use a digital marketing dashboard to push content out over multiple channels and maximize your marketing time and efforts. Create a comprehensive plan to launch or promote your product or service.

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

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**SBA 038**

**Integrating Social Media in Your Organization**

Learn strategy and techniques for implementing a social strategy for your organization or business, while developing a manageable workflow and increasing productivity. Identify tools and platforms to further your business goals. Online course.

Total Cost: $245 (Tuition: $74 Fees: $171)

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**MAR 118**

**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 ed2go.com/cbcconline.

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

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**MGT 777**

**Negotiation Strategies for Success**

We all negotiate daily, whether you are in sales or a business owner, negotiating a lease or pricing with a vendor. Negotiation skills are essential to success. Learn tools, techniques and tactics to improve outcomes.

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

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**MAR 146**

**Using Social Media in Business**

Learn how to use the five most popular social media platforms, Facebook, Twitter/X, LinkedIn, Pinterest and Google+ to grow and promote your business. For details, go to ed2go.com/cbcconline.

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

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</table>
BECOME A NOTARY PUBLIC

The new rules of notarization are explained and students learn the rules and regulations. Becoming a Notary is 15 hours of continuing education credits toward renewal of your license.

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

CRN# Day/Ses. Dates Time Location
31301 Online 10/16–12/6 Arranged ED2GO
31304 Online 11/13–1/3 Arranged ED2GO

SBA 107
Side-Gig to Entrepreneur: A Crash Course to Turn Your Part Time Job into a Business
About one-third of the workforce today is part of the gig economy as part-time workers putting in additional time to make ends meet, earn more cash, build up savings or test a business idea. Whether your gig is driving a car, working weekends in the trades, freelancing or earning income from a hobby, learn to take your hard work to the next level.

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

CRN# Day/Ses. Dates Time Location
31263 S(1) 11/2 9 a.m.–3:15 p.m. CC
31264 T(2) 12/10–12 6–8:45 p.m. Zoom

PROFESSIONAL LICENSURE

HOME INSPECTOR PRE-LICENSE
CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE
SBA 511
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 dllr.state.md.us.

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

CRN# Day/Ses. Dates Time Location
31275 T/R(30) 9/13–12/17 6:30–9:25 p.m. CC

MARYLAND HOME INSPECTION (CEUS)
RE A 508
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 required by the Maryland Commission of Home Inspection.

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

CRN# Day/Ses. Dates Time Location
31271 W(5) 9/4–10/2 6:30–9:30 p.m. HV
31272 W(5) 11/13–12/18 6:30–9:30 p.m. HV
**ADDITIONAL REAL ESTATE CLASSES**

**REA 307**

**Real Estate Law**

Learn the fundamentals of real estate law to better understand real estate transactions. We will discuss property classifications, titles and deeds, contracts of sale, landlord/tenant law, zoning rules and different real estate professions. For details, go to ed2go.com/ccbonline.

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

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**REA 100**

**Real Estate Salesperson Exam Prep Class**

Enhance your preparation for the State and National Real Estate Sales exams. Benefit from thorough reviews, practice questions, valuable test-taking strategies and support. Note: This course is not intended to meet the Maryland Real Estate Commission’s 60-hour education requirement. Textbook purchase is necessary and not included in the course cost.

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

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**REAL ESTATE APPRAISER**

**CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE**

The following courses 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 2,000 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 410-230-6163 or dllr.state.md.us.

**REQUIRED COURSES:**

- Real Estate: Appraisal Standards and Ethics
- Supervisor Appraiser/Trainee Appraiser
- Real Estate: Appraisal Practices and Analysis, Parts I and II

**REA 019**

**Real Estate: Appraisal Standards and 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. A calculator is required; attendance is mandatory. A final examination will be given. Text available through the Appraisal Foundation and not included in the cost of the class.

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

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**REA 021**

**Real Estate:**

**Appraisal Practices and 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 and Procedures (REA 019).

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

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</tr>
</tbody>
</table>

**Call 443.840.2222 or visit ccbcmd.edu/coned**
REAL ESTATE APPRAISAL (CEUS)

REA 517
The Well Documented Appraisal
Learn to prepare improved real estate appraisal reports. Designed for licensed realtors, topics include factual support, analytical support, documentation, and the reporting requirements, common errors in appraisals (and how to avoid them). (7 hours CE.)
Total Cost: $195  (Tuition: $59  Fees: $136)

REA 008
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 the cost of the course, provided in class. (7 hours CE.)
Total Cost: $295  (Tuition: $89  Fees: $206)

REA 503
The Valuation of Easements
Topics will include the legal aspects of easements, terms for easements and value considerations. (7 hours CE.)
Total Cost: $195  (Tuition: $59  Fees: $136)

REA 512
Highest and Best Use Analysis
Develop the knowledge and skills needed to utilize highest and best use analysis in one's appraisals. Topics include tests of and special highest and best use considerations and case studies. Designed for licensed real estate appraisers. (7 hours CE.)
Total Cost: $195  (Tuition: $0  Fees: $195)

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

FALL COURSE DATES:
September 11  
October 22  
November 13  
December 18

LERN
The Learning Resource Network (LERN) is a nationally recognized leader in continuing education programming. In partnership with LERN's UGotClass, CCBC offers in-demand education programming. In partnership with LERN’s UGotClass, CCBC offers in-demand education programming. In partnership with LERN’s UGotClass, CCBC offers in-demand education programming. In partnership with LERN’s UGotClass, CCBC offers in-demand education programming. In partnership with LERN’s UGotClass, CCBC offers in-demand education programming. For a complete listing of classes, go to ed2go.com/ccbonline.

COMPUTERS AND INFORMATION TECHNOLOGY

Visit the Technology and Engineering Pathway web page for a full list of credit and continuing education programs in this category.

ADVANCE YOUR IT CAREER!
Whether your interest is in cybersecurity, networking, programming or web development, CCBC has a variety of IT certificate programs and courses that will help you expand your professional skill set, start a new career or learn a new computer skill. Choose from a wide range of career-focused courses taught by industry professionals. For more information, contact Steve Ricketts at 443-840-4442 or sricketts@ccbcmd.edu.

INFORMATION TECHNOLOGY
Many of these courses are shared with the CCBC Credit Division and follow the Credit Academic Calendars. Purchase books at the CCBC Bookstore, reference the Credit course#. Online classes are asynchronous offered through Brightspace. Remote classes are synchronous with sessions being conducted using Teams or Zoom. Blended classes combine on-site and online sessions.

A+ CERTIFIED PC REPAIR TECHNICIAN
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.
Two required courses.

PCA 644
A+ Certification PC Technician Module 1
Credit course# DCOM 141.
Total Cost: $729  (Tuition: $219  Fees: $510)

PCA 645
A+ Certification PC Technician Module 2
Credit course# DCOM 235.
Prerequisite: A+ Certification PC Technician Module 1.
Total Cost: $729  (Tuition: $219  Fees: $510)

CISCO CERTIFIED NETWORK ASSOCIATE
CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE
Prepare for the Cisco Certified Network Associate (CCNA) certification exam. Learn to install, configure, operate and troubleshoot medium-size routed and switched networks. Gain an introduction to the architecture, components and operation of routers, including the principles of routing and the primary routing process.
Three required courses.
### Lab + Certification Training

**Cisco I**
**Introduction to Networks**
Credit course# DCOM 217.
Prerequisite: Networking and Data Communications.
Total Cost: $729 (Tuition: $219 Fees: $510)

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**Cisco II**
**Switching, Routing and Wireless Essentials**
Credit course# DCOM 218.
Prerequisite: Cisco I: Introduction to Networks.
Total Cost: $729 (Tuition: $219 Fees: $510)

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**Cisco III**
**Enterprise Networking, Security and Automation**
Credit course# DCOM 219.
Prerequisite: Cisco II: Switching, Routing and Wireless Essentials.
Total Cost: $729 (Tuition: $219 Fees: $510)

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**WORKFORCE TRAINING**

**COMPTIA Cloud+ Certification Training**
CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

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**LINUX+ CERTIFICATION**
CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

Prepare to take the CompTIA Linux+ Certification exam and for a career supporting Linux systems. Two required courses.

**PCA 623**
**Linux Fundamentals**
Prepares for the LPIC-1 junior-level certification for Linux administrators. Learn the fundamental concepts of Linux Operating Systems. Credit course# DCOM 142.
Prerequisite: Networking and Data Communications.
Total Cost: $569 (Tuition: $171 Fees: $398)

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**PCA 891**
**Advanced Linux Administration**
Learn advanced knowledge of the Linux operating system, installation, configuration and troubleshooting and prepare for the CompTIA Linux+ certification. Credit course# DCOM 224.
Prerequisite: Linux Fundamentals.
Total Cost: $729 (Tuition: $219 Fees: $510)

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**NETWORK+ CERTIFIED TECHNICIAN**
CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

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

**PCA 619**
**Networking and Data Communications**
Gain an overview of computer networking including servers, switches, routers, LANs, WANs, network protocols, TCP/IP, DHCP, DNS, network topologies and wireless connections. You will also learn about design, security configuration, troubleshooting and more.
Credit course# DCOM 101.
Total Cost: $569 (Tuition: $171 Fees: $398)

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**PCA 620**
**Network+ Technician Certification**
Credit course# DCOM 251.
Prerequisite: Networking and Data Communications.
Total Cost: $729 (Tuition: $219 Fees: $510)

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**PCA 438**
**VMware Virtualization and Cloud Computing Certification**
Prepare for the VMware VCP certification exam. Learn to install, configure, manage, maintain and troubleshoot a virtual network infrastructure/cloud platform using VMware vSphere. Credit course# DCOM 263.
Prerequisite: Network and Data Communication.
Total Cost: $729 (Tuition: $219 Fees: $510)

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**PCA 611**
**Windows Server Network Infrastructure**
Learn how to implement and configure a secure network infrastructure that ensures reliable network connectivity.
Credit course# DCOM 203.
Prerequisite: Windows Server.
Total Cost: $729 (Tuition: $219 Fees: $510)

<table>
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</tbody>
</table>

Call 443.840.2222 or visit ccbcmd.edu/coned
**CYBERSECURITY**

**CERTIFIED INFORMATION SYSTEMS SECURITY PROFESSIONAL (CISSP) CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE**

Prepare for the Certified Information Systems Security Professional (CISSP) certification exam. Learn about security and risk management, asset security, security engineering, communication and network security, identity and access management, security assessment and testing, security operations and software development. Prerequisite: SSCP Certification or coursework. Online class. Must register for both Modules 1 and 2 at the same time.

**PCO 276**
Certified Information Systems Security Professional (CISSP) – Module 1
Total Cost: $1,000 (Tuition: $20 Fees: $980)

<table>
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**PCO 277**
Certified Information Systems Security Professional (CISSP) – Module 2
Total Cost: $995 (Tuition: $20 Fees: $975)

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**PCO 388**
Introduction to Cybersecurity

Gain an introduction to cybersecurity concepts and best practices to implement cyber hygiene to protect assets and data stored in digital devices and in the cloud. An overview of personal safety and security risks for private information associated with using the Internet and self-protection from cybercrime is provided to increase awareness based on current cybersecurity best practices. Credit course# DCOM 105.

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

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</table>

**PCP 445**
Introduction to Firewalls

Hands-on introductory experience presented to evaluate, implement and administer network-based firewalls. Credit course# DCOM 211. Prerequisite: Cisco II: Switching, Routing and Wireless Essentials.

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

<table>
<thead>
<tr>
<th>CRN#</th>
<th>Day/Ses.</th>
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**INFORMATION SECURITY ANALYST (SECURITY+ CERTIFICATION) CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE**

**PCA 594**
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# DCOM 258. Prerequisite: Network+ Certification or coursework.

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

<table>
<thead>
<tr>
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**PCP 261**
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# DCOM 212. Prerequisite: Introduction to Firewalls.

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

<table>
<thead>
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**PENTEST+ CERTIFICATION CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE**

**PCO 302**
PenTest+ Certification

Prepare for the CompTIA PenTest+ Certification exam. Learn how to use various tools to exploit network-based and host-based system vulnerabilities for given scenarios after conducting a vulnerability analysis. Credit course# DCOM 215. Prerequisite: Advanced Linux Administration. Security+ Certification or coursework is recommended.

Total Cost: $729 (Tuition: $219 Fees: $510)

<table>
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**DIGITAL FORENSICS**

**PCP 779**
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# DCOM 150. Prerequisite: Networking and Data Communications.

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

<table>
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</table>

**PCO 404**
Mobile Forensics

Learn to perform mobile device forensics, including the analysis, preservation and recovery of digital evidence in mobile devices. Perform forensic acquisition and analysis of various mobile computing devices including Android, Apple (iOS) and Windows.

Total Cost: $729 (Tuition: $219 Fees: $510)

<table>
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**IT AND CYBERSECURITY NEW HORIZONS ONLINE COURSES**

In-demand courses and certification programs that will help give you the skills to be competitive in the IT workforce. Get the training you need in a week or less with intensive formats for busy professionals. Instruction is live, attend online during the scheduled class times. Several days prior to the start of class, students will receive information on how to access the online classroom. For course details, go to ccbccmd.edu/newhorizons.

**AWS CERTIFIED CLOUD PRACTITIONER CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE**

**PCO 444**
AWS Cloud Practitioner Essentials

Gain an overall understanding of the Amazon Web Services (AWS) Cloud, independent of specific technical roles and prepare for the AWS Certified Cloud Practitioner exam.

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

<table>
<thead>
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AWS CERTIFIED SOLUTIONS
ARCHITECT-ASSOCIATE
CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

Prepare for the AWS Certified Solutions Architect-Assocate exam, focusing on the design of cost and performance optimized solutions, demonstrating a strong understanding of the AWS Well-Architected Framework. Two required courses.

**PCO 394**
Architecting on AWS

Learn to build resilient, secure and highly available IT solutions on the Amazon Web Services (AWS) Cloud and prepare for the AWS Certified Solutions Architect-Assocate exam. Prerequisite: AWS Cloud Practitioner Essentials.

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

<table>
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<tr>
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<td>PCO 394 32225</td>
<td>Designing and Implementing a Microsoft Azure AI Solution</td>
<td>10/15–18 9 a.m.–5 p.m.</td>
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<tr>
<td>PCO 394 32224</td>
<td>Designing and Implementing Microsoft Azure Networking Solutions</td>
<td>11/18–20 9 a.m.–5 p.m.</td>
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<tr>
<td>PCO 394 32223</td>
<td>Developing Solutions for Microsoft Azure</td>
<td>12/2–6 9 a.m.–5 p.m.</td>
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AWS CERTIFIED SYSOPS
ADMINISTRATOR-ASSOCIATE

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

Prepare for the AWS Certified SysOps Administrator-Assocate exam while learning how to manage and operate automatable and repeatable deployments of networks and systems on Amazon Web Services (AWS). This program also covers specific AWS features, tools and best practices related to these functions. Two required courses.

**PCO 445**
AWS Technical Essentials

Gain fundamental knowledge to become more proficient in identifying AWS services and to make informed decisions about IT solutions based on business requirements and to get started working on AWS. Prerequisite: AWS Cloud Practitioner Essentials.

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

<table>
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**PCO 446**
Cloud Operations on AWS

Learn about AWS cloud operations functions, such as installing, configuring, automating, monitoring, securing, maintaining and troubleshooting these services, networks and systems. Prerequisite: AWS Technical Essentials.

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

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**AWS**

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<tr>
<td>PCO 394 32206</td>
<td>Designing and Implementing a Microsoft Azure AI Solution</td>
<td>10/15–18 9 a.m.–5 p.m.</td>
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<td>PCO 394 32210</td>
<td>Designing and Implementing Microsoft Azure Networking Solutions</td>
<td>11/18–20 9 a.m.–5 p.m.</td>
</tr>
<tr>
<td>PCO 394 32222</td>
<td>Developing Solutions for Microsoft Azure</td>
<td>12/2–6 9 a.m.–5 p.m.</td>
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**COMPTIA**

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<td>PCO 400 32198</td>
<td>CompTIA Advanced Security Practitioner Certification (CASP+)</td>
<td>9/23–27 9 a.m.–3 p.m.</td>
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<tr>
<td>PCO 400 32199</td>
<td>CompTIA Advanced Security Practitioner Certification (CASP+)</td>
<td>11/18–22 9 a.m.–3 p.m.</td>
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<tr>
<td>PCO 401 32195</td>
<td>CompTIA Penetration Testing Certification (PenTest+)</td>
<td>9/16–20 9 a.m.–3 p.m.</td>
</tr>
<tr>
<td>PCO 401 32213</td>
<td>CompTIA Penetration Testing Certification (PenTest+)</td>
<td>11/11–15 9 a.m.–3 p.m.</td>
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<table>
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<tbody>
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<td>PCO 402 32199</td>
<td>CompTIA Security+ Certification</td>
<td>9/23–27 9 a.m.–5 p.m.</td>
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<td>PCO 402 32208</td>
<td>CompTIA Security+ Certification</td>
<td>10/21–25 9 a.m.–5 p.m.</td>
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<td>PCO 402 32219</td>
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**EC-COUNCIL**

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<td>PCO 384 32203</td>
<td>EC-Council Certified Ethical Hacker (CEH) v.12</td>
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<td>PCO 384 32212</td>
<td>EC-Council Certified Ethical Hacker (CEH) v.12</td>
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<td>PCO 384 32223</td>
<td>EC-Council Certified Ethical Hacker (CEH) v.12</td>
<td>12/2–6 9 a.m.–5 p.m.</td>
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<tr>
<td>PCO 359 32196</td>
<td>EC-Council Certified Network Defender (CND) v.2</td>
<td>9/16–20 9 a.m.–5 p.m.</td>
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**MICROSOFT**

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<td>PCO 367 32202</td>
<td>Administering Windows Server Hybrid Core Infrastructure</td>
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<td>PCO 367 32221</td>
<td>Administering Windows Server Hybrid Core Infrastructure</td>
<td>12/2–5 9 a.m.–5 p.m.</td>
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<tr>
<td>PCO 390 32209</td>
<td>Configuring Windows Server Hybrid Advanced Services</td>
<td>10/21–24 9 a.m.–5 p.m.</td>
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<td>PCO 390 32227</td>
<td>Configuring Windows Server Hybrid Advanced Services</td>
<td>12/16–19 9 a.m.–5 p.m.</td>
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**IT AND CYBERSECURITY**
**ED2GO ONLINE COURSES**
Online courses offered in partnership with Ed2go. For details, go to ed2go.com/ccbconline.

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

**Course# CRN# Course Title Dates**
PCP 435 31619 Basic CompTIA A+ Certification Prep 9/11–11/1
PCP 435 31628 Basic CompTIA A+ Certification Prep 11/13–1/3
PCP 436 31621 Intermediate CompTIA A+ Certification Prep 9/11–11/1
PCP 436 31630 Intermediate CompTIA A+ Certification Prep 11/13–1/3
PCP 437 31618 Advanced CompTIA A+ Certification Prep 9/11–11/1
PCP 437 31627 Advanced CompTIA A+ Certification Prep 11/13–1/3
PCP 881 31620 CompTIA Network+ Certification Prep 9/11–11/1
PCP 881 31629 CompTIA Network+ Certification Prep 11/13–1/3

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

**Course# CRN# Course Title Dates**
PCP 107 31623 Introduction to Networking 9/11–11/1
PCP 107 31632 Introduction to Networking 11/13–1/3
PCP 160 31622 Intermediate Networking 9/11–11/1
PCP 160 31631 Intermediate Networking 11/13–1/3
PCP 655 31624 Introduction to PC Security 9/11–11/1
PCP 655 31633 Introduction to PC Security 11/13–1/3
PCP 425 31625 Introduction to PC Troubleshooting 9/11–11/1
PCP 425 31634 Introduction to PC Troubleshooting 11/13–1/3
PCP 626 31626 Wireless Networking 9/11–11/1
PCP 626 31635 Wireless Networking 11/13–1/3

**COMPUTER PROGRAMMING**
**C++ PROGRAMMER**
CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

**PCA 886**
**C++ Programmer**
Learn the concepts, terminology, application and coding of the C++ programming language. Using practical step-by-step examples, students learn fundamental programming concepts, including decision making and looping. Students will gain an understanding of the basics of structured and object-oriented programming techniques to build C++ programs.

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

**CRN# Day/Ses. Dates Time Location**
31617 Online 11/11–1/12 Arranged E2GC

**JAVA PROGRAMMER**
CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

**PCA 799**
**Java Programmer**
Taking an introductory approach, this Java training course covers most Java syntax elements, concentrating on fundamental and universally useful elements, while providing an overview of many more advanced elements. Learn to write useful Java classes, applying object-oriented concepts such as inheritance and create Java programs that work with these classes.

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

**CRN# Day/Ses. Dates Time Location**
31616 Online 11/11–1/12 Arranged E2GC

**ORACLE SQL AND PL/SQL DEVELOPER**
CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

**PCA 806**
**Oracle SQL and PL/SQL Developer Module 1**
Total Cost: $497 (Tuition: $10 Fees: $487)

**CRN# Day/Ses. Dates Time Location**
31614 Online 10/14–12/15 Arranged E2GC

**PCA 807**
**Oracle SQL and PL/SQL Developer Module 2**
Total Cost: $498 (Tuition: $10 Fees: $488)

**CRN# Day/Ses. Dates Time Location**
31615 Online 12/16–2/16 Arranged E2GC

**PYTHON DEVELOPER**
CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

This program is aimed at those new to the Python programming language who may or may not have experience with other programming languages. You will learn all about Python programming in this comprehensive program that covers introductory through advanced methods of Python. Must register for both modules 1 and 2 at the same time.

**PCA 797**
**Python Developer Module 1**
Total Cost: $497 (Tuition: $10 Fees: $487)

**CRN# Day/Ses. Dates Time Location**
31612 Online 9/9–11/10 Arranged E2GC

**PCA 798**
**Python Developer Module 2**
Total Cost: $498 (Tuition: $10 Fees: $488)

**CRN# Day/Ses. Dates Time Location**
31613 Online 11/11–1/12 Arranged E2GC

**COMPUTER PROGRAMMING**
**ED2GO ONLINE COURSES**
Online courses offered in partnership with Ed2go. For details, go to ed2go.com/ccbconline.

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

**Course# CRN# Course Title Dates**
PCT 333 31652 Introduction to Programming 9/11–11/1
PCT 333 31665 Introduction to Programming 11/13–1/3
PCT 667 31649 Introduction to C++ Programming 9/11–11/1
PCT 667 31683 Introduction to C++ Programming 11/13–1/3
PCT 668 31648 Introduction to C# Programming 9/11–11/1
PCT 668 31681 Introduction to C# Programming 11/13–1/3
PCT 666 31651 Introduction to Java Programming 9/11–11/1
PCT 666 31684 Introduction to Java Programming 11/13–1/3
PCP 139 31643 Intermediate Java Programming 9/11–11/1
PCP 139 31672 Intermediate Java Programming 11/13–1/3
PCP 187 31654 Introduction to SQL 9/11–11/1
PCP 187 31689 Introduction to SQL 11/13–1/3
PCP 318 31644 Intermediate SQL 9/11–11/1
PCP 318 31677 Intermediate SQL 11/13–1/3
PCP 275 31653 Introduction to Python Programming 9/11–11/1
PCP 275 31666 Introduction to Python Programming 11/13–1/3
PCP 269 31655 Introduction to Visual Basic 9/11–11/1
PCP 269 31691 Introduction to Visual Basic 11/13–1/3
PCP 274 31566 Intermediate Visual Basic 9/11–11/1
PCP 274 31679 Intermediate Visual Basic 11/13–1/3
**WEB DEVELOPMENT**

**JAVA SCRIPT DEVELOPER**

**CONTINUING EDUCATION**

**WORKFORCE TRAINING CERTIFICATE**

Whether you're new to JavaScript or want to enhance your developer skillset, train to use JavaScript, jQuery and Vue.js to build various applications, from a small but featureful math app to your own dynamic web application. Prerequisites: experience with HTML and a basic understanding of CSS. Online class. Must register for both modules 1 and 2.

**PCO 884**

**JavaScript Developer Module 1**

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

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**PCO 885**

**JavaScript Developer Module 2**

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

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**PCO 342**

**Introduction to Web Design**

Understanding what it takes to produce effective web design is essential in today's market of highly saturated digital competition. Discover the basics of web design using HTML and CSS. Throughout the course you will get the info you need to plan and design effective web pages. Come away knowing how to implement web pages by writing HTML and CSS code. And discover ways to enhance web pages with the use of page layout techniques, text formatting, graphics and images.

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

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**PCO 343**

**Intermediate Web Design**

Increase your knowledge of creating effective and dynamic websites/applications. Acquire the fundamentals of the most popular Web 2.0 technologies: JavaScript, PHP and MySQL in conjunction with your existing HTML and CSS skills and relationship between HTML, CSS, JavaScript, PHP, MySQL and your chosen web server and take away a functioning web application hosted on a web server that is both accessible and search engine optimized.

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

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</table>

**WEB DEVELOPMENT ED2GO ONLINE COURSES**

Online courses offered in partnership with ed2go. For details, go to ed2go.com/ccbonline.

**PCO 344**

**Advanced Web Design**

Learn how responsive web design enables web designers and developers to build and maintain a single website to serve all kinds of devices sizes: smartphones, tablets, laptops and more. Explore web design concepts, the current state of the web and technologies used on the web and advanced web page layout features and concepts.

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

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</table>

**WEB 2.0 TECHNOLOGY**

**JavaScript Developer Module 1**

- **Introduction to HTML/CSS**
  - Gain basic knowledge of HTML and CSS
  - Introduction to web design

**JavaScript Developer Module 2**

- **Advanced JavaScript Development**
  - JavaScript fundamentals
  - Advanced JavaScript development

**Web Development**

- **Web Development Module 1**
  - Introduction to JavaScript
  - Advanced JavaScript development

**Web Development Module 2**

- **Advanced Web Development**
  - Designing effective websites
  - Managing and personalizing Windows 10

**BROADEN YOUR HORIZONS**

Every aspect of business and social structure today has a basis in computer technology, keeping up with this rapid evolution can be a challenge that requires the basic foundations as well as specialized training that can lead you to career growth. For more information on the following courses, contact Priscilla Cheung-Iing at 443-840-1612 or pcheunging@ccbc.edu.

**BASIC COMPUTERS**

**PCO 732**

**Windows 10 Introduction**

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

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

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<td>12/7</td>
<td>8:10 a.m.–4:30 p.m.</td>
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</table>

**PCO 301**

**Computer Literacy**

Gain basic digital technology skills from topics like introduction to PC hardware and software, improving typing skills, operating in a Windows environment, understanding and using different Web Browsers, internet storages and online meeting tools.

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

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<td>6–8:30 p.m.</td>
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</tbody>
</table>

**PCO 872**

**Technology Skills for Today's Workplace**

Learn about computer applications to update your skills to be prepared for today's workplace. Topics range from basic computer knowledge on Microsoft Windows 10 and Microsoft Outlook to more specific applications like Microsoft Excel and Word. Also covers Office 365, Google Drive for storage and WebEx for meetings. Increase your knowledge of cybersecurity to keep information secure.

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

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</table>

**BASIC COMPUTERS ED2GO ONLINE COURSES**

Arranged courses offered in partnership with ed2go.

**PCO 600**

**Introduction to Microsoft Outlook**

Learn to manage apps, use the web with Windows 10, plus manage and personalize Windows 10. Total Cost: $199  (Tuition: $60  Fees: $139)

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</tbody>
</table>

Call 443.840.2222 or visit ccbc.edu/coned 21
MICROSOFT OFFICE

PCO 418
Microsoft Office Introduction Suite
Business professionals can learn the basics and new features of MS Office Word, Excel and PowerPoint with a step-by-step approach. Topics cover learning common features across Microsoft Office applications, creating/editing Word documents, producing an Excel spreadsheet and creating a PowerPoint presentation. Recommended: Windows Introduction or equivalent knowledge.
Total Cost: $595 (Tuition: $179 Fees: $416)

PCO 867
Microsoft Teams: From Configuration to Collaboration
In today’s modern workplace landscape, being able to collaborate effectively with a geographically distributed team has never been more important. Learn how to take advantage of the Microsoft Teams application in the Office 365 suite to master the tools you need to take control of your ability to communicate across a broad menu of options and how to use Microsoft Teams to collaborate with your colleague using email, online meetings and sharing files. Recommended: Windows Introduction or equivalent knowledge.
Total Cost: $199 (Tuition: $60 Fees: $139)

PCO 887
Excel Introduction for Office 365
Gain the basic concepts and skills needed to start being productive with Microsoft Excel Online. Learn how to create and save worksheets that contain various kinds of calculations and formatting. Recommended: Windows Introduction or equivalent knowledge.
Total Cost: $199 (Tuition: $60 Fees: $139)

PCO 419
Microsoft Excel Introduction
Gain the skills needed to start being productive with Microsoft Excel. Learn how to create, save, share and print worksheets that contain various kinds of calculations and formatting. Recommended: Windows Introduction or equivalent knowledge.
Total Cost: $199 (Tuition: $60 Fees: $139)

PCO 420
Microsoft Excel Intermediate
Learn how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features and collaborate with other users. Prerequisite: Microsoft Excel Introduction or equivalent knowledge.
Total Cost: $199 (Tuition: $60 Fees: $139)

PCO 421
Microsoft Excel Advanced
Learn to perform real-world tasks such as handling and getting information from various sources of data. Learn to create output that varies according to conditions, manipulate dates and text and automate repetitive tasks. Prerequisite: Microsoft Excel Intermediate or equivalent knowledge.
Total Cost: $199 (Tuition: $60 Fees: $139)

PCO 422
Microsoft Excel Complete
Combine Microsoft Excel Introduction, Intermediate and Advanced courses to experience full Excel training. Recommended: Windows Introduction or equivalent knowledge.
Total Cost: $495 (Tuition: $149 Fees: $346)

PCO 423
Microsoft Excel Certification Online Training
Earning Microsoft Office Specialist Expert certification sets your professional skill set apart from other Excel users. This course will prepare you for the Microsoft Office Specialist (MOS) Expert certification exam for Excel. 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, creating charts and objects, using lists, importing and exporting data and other new features in the latest Microsoft Excel version.
Total Cost: $595 (Tuition: $20 Fees: $575)

PCO 429
Microsoft Excel Certification Training
Prepare for the Microsoft Office Specialist Expert certification exam for Microsoft Excel. Certified individuals will establish their ability to utilize the fundamentals of creating and managing worksheets and workbooks, cells and ranges and tables. This instructor-led class will cover applying formulas and functions, creating charts and objects, using lists, importing/exporting data and other new features. Recommended: Windows 10 equivalent knowledge.
Total Cost: $695 (Tuition: $0 Fees: $695)
## WORKFORCE TRAINING

### COMPUTERS AND INFORMATION TECHNOLOGY

#### PCO 286
**Microsoft® Excel® for Office 365™: Data Analysis with PivotTables**
Take advantage of the power of advanced PivotTable features to analyze your raw data and create PivotCharts. Recommended: Excel Advanced or equivalent knowledge.
Total Cost: $149 (Tuition: $45 Fees: $104)

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#### PCO 287
**Microsoft® Excel® for Office 365™: Data Analysis with Power Pivot**
Use Microsoft® Excel® Power Pivot to organize, manipulate and report on large amounts of data in the best way possible. Recommended: Excel Advanced or equivalent knowledge.
Total Cost: $149 (Tuition: $45 Fees: $104)

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#### PCO 417
**Microsoft Outlook Certification Online Training**
Prepare for the Microsoft Office Specialist Outlook Certification exam. Learn new Outlook features and best practices for working with ribbons, tabs, groups and commands and explore the backstage view. You will learn how to set up and work with multiple accounts, messages and folders and manage your inbox, including filling, creating search folders and archiving.
Total Cost: $595 (Tuition: $20 Fees: $575)

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#### PCO 416
**Microsoft Outlook Certification Training**
Prepare for the Microsoft Office Specialist Outlook certification exam. Learn technical skills as you work with the Outlook interface, work with messages, calendars, contacts, tasks and notes. Manage accounts, the inbox and utilize mail merge. Topics also cover managing and sharing multiple calendars, scheduling and setting up contact groups. Recommended: Windows 10 or equivalent knowledge.
Total Cost: $695 (Tuition: $232 Fees: $463)

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<td>12/9–20</td>
<td>9 a.m.–12:15 p.m.</td>
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</table>

#### PCO 412
**Microsoft PowerPoint Introduction**
Gain a foundational understanding of the latest version of Microsoft PowerPoint to create and develop engaging multimedia presentations. Also, learn to develop a PowerPoint presentation that includes text, graphics, objects, tables and charts, create and format SmartArt, 3D models, apply transitions and print a presentation.
Total Cost: $199 (Tuition: $60 Fees: $139)

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</table>

#### PCO 413
**Microsoft PowerPoint Advanced**
Learn advanced-level Microsoft PowerPoint concepts and skills for power users such as formatting features, animation and transition techniques, adding and formatting media, tracking corrections, working with multiple presentations, creating custom slide shows, and working with security and sharing options.
Total Cost: $199 (Tuition: $60 Fees: $139)

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<td>10/1–8</td>
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#### PCO 415
**Microsoft PowerPoint Complete**
Combine Microsoft PowerPoint Introduction and Advanced courses for full PowerPoint training. Recommended: Windows introduction or equivalent knowledge.
Total Cost: $395 (Tuition: $119 Fees: $276)

<table>
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#### PCO 407
**Microsoft Word Introduction**
Learn the basic concepts and skills to start being productive with the most up-to-date version of Microsoft Word in this introduction class, including creating, formatting, setting up a document and adding graphics and tables. Recommended: Windows Introduction or equivalent knowledge.
Total Cost: $199 (Tuition: $60 Fees: $139)

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<tr>
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</table>

#### PCO 408
**Microsoft Word Intermediate**
Learn more advanced features in the Microsoft Word Intermediate level class, such as formats, styles and templates to create professional documents. Learn to use tables, charts and themes to add visual interest to your documents and use mail merge. Prerequisite: Microsoft Word Introduction or equivalent knowledge.
Total Cost: $199 (Tuition: $60 Fees: $139)

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<th>Day/Ses.</th>
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<td>32069</td>
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<td>6–8:30 p.m.</td>
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</table>

#### PCO 409
**Microsoft Word Advanced**
Learn advanced formatting features, document management, references, data fields, sources, macros and forms from the latest version of Microsoft Word. Prerequisite: Microsoft Word Intermediate or equivalent knowledge.
Total Cost: $199 (Tuition: $60 Fees: $139)

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<td>11/5–12</td>
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#### PCO 425
**Microsoft Word Complete**
Learn how to use Microsoft Word to create documents as well as tips and tricks to save time, improve document readability and enhance your Word experience. This course will also include instruction on the basic functions of a Word document, such as how to create a new document, how to save a document, how to open a saved document, how to locate saved documents, how to enhance your document with different fonts, font sizes, colors, indentations and more. Recommended: Windows 10 or equivalent knowledge.
Total Cost: $495 (Tuition: $149 Fees: $346)

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#### PCA 888
**Word Introduction for Office 365**
Learn the basic concepts and skills to start being productive with Microsoft Word Online and how to create, format and set up a document and how to add graphics and tables. Recommended: Windows Introduction or equivalent knowledge.
Total Cost: $199 (Tuition: $60 Fees: $139)

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#### PMA 411
**Microsoft Word Certification Online Training**
Prepare for the Microsoft Office Specialist (MOS) Word and Word Expert certification exams. Proficiency in Microsoft Word is one of the most requested workplace skills. Earning this credential will set you apart from casual Word users. Learn about documents, drawing tools, tables, tracking changes, mail merge and more.
Total Cost: $595 (Tuition: $20 Fees: $575)

<table>
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*Call 443.840.2222 or visit ccbcmd.edu/coned*
MICROSOFT OFFICE ED2GO ONLINE COURSES
Arranged courses offered in partnership with ed2go.

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

Course#  CRN#  Course Title                           Dates          Location
PCA 826   32075  Introduction to Microsoft Access 2019  9/11/–11/1  HV
PCA 826   32073  Introduction to Microsoft Access 2019  12/8–2/7
PCA 822   32082  Introduction to Microsoft Excel 2019  9/11–11/1
PCA 822   32078  Introduction to Microsoft Excel 2019  12/8–2/7
PCA 823   32034  Intermediate Excel 2019              10/16–12/6
PCA 823   32035  Intermediate Excel 2019              12/8–2/7
PCA 824   32031  Advanced Microsoft Excel 2019        12/8–2/7
PCA 825   32281  Introduction to Microsoft PowerPoint 2019 9/11–11/1
PCA 825   32282  Introduction to Microsoft PowerPoint 2019 12/8–2/7
PCP 793   32099  Microsoft Excel – Pivot Tables       10/16–12/6
PCP 793   32102  Microsoft Excel – Pivot Tables       12/8–2/7
PCA 820   32090  Introduction to Microsoft Word 2019  12/8–12/7
PCA 821   32036  Intermediate Microsoft Word 2019      11/13–1/3
PCA 685   32110  Understanding Cloud Computing        9/11–11/1
PCA 685   32112  Understanding Cloud Computing        11/13–1/3

BUSINESS SOLUTIONS

PCO 285
Microsoft Project 2019
Learn how to create a project plan in Microsoft Project 2019. You will gain knowledge in developing a schedule, assigning resources to tasks, tracking progress, managing the budget and analyzing workloads. Prerequisites: Windows 10 Intro or equivalent knowledge and an understanding of project management concepts.

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

CRN#  Day/Ses.  Dates          Time          Location
31934  S(2)     10/19–26          8:30 a.m.–4:30 p.m.  HV
31935  S(2)     12/7–14           8:30 a.m.–4:30 p.m.  EC

PCO 307
Adobe Acrobat Pro for Business and Legal Professionals
Expand your technical skills and take advantage of the functionality and features available in this program. Learn advanced techniques for document management, editing and security that are vital in an ever-expanding digital workplace.

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

CRN#  Day/Ses.  Dates          Time          Location
31738  M/W(3)   10/28–11/4       6–8:30 p.m.        EC
32065  S(1)     12/7            8:30 a.m.–4:30 p.m.  EC

PCO 341
Google Analytics™: Foundation
Unveil the mystery of Google Analytics! How can Google Analytics help you evaluate website traffic, assess online advertising, increase customer reach and achieve better conversion rates? Fear not! This is truly a foundation course. We will start by creating a Google Analytics account, if you don’t already have one.

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

CRN#  Day/Ses.  Dates          Time          Location
32067  M/W(6)   11/4–20          6–8:30 p.m.        EC

PCO 340
Using Google G Suite
Google G Suite comprises many office productivity apps. Discover the features and functionalities of the apps included in most G Suite editions—Gmail™, Google Drive™, Google Docs™, Google Slides™, Google Drawings™, Google Sheets™, Google Forms™, Google Hangouts™, Google Calendar™ and Google Sites™—and work within their respective environments.

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

CRN#  Day/Ses.  Dates          Time          Location
32066  S(2)     11/9–16          8:30 a.m.–4:30 p.m.  HV 126

MAR 015
Technology for Marketing Assistants
Created for marketing support staff and non-designers, this class provides a broad overview of software used in the creation of online and printed media. The course is recommended for students experienced in the Microsoft 365 suite of applications (Word, Excel, Outlook, etc.) or who previously completed Technology Skills for Workplace Success.

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

CRN#  Day/Ses.  Dates          Time          Location
31842  T/R(10)  10/8–11/7        6–9:15 p.m.        EC

DATA ANALYSIS

PCO 345
Introduction to Power BI
Discover how to quickly extract, transform and load data with just a few clicks. Create interactive visualizations (charts, maps, KPIs) to provide you with insights into your organization’s data to make informed decisions.

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

CRN#  Day/Ses.  Dates          Time          Location
31964  Online   9/13–28        Arranged        LERN

PCO 346
Intermediate Power BI
Delve further into Power Query to ETL (Extract, Transform and Load) your data. Build the Data Model using modeling features and relationships and perform calculations using DAX (Data Analysis Expressions) functions. Use Time Intelligence functions to view YoY or YTD reports. Add user-friendly features to enhance your reports. Online course.

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

CRN#  Day/Ses.  Dates          Time          Location
31965  Online   10/7–11/1     Arranged        LERN

PCO 347
Advanced Power BI
Expand your knowledge of Power BI Desktop to the highest level. Focus on the advanced capabilities of Power Query, Data Modeling and Reports. Check for data inconsistencies, design efficient queries, create proper relationships and write DAX code to ensure reports update quickly and accurately. Add navigation and analytical features to your reports so consumers can analyze the results. Online course.

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

CRN#  Day/Ses.  Dates          Time          Location
31966  Online   11/4–29        Arranged        LERN

BUSINESS SOLUTIONS ED2GO ONLINE COURSES
Arranged courses offered in partnership with ed2go.

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

Course#  CRN#  Course Title                           Dates          Location
PCA 425   32287  Introduction to PC Troubleshooting   10/16–12/6
PCA 425   32288  Introduction to PC Troubleshooting   12/18–2/7

Total Cost: $166  (Tuition: $20  Fees: $146)

Course#  CRN#  Course Title                           Dates          Location
PCO 437   31937  Getting Started with Google Workspace 9/11–11/1
PCO 437   31939  Getting Started with Google Workspace 11/13–1/3

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

Course#  CRN#  Course Title                           Dates          Location
PCA 829   32283  Introduction to Microsoft Project 2019 10/16–12/6
PCA 829   32284  Introduction to Microsoft Project 2019 12/18–2/7
PCA 423   32093  Introduction to QuickBooks            11/13–1/3
PCA 828   32037  Intermediate QuickBooks 2019         12/18–2/7

24  CCBC Continuing Education Courses  September–December 2024
DESKTOP PUBLISHING AND GRAPHICS

PCA 484
InDesign CC Introduction
Design and customize a document, work with page elements, build tables and prepare a document for delivery. Recommended: Windows Intro or equivalent knowledge. Prerequisite: Illustrator CC Intro or equivalent knowledge.

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

PCA 675
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: InDesign CC Introduction or equivalent knowledge.

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

PCA 485
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. Recommended: Windows Intro or equivalent knowledge.

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

CRIMINAL JUSTICE AND LEGAL STUDIES

Visit the Criminal Justice and Law Pathway web page for a full list of credit and continuing education programs in this category.

PRIVATE INVESTIGATOR

PRIVATE INVESTIGATOR CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

REQUIRED COURSES:
Classes can be taken individually, but all four must be completed to receive the certificate. Not all classes are offered every semester.

• Criminal Justice and the Constitution
• Criminal Law
• Private Investigation
• Criminal Justice Internship

SSP 259
Criminal Justice and the Constitution
Learn about the development of the U.S. Constitution, the Bill of Rights and the Fourteenth Amendment and how they impact criminal justice. Discuss the U.S. Supreme Court and its authority to interpret the constitution and laws, civil liability and its relationship to criminal law, double jeopardy and constitutional issues such as judicial review, criminal rights and due process. This course also offered for credit as CRJU 122.

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

SPECIAL POLICE OFFICER TRAINING

SPECIAL POLICE OFFICER (SPO) CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

SSP 288
Special Police Officer Initial Training
Explore SPO training objectives as approved by the Secretary of the Maryland State Police leading to a Special Police Officer Commission. Learn the SPO’s role, crucial information regarding criminal law and matters, crime prevention, crime control, court procedure, interpersonal interactions and first aid/CPR. Practice skills for interacting with the general public as well as suspected offenders. 84 hours of instruction.

Total Cost: $849 (Tuition: $255 Fees: $594)
HEALTH AND HUMAN SERVICES

SPECIAL POLICE OFFICER TRAINING CONTINUING EDUCATION UNITS (CEUS)

SPP 312
SPO 12 Hour In-service Training
This in-service training class for Special Police Officers will review key elements relating to crime prevention and patrol techniques, criminal matters, arrest, search and seizure that are critical in day-to-day operations. Class provides 12 hours of in-service training needed for SPO commission renewal.

Total Cost: $279 (Tuition: $84 Fees: $195)

CRN# Day/Ses. Dates Time Location
32181 T/W/Th 11/14–15 9 a.m.–4 p.m. DC

LEGAL STUDIES

LAW 047
Navigating Divorce, Custody and Child Support in Maryland
In today’s rapidly evolving social landscape, the dynamics of family relationships are becoming increasingly complex. This course examines the legal aspects surrounding divorce, child custody and the intricate realm of child support. This course provides practical application of the concepts from drafting a complaint for divorce and property distribution, through determination of child support under the Maryland Child Support Guidelines and analysis of child custody and visitation options.

Total Cost: $399 (Tuition: $30 Fees: $69)

CRN# Day/Ses. Dates Time Location
31416 T/R 9/17–24 7–9 p.m. Zoom

LAW 023
The Ins and Outs of Social Security Disability Claims (NEW)
Want to learn an invaluable area of law that you actually don’t have to be a licensed attorney to do? Social Security disability is for you. Discover this crucial and often overlooked area of law. Learn how to skillfully build and present your case for approval, securing life-sustaining and life-changing benefits for your clients.

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

CRN# Day/Ses. Dates Time Location
32413 T/W/Th 11/5–14 9–11 a.m. Zoom

SPP 375
Workers’ Compensation Essentials for Adjusters
Workers’ Compensation adjusters are in high demand and employers are continuing to seek training opportunities for both new and experienced personnel. This 15-hour program explores both the basics of claims adjusting and an overview of controlling statutes and case law. Learn about the proper reserving, investigating and compensability of claims. Get a thorough overview of the claim process in Maryland with an emphasis on litigated claims.

Total Cost: $529 (Tuition: $159 Fees: $370)

CRN# Day/Ses. Dates Time Location
31786 M/W(5) 10/28–11/11 6–9:15 p.m. OM

E-DISCOVERY SPECIALIST
CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

REQUIRED COURSES:
Classes can be taken individually, but all three must be completed to receive the certificate. Not all classes are offered every semester.

- E-Discovery: Discovery and Preserving Important Information
- E-Discovery: Electronically Stored Information, Privileges and Sanctions
- E-Discovery: Forensics, Social Media and Data Review

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

SPP 376
E-Discovery: Discovery and Preserving Important Information
Discovery of facts in civil litigation, particularly in the digital age, is critical to successful lawsuits. Understanding how and why information needs to be preserved for trial and how to properly conduct discovery of electronically stored information are crucial first steps. The course will provide an overview of civil discovery and how “e-discovery” impacts this process.

CRN# Day/Ses. Dates Time Location
31313 S(1) 9/7 9 a.m.–3 p.m. OM

SPP 377
E-Discovery: Electronically Stored Information, Privileges and Sanctions
Efficiently and effectively searching for electronically stored information (“ESI”) is a valuable skill for legal professionals. Get hands-on instruction on searching large amounts of ESI. Learn how to recognize and protect various types of privileges applicable to litigation and how and when sanctions are imposed on litigants or their counsel for discovery violations.

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

CRN# Day/Ses. Dates Time Location
31314 S(1) 9/14 9 a.m.–3 p.m. OM

SPP 378
E-Discovery: Forensics, Social Media and Data Review
Learn how to conduct e-discovery using the latest in online technology. Get instruction in the legal, forensic and technological skills needed to preserve, request, transfer, receive and search electronically stored information in civil litigation.

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

PREREQUISITES FOR HEALTH AND HUMAN SERVICES

The following courses are frequently listed as prerequisites for Health and Human Services programs. Under each program description, you’ll find a list of required prerequisites, as well as required sequence of courses, internships or clinicals. Some prerequisite courses can be tested out of by passing a challenge exam.

AHE 519
Anatomy and 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. Textbook required for first class. Prerequisite: Medical Terminology for Health Occupations (AHE 534).

Total Cost: $329 (Tuition: $99 Fees: $230)

CRN# Day/Ses. Dates Time Location
31975 T/R(10) 10/8–11/7 6–9:15 p.m. EC
31974 T/R(10) 12/3–1/14 6–9:15 p.m. EC

AHE 672
Anatomy and Physiology for Healthcare Workers Online
Online version of Anatomy and Physiology for Health Occupations. Textbook required for first class. Prerequisite: Medical Terminology for Health Occupations (AHE 534).

Total Cost: $329 (Tuition: $99 Fees: $230)

CRN# Day/Ses. Dates Time Location
31976 T(10) 11/12–1/28 6–9:15 p.m. O

AHL 217
Basic Math Skills for Healthcare Workers Online
Review math skills used in allied health courses and in the healthcare field, including basic properties of math, fractions, decimals, ratios, rates, proportions and percentages. Learn how to use the metric system for measurements and set up basic algebraic equations to solve healthcare problems (e.g. medication dosages).

Total Cost: $145 (Tuition: $44 Fees: $101)

CRN# Day/Ses. Dates Time Location
31770 M(5) 9/9–10/7 7–9 p.m. O
31772 Arranged 10/21–11/22 Arranged O
**AHL 166**

**Essential Skills for the Healthcare Provider**

Learn essential skills to be successful working in a professional healthcare setting. Topics covered include effective communication and customer services skills, understanding employer expectations, receiving positive and negative feedback or criticism and developing strategies for personal and professional growth.

Total Cost: $179 (Tuition: $54 Fees: $125)

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**AHL 246**

**Medical Terminology for Administrative HealthCare Professionals Online**

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: $189 (Tuition: $57 Fees: $132)

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**AHE 534**

**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: $99 Fees: $230)

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**AHE 124**

**Medical Terminology Online**

An online version of Medical Terminology for Health Occupations (AHE 534). Textbook required for first class.

Total Cost: $329 (Tuition: $99 Fees: $230)

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**CHALLENGE EXAMS**

You can test out of some prerequisite courses because of prior learning. Passing a challenge exam with an 80% or better allows students to waive out of the class. You may only take each exam one time. Please contact cehealth@ccbcmd.edu with questions about challenge exams.

Total Cost: $75 (Tuition: $0 Fees: $75)

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**AHL 715**

**Challenge Exam for Anatomy and Physiology**

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**AHL 716**

**Challenge Exam for Basic Math for Health Care Workers**

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**AHL 717**

**Challenge Exam for Medical Terminology**

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**CENTRAL SERVICE TECHNICIAN**

**CENTRAL SERVICE TECHNICIAN CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE**

Certified Registered Central Service Technicians work in hospitals/surgical centers and play a critical role in preventing and controlling infection by sterilizing, processing, storing and distributing medical supplies. After completing the program, students can start earning the required 400 hours of hands-on experience to take the national exam administered by the Healthcare Sterile Processing Association. Students can gain this experience through entry-level technician positions or by enrolling in the four clinical classes at CCBC.

To learn more about the program, contact CEhealth@ccbcmd.edu for details.

**COURSE SEQUENCE:**

- Medical Terminology for Health Occupations
- CPR for Healthcare Providers
- Central Service Technician Classroom
- (Optional) Central Service Technician Clinicals I, II, III, IV (AHL 046–AHL 049)

Note: Students are assigned to a hospital in the Baltimore region and must be available during daytime hours for a minimum of 24 hours per week.

**AHL 045**

**Central Service Technician – Classroom**

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

Total Cost: $1,369 (Tuition: $411 Fees: $958)

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## CHILD CARE/DAYCARE PROVIDER

### CHILD CARE/DAYCARE PROVIDER

#### CONTINUING EDUCATION

**WORKFORCE TRAINING CERTIFICATE**

Child care providers attend to children in schools, businesses, private households and child care institutions. They perform a variety of tasks such as dressing, feeding and overseeing play, are responsible for the safety and wellbeing of the children in their care and work as part of a team. CCBC offers three different course series options for students interested in this career track (see options below). Please contact [cehealth@ccbcmd.edu](mailto:cehealth@ccbcmd.edu) with any questions about the program.

### PROGRAM OVERVIEW:

Child care position titles and corresponding courses offered at CCBC are listed below:

- **Child Care Teacher Preschool 90 hrs = Child Care I Growth and Development**
- **Child Care II Activities for Young Children, Communication Skills Including All Children and the ADA**
- **Child Care Teacher Infant/Toddler 90 hrs = Child Care I Growth and Development, Infant and Toddler Care, Communication Skills, Including All Children and the ADA**
- **Child Care Teacher School Age 90 hrs = Child Care I Growth and Development, School Age Child, Communication Skills, Including All Children and the ADA**
- **Child Care Director = Teacher 90 hrs plus Child Care Administration**
- **Family Child Care Provider = Family Child Care Provider Modules 1–6, Including All Children and the ADA, Medication Admin, CPR/First Aid**
- **Family Providers = Family Providers Modules 7–10, Including All Children and the ADA**

### CHI 043

**Child Care I: Child Growth and Development (Online)**

- **Online version of Child Care I: Growth and Development (CHI 019). Satisfy the child development half of the MSDE requirement of 90 hours of training for child care teachers and directors. Topics include growth and development of children from birth through 12 years, emotional development of young children and intellectual and critical reading techniques, with a focus on communication with parents and co-workers as well as typical communication issues within a child care center.**

Total Cost: $280 (Tuition: $84 Fees: $196)

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### CHI 015

**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 child development for ages 6–12 years.**

Total Cost: $280 (Tuition: $84 Fees: $196)

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### CHI 032

**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. Topics include growth and development, curriculum planning, goal setting and selection of age-appropriate materials and methods.**

Total Cost: $280 (Tuition: $84 Fees: $196)

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### CHI 031

**Communication Skills for Child Care Professionals**

- **Learn basic concepts of developing strong communication skills 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 as well as typical communication issues within a child care center.**

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

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### CHI 096

**Basic Health and Safety Training**

- **This course is designed to provide basic information about critical health and safety topics related to child care settings. This course is part of the MSDE Office of Child Care approved training program for child care professionals, contributing to certification and/or personnel qualification status.**

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

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### CHI 042

**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. MSDE Medication Administration handbook provided.**

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

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### FAMILY PROVIDER START-UP CLASSES

- **Meet Maryland State Department of Education (MSDE) training requirements to become a licensed family child care provider. You will need to complete the six modules to receive your Child Care Family Provider Certification. Please contact [cehealth@ccbcmd.edu](mailto:cehealth@ccbcmd.edu) with any questions about the program.**

### CHI 035

**Family Child Care Pre-Service Module 1: Child Development**

- **Learn the basic concepts of child development. Topics include milestones of growth and development birth through thirteen years, basic beliefs of child theorists and insights into learning differences among children.**

Total Cost: $55 (Tuition: $17 Fees: $38)

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### CHI 036

**Family Child Care Pre-Service Module 2: Curriculum**

- **Learn the basic concepts of curriculum. Topics include major components of developmentally appropriate family child care curriculum and environment.**

Total Cost: $55 (Tuition: $17 Fees: $38)

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**HEALTH AND HUMAN SERVICES**

**WORKFORCE TRAINING**

**CCBC Continuing Education Courses** September–December 2024
COMMUNITY HEALTH WORKER

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

A community health worker (CHW) is a trusted individual that links health and social services to their community to facilitate access to services and improve the quality and cultural humility of those services. A CHW also builds individual and community capacity by increasing health knowledge and self-sufficiency through community outreach, education and the provision of accurate and relevant information.

Students are required to attend a program orientation prior to beginning AHL 233. Call 443-840-1389 or email cloeblein@ccbccmd.edu for orientation details.

PREREQUISITE/CO-REQUISITE:
• Medical Terminology for Administrative Professionals

COURSE SEQUENCE:
• Community Health and Contact Tracing
• Expanded Concepts of Community Health
• Community Health Worker Practicum

This program is accredited by the Maryland Department of Health (MDH), Accreditation Number: 009-2021-G. Upon successful completion, students are eligible to apply for CHW certification from MDH. For more information, visit health.maryland.gov.

AHL 233
Community Health and Contact Tracing
Gain an introduction to the Community Health Worker role and training in contact tracing.

Total Cost: $229 (Tuition: $69 Fees: $160)

AHL 258
Expanded Concepts of Community Health
Develop your skills in advocacy and community capacity building, effective oral and written communication, care coordination support, teaching and outreach. Additional topics include cultural competency/anti-oppressive practice, local resources and system navigation, public health concepts and health literacy.

Total Cost: $1,139 (Tuition: $342 Fees: $797)

DENTAL ASSISTANT

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Dental assistants greatly increase the efficiency of the dentist in delivering quality oral health care and are essential members of the dental care team. Successful completion will qualify individuals to challenge multiple certification exams.

Completing an information session is MANDATORY prior to registering for the Dental Assistant Program. Please contact CEhealth@ccbccmd.edu to register for an upcoming information session and receive information about upcoming course dates.

PREREQUISITE:
• Dental Assistant Application (AHL 184)

COURSE SEQUENCE:
• Anatomy, Morphology, and Physiology for the Dental Assistant
• Dental Assistant Oral Radiography
• Essential Skills for the Health Care Professional
• CPR for Health Care Providers

AHL 275
Anatomy, Morphology and Physiology for the Dental Assistant (In-person)

Obtain a basic overview of the structure and function of the head, neck and oral cavity and gain an understanding of tooth anatomy and morphology. In addition, individuals will be introduced to tooth numbering systems, occlusion and oral pathology.

AHL 938
Dental Assisting and Oral Radiography

Prepare to sit for the Dental Assisting National Board’s RHS and ICE exam. Textbooks required. This course will allow you to sit for both the Dental Assisting National Board’s RHS and ICE exam. Textbooks required.

AHE 792
Oral Radiography

Prepare to sit for the Dental Assisting National Board (DANB) certification to become a Dental Radiation Technologist (DRT). In order to take the stand-alone course, you must have either been employed as a clinical dental assistant for at least one year or have previously completed a comparable dental assisting program. This course is delivered in a blended format (55% theory to be completed online and 45% clinical face-to-face).
AHL 147
Maryland General Expanded Functions Online
Learn expanded dental assisting functions as approved by the Maryland Board of Dental Examiners. Current employment in a general practice dental office as a clinical dental assistant and supervising dentist skills sign-off required. Individuals are required to have successfully completed a basic dental assisting/oral radiography program or trained as a clinical dental assistant under a dentist for at least one year.

AHL 826
Radiation Safety Update
Renew your state certification as a dental radiation technologist as approved by the Maryland Board of Dental Examiners.

DISPENSARY TECHNICIAN
Dispensary technicians work in the health care field, in medical cannabis dispensaries, performing day-to-day operations, helping patients with the Maryland state regulations process and working with patients to find the best delivery methods and products that suit their needs and ensure proper dosing and usage. In under six months, you can be ready for a new career as a dispensary technician. Partnering with Howard Community College, classes are taught by industry experts, align with regulations and best practices of the Maryland Cannabis Commission (MCC). Both courses must be taken to earn a certificate. Classes meet via Zoom and have online work.

COURSE SEQUENCE:
• Dispensary Technician I
• Dispensary Technician II

AHL 327
Dispensary Technician I
Learn about a dispensary technician’s role as well as Maryland regulations for medical cannabis dispensary operations including security, inventory management, recordkeeping and patient management. Practice professional skills and responsibilities involved in day-to-day operations.

Total Cost: $409 (Tuition: $69 Fees: $340)

CRN#  Day/Ses. Dates     Time     Location
31922       M/W(15)  9/9–10/28  6:30–8:30 p.m.    Zoom

AHL 328
Dispensary Technician II
This course focuses on medicinal knowledge, patient care and education aspects of the dispensary technician’s role. Topics include recent research on medicinal cannabis, medicinal properties of cannabis, managing the patient experience, counseling methodology and practices.

Total Cost: $409 (Tuition: $69 Fees: $340)

CRN#  Day/Ses. Dates     Time     Location
31925       M/W(15)  11/4–12/23  6:30–8:30 p.m.    Zoom

CERTIFIED ASSOCIATE IN HEALTH CARE INFORMATION AND MANAGEMENT SYSTEMS (HEALTH IT)

CERTIFIED ASSOCIATE IN HEALTH CARE INFORMATION AND MANAGEMENT SYSTEMS (HEALTH IT)

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE
Health IT professionals assist hospitals and medical practices in implementing and utilizing electronic health records (EHR’s) to improve patient care and support the growing use of technology in healthcare. 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. Classes start in the fall and take about one year to complete.

To learn more, students are invited to attend a virtual information session on Wednesday, September 11 at 7 p.m. Please email mwehr@ccbcmd.edu to RSVP.

PREREQUISITE:
• Medical Terminology for Health Occupations

COURSE SEQUENCE:
• Foundations of Health Information Technology
• Introduction to Healthcare Systems (for students with IT background)
• or —
• Introduction to IT and Computer Science (for students with healthcare background)
• Working in Teams
• Health Management Information Systems
• Quality Management
• IT Vendor Management
• EHR Process, Design and Implementation
• Public Health IT

AHL 867
Foundations of Health Information Technology
Topics include the integration of technology into healthcare, the role of electronic medical records (EMR’s) in patient care and the functions of an EMR system in various health care settings.

Total Cost: $399 (Tuition: $120 Fees: $279)

CRN#  Day/Ses. Dates     Time     Location
31328       Arranged  9/27–11/10  Arranged    Online

AHE 641
Introduction to Healthcare Systems
Learn more about the healthcare 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, legalities and ethics.

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

CRN#  Day/Ses. Dates     Time     Location
31329         Arranged  11/15–12/15  Arranged    Online

AHL 823
Introduction to IT and Computer Science
Learn the basic architecture of data organization, representation and structure. Prerequisite: Foundations of Health Information Technology (AHL 867).

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

CRN#  Day/Ses. Dates     Time     Location
31330         Arranged  11/15–12/15  Arranged    Online

AHL 827
Public Health IT
Learn how the adoption of Electronic Health Records (EHR) will support public health initiatives such as registries, public health reporting alerts, health promotion and disease prevention. Prerequisite: must be in an EHR career training and have successfully completed EHR Module I.

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

CRN#  Day/Ses. Dates     Time     Location
30305       Arranged  9/13–10/6  Arranged    Online

EMERGENCY MEDICAL SERVICES (EMS) SPECIALTY CERTIFICATIONS (CEU)

This program is intended for EMTs and paramedics looking to expand their knowledge base and qualify for advanced positions. A variety of classes are offered throughout the year. Please contact kyork@ccbcmd.edu for questions about Emergency Medical Services (EMS) Specialty Certifications (CEUs).

REQUIRED COURSES:
• Advanced Cardiovascular Life Support (ACLS)
• Advanced Cardiovascular Life Support (ACLS) Refresher
• Advanced Medical Life Support Provider (AMLS)
• Geriatric Education for EMS (GEMS) Core Provider
• Pediatric Advanced Life Support (PALS)
• Pediatric Advanced Life Support (PALS) Refresher
• Prehospital Trauma Life Support (PHTLS)
• Tactical Emergency Casualty Care (TECC)
MASSAGE THERAPIST

MASSAGE THERAPIST
CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

PELL FUNDING AVAILABLE
Fill out the FAFSA to be eligible. Contact CCBC’s Financial Aid Office with any questions at 443-840-2222 or financialaid@ccbcmd.edu.

Train to become a licensed massage therapist, providing massage and bodywork services in health care settings by means of using manual, hands-on techniques on the soft tissues of the human body. The program consists of four modules and a total of 839 hours. Applications for various start dates are ongoing throughout the year. The application fee is $10. Please contact Bre LaGuerre at blaguerre@ccbcmd.edu with any questions about the application process.

COURSE SEQUENCE:

MODULE I
- Anatomy and Physiology I for Massage Therapy
- Principles of Swedish for Massage Therapy
- Health, Safety and Ethics for Massage Therapy
- Introduction to Touch and Joint Movement for Massage Therapy
- Applied Reiki I for Massage Therapy
- CPR for Healthcare Providers or BLS Provider

MODULE II
- Principles of Chair for Massage Therapy
- Deep Tissue Theory and Practice for Massage Therapy
- Anatomy and Physiology II for Massage Therapy
- Fundamentals of Pathology for Massage Therapy

MODULE III
- Fundamentals of Neuromuscular Therapy—Lecture and Palpation
- Neuromuscular Therapy—Theory and Practice
- Spa Bodywork—A Fundamental Approach
- Applied Pharmacology for the Massage Therapist
- Principles of Business for Massage Therapy

MODULE IV
- Principles of Sports Massage
- Principles of Research and Massage Therapy
- Introduction to Myofascial Release
- Massage Therapy Clinic
- Introduction to Reflexology for Massage Therapy
- MD Law, Jurisprudence and MBLEx Test Prep for Massage Therapy

Certified Medicine Aide

COURSE SEQUENCE:

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

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

MODULE III
- Phlebotomy
- Intermediate Patient Intake
- Introduction to Laboratory Techniques
- CPR for Healthcare Providers or BLS Provider

COURSE SEQUENCE:

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

The MA program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB).

AHC 381

Medical Assistant Series Application

This course allows students to apply for the medical assistant training series. The application process occurs completely online using the college’s current online learning platform.

Total Cost: $10 (Tuition: $0 Fees: $10)

Call 443.840.2222 or visit ccbcmd.edu/coned
CCBC CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

MEDICAL BILLING

AHL 149 or AHL 246

Comprehensive Medical Billing
Learn how to use medical billing software and work with health care 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. Textbook required. This course has an additional 30 hours of required online assignments.

Total Cost: $899 (Tuition: $270 Fees: $629)

CRN# Day/Ses. Dates Time Location
30912 S(16) 11/2–3/8 9:30 a.m.–12:45 p.m. EC

AHL 269

Medical Practice and Billing Management
Learn about the important function of billing and medical practice managers. These roles are critical in measuring staff performance, ensuring effective operations and compliance with safety and billing regulations, expense management, financial reporting and more.

Total Cost: $429 (Tuition: $129 Fees: $300)

CRN# Day/Ses. Dates Time Location
30913 S(17) 9/12–1/16 7–9 p.m. Zoom

MEDICAL CODING

AHL 130 or AHL 188

Comprehensive Medical Billing
Medical coders translate patient information such as procedures, diagnoses, etc., into universal medical codes for insurance billing and recordkeeping. Accurate medical coding is essential to the delivery of quality health care and efficient health care administration. This program prepares students to take the American Academy of Professional Coders (AAPC) national certification exam to become a Certified Professional Coder (CPC). Please contact cehealth@cbccmd.edu with any questions about the program.

PREREQUISITES:
• Medical Terminology for Health Occupations (AHL 534 or AHE 124)
• Anatomy and Physiology for Health Occupations (AHE 519 or AHE 672)

COURSE SEQUENCE:
• Medical Coding I (AHL 904 or AHL 829)
• Medical Coding II (AHL 905 or AHL 830)

MEDICAL FRONT OFFICE

AHL 198

Certified Medical Administrative Assistant Online
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 and maintaining records/accounts. Textbook required.

Total Cost: $819 (Tuition: $246 Fees: $573)

CRN# Day/Ses. Dates Time Location
30907 F(16) 9/20–1/17 10 a.m.–1:15 p.m. Zoom

Eligibility requirements:
• 18–21 years of age
• recent graduate of Baltimore City public school system or
• Baltimore City resident with a GED

Ready to get started?
Join us for one of our upcoming in-person information and assessment sessions.

Questions?
Contact Pattresa Leonard at 443-738-5578 or pleonard3@cbccmd.edu.
NURSING ASSISTANT

CONTINUING EDUCATION

WORKFORCE TRAINING CERTIFICATE

Certified nursing assistants (CNA) work under the direct supervision of an RN or LPN assisting with the activities of daily living in a variety of health care settings. This Maryland Board of Nursing approved program prepares students to apply for the CNA certification. Clinical placement provides experience in a local long-term care facility under the supervision of an RN. Perfect attendance is mandatory for theory and clinical. Upon completion, you are also eligible to take the state Geriatric Nursing Assistant (GNA) certification exam. Contact cehealth@ccbcmd.edu for important information about how to register and what health documents and background checks will be required.

COURSE SEQUENCE:

- Certified Nursing Assistant Theory (AHL 288)
- CPR for Health Care Providers (AHE 805)
- Nursing Assistant Clinical (AHL 289)

AHL 288

Certified Nursing Assistant Theory

Gain vital skills under RN/LPN supervision. Learn essential tasks like daily living assistance, vital sign monitoring and restorative care. Prepare to apply for the Certified Nursing Assistant (CNA) and to sit for the Geriatric Nursing Assistant (GNA) certification exams.

Total Cost: $1,390 (Tuition: $417 Fees: $973)

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AHL 289

Nursing Assistant Clinical

Gain hands-on experience under RN/LPN supervision. Master essential caregiving tasks like personal grooming and vital sign monitoring, paving your way to becoming a certified nursing assistant and geriatric nursing assistant. CRN’s for clinical sections will be provided during AHL 288.

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

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AHL 107

RN CM/DN Training in Assisted Living

Learn to delegate nursing functions in assisted living facilities (including medication administration) and supervise the medication technician. Practice by teaching the Medication Administration Training Program to a medication technician (MT). Note: Includes light breakfast and working lunch.

Total Cost: $285 (Tuition: $86 Fees: $199)

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NURSE REFRESHER

The Maryland Board of Nursing (MBON) approved Nurse Refresher series will allow registered nurses (RN) and licensed practical nurses (LPN) to convert their nursing license from the inactive status to the active status. Nurses with an active license can refresh their nursing knowledge and practical skills with this program. Must have an inactive, active or volunteer RN or LPN license with MBON. The Nurse Refresher series is NOT a preparation course for the NCLEX exam.

The next Nurse Refresher series will start in September 2024. Please contact cehealth@ccbcmd.edu with any questions about the program.

COURSE SEQUENCE:

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

NUR 005

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: $218 Fees: $507)

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AHE 793

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 and suctioning.

Total Cost: $450 (Tuition: $135 Fees: $315)

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NUR 006

Nurse Refresher – Part II: Clinical

Clinical practicum component prescribed by the Maryland Board of Nursing (MBON). Medical-surgical clinical experience occurs in an acute care facility in metropolitan Baltimore. Facilities and their locations vary according to availability. The practicum is open only to nurses with a current active or inactive license from MBON. Attendance is mandatory.

Total Cost: $940 (Tuition: $282 Fees: $658)

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PATIENT CARE TECHNICIAN

CONTINUING EDUCATION

WORKFORCE TRAINING CERTIFICATE

The patient care technician (PCT) is the next step in the career path of a CNA. The PCT works mostly in hospitals and collaborates closely with the healthcare team to ensure that every patient receives the direct and proper care they need. The PCT performs delegated nursing functions that require a higher level of technical ability and skill. After completion of this program, you will be eligible to sit for the CPT/A certification exam administered by the NHA. Please contact cehealth@ccbcmd.edu with any questions about the program.

PREREQUISITES:

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

COURSE SEQUENCE:

- Patient Care Technician Theory and Skills (AHL 936)
- Patient Care Technician Clinical (AHL 937)
- Patient Care Technician Exam Review (AHL 940)

The PCT clinical and PCT exam review will follow immediately after the completion of the patient care technician Theory and Skills.

AHL 936

Patient Care Technician Theory and Skills

Review the basic skills learned in CNA courses, plus new advanced CNA skills including wound care, EKG and 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: $1,369 (Tuition: $411 Fees: $958)

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PHARMACY TECHNICIAN

PHARMACY TECHNICIAN
CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

Train to become a nationally certified pharmacy technician through the Pharmacy Technician Certification Board (PTCB). Assist pharmacists in hospitals or freestanding pharmacies. Maintain inventory, fill prescriptions, process insurance claims and interact with customers. Textbooks are required and included in the cost of the courses. Please contact cehealth@ccbcmd.edu with any questions about the program.

PREREQUISITE:
- Basic Math Skills for the Health Care Worker

COURSE SEQUENCE:
- Pharmacy Technician Training I
- Pharmacy Technician Training II
- Pharmacy Technician Certifying Board Exam Review Course

AHE 739
Pharmacy Technician Training I
Learn the role of the pharmacy technician in a pharmaceutical setting. This is the first of three courses preparing students to sit for the nationally recognized Pharmacy Technician Certifying Board (PTCB) certification. Total Cost: $1,495 (Tuition: $389 Fees: $1,106)

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AHE 740
Pharmacy Technician Training II
Second in the course series to prepare students to sit for the nationally recognized Pharmacy Technician Certifying Board (PTCB) certification. Prerequisite: Pharmacy Technician I. Total Cost: $685 (Tuition: $206 Fees: $479)

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AHL 913
Pharmacy Technician Certifying Board Exam Review Course
Third in the course series to prepare students to sit for the nationally recognized Pharmacy Technician Certifying Board (PTCB) certification. Topics include review of national exam content, test-taking strategies, application for the PTCB exam, registration with the Maryland Board of Pharmacy and seeking employment as a pharmacy technician. Total Cost: $229 (Tuition: $24 Fees: $205)

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CCBC’S LEAP PROGRAM
Free training, educational support, job development and coaching for young adults.

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

TRAININGS PROVIDED
- Certified Nursing Assistant (CNA)
- Certified Apartment Maintenance (CAMT)
- Medical Front Office (MFO)
- Pharmacy Technician
- Phlebotomist

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

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

Call 443-840-4292 or email jmoon@ccbcmd.edu to begin the enrollment process.

Visit ccbcmd.edu/leap or scan QR code to complete a short prescreening questionnaire.
PHLEBOTOMY

PHLEBOTOMY
CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

PHLEBOTOMY

Phlebotomists are responsible for drawing blood for tests, research, transfusion or blood donation. They also may collect or process other specimens. The phlebotomist program combines classroom learning and lab skills practice so students learn how to draw blood safely and efficiently. Successful program completion required to sit for the national certification exam through the Board of Registered Polysomnographic Technologists. This program can be completed entirely online or in a blended format with some classes online and others in-person. Admission is selective and the application fee is $50. Cohort start dates are February 1, July 1 and October 1 and the application is available three months prior to each start date. The current application for the fall 2024 cohort is open from 04/20/2024 to 08/20/2024, CRN# 78971. For additional information, please contact Rachel Newman Waddy at rnewmanwaddy@cbcmd.edu.

COURSE SEQUENCE:

• Phlebotomy Technician I
• Phlebotomy Technician II
• Venipuncture and Specimen Collection Clinical
• Phlebotomy Certification Exam Review

AHL 322
Phlebotomy Technician I

Gain a fundamental understanding of the phlebotomist’s role in ensuring safe and effective health care and explore the essential qualities and characteristics of a professional phlebotomist. Topics will include the Health Insurance Portability and Accountability Act (HIPAA), basic medical terminology, strategies for delivering effective customer service, professionalism and the responsibilities of phlebotomists.

Total Cost: $749 (Tuition: $225 Fees: $524)

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AHL 323
Phlebotomy Technician II

Learn and demonstrate the skills needed to safely perform venipuncture, specimen collection and preparation for testing. Topics include universal precautions, infection control, laboratory testing and procedures, venipuncture, capillary puncture, anatomy and physiology, preparing blood samples and specimen processing. Students will perform live sticks on each other in this class.

Total Cost: $474 (Tuition: $225 Fees: $249)

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POLYSOMNOGRAPHIC (SLEEP) TECHNOLOGIST

POLYSOMNOGRAPHIC (SLEEP) TECHNOLOGIST
CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

PELL FUNDING AVAILABLE
Fill out the FAFSA to be eligible. Contact CCBC’s Financial Aid Office with any questions at 443-840-2222 or financialaid@cbcmd.edu.

Sleep technologists work overnight and collect data using polysomnograms that measure bioelectrical sleep activity. They acquire and analyze signals from EEGs, EKGs, EMS, respiratory flow and effort sensors. Upon successful completion of the program, students will be prepared to take the national certification exam through the Board of Registered Polysomnographic Technologists. This program can be completed entirely online or in a blended format.

COURSE SEQUENCE:

• Essential Skills for the Healthcare Provider (AHL 166)
• Medical Terminology Online (AHE 124)
• Introduction to Polysomnography (AHL 133)
• Sleep Patient Intake Skills (AHL 155)
• Clinical Observation (AHE 106)
• Basic Math Skills for the Health Care Worker (AHL 180)
• CPR for Healthcare Providers (AHE 805)

MODULE I

- Anatomy and Physiology for Health Care Workers Online (AHE 672)
- Pharmacology (AHL 152)
- Basic EKG Training (AHE 802)
- Polysomnographic Sleep Technologist Training (AHL 099)
- Clinical Internship – NPSG (AHL 102)

MODULE II

- Neurornuscular Systems and Polysomnography (AHL 702)
- Cardiopulmonary Systems and Pathophysiology (AHL 703)
- Positive Airway Pressure Techniques (AHL 100)
- Clinical Internship—Day/Scoring (AHL 103)

MODULE IV

- Sleep Staging and Scoring Guidelines (AHL 098)
- Polysomnographic Clinical (AHL 713)
- Clinical Internship — Titration (AHL 104)
- Board of Registered Polysomnographic Technologists Review (AHL 277)

VETERINARY ASSISTANT

VETERINARY ASSISTANT
CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

VETERINARY ASSISTANT

Veterinary assistants assist in kennel care, assist veterinary technicians during exams of animals and provide support throughout the veterinary office.

PREREQUISITES:
• Veterinary Assistant I
• Veterinary Assistant II
• Veterinary Assistant III
• Veterinary Assistant IV

AHE 752
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, euthanasia, customer service and how to take a medical history. This course has an additional 15 hours of required online assignments.

Total Cost: $440 (Tuition: $132 Fees: $308)

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AHE 753
Veterinary Assistant Training II

Focus on animal restraint, animal nutrition, basic laboratory procedures and parasitology. Prerequisite: Veterinary Assistant Training I (AHE 752). This course has an additional 15 hours of required online assignments.

Total Cost: $330 (Tuition: $99 Fees: $231)

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AHE 754
Veterinary Assistant Training III

Focus on vaccination schedules, pharmacology, small animal care and therapeutic strategies. Prerequisite: Veterinary Assistant Training II (AHE 735).

Total Cost: $330 (Tuition: $99 Fees: $231)

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This program is accredited by the Commission on Accreditation of Allied Health Education Programs. Commission on Accreditation of Allied Health Education Programs.

9355 113th Street N, #7709
Seminole, FL 33775
Phone: 727-210-2350
Fax: 727-210-2354
cahep.org
FOOD AND BEVERAGE

CATERING PROFESSIONAL
CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

HSL 060
Catering Professional Online

Ready to start your own catering business or working in a catering facility? Gain the skills needed to manage a successful catering business or event. Learn about different catering styles, human resource management, accounting principles for catering, marketing, food productions processes, food safety and planning for success.

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

CRN#  Day/Ses.  Dates  Time  Location
31387  Online  10/14–2/9  Arranged  E2GC
31390  Online  12/9–4/6  Arranged  E2GC

FOODWORKS BASIC CULINARY TRAINING
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.

REQUIRED COURSES:
- HSL 079 FoodWorks Basic Culinary I
- HSL 080 FoodWorks Basic Culinary I, Practicum
- HSL 104 FoodWorks Basic Culinary II
- HSL 105 FoodWorks Basic Culinary II, Practicum
- HSL 106 FoodWorks Basic Culinary III
- HSL 107 FoodWorks Basic Culinary III, Practicum

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

MANDATORY INFORMATION SESSIONS

IN-PERSON INFORMATION SESSIONS:
- Bi-weekly
- LOCATION: Maryland Food Bank
  2200 Halethorpe Rd., Baltimore, MD 21227
- For more information, contact Yumi Kim at 443-840-5840 or hospitalitycareers@ccbcmd.edu.

VIRTUAL INFORMATION SESSIONS:
- Bi-weekly
- Live via Zoom
- For information or to receive a Zoom link, contact 443-840-5840 or hospitalitycareers@ccbcmd.edu.

FOOD SERVICE MANAGER
CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

REQUIRED COURSES:
- ManageFirst® Controlling Food Service Costs
- ManageFirst® Hospitality and Restaurant Management
- ManageFirst® Hospitality HR Management
- ServeSafe® Food Safety Manager Training and Certification
- Plus choose one or more of these electives:
  - ManageFirst® Customer Service
  - ManageFirst® Principles of Food and Beverage Management

All ManageFirst® classes are offered in a blended online learning and in-person format. Students in these classes will attend an in-person class on the first day and will receive their book and assignment for the class. Arranged 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. Contact 443-840-5840 or email hospitalitycareers@ccbcmd.edu.

HSL 059
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 online learning.

Total Cost: $519  (Tuition: $156  Fees: $363)

CRN#  Day/Ses.  Dates  Time  Location
30353  W(1)  9/18  12:45–2 p.m.  OM

CRN#  Day/Ses.  Dates  Time  Location
30350  W(2)  9/18  10 a.m.–12:30 p.m.  OM
### WORKFORCE TRAINING

#### HOSPITALITY, CULINARY AND CASINO

**HSL 040**
ManageFirst® Customer Service – Blended
An elective in the ManageFirst Professional Series, this course will teach you how to lead a team to deliver exceptional customer service for the food-service industry. You'll learn how to create a guest service culture, exceed guest expectations, accept and deliver guest food orders and ensure accurate and responsible food and beverage service. This is a blended format with online and face-to-face instruction. Upon completion, you will take the included ManageFirst Customer Service certification exam.

Total Cost: $265  (Tuition: $80  Fees: $185)

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**HSL 017**
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: $48  Fees: $111)

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**HSL 058**
ManageFirst® Principles of Food and Beverage Management
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 to earn the ManageFirst Professional Credential offered by the National Restaurant Association Educational Foundation. A blend of online learning and face-to-face instruction, you must have dependable access to the internet while taking this class.

Total Cost: $529  (Tuition: $159  Fees: $370)

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**HSL 016**
ServSafe® Food Safety Training and Certification
Earn your updated ServSafe® Food Safety certificate, one of the industry's most well-known and 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: $209  (Tuition: $63  Fees: $146)

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**HSL 036**
Starting Your Own Food Truck Business
Are you an entrepreneur at heart with a knack for cooking niche cuisine? Start your own food truck business! Learn the pros and cons of operating a food truck business and develop strategies to start a food truck business in Maryland. Learn the steps to develop a concept food truck business, conduct market research, menu planning and service style, cost of goods sold, expenses and breakeven analysis, layout/design, marketing and branding, HACCP plan basics and licensing, permitting and insurance needs.

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

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**HSL 005**
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 and Lodging Educational Institute.

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

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**SBA 037**
Controlling Costs for Food Truck Operators
Food trucks are a unique food service operation and often reflect the individuality of the owner. Designing a menu is the fun part but setting the right prices and controlling costs is crucial to the success of a food service operation. Learn the important tactics for maximizing the profitability of your food truck operation.

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

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**PROFESSIONAL BARTENDING**

**CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE**

**HSL 103**
Professional Bartending and Mixology
Learn what it takes for you to successfully bartend and be a standout in this high growth career area. Earn the TIPS certification (Training Intervention Procedures). Must be 21 years of age or older on the first day of class. All materials are included (bring photo identification to class).

Total Cost: $529  (Tuition: $159  Fees: $370)

<table>
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**HSL 101**
TIPS® Training for Intervention Procedures
Prepare to effectively and safely handle difficult situations related to the serving of alcohol. Upon successful completion of the advanced exam you may apply for a four-year certification from TIPS. Designed for casino staff, bartenders, servers, hosts and other restaurant personnel.

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

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**HOSPITALITY**

**HSL 005**
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 and Lodging Educational Institute.

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

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Call 443.840.2222 or visit cbccmd.edu/coned 37
CERTIFIED WEDDING PLANNER
CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE
This online program will enable students to learn the fundamentals of planning, orchestrating and delivering stunning weddings and parties. This is a four-part series toward earning the Certified Wedding Planner Certificate from the Lovegevity Wedding Planning Institute (LWPI).

REQUIRED COURSES:
- Certified Wedding Planner Module 1
- Certified Wedding Planner Module 2
- Certified Wedding Planner Module 3
- Certified Wedding Planner Module 4
Students must register for all courses at the same time.

HSL 068
Certified Wedding Planner Module 1
Total Cost: $625  (Tuition: $50  Fees: $575)

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HSL 069
Certified Wedding Planner Module 2
Total Cost: $485  (Tuition: $50  Fees: $435)

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HSL 073
Certified Wedding Planner Module 3
Total Cost: $245  (Tuition: $35  Fees: $210)

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HSL 074
Certified Wedding Planner Module 4
Total Cost: $240  (Tuition: $30  Fees: $210)

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CORPORATE EVENT PLANNER
CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE
Learn how to plan, design and execute a successful corporate event and how to charge for corporate event planning services. This is a three-part series; upon completion of all three you will be awarded a Certified Corporate Event Planner Certificate from the Lovegevity Wedding Planning Institute (LWPI).

REQUIRED COURSES:
- Corporate Event Planner Module 1
- Corporate Event Planner Module 2
- Corporate Event Planner Module 3
Students must register for all courses at the same time.

HSL 071
Corporate Event Planner Module 1
Total Cost: $515  (Tuition: $10  Fees: $505)

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HSL 075
Corporate Event Planner Module 2
Total Cost: $235  (Tuition: $10  Fees: $225)

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HSL 076
Corporate Event Planner Module 3
Total Cost: $245  (Tuition: $30  Fees: $215)

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EVENT MANAGEMENT AND DESIGN
CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE
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 in designing them. This is a two-part series that will teach you how to design, plan, implement and evaluate special events.

REQUIRED COURSES:
- Event Management and Design Module 1
- Event Management and Design Module 2
Students must register for both courses at the same time.

HSL 112
Event Management and Design Module 1
Total Cost: $1,000  (Tuition: $20  Fees: $980)

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HSL 113
Event Management and Design Module 2
Total Cost: $995  (Tuition: $20  Fees: $975)

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TRAVEL AGENT TRAINING
CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE
Prepare for a career as a travel agent in this two-course series. Successfully complete both courses and you will be able to demonstrate the simulation of itineraries and sit for the Travel Agent Proficiency (TAP) test offered by The Travel Institute (formerly ICTA). Registration fee is included with this course.

REQUIRED COURSES:
- Travel Agency Training Module 1
- Travel Agency Training Module 2
Students must register for both courses at the same time.

HSL 062
Travel Agent Module 1
Total Cost: $1,200  (Tuition: $25  Fees: $1,175)

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HSL 063
Travel Agent Module 2
Total Cost: $1,045  (Tuition: $25  Fees: $1,020)

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VoA 998
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: $599 (Tuition: $180 Fees: $419)

CRN#   Day/Ses.      Dates       Time       Location
31637   M/T/W/R/F 9/9-19          9 a.m.–12:40 p.m.  DC

Apprenticeships earn while you learn
Skilled-trades apprenticeship opportunities are full-time employment under the direct supervision of a skilled supervisor. You can train to earn a higher salary and the possibility of college credits with on-the-job training and classroom instruction.

CCBC Partners with the following trade councils and many private employers across Maryland:
- Associated Builders and Contractors (ABC) of Greater Metropolitan Baltimore
  410-821-0351, abcbaltimore.org
  - Electrical
  - Carpentry
  - HVAC
  - Plumbing
  - Sheet Metal
  - Sprinkler Fitting
- Baltimore Electricians, JATC LU #24 410-247-3313, jatc24.org
- Heat and Frost Insulators and Allied Workers Local #24 301-725-2400, insulators24.org
- Independent Electrical Contractors (IEC) 301-621-9545, iecchesapeake.com
- Ironworkers, LU #5 301-599-0960, ironworkers5.org
- Machinists Must be working at and apply through, a registered employer. 443-840-4401
- Maryland Association of Plumbing, Heating and Cooling Contractors (MPHCC) 410-461-5977, marylandphcc.org
- Mid-Atlantic Carpenters (MACTC) LU #101 301-736-1696, mactc.net
  - Carpentry
  - Pile Driving
  - Trade Show
- Operating Engineers LU #37 443-242-6280, iueo37.org
- Plumbers and Steamfitters LU #486 410-866-5313, getipping.com
  - Plumbing
  - HVAC
  - Sheet Metal Workers LU #100 301-568-8655, smart100.org

Computer-Aided Design

Computer-Aided Design (CAD)
CCBC is an Autodesk Authorized Training Center and a Bentley Systems Inc. educational partner. For more information, contact Niki Rogers at 443-840-4422 or nrogers2@ccbcmd.edu.

Tec 504
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: $799 (Tuition: $240 Fees: $559)

CRN#   Day/Ses.      Dates       Time       Location
31539   F(3) 9/6–10/4          8:30 a.m.–4:30 p.m.  CC
31538   T/R(12) 10/15–11/21   6–9:15 p.m.  CC

Tec 005
Basic Auto CAD
Learn the essential topics for a practical working knowledge of AutoCAD, from basic drawing skills and editing drawing elements to using dimensioning and detailing tools to create finished drawings.
Total Cost: $499 (Tuition: $150 Fees: $349)

CRN#   Day/Ses.      Dates       Time       Location
31537   T/R(7) 8/27–9/17          6–9:15 p.m.  CC
31536   F(3) 11/7–15          8:30 a.m.–4:30 p.m.  CC

The following courses are shared with the CCBC Credit Division and follow the Credit Academic Calendar. Purchase books at the CCBC bookstore and reference the credit course.

VoA 564
Autodesk Inventor
Learn about 3D CAD techniques and applications with emphasis on increasing productivity in the creation and editing of 3D models using Inventor. Prerequisite: Introduction to CAD. Credit course# CADD 141.
Total Cost: $569 (Tuition: $171 Fees: $398)

CRN#   Day/Ses.      Dates       Time       Location
31540   T/R(31) 8/27–12/12         5:45–7:35 p.m.  CC

VoA 560
CAD Applications – MicroStation
Explore applications in CAD and broaden your knowledge of graphics manipulation to create fully developed 3D designs and output using MicroStation. Prerequisite: Introduction to CAD. Credit course# CADD 111.
Total Cost: $569 (Tuition: $171 Fees: $398)

CRN#   Day/Ses.      Dates       Time       Location
31555   M/W/Thr 11/26–12/11        5:45–7:35 p.m.  CC

APARTMENT MAINTENANCE TECHNICIAN

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 more information, contact Dave Frey at 443-840-2793 or dfrey@ccbcmd.edu.

VoA 556
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: $1,699 (Tuition: $510 Fees: $1,189)

CRN#   Day/Ses.      Dates       Time       Location
31636   M/T/W/Thr 9/23–11/13      5:45–9:25 p.m.  DC

VoA 520
Intermediate HVAC for Building Maintenance Techs
This course is designed to enable the student, who is building or apartment maintenance technician, to learn about regulations, procedures and equipment used to recover refrigerant. Topics to be covered include reclaiming and recycling refrigerant.
Total Cost: $499 (Tuition: $200 Fees: $299)

CRN#   Day/Ses.      Dates       Time       Location
31638   M/W/Thr 11/18–12/16          5:30–9:30 p.m.  DC
VOA561
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 plans, sectional, elevation and detail drawings. Prerequisite: Introduction to CAD. Credit course# CADD 202.
Total Cost: $569 (Tuition: $171 Fees: $398)

CRN#   Day/Ses.   Dates          Time          Location
31334   M/W(30)  8/26–12/11   5:45–7:35 p.m.  CC

VOA563
Computer-Aided Civil Applications
Learn CAD civil engineering techniques and applications through the use of a customized package; includes subdivision design, grading, roads, parking lots, drainage, sewerage, water mains, erosion and sediment control, earthwork quantities (cut and fill) and cost estimation. Prerequisites: Introduction to CAD and two years of experience in civil engineering. Credit course# CADD 251.
Total Cost: $569 (Tuition: $171 Fees: $398)

CRN#   Day/Ses.   Dates          Time          Location
31333   S(14)    9/7–12/14    8 a.m.–12:15 p.m. CC

VOA559
Introduction to CAD
Learn basic two-dimensional drafting principles and practices utilizing Computer Aided Design (CAD) techniques. Focus on CAD structure and features, practices utilizing Computer Aided Design (CAD) software for commercial and residential structures. The 3D CAD Building Information Modeling – Revit
Total Cost: $569 (Tuition: $171 Fees: $398)

CRN#   Day/Ses.   Dates          Time          Location
31321   M/W(30)  8/26–12/15   Arranged         Online
31318   M/W(30)  8/26–12/11   9:05–10:55 a.m. CC
31319   M/W(30)  8/26–12/11   11:30 a.m.–1:20 p.m. CC
31320   M/W(30)  8/26–12/11   7:45–9:35 p.m.   CC
31322   T/R(31)  8/27–12/12   9:20–11:05 a.m. CC
31323   S(14)    9/7–12/14    8 a.m.–12:15 p.m. CC

VOA562
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/exporting models and use of solid models in manufacturing situations. Prerequisite: current experience with two-dimensional software. Credit course# CADD 242.
Total Cost: $569 (Tuition: $171 Fees: $398)

CRN#   Day/Ses.   Dates          Time          Location
31317   M/W(30)  8/26–12/11   7:45–9:35 p.m.  CC
31316   M/W(45)  8/26–12/13   11:15 a.m.–12:30 p.m. CC
31315   M/W(45)  8/26–12/13   11:15 a.m.–12:30 p.m. CC

CCBC ARPA WORKFORCE PROGRAM
BUILDING AND INDUSTRIAL TECHNOLOGY PROGRAMS STARTING FALL 2024

- Certified Apartment Maintenance Technician
- HVAC
- Welding

Comprehensive, high demand skills training at no cost. Baltimore County residents only.

For more information, email arpa@cbbc.edu.

Scan the QR code to get started today:

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ENVIRONMENTAL

VISIBLE EMISSIONS EVALUATOR TRAINING
To earn your certification, plan to attend both the classroom (ENV 369) and the field test (ENV 370) classes. If you are currently certified and need to renew, you may attend just the field test course.

For more information, contact Kipp Snow at 443-840-3034 or ksnow@ccbc.edu.

Total Cost: $179 (Tuition: $54 Fees: $125)

CRN#   Day/Ses.   Dates          Time          Location
32906   M(1)       10/28          8:30 a.m.–3:30 p.m. EC

ENV 369
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: $269 (Tuition: $50 Fees: $219)

CRN#   Day/Ses.   Dates          Time          Location
32907   W/R(2)  10/30–31    8:30 a.m.–3:30 p.m. EC

HVAC/REFRIGERATION

BUILDING AUTOMATION SYSTEMS TECHNICIAN
CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

The Building Automation Systems (BAS) certificate prepares students for high-paying entry-level positions in HVAC with a building automation company. This field integrates HVAC and networked IT systems that control all major buildings today. Students will be prepared for this high-demand and high-tech field with computer skills and commercial HVAC knowledge.

For more information, contact Dave Frey at 443-640-2793 or dfrey@ccbc.edu.

REQUIRED COURSES:

- Commercial Control Systems
- Commercial HVAC Systems
- Basic HVAC Electricity
- Advanced HVAC Electricity
- Introduction to CAD
- Construction Blueprint Reading
- Networking and Data Communications

CHOOSE ONE REQUIRED DATA COMMUNICATIONS ELECTIVE:

- A+ Certification PC Technician Module 1
- Windows Server
## HVAC/REFRIGERATION TECHNOLOGY

### 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

### VOAC 656
**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.

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### VOAC 859
**Commercial Refrigeration Systems**
Learn the methods and procedures and hands-on techniques used to analyze and diagnose problems with ice machines, reach-in and/or walk-in coolers and freezers. Emphasis on light commercial type equipment. Prerequisites: VOAC 969, VOAC 970, VOAC 953 and VOAC 656 or approval of program coordinator.

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### VOAC 975
**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. Credit course# AIRC 115.

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### VOAC 895
**Heating Systems**
Learn the basic principles of heating and heating systems, with a focus on gas-fired and oil-fired 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. Credit course# AIRC 205.

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### VOAC 590
**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.

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### VOAC 493
**Refrigerant Recovery Certification**
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, drill press and post grinder. Credit course# AIRC 110.

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</tbody>
</table>

### VOAC 969
**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, drill press and post grinder. Credit course# AIRC 110.

<table>
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<th>CRN#</th>
<th>Day/Ses.</th>
<th>Dates</th>
<th>Time</th>
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<td>10/17–12/5</td>
<td>5:45–9:30 p.m.</td>
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</table>

### VOAC 970
**Basic HVAC Electricity**
Learn AC and DC circuit fundamentals. Topics include wiring and construction principles, commercial, industrial and residential wiring, purpose and use of the National Electric Code, and the "how's" and "why's" of basic wiring and construction. Credit course# ELEI 101.

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### VOAC 801
**Commercial HVAC Systems**
Explore the technology used in commercial, institutional and industrial cooling systems, including analysis of system performance and diagnosis of problems. Examine equipment such as reciprocating and centrifugal chillers, absorption systems, cooling towers, fans and air handlers. Emphasis on psychrometrics, pressure-enthalphy diagrams and commercial load calculations.

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</table>

For more information, contact Dave Frey at 443-840-2793 or dfrey@ccbcmd.edu.
MANUFACTURING, PRODUCTION AND AUTOMATION

CERTIFIED PRODUCTION TECHNICIAN (CPT)
CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

Gain the knowledge and skills needed for an advanced, high-performance manufacturing position as you prepare for the Manufacturing Skill Standards Council’s CPT certification. Consists of four modules: Safety, Quality Practices and Measurement, Manufacturing Production and Processes and Maintenance Awareness. For more information, contact Steve Ricketts at 443-840-4442 or sricketts@ccbcmd.edu.

CNC MACHINE TOOL TRAINING
CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

PELL FUNDING AVAILABLE

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 three days a week, 8 a.m. – 3:30 p.m., M/W/F. Finish in approximately nine months (September–May).

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 Metalworking Skills (NIMS). Completers can apply for entry-level employment and, once established, enter a machinist apprenticeship.

MANDATORY ORIENTATION:

- Held at CCBC Catonsville, HTEC Building, Room 007
- Sessions held in June, August and September
- 9 a.m. – 12 p.m.
- For information on orientation, contact Denise Bellamy at 443-840-4712 or dbellamy@ccbcmd.edu.

INDUSTRIAL MAINTENANCE

Industrial maintenance technicians require knowledge in a broad area of disciplines, including mechanical, electrical, hydraulics, pneumatics and computer controls and must understand and implement safe work practices in all aspects of their work. CCBC offers classes to help you gain those skills. For more information, contact Steve Ricketts at 443-840-4442 or sricketts@ccbcmd.edu.

MECHATRONICS
CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

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. Must register for parts 1 and 2 at the same time.

For more information, contact Kipp Snow at 443-840-3034 or ksnow@ccbcmd.edu.

VOA 577
Mechatronics – Part 1
Total Cost: $998 (Tuition: $50 Fees: $948)

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VOA 578
Mechatronics – Part 2
Total Cost: $998 (Tuition: $50 Fees: $948)

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ROBOTICS TECHNICIAN
CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

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.

Robotics technology that mimics human movement is used in both distribution and manufacturing facilities. Online class. Must register for parts 1 and 2 at the same time.

For more information, contact Kipp Snow at 443-840-3034 or ksnow@ccbcmd.edu.

VOA 579
Robotics Technician – Part 1
Total Cost: $848 (Tuition: $50 Fees: $798)

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VOA 580
Robotics Technician – Part 2
Total Cost: $848 (Tuition: $50 Fees: $798)

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FAB LAB TECHNOLOGY (DESIGN AND MAKE)

FAB LAB TECHNOLOGY (DESIGN AND 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 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-tos”, so no design experience is needed.

For more information, contact Denise Bellamy at 443-840-4712 or dbellamy@ccbcmd.edu.

VOB 042
Fab Lab 3D Printer Applications Introduction

Learn applications using the 3D printer and CAD (computer-aided design) software. Instruction includes an introduction to 3D modeling software. Topics to be covered include safety procedures, machine setup and operation. Includes a comprehensive final project. Prerequisite: Fab Lab Introduction.

Total Cost: $169 (Tuition: $51 Fees: $118)

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VOB 044
Fab Lab CNC Router Applications Introduction

Learn applications using the ShopBot CNC Router and PartWorks software. Topics include safety procedures, machine setup and operation. Includes a comprehensive final project. Prerequisite: Fab Lab Introduction.

Total Cost: $169 (Tuition: $51 Fees: $118)

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VOB 113
Fab Lab Design and Build Skills Workshop

Improve your digital fabrication skills while working on personal projects with one-on-one instructor guidance. The instructor will suggest appropriate software and equipment while providing support throughout the project’s progression.

Total Cost: $140 (Tuition: $0 Fees: $140)

For more information, contact Geniia Elliot at eelliott@ccbcmd.edu.

XOMETRY SCHOLARS PROGRAM

Scholarship support for certain short-term manufacturing and related training.

Application required.

For more information, call 443-840-2222.
VOA 773
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 business. Prerequisite: Fab Lab Introduction.
Total Cost: $169 (Tuition: $51 Fees: $118)

CRN#  Day/Ses.  Dates  Time  Location
31542  S(1)  10/19  9 a.m.–3:30 p.m.  CC

VOD 525
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, 3D printer and vinyl cutter.
Total Cost: $99 (Tuition: $0  Fees: $99)

CRN#  Day/Ses.  Dates  Time  Location
31214  S(1)  10/31  10 a.m.–12 p.m.  CC
31215  M(1)  9/9  6–8 p.m.  CC
31217  S(1)  9/28  12:30–2:30 p.m.  CC
31219  M(1)  10/7  6–8 p.m.  CC
31221  S(1)  10/26  10 a.m.–12 p.m.  CC
31222  M(1)  11/11  6–8 p.m.  CC
31224  S(1)  12/14  12:30–2:30 p.m.  CC

VOB 117
Fab Lab Introduction to Fusion 360
Go from design to creation with Fusion 360 software. This cloud-based tool combines design, modeling and fabrication. Learn to use the basic tools in the software to produce a 3D file for changes and improvements. Examples will be scanned and exported for 3D printing or other Fab Lab equipment. The Creafom Go!Scan 3D scanner is currently used in industry.
Total Cost: $169 (Tuition: $51 Fees: $118)

CRN#  Day/Ses.  Dates  Time  Location
32858  S(1)  11/2  9 a.m.–3:30 p.m.  CC

VOB 045
Fab Lab Laser Cutter Applications Introduction
Learn applications using the laser cutter/engraver and vinyl cutter. Instruction includes an introduction to Corel Draw. Topics to be covered include safety procedures, machine setup and operation. Includes a comprehensive final project. Prerequisite: Fab Lab Introduction.
Total Cost: $169 (Tuition: $51 Fees: $118)

CRN#  Day/Ses.  Dates  Time  Location
31554  S(1)  9/25  9 a.m.–3:30 p.m.  CC
31552  M(2)  10/14–21  6–9:15 p.m.  CC
31550  S(1)  11/16  9 a.m.–3:30 p.m.  CC

WELDING

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.

CRN#  Day/Ses.  Dates  Time  Location
31042  M/W/F(9)  9/13–27  8 a.m.–3 p.m.  EGT
31051  M/W(16)  10/7–11/11  5:30–8:30 p.m.  EGT
31053  T/R(9)  10/8–12/12  5:30–8:30 p.m.  EGT
31008  M/W/F(9)  10/14–11/17  8 a.m.–3 p.m.  EGT
31179  M/W/F(9)  11/18–12/13  8 a.m.–3 p.m.  EGT

CRN#  Day/Ses.  Dates  Time  Location
31049  S(1)  9/25  8 a.m.–12:15 p.m.  EGT
31134  S(1)  10/19  8 a.m.–12:15 p.m.  EGT
31135  S(1)  11/23  8 a.m.–12:15 p.m.  EGT
31197  S(1)  12/21  8 a.m.–12:15 p.m.  EGT

VOA 902
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. Prerequisite: Fundamentals of Welding.
Total Cost: $2,750 (Tuition: $412 Fees: $2,338)

CRN#  Day/Ses.  Dates  Time  Location
31044  M/W/F(8)  9/13–27  8 a.m.–3 p.m.  EGT
31055  M/W(16)  10/7–12/11  5:30–8:30 p.m.  EGT
31057  T/R(16)  10/8–12/12  5:30–8:30 p.m.  EGT
31100  M/W/F(8)  10/16–11/17  8 a.m.–3 p.m.  EGT
31181  M/W/F(8)  11/20–12/13  8 a.m.–3 p.m.  EGT

Call 443.840.2222 or visit cbc.edu/coned
**VOA 772**

**Intermediate GMAW – Aluminum**

Advance your skills in the gas metal arc (MIG) process, specifically for welding aluminum. Emphasis placed preparing material and performing welding of fillet and groove welds on aircraft-quality aluminum in all positions. Practice is geared towards AWS D1.1, Structural Welding Code Steel. Passing the test provides an all-position qualification to AWS D1.1.

Prerequisite: Intermediate Welding.

Total Cost: $1,717 (Tuition: $257 Fees: $1,460)

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**VOA 774**

**Intermediate GMAW – Self Shield FCAW**

Advance your skills in the FCAW self-shielded process. Emphasis placed on preparing material and performing welding of fillet and groove welds on structural steel in all positions. Practice is geared towards AWS D1.6, Structural Welding Code Aluminum. Passing the test provides an all-position qualification to AWS D1.6.

Prerequisite: Intermediate MIG Welding.

Total Cost: $1,717 (Tuition: $257 Fees: $1,460)

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**VOA 775**

**Intermediate GMAW – Stainless**

Advance your skills in the GMAW, specifically for welding stainless steel. Emphasis placed on preparing material and performing welding of fillet and groove welds on structural stainless steel in all positions. Practice is geared towards AWS D1.6, Structural Welding Code Stainless Steel. Passing the test provides an all-position qualification to AWS D1.6.

Prerequisite: Intermediate MIG Welding.

Total Cost: $1,717 (Tuition: $257 Fees: $1,460)

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**VOA 581**

**Advanced Welding**

Learn advanced welding 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, fillet metal angles and manipulations for open root pipe welding are taught.

Prerequisite: Intermediate Welding.

Total Cost: $2,750 (Tuition: $412 Fees: $2,338)

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**VOA 732**

**Maryland State Inspection Hands-on Test Preparation**

Prepare to pass the Maryland State Inspection hands-on test in all applicable topic areas. Intended for automotive students who have passed the Maryland Safety Inspection written exam.

Total Cost: $399 (Tuition: $120 Fees: $279)

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**AVIATION**

For more information, contact Eric Venanzi at 443-840-5108 or evenanzi@ccbcmd.edu.

**VOA 103**

**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 for the Commercial Drone Certification given at the conclusion of the course for an additional cost of $175 (not included in tuition and fees) and must be paid separately at the time the exam is scheduled.

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

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<tr>
<td>31594</td>
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<td>11/2</td>
<td>9 a.m.–5 p.m.</td>
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<td>12/2</td>
<td>6–9:30 p.m.</td>
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<tr>
<td>31597</td>
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</table>

**TRANSPORTATION, DISTRIBUTION AND LOGISTICS**

Learn the skills necessary to move, store, schedule and deliver goods and services our economy demands. Visit the Business Pathway web page for a full list of credit and continuing education programs in this category.

**AVIATION**

For more information, contact Eric Venanzi at 443-840-5108 or evenanzi@ccbcmd.edu.

**PILOT SIMULATOR TRAINING**

Sign up for entry-level or professional-level flight simulator laboratory experience. Pilots can reserve flight simulator time in 2-hour or 4-hour time slots.

For more information or to schedule your flight simulator experience, contact Eric Venanzi at 443-840-5108 or evenanzi@ccbcmd.edu.
COMMERCIAL DRIVER’S LICENSE
COMMERCIAL DRIVER’S LICENSE
CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

Earn your CDL-A or CDL-B through a combination of classroom instruction and practical experience behind the wheel, with an emphasis on safety, inspection prep, basic controls, trip planning and more.

Must be 18 years of age, able to pass a Department of Transportation (DOT) drug screen and physical, possess a valid Maryland driver’s license (regular Class C) and maintain zero points for drug/alcohol violations. DOT drug screen/physical and the learner’s permit fee included. Additional classes offered at Security Square Mall in Woodlawn. For more information, call 443-840-2222.

WORKFORCE TRAINING CERTIFICATE
CONTINUING EDUCATION
COMMERCIAL DRIVER’S LICENSE

The premier workforce development training and academic provider for the TDL industry in the Baltimore and Mid-Atlantic region.

Courses target entry, intermediate and advanced workforce training and education for individuals as well as customized training and educational solutions for organizations.

CCBC is a 2021 and 2024 Center of Excellence (COE) for Domestic Maritime Workforce Training and Education designee by the U.S. Department of Transportation, Maritime Administration.

For more information, contact Kipp Snow at 443-840-3034 or ksnow@ccbcmd.edu.

PROCUREMENT AND PURCHASING MANAGEMENT
PROCUREMENT AND PURCHASING MANAGEMENT
CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

Gain the skills you need to enter the fast-growing purchasing and procurement field. Among the topics you will learn include: contracts, how to evaluate suppliers, negotiate best prices, legal aspects of procurement, effective communications, how to create a purchasing budget. Online class. Must register for parts 1, 2 and 3 at the same time. For more information, contact Kipp Snow at 443-840-3034 or ksnow@ccbcmd.edu.

VOA 783
Procurement and Purchasing Management – Part 1
Total Cost: $765 (Tuition: $40 Fees: $725)

CRN#  Day/Ses.  Dates       Time     Location
31391  Online     09/09–11/10  Arranged  E2GC

VOA 784
Procurement and Purchasing Management – Part 2
Total Cost: $765 (Tuition: $40 Fees: $725)

CRN#  Day/Ses.  Dates       Time     Location
31394  Online     01/13–03/17  Arranged  E2GC

VOA 785
Procurement and Purchasing Management – Part 3
Total Cost: $765 (Tuition: $40 Fees: $725)

CRN#  Day/Ses.  Dates       Time     Location
31397  Online     01/13–03/17  Arranged  E2GC

SUPPLY CHAIN
CERTIFIED SUPPLY CHAIN PROFESSIONAL
CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

Enter the fast-growing field of supply chain management and become a Certified Supply Chain Management Professional. Learn about purchasing and customer relations management, ethical and sustainable sourcing, demand forecasting, inventory management, Lean and Six Sigma, U.S. and Global logistics and supply chain integration. Online class. Must register for both parts 1, 2 and 3 at the same time. For more information, contact Kipp Snow at 443-840-3034 or ksnow@ccbcmd.edu.

VOA 791
Certified Supply Chain Professional – Part 1
Total Cost: $1,147 (Tuition: $344 Fees: $803)

CRN#  Day/Ses.  Dates       Time     Location
31366  Online     09/09–11/10  Arranged  E2GC

ACADEMIC PREPARATION

ADS 152
Mathematics for Success
Get ready for developmental math covering whole numbers, integers, fractions, decimals, percents, ratios, proportions, exponents, square roots and expressions. 45-hour classes tailored for high school diploma holders.

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

CRN#  Day/Ses.  Dates       Time     Location
32693  M/W/F (18)  09/26–10/7  10:10 a.m.–12:40 p.m.  CC
32695  M/W (15)   08/26–10/16  9 a.m.–12:15 p.m.  CC
32697  T/R (15)   08/27–10/15  06:30–9:15 p.m.  Zoom/CC
32698  M/W/F (18)  10/21–12/04  10:10 a.m.–12:40 p.m.  CC
32696  M/W (15)   10/21–12/11  9 a.m.–12:15 p.m.  CC

*Last class takes place in-person

TEST PREPARATION

ADS 148
Comprehensive TEAS Strategies
Master strategies for ATI TEAS questions in Reading, English Language and Usage, Math and Science. Practice tests enhance time management and reduce anxiety.

Total Cost: $128 (Tuition: $39 Fees: $89)

CRN#  Day/Ses.  Dates       Time     Location
32019  M/W (6)   09/23–10/9  06:30–9:30 p.m.  Zoom
32080  T/R (6)   09/23–10/9  06:30–9:30 p.m.  Zoom

ADS 580
GRE Test Preparation – Part I
(Verbal and Analytical)
Prepare for the GRE with comprehensive coverage of verbal and analytical sections. Learn time saving techniques for both paper-based and computer tests.
Topics include reading comprehension, analogies, sentence completions, antonyms and logical reasoning. For details, go to ed2go.com/ccbconline.

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

CRN#  Day/Ses.  Dates       Time     Location
32242  Online     09/11–11/1  Arranged  E2GC

Call 443.840.2222 or visit ccbcmd.edu/coned 45
## ART, DESIGN AND PHOTOGRAPHY

### PAINTING AND DRAWING

#### ART 274
**Discover Oil Painting**
Gain an overview of oil painting techniques, application, brushes, paints and basic color theory as you prepare for more serious study. Bring basic painting supplies to first class: canvas pad, three nylon brushes, palette and primary paint colors.
Total Cost: $108  (Tuition: $0  Fees: $108)

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<th>CRN#</th>
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<td>11/2–12/7</td>
<td>10 a.m.–12 p.m.</td>
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#### ART 486
**Basic Pottery Wheel**
Learn to use stoneware clay and electric wheels to create basic shapes. Explore clay properties, basic design and glazing techniques. Ideal for beginners. Initial clay and firings included. Bring a bucket, sponge and apron and wear old clothes and closed-toe shoes to class.
Total Cost: $188  (Tuition: $0  Fees: $188)

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### LIFE ENRICHMENT

#### ADS 581
**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.
For details, go to ed2go.com/ccbconline.
Total Cost: $149  (Tuition: $20  Fees: $129)

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#### ADS 678
**LSAT Preparation – Part I**
Learn about law school entrance procedures, developing analytical reasoning skills and improving your test-taking skills. For details, go to ed2go.com/ccbconline.
Total Cost: $149  (Tuition: $20  Fees: $129)

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</table>

#### CEC 030
**Praxis I Preparation**
Develop the knowledge and skills you need to pass the Praxis Core Exam as you review and prepare for everything the test includes. For details, go to ed2go.com/ccbconline.
Total Cost: $149  (Tuition: $20  Fees: $129)

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</table>

#### CE2 000
**LSAT Preparation – Part II**
Improve your reading comprehension and logical reasoning skills and discover proven approaches for selecting correct exam answers. For details, go to ed2go.com/ccbconline.
Total Cost: $149  (Tuition: $20  Fees: $129)

<table>
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#### CERAMICS

#### ART 963
**Intermediate Oil Painting: Techniques of the Old World Masters (NEW)**
This class will use proven oil painting techniques to add depth and "internal light" to student work. Students will explore the four stylistic pillars of the Renaissance: Uione, Cangiante, Sfumato and Chiaroscuro. Easily learn and adapt these master techniques for your own practice.
Total Cost: $135  (Tuition: $0  Fees: $135)

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<td>10–11:55 a.m.</td>
<td>OM</td>
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</table>

#### ART 964
**New Painting Approaches For Beginners (NEW)**
Explore diverse painting techniques regardless of skill level. Learn various media, fresh approaches to subjects and effective limited palette usage. Ideal for admirers of Impressionists, Renaissance, or contemporary art.
Total Cost: $124  (Tuition: $0  Fees: $124)

<table>
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</table>

#### ARB 182
**Drawing for the Absolute Beginner**
Gain a solid foundation in drawing and become the artist you've always dreamed you could be! For details, go to ed2go.com/ccbconline.
Total Cost: $139  (Tuition: $20  Fees: $119)

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</tbody>
</table>

#### ART 264
**Introduction to Drawing**
Understand line, shape, contour, value, composition, perspective, spatial relationships, measuring, proportion, light and shadow while working from still-life. Bring an 18 x 24" drawing pad and a pencil to first class, supply list will be provided then.
Total Cost: $108  (Tuition: $0  Fees: $108)

<table>
<thead>
<tr>
<th>CRN#</th>
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</tbody>
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#### ARB 183
**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: $370  (Tuition: $111  Fees: $259)

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</table>

### PHOTOGRAPHY

#### ART 492
**Get to Know Your Camera Basics**
Unlock the mysteries of your SLR or DSLR camera. Learn about aperture, iris diaphragm and more in this informative class. Bring a working camera, owner's manual and questions. Limited seating for personalized instruction.
Total Cost: $55  (Tuition: $0  Fees: $55)

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<td>10/19</td>
<td>10 a.m.–12:30 p.m.</td>
<td>EC</td>
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</table>

#### ARB 183
**Introduction to Digital (SLR) Photography**
Learn to understand your digital single lens reflex (SLR) camera, how it works, basic set-up/operation, shutter speed, ISO, focal length and flash photography. Bring some existing photos, your digital SLR camera and instruction manual to class.
Total Cost: $112  (Tuition: $0  Fees: $112)

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<td>11/2–13</td>
<td>10 a.m.–12:30 p.m.</td>
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### CCBC Continuing Education Courses September–December 2024
**ART 966**  
**Fundamentals of Digital Photography (NEW)**  
Explore digital photography fundamentals beyond point and shoot settings. Learn elements, camera exposure and Adobe Lightroom editing. Topics include light, composition and portrayal. Bring digital camera with manual functions, memory card and battery. Meets continuing photography course requirements.  
Total Cost: $228 (Tuition: $0 Fees: $228)

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**DANCE**

### DAN 011  
**Ballroom and Social Dancing (Beginner/Intermediate)**  
Learn or improve skills for the swing, waltz, fox trot and cha-cha. Improve muscle tone, memory and social self-confidence. Partner required. Wear non-rubber soled shoes.

Total Cost: $124 (Tuition: $0 Fees: $124)

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### DAN 013  
**Basic Belly Dancing (Beginning)**  
Quality belly dancing instruction focusing on toning and posture improvement. Open to all women. Comfortable attire recommended, bare feet or ballet slippers preferred.

Total Cost: $79 (Tuition: $0 Fees: $79)

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</table>

### DAN 021  
**Intermediate/Advanced Contemporary Dance**  
Dancers with 3+ years of training will enhance their contemporary dance technique. Explore modern dance, ballet and jazz styles focusing on musicality and energy. Wear comfortable clothing with bare feet or socks.

Total Cost: $89 (Tuition: $0 Fees: $89)

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### DAN 007  
**Intro to Jazz**  
Introduction to the technique and discipline of jazz dance: floor work, body alignment, center and locomotor skills, dynamic variety and musicality. No previous dance training needed. This class is also offered for credit as DANC 132.

Total Cost: $129 (Tuition: $0 Fees: $129)

<table>
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### DAN 008  
**Intro to Tap**  
Introduction to the technique and discipline of tap: body alignment, center and locomotor skills, dynamic variety and musicality. No previous dance training needed. Tap shoes required. This class is also offered for credit as DANC 130.

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

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### DAN 023  
**Introduction to Dance: A Survey of Dance Styles (NEW)**  
Introduction to various dance genres and styles, includes body alignment and integration, locomotor skills, dynamic variety and musicality. No previous dance training needed. This class is also offered for credit as DANC 159.

Total Cost: $129 (Tuition: $0 Fees: $129)

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</table>
### LIFE ENRICHMENT

#### ARTS – PERFORMING

**DAN 014**

**Latin Social Dancing – Salsa, Merengue, Bachata**

Learn the basic dance steps of Latin dance. No partner required. Wear non-rubber soled shoes.

Total Cost: $89  
(Tuition: $0  Fees: $89)

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**DAN 012**

**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 previous dance training needed.

Total Cost: $95  
(Tuition: $0  Fees: $95)

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**DAN 020**

**Pol Spinning and Dancing**

Learn poi, a Māori dance form using weights on strings to create stunning air patterns, enhancing coordination and mind-body connection.

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

<table>
<thead>
<tr>
<th>CRN#</th>
<th>Day/Ses.</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>31501</td>
<td>T(6)</td>
<td>10/1–11/5</td>
<td>8–9:15 p.m.</td>
<td>EC</td>
</tr>
</tbody>
</table>

**DAN 019**

**Swinging Ballroom**

Enjoy beginner-friendly instruction on club and single swing ballroom dance styles, basic and variation steps. Learn follower and leader roles in a fun, energetic setting. No partner required. Wear non-rubber soled shoes.

Total Cost: $89  
(Tuition: $0  Fees: $89)

<table>
<thead>
<tr>
<th>CRN#</th>
<th>Day/Ses.</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>31502</td>
<td>S(10)</td>
<td>9/21–11/3</td>
<td>10–11 a.m.</td>
<td>EC</td>
</tr>
</tbody>
</table>

**DAN 022**

**Tango, Argentine Tango and Rumba**

Learn tango, Argentine tango and rumba basics as both leader and follower, including music selection. Partner preferred. Wear non-rubber soled shoes.

Total Cost: $89  
(Tuition: $0  Fees: $89)

<table>
<thead>
<tr>
<th>CRN#</th>
<th>Day/Ses.</th>
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<td>5–6 p.m.</td>
<td>EC</td>
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</tbody>
</table>

**DAN 018**

**Turn Improvisation Into Choreography**

Explore fun and unique improvisation prompts and games to create unique choreography. Open to anyone from novice movers to experienced dancers.

Total Cost: $89  
(Tuition: $0  Fees: $89)

<table>
<thead>
<tr>
<th>CRN#</th>
<th>Day/Ses.</th>
<th>Dates</th>
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<td>EC</td>
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</tbody>
</table>

### MUSIC

#### MUS 119

**Adult Piano**


Total Cost: $155  
(Tuition: $0  Fees: $155)

<table>
<thead>
<tr>
<th>CRN#</th>
<th>Day/Ses.</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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<tr>
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<tr>
<td>31662</td>
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<td>31664</td>
<td>W(12)</td>
<td>9/18–11/11</td>
<td>7–8 p.m.</td>
<td>OM</td>
</tr>
</tbody>
</table>

**MUS 117**

**Adult Piano II**

Continue your study with additional training for beginning/intermediate piano students. Further explore and develop rhythmic, sight-reading and music theory skills in more complex combinations. Bring earphones.

Total Cost: $155  
(Tuition: $0  Fees: $155)

<table>
<thead>
<tr>
<th>CRN#</th>
<th>Day/Ses.</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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<td>8–9 p.m.</td>
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</tr>
</tbody>
</table>

#### MUS 046

**Bass Guitar Basics**

Learn bass guitar fundamentals, playing techniques and how to tune and maintain a bass guitar. Discover how to purchase appropriate music, strings and equipment. Guitar required.

Total Cost: $105  
(Tuition: $20  Fees: $85)

<table>
<thead>
<tr>
<th>CRN#</th>
<th>Day/Ses.</th>
<th>Dates</th>
<th>Time</th>
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<td>31690</td>
<td>F(4)</td>
<td>11/1–22</td>
<td>7–8 p.m.</td>
<td>Zoom</td>
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</tbody>
</table>

#### MUS 045

**Fingerstyle Acoustic Guitar for Advanced Beginners**

Learn finger-picking with your thumb and fingers to master the “Travis” style in folk, blues, pop, rock and country. Requires basic chords knowledge. Bring an acoustic guitar.

Total Cost: $89  
(Tuition: $0  Fees: $89)

<table>
<thead>
<tr>
<th>CRN#</th>
<th>Day/Ses.</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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<td>31676</td>
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<td>10/12–11/16</td>
<td>9–10 a.m.</td>
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</tr>
</tbody>
</table>

**MUS 131**

**Flute Ensemble**

Discover flute mastery at your pace. Reignite skills and musicianship. It’s time to polish your flute and create beautiful music. Perfect for refreshing talents. Flute required for class.

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

<table>
<thead>
<tr>
<th>CRN#</th>
<th>Day/Ses.</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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<td>9/18–11/20</td>
<td>7–8 p.m.</td>
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</tbody>
</table>

**MSC 050**

**Guitar Basics**

Learn basic chord progressions, hand positions, strumming and how to tune and maintain a guitar. Discover how to purchase appropriate music, strings and equipment. Guitar required.

Total Cost: $105  
(Tuition: $32  Fees: $73)

<table>
<thead>
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<th>Time</th>
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<td>6–7 p.m.</td>
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</table>

**ART 935**

**History of Music Notation**

Explore the evolution of music notation across four sessions, from its origins to tonal composition, complemented by period music listening.

Total Cost: $65  
(Tuition: $20  Fees: $45)

<table>
<thead>
<tr>
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<tr>
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<td>11/1–22</td>
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</table>

**MUS 051**

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

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

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

<table>
<thead>
<tr>
<th>CRN#</th>
<th>Day/Ses.</th>
<th>Dates</th>
<th>Time</th>
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<td>9/9–10/14</td>
<td>7–8:30 p.m.</td>
<td>EC</td>
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</table>

**MUS 050**

**Intro to Native American Flute**

The Native American flute is simple to learn and after just one class students will begin playing simple melodies. Students will learn basic technique, breath control, fingering and elements of style. All levels of musical experience are welcome and registration fees include a handmade flute. Registration is limited to 10 students and closes one week prior to the class start date. Please call 443-840-2428 if you wish to repeat this class.

Total Cost: $257  
(Tuition: $0  Fees: $257)

<table>
<thead>
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<td>7–9 p.m.</td>
<td>Zoom</td>
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</table>
**MUS 044**  
**Introduction to Clawhammer Banjo**  
Master traditional banjo rhythmic styles, hand techniques and familiar tunes through ear learning and tab notation. Bring a 5-string banjo.  
Total Cost: $89  
(Tuition: $0  Fees: $89)

<table>
<thead>
<tr>
<th>CRN#</th>
<th>Day/Ses.</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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<td>10–11 a.m.</td>
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</tbody>
</table>

**ART 750**  
**Ukulele I**  
Through selected popular songs, gain a beginning proficiency on the ukulele. Learn to play melodies and common chord progressions.  
Total Cost: $99  
(Tuition: $0  Fees: $99)

<table>
<thead>
<tr>
<th>CRN#</th>
<th>Day/Ses.</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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<td>7–9 p.m.</td>
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</tbody>
</table>

**HIT 899**  
**Time Travel Through Broadway Musicals**  
Explore the evolution of musical theatre from Gilbert and Sullivan to Lin Manuel Miranda, through historic photos, headlines and era-defining music samples.  
Total Cost: $135  
(Tuition: $41  Fees: $94)

<table>
<thead>
<tr>
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</table>

**MUS 118**  
**Vocal Basics for Adults**  
Master vocal expression and fundamental techniques in a supportive setting, covering breathing, posture, warm-ups, scales and group singing essentials.  
Total Cost: $105  
(Tuition: $0  Fees: $105)

<table>
<thead>
<tr>
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<td>7–8:30 p.m.</td>
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</tbody>
</table>

**PRIVATE LESSONS**

Private music lessons available for ages 6+ on piano, 8+ for other instruments, 13+ for voice and adult students. Tailored one-on-one instruction for all levels. Instruments not provided. Call 443-840-1646 for placement.

**ART 876**  
**Acting For the Board Room**  
Build professional skills and confidence speaking in front of others. Learn basic acting and vocal techniques to communicate powerfully and dynamically. No acting experience necessary.  
Total Cost: $85  
(Tuition: $0  Fees: $85)

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<thead>
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</tbody>
</table>

**ART 961**  
**Acting I (NEW)**  
Introduces the basic skill of acting based on the actor’s inner and outer resources and concentrates on the characterization development explored in Stanislavski’s Method of Physical Action. Theories and techniques of creating and scoring a role are introduced. Students explore solo work, scene study, lab work, acting etudes and performance. This class is also offered for credit as THTR 111.  
Total Cost: $129  
(Tuition: $0  Fees: $129)

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<thead>
<tr>
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<th>Day/Ses.</th>
<th>Dates</th>
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<td>31773</td>
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<td>8/26–10/22</td>
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</table>

Call 443.840.2222 or visit ccbc.edu/coned
<table>
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<th>Dates</th>
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<tr>
<td>31907</td>
<td>S(1)</td>
<td>9/21</td>
<td>9 a.m.–3:30 p.m.</td>
<td>EC</td>
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**HEALTH AND WELLNESS**

### BEAUTY/PERSONAL CARE

#### HAIR BRAIDING

##### CONTINUING EDUCATION

**WORKFORCE TRAINING CERTIFICATE**

Professional Hair Braiders are service providers in the beauty industry who care for natural hair and create braids, plait as well as other techniques. Classes can be taken individually, but all four must be completed to receive the certificate. Financial aid may be available.

**REQUIRED COURSES:**

- Hair Braiding Professional – Level I
- Hair Braiding Professional – Level II
- Hair Braiding Professional – Level III
- Hair Braiding Professional – Level IV

**PDV 320 Hair Braiding Basics I**

Learn how to braid and care for natural hair. Topics include shampooing, hair drying, moisturizing, detangling procedures and styling techniques. Practice the plait, cornrows and three-strand braiding. Mannequin, stand and hair-braiding kit included.

Total Cost: $144 (Tuition: $44 Fees: $100)

<table>
<thead>
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<th>Day/Ses.</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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<td>9/16–10/18</td>
<td>5:30–8:30 p.m.</td>
<td>EC</td>
</tr>
</tbody>
</table>

**PDV 316 Hair Braiding Professional – Level I**

Learn how to braid and open your own business. Gain practical knowledge and business expertise.

Total Cost: $260 (Tuition: $78 Fees: $182)

<table>
<thead>
<tr>
<th>CRN#</th>
<th>Day/Ses.</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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<tbody>
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<td>9 a.m.–3:20 p.m.</td>
<td>EC</td>
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</tbody>
</table>

**PDV 317 Hair Braiding Professional – Level II**

Explore types of hair, experience product demonstrations and practice basic braid/plait. Continue learning French braid techniques and learn foshetail, flat twist and two-stand twist braids. Prerequisite: Hair Braiding Professional – Level I

Total Cost: $260 (Tuition: $78 Fees: $182)

<table>
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<tr>
<th>CRN#</th>
<th>Day/Ses.</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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<td>31159</td>
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<td>11/2–12/14</td>
<td>9 a.m.–12:10 p.m.</td>
<td>EC</td>
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</tbody>
</table>

**PDV 328 Makeup Artistry Professional**

Learn advanced makeup techniques for beauty enhancement, including contouring, color theory and airbrushing. This course explores the make-up industry and allows for plenty of hands-on practice. Bring your makeup kit on the first day if you have one.

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

<table>
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<td>OM</td>
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</table>

### CARDIO AND AEROBICS

#### FIT 479 Cardio Fitness

Participate in this intensive aerobic workout through the use of traditional methods and high-tech equipment. Progress will be monitored and assessed to evaluate cardiovascular fitness levels. This class is also offered for credit as PELF 124.

Total Cost: $240 (Tuition: $0 Fees: $240)

<table>
<thead>
<tr>
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<th>Dates</th>
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<td>8/27–12/12</td>
<td>11:30 a.m.–12:30 p.m.</td>
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</table>

#### FIT 179 Hula Hoop Fitness (NEW)

Discover hula hooping for improved core strength, balance and cardio. Cost includes a fitness grade hoop to keep! Bring a water bottle. All levels welcome.

Total Cost: $149 (Tuition: $0 Fees: $149)

<table>
<thead>
<tr>
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<th>Day/Ses.</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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<td>9/28–11/2</td>
<td>9–10:10 a.m.</td>
<td>EC</td>
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</tbody>
</table>

#### FIT 039 Mixed Martial Arts Fitness

Use resistance training and various physical fitness routines from a variety of martial arts to improve cardiovascular endurance, muscular strength and endurance, flexibility and body composition. Course also offered for credit as PELF 150.

Total Cost: $240 (Tuition: $0 Fees: $240)

<table>
<thead>
<tr>
<th>CRN#</th>
<th>Day/Ses.</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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<td>31407</td>
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<td>10/16–12/4</td>
<td>1:25–4:20 p.m.</td>
<td>DC</td>
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</tbody>
</table>
HEALTH AND FITNESS CERTIFICATIONS

FIT 180
Older Adult Fitness Certification (NEW)
Prepare to earn your certification in this one-day course leading to the International Sports Medicine Association Older Adult Fitness certification exam. CEUs awarded. Visit aaai-ismafitness.com to order the “Older Adult Fitness” study guide. Read before class.
Total Cost: $155 (Tuition: $47 Fees: $108)

FIT 627
Personal Fitness Trainer Certification
Prepare to earn your certification in this one-day course leading to the International Sports Medicine Association Personal Fitness Trainer certification exam. CEUs awarded. Visit aaai-ismafitness.com to order the “Personal Fitness Trainer” study guide. Read before class.
Total Cost: $155 (Tuition: $47 Fees: $108)

FIT 745
Personal Fitness Trainer: Phase II (Master Personal Trainer)
Learn skills to work safely and effectively with individuals with special needs or medical conditions, including the elderly. Includes certification exam. CEUs awarded.
Visit aaai-ismafitness.com to order the “Personal Fitness Trainer: Phase II” study guide. Read before class.
Total Cost: $155 (Tuition: $47 Fees: $108)

FIT 696
Sports Nutrition Certification
Prepare to earn your certification in this one-day course leading to the International Sports Medicine Association Sports Nutrition certification exam. CEUs awarded. Visit aaai-ismafitness.com to order the “Sports Nutrition” study guide. Read before class.
Total Cost: $155 (Tuition: $47 Fees: $108)

CIRCUIT AND WEIGHT TRAINING

FIT 130
Intermediate Weight Training
Improve your fitness level using more advanced concepts of weight training. Learn advanced techniques of machine-based, free weight and body weight training, as well as exercise programming and progressions based on individual needs and abilities.
Total Cost: $176 (Tuition: $0 Fees: $176)

FIT 829
Weight Stack Machine Training for Fitness 1
This course offers a self-paced, individualized fitness program using weight stack machines. Students discover their fitness levels and use periodization to develop individual fitness goals. This course is also offered for credit as PELF 130.
Total Cost: $240 (Tuition: $0 Fees: $240)

FIT 933
Zen Meditation
Learn ‘Mindful’ posture and breathing techniques. Be mindful of your innate intelligence and natural compassion.
Total Cost: $99 (Tuition: $0 Fees: $99)

RED CROSS/CPR

CPR 013
CPR/First Aid Training
Learn basic cardiopulmonary resuscitation (CPR), how to use an automatic external defibrillator (AED) and first aid techniques. Become certified by the American Red Cross (ARC).
Total Cost: $145 (Tuition: $44 Fees: $101)

MEDITATION

FIT 404
Meditation Practice
Experience the benefits of reduced stress, spiritual awakening, vitality and clarity. Meditation produces profound results on all levels of your being: physical, mental, emotional and spiritual.
Total Cost: $89 (Tuition: $0 Fees: $89)
FIT 455  
Handling Medical Emergencies  
Every day counts during a medical emergency. Learn how to respond if someone needs your help. For more information, go to ed2go.com/ccbconline.

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

CRN#  Day/Ses.  Dates  Time  Location
31461  Online  9/11–11/1  Arranged  ED2GO

REIKI

FIT 805  
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: $90 (Tuition: $0 Fees: $90)

CRN#  Day/Ses.  Dates  Time  Location
31374  S(2)  9/28–10/5  9:30 a.m.–1:45 p.m.  EC
31375  S(2)  10/19–26  9:30 a.m.–1:45 p.m.  CC
31376  S(2)  11/9–16  9:30 a.m.–1:45 p.m.  OM

FIT 706  
Usui Reiki I  
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.

Total Cost: $85 (Tuition: $0 Fees: $85)

CRN#  Day/Ses.  Dates  Time  Location
31171  S(2)  9/28–10/5  9 a.m.–1 p.m.  EC

FIT 707  
Usui Reiki II  
Receive a Usui Reiki II attunement and prepare for the Master or Master/Teacher certification. Upon successful completion, you’ll receive a Second Degree Usui Reiki Certificate and will learn how to set up a Usui Reiki healing practice.

Total Cost: $85 (Tuition: $0 Fees: $85)

CRN#  Day/Ses.  Dates  Time  Location
31172  S(2)  11/9–16  9 a.m.–1 p.m.  EC

SELF DEFENSE

FIT 925  
Self-Defense for Protection  

Total Cost: $110 (Tuition: $0 Fees: $110)

CRN#  Day/Ses.  Dates  Time  Location
31377  R(10)  9/19–11/21  7:30–9 p.m.  EC

SWIMMING AND AQUA FITNESS

FIT 581  
Aqua Fitness  
Learn to perform low impact activities, improve cardiorespiratory and muscular strength, endurance and flexibility. This class is also offered for credit as PEAQ 106.

Total Cost: $172 (Tuition: $0 Fees: $172)

CRN#  Day/Ses.  Dates  Time  Location
31344  M/W(31)  8/26–12/11  8–8:55 a.m.  EC
31345  M/W(31)  8/26–12/11  12:10–1:05 p.m.  EC
31346  T/R(31)  8/27–12/12  8–8:55 a.m.  EC
31347  T/R(31)  8/27–12/12  5–5:55 p.m.  EC
31403  T/R(31)  8/27–12/12  5:45–6:40 p.m.  DC
31348  T/R(31)  8/27–12/12  6–6:55 p.m.  EC
31355  T/R(31)  8/27–12/12  6:35–7:30 p.m.  CC

FIT 619  
Introductory Swimming  
Learn essential swimming and safety skills, including strokes, dives and rescues. Suitable for adult beginners looking to feel comfortable in the water. Also available for credit as PEAQ 125.

Total Cost: $240 (Tuition: $0 Fees: $240)

CRN#  Day/Ses.  Dates  Time  Location
31349  M/W(31)  8/26–12/11  1:25–2:50 p.m.  EC
31354  S(14)  9/7–12/14  9 a.m.–12:05 p.m.  CC

FIT 508  
Swimming Level I  
Learn elementary swimming skills, water safety and survival swimming. Intended for non-swimmers or those who cannot swim 25 yards. This class is also offered for credit as PEAQ 100.

Total Cost: $172 (Tuition: $0 Fees: $172)

CRN#  Day/Ses.  Dates  Time  Location
31333  M(15)  8/26–12/9  6–7:50 p.m.  EC
31337  T/R(31)  8/27–12/12  10:10–11:05 a.m.  EC
31345  T/R(31)  8/27–12/12  12:45–1:40 p.m.  CC
31339  W(15)  8/28–11/11  10:10 a.m.–12:50 p.m.  DC
31334  S(14)  9/7–12/14  9–11 a.m.  EC
31335  S(14)  9/7–12/14  11:10 a.m.–1:10 p.m.  EC

FIT 504  
Swimming Level II  
Covers intermediate aquatics skills, competitive swim strokes, water safety and fitness concepts. Prerequisite: FIT 508. This class is also offered for credit as PEAQ 101.

Total Cost: $172 (Tuition: $0 Fees: $172)

CRN#  Day/Ses.  Dates  Time  Location
31339  M(15)  8/26–12/9  6–7:50 p.m.  EC
31342  T/R(31)  8/27–12/12  10:10–11:05 a.m.  EC
31347  T/R(31)  8/27–12/12  12:45–1:40 p.m.  CC
31400  W(15)  8/28–12/11  10:10 a.m.–12:50 p.m.  DC
31340  S(14)  9/7–12/14  9–11 a.m.  EC
31341  S(14)  9/7–12/14  11:10 a.m.–1:10 p.m.  EC

FIT 804  
Swimming Level III  
This class is for 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: $172 (Tuition: $0 Fees: $172)

CRN#  Day/Ses.  Dates  Time  Location
31348  T/R(31)  8/27–12/12  12:45–1:40 p.m.  CC
31402  W(15)  8/28–12/11  10:10 a.m.–12:50 p.m.  DC
31343  S(14)  9/7–12/14  9–11 a.m.  EC

FIT 071  
Water Aerobics  
Learn how to attain and maintain physical fitness through water exercises, water jogging and rhythmic movements in the water. The nine fundamental swimming strokes will be introduced in a routine set to music. This course is also offered for credit as PEAQ 145.

Total Cost: $240 (Tuition: $0 Fees: $240)

CRN#  Day/Ses.  Dates  Time  Location
31556  M/W/F(45)  8/26–12/13  8–8:55 a.m.  CC
31557  M/W/F(45)  8/26–12/13  11:15 a.m.–12:10 p.m.  CC
YOGA AND TAI CHI

FIT 087
Gentle Yoga
This gentle yoga class offers a softer, nurturing approach with restorative practices. Ideal for people with limited flexibility and coordination. Bring comfortable clothes, a yoga mat, a strap and a blanket.
Total Cost: $110 (Tuition: $0 Fees: $110)

CRN# Day/Ses. Dates Time Location
31156 T(8) 10/1–11/19 6:30–7:45 p.m. Zoom
31166 W(8) 10/16–12/11 6:30–7:45 p.m. DC

FIT 252
Tai Chi for Beginners
Experience this traditional form of martial arts, an excellent low impact exercise that improves coordination, balance and flexibility. Wear comfortable clothing.
Total Cost: $119 (Tuition: $0 Fees: $119)

CRN# Day/Ses. Dates Time Location
31165 S(10) 10/5–12/14 9–10:15 a.m. OM
31172 T(10) 10/8–12/10 6:30–7:45 p.m. CC

FIT 177
Yoga Exploration (NEW)
Explore asana, pranayama, yoga nidra and more. Immerse yourself in yoga traditions, philosophy, mythology and guided meditations for a holistic experience. All skill levels welcome. Bring a mat and a water bottle.
Total Cost: $129 (Tuition: $0 Fees: $129)

CRN# Day/Ses. Dates Time Location
31107 S(8) 9/14–11/2 9–10:30 a.m. EC
31108 S(8) 9/14–11/2 9–10:30 a.m. DC

FIT 586
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: $172 (Tuition: $0 Fees: $172)

CRN# Day/Ses. Dates Time Location
31138 M/W(30) 8/26–12/11 5–5:55 p.m. EC
31351 R(15) 8/29–12/12 6–7:50 p.m. EC
31352 S(14) 9/7–12/14 9–11 a.m. EC

FIT 036
Yoga Teacher Training Part 2
Elevate your yoga with teaching skills for basic to intermediate classes. Become a RYT200 certified yoga instructor. Materials fee due first class. Prerequisite: Yoga Teacher Training: Part 1 (100 hours).
Total Cost: $1,524 (Tuition: $438 Fees: $1,066)

CRN# Day/Ses. Dates Time Location
30605 W(6) 9/11–10/16 4:30–9:30 p.m. Zoom
30606 F(6) 9/13–10/18 4:30–9:30 p.m. Zoom
30605 S(6) 9/14–10/19 12–8 p.m. Zoom

HOLISTIC HEALTH AND METAPHYSICAL STUDIES

FIT 670
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: $94 (Tuition: $0 Fees: $94)

CRN# Day/Ses. Dates Time Location
31170 S(1) 11/2 9 a.m.–12 p.m. EC

FIT 758
Advanced Crystals: Healing with Crystals and Gemstones
Explore healing techniques with stones, crystals and feng shui. Recommended to take Introduction to Crystals or Healing with Gemstones and Crystals first. Materials fee due first class.
Total Cost: $99 (Tuition: $0 Fees: $99)

CRN# Day/Ses. Dates Time Location
31173 S(1) 11/30 9 a.m.–12 p.m. EC

AHL 129
Certificate in Holistic and Integrative Health
Comprehensive training for all on holistic and integrative health. Topics include stress management, meditation, healing practices and more. Endorsed by AHNA.
For more information, go to ed2go.com/ccbconline.
Total Cost: $469 (Tuition: $20 Fees: $449)

CRN# Day/Ses. Dates Time Location
31458 Online 10/16–12/6 Arranged ED2GO

FIT 464
Herbs and Health
Gain hands-on experience making wonderful herbal infusions, decoctions and salves. Learn the basic skills to concoct personal herbal remedies.
Total Cost: $110 (Tuition: $0 Fees: $110)

CRN# Day/Ses. Dates Time Location
31163 R(6) 9/19–10/24 6–7:30 p.m. Zoom

PDV 377
Introduction to Holistic Health
Explore holistic well-being through history, terminology and diverse health practices. Learn to apply personalized methods for a healthier lifestyle.
Total Cost: $129 (Tuition: $0 Fees: $129)

CRN# Day/Ses. Dates Time Location
31163 R(6) 9/19–10/24 6–7:30 p.m. Zoom

AHL 701
Introduction to Natural Health and Healing
Gain an introduction to concepts and principles of natural health and healing in a holistic approach to well-being. For more information, go to ed2go.com/ccbconline.
Total Cost: $149 (Tuition: $20 Fees: $129)

CRN# Day/Ses. Dates Time Location
31460 Online 9/11–11/1 Arranged ED2GO

PDV 126
Past Life Regression: A Journey through Many Lifetimes
Unlock spiritual wellness and find your life’s purpose through past life regression, intuitive trust, chakra cleansing, forgiveness and guided meditation.
Total Cost: $99 (Tuition: $0 Fees: $99)

CRN# Day/Ses. Dates Time Location
31579 S(2) 11/9–11/16 10 a.m.–2 p.m. OM

PDV 153
Simple Aromatherapy
Discover the art and science of aromatherapy. Examine 12 popular essential oils and learn recipes for making simple aromatherapy products.
Total Cost: $80 (Tuition: $0 Fees: $80)

CRN# Day/Ses. Dates Time Location
31175 S(1) 10/19 9 a.m.–1 p.m. EC

ENV 033
Therapeutic Horticulture — Cultivating Wellness (NEW)
Discover the plant and health connection through lectures, walks and fieldwork. Ideal for healthcare professionals, educators and wellness enthusiasts. A small materials fee applies.
Total Cost: $149 (Tuition: $45 Fees: $104)

CRN# Day/Ses. Dates Time Location
31100 S(6) 9/14–10/19 9–11 a.m. CC
### PERSONAL GROWTH AND DEVELOPMENT

#### VOB 103
**Certified Professional Life Coach**
Gain essential life coaching skills and CPC certification from International Association of Professional Recovery Coaches upon successful completion. Topics include core competencies, ethics, tools and business launch strategies. For more information, go to ed2go.com/ccbconline.

Total Cost: $1,895  (Tuition: $50  Fees: $1,845)

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#### AHL 130
**Continuing Education Certificate in Food, Nutrition and Health**
Explore the link between food, nutrition and holistic health in this AHNA-endorsed program, uncovering diet impacts and food origins. For more information, go to ed2go.com/ccbconline.

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

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#### PDV 384
**Working on Wellness (NEW)**
Discover personal growth and overall well-being by exploring the Eight Dimensions of Wellness. Interactive sessions and exercises will provide insights for a balanced life. Bring a journal and pen.

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

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### FAMILY EDUCATION AND EMPOWERMENT

#### CEC 035
**Empowering Students with Disabilities**
Explore common disabilities you’ll encounter in the classroom and master techniques for promoting academic, behavioral and social skills in students with special needs. For more information, go to ed2go.com/ccbconline.

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

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#### PDE 916
**Get Assertive**
Find out how you can stop others from intimidating you or treating you poorly. For more information, go to ed2go.com/ccbconline.

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

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### WELLNESS FOR ANIMALS

#### FIT 760
**Animal Reiki I**

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

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#### FIT 761
**Animal Reiki II**
Advance in Animal Reiki, exploring distance healing and supplementary techniques. Prerequisite: Level I. Comfortable attire recommended.

Total Cost: $179  (Tuition: $54  Fees: $125)

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COOKING, HOBBIES AND HOME IMPROVEMENT

COOKING

CKG 024
Fall Soups and Stews
Learn how to enhance the flavor of soups with stock, fresh vegetables, herbs and seasonings. Bring a chef’s knife and cutting board to the first class. Materials fee due first class.
Total Cost: $98 (Tuition: $0 Fees: $98)

CKG 017
Luscious, Low-Fat, Lightweight Quick Meals
Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious! For more information, go to ed2go.com/ccbconline.
Total Cost: $149 (Tuition: $20 Fees: $129)

FLORAL DESIGN

FLR 022
Floral Design I
Discover fresh and/or silk floral arranging basics: tools, design techniques, table arrangements, wreaths and wall decorations. Create a new design weekly. Materials fee due first class.
Total Cost: $89 (Tuition: $0 Fees: $89)

FLR 020
Floral Design – Seasonal and Holiday
Work on wreaths and table decorations for the fall and winter holidays. Materials fee due first class.
Total Cost: $98 (Tuition: $0 Fees: $98)

HOME IMPROVEMENT

PDV 388
Home Improvement: Getting Started (NEW)
This course is designed to introduce basic concepts to assess, plan and budget for home repairs and provide hands-on skills needed for improvement projects. Topics include creating a repair checklist, basic power tool use and safety, simple repairs, project planning and estimating costs.
Total Cost: $149 (Tuition: $0 Fees: $149)

PDV 391
Home Improvement: Tile, Trim and Floors (NEW)
Learn the basic skills needed to update floors, tackle simple tile projects and install decorative trims. Hands-on projects include choosing and measuring materials, making mitered and irregular cuts and basic installation. Material fee due first class.
Total Cost: $149 (Tuition: $0 Fees: $149)

PDV 389
Home Improvement: Walls, Electricity and Plumbing (NEW)
Gain hands-on experience with basic plumbing and practical electrical knowledge. In-class projects include framing and drywall basics, replacing light fixtures and practical electrical knowledge. In-class projects include framing and drywall basics, replacing light fixtures and installing a window. Material fee due first class.
Total Cost: $149 (Tuition: $0 Fees: $149)

INTERIOR DESIGN

VOA 897
Introduction to Interior Design
Explore a career in interior design as you learn how to transform any room into a beautiful and functional space. For details, go to ed2go.com/ccbconline.
Total Cost: $149 (Tuition: $20 Fees: $129)

CERTIFIED RESIDENTIAL INTERIOR DESIGNER

Topics include design fundamentals and styles, ethical practices, concept portfolio development and designing a family room. To take the Residential Interior Design Education (R.I.D.E.) program, endorsed by the Designer Society of America. This program does not meet the requirements necessary to be certified by the Maryland State Board of Certified Interior Designers. Students must register for Part 1 and 2 at the same time. For more information, go to ed2go.com/ccbconline.

VOB 101
Certified Residential Interior Designer Part 1
Total Cost: $1,072 (Tuition: $25 Fees: $1,047)

VOB 102
Certified Residential Interior Designer Part 2
Total Cost: $1,072 (Tuition: $25 Fees: $1,047)

VOB 234
Upholstery
This hands-on course 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: $135 (Tuition: $0 Fees: $135)

JEWELRY MAKING

PDE 953
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 fee due first class.
Total Cost: $99 (Tuition: $0 Fees: $99)
ART 970
Making Jewelry with a Hydraulic Press (NEW)
Enhance your jewelry making skills with metalwork techniques. Texture metal using a rolling mill and shape it with a hydraulic press. Hand finish with files and buffing wheel. Projects include bracelets and earrings. Materials fee due first class.
Total Cost: $99 (Tuition: $0 Fees: $99)

CRN# Day/Ses. Dates Time Location
32292 U(1) 10/6 10 a.m.–4:20 p.m. CC

ART 971
Stamping the Navajo Way (NEW)
Learn to use traditional hand-made Navajo metal stamps to decorate metal. Students will make a bracelet in copper and a pair of earrings in silver. Materials fee due first class.
Total Cost: $99 (Tuition: $0 Fees: $99)

CRN# Day/Ses. Dates Time Location
32295 U(1) 11/3 10 a.m.–4:20 p.m. CC

ARB 137
Wire Work for Jewelry – Introduction
Learn wire jewelry basics such as tool usage, wire selection for projects, creating clasps, links and beads. Materials fee due first class.
Total Cost: $89 (Tuition: $0 Fees: $89)

CRN# Day/Ses. Dates Time Location
32291 S(4) 10/12–11/2 10:30 a.m.–12:30 p.m. HV

SEWING

XCC 213
Sewing – Beginning
Discover essential sewing skills such as notion selection, sewing terminology, pattern usage, and sewing machine operation/maintenance. Bring a functional sewing machine, scissors, thread and ½ yard of canvas fabric to class.
Total Cost: $125 (Tuition: $0 Fees: $125)

CRN# Day/Ses. Dates Time Location
32015 M(5) 9/23–10/21 6–8:30 p.m. RAC

PDE 866
Sewing Continuing
Improve sewing skills by learning to insert a zipper, apply interfacing and elastic, applique and put in buttonholes on several projects. Bring a functional sewing machine, scissors, thread and ½ yard of canvas fabric to class.
Total Cost: $120 (Tuition: $0 Fees: $120)

CRN# Day/Ses. Dates Time Location
32017 M(4) 10/28–11/18 6–9 p.m. RAC

ART 959
Knit Socks From the Toe Up (NEW)
Small group class for continuing knitters of all levels. Learn techniques for casting on and off, how to construct a sock, working heels and toes, making size adjustments as well as the history of sock knitting. Bring yarn and needles to first class.
Total Cost: $129 (Tuition: $0 Fees: $129)

CRN# Day/Ses. Dates Time Location
32016 U(5) 10/6–11/3 1–3:45 p.m. EC

ART 973
Cosplay: Mold Making and Casting (NEW)
This class will delve into the world of mold making and its use in costume creation. Participants will examine basic one- and two-part silicone molds and casting epoxy resin and urethane plastic. During the class, participants will make their own one-part mold and use it to cast urethane plastic. Supply list will be provided.
Total Cost: $89 (Tuition: $0 Fees: $89)

CRN# Day/Ses. Dates Time Location
33086 S/2 9/28–10/5 2:30–5:30 p.m. DC

ART 972
Cosplay: Sculpture 101 (NEW)
This course is designed to introduce students to sculpture and its relevance to costume creation. Topics include various techniques to craft 3D elements and props for cosplay using materials such as foam clay, thermoplastic, cardboard, paper mache and mixed media. By the end of the course, participants will be equipped with a diverse skill set to create sculptural elements for their next cosplay. Supply list will be provided.
Total Cost: $135 (Tuition: $0 Fees: $135)

CRN# Day/Ses. Dates Time Location
33085 S/5 10/19–11/6 2:30–5:30 p.m. DC

OUTDOOR ACTIVITIES

VOA 333
Maryland Basic Boating Certification Course
Meet the certification requirements of the Maryland Department of Natural Resources Police through classroom instruction in basic boating. Discuss types of vessels, navigational aids, marine weather, regulations, emergency situations, personal watercraft and maneuvering.
Total Cost: $59 (Tuition: $18 Fees: $41)

CRN# Day/Ses. Dates Time Location
30794 R(2) 8/29–9/5 6–10:20 p.m. HV

FIT 045
Basketball
Master basketball fundamentals, from dribbling and shooting to team strategies and rules, in an immersive course also available for credit as PETA 101.
Total Cost: $172 (Tuition: $0 Fees: $172)

CRN# Day/Ses. Dates Time Location
31355 M/W/Th 10/16–12/4 1:25–3:15 p.m. EC

FIT 588
Beginning Tennis
Get in the game! Learn the fundamental principles of single and doubles play and basic tennis strokes. Develop and practice serving techniques and coordinated swings. Also offered for credit as PEA 140.
Total Cost: $172 (Tuition: $0 Fees: $172)

CRN# Day/Ses. Dates Time Location
31350 M/W/Th 8/26–10/9 6:30–8 p.m. EC

PDV 594
Introduction to Fly Fishing (NEW)
Learn fly fishing basics, practice casting techniques and explore the aquatic ecosystem. Refine your skills and appreciate fly fishing's tradition through practical sessions and discussions. Bring a fly rod if you have one.
Total Cost: $149 (Tuition: $0 Fees: $149)

CRN# Day/Ses. Dates Time Location
31326 M/Th 9/9–10/14 6:30–8 p.m. EC

FIT 946
Pickleball
Have fun playing Pickleball, America's fastest growing sport, created for students of all ages and skill levels. The rules are simple and the game is easy for beginners to learn, but can develop into a quick, fast-paced game. Pickleball combines many elements of tennis, badminton and ping-pong using a modified tennis net, a paddle and a plastic ball.
Total Cost: $179 (Tuition: $0 Fees: $179)

CRN# Day/Ses. Dates Time Location
31353 M/W/Th 8/26–10/9 5:30–7:30 p.m. EC

FIT 076
Playing Better Golf
Master golf fundamentals and learn strategies for all levels, covering swing, club choice and more. Classes are based on levels, clubs provided or bring your own. Ball fee: $10–$15.
Total Cost: $99 (Tuition: $0 Fees: $99)

CRN# Day/Ses. Dates Time Location
30965 R(5) 9/9–10/17 6:30–8 a.m. TDF
## PERSONAL DEVELOPMENT

**EDU 071**  
**Engaging Learning Experiences in the Community (NEW)**  
Explore instructional design’s application in informal learning settings. Learn principles to create impactful projects, programs and workshops, beneficial for artists, community leaders and volunteers. Topics include collaborative planning, audience adoption, delivery methods and diverse learning needs.

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**HSL 122**  
**Intro to Travel Planning (NEW)**  
This course will teach you techniques on how to budget for traveling, plan itineraries, research new destinations and more. The goal of this course is to make travel more affordable, accessible and enjoyable.

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</thead>
<tbody>
<tr>
<td>32299</td>
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<td>9/30–11/18</td>
<td>6:30–7:35 p.m.</td>
<td>Zoom</td>
</tr>
</tbody>
</table>

## FINANCE

**FIN 059**  
**Investment Financial Literacy**  
Have you wanted to learn about planning for your financial future? This class will help you understand terms like stocks, bonds, mutual funds, retirement plans and annuities. Use this knowledge to make wise financial decisions and ask questions.

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<tr>
<td>32145</td>
<td>M(5)</td>
<td>9/23–10/21</td>
<td>7–8 p.m.</td>
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</tr>
</tbody>
</table>

**FIN 060**  
**Investment Financial Literacy 2**  
Discover different ways to evaluate and pick investments. Look at two different methods to examine stocks: fundamental and technical analysis. Find out how to pick bond investments and mutual funds for your portfolio.

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</table>

**FIN 061**  
**Stock Options for Fun and Profit**  

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<td>8(4)</td>
<td>10/3–11/24</td>
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**WLT 240**  
**Writing for Children**  
Touch the hearts of children through writing. Turn your book idea into a finished product and explore new opportunities and markets. You’ll cover fiction and nonfiction manuscript, children’s literature, niche players/tools and resources for writers. For more information, go to ed2go.com/ccbconline.

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</table>

## WRITING

**WRI 160**  
**Creating Content Using Professional and Technical Writing (NEW)**  
Explore fundamentals of professional and technical writing. Topics include crafting online reviews and profiles, writing clear and concise instructions, promotional and marketing materials and overall readability. Whether it is writing a recipe for your blog or a letter of complaint, this class will supply the skills to be successful.

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**WRI 161**  
**Introduction to Creative Writing: Poetry**  
Deepen your understanding of poetry and build a portfolio of original work. Topics include using imagery, poetic meter and poetic form and revising. Students will also examine the work of modern and contemporary short story writers and the forms and techniques essential to fiction. This course is content equivalent to ENGL 210.  

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**WRI 162**  
**Introduction to Creative Writing: Fiction**  
Build your creative writing skills and pen your own portfolio of short stories. Topics include writing as a process, point of view, character development, setting, plot, dialogue and revising. Students will also examine the work of modern and contemporary short story writers and the forms and techniques essential to fiction. This course is content equivalent to ENGL 211.

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**WRI 219**  
**Romance Writing**  
Learn how to effectively craft the specific elements of a romance novel. For details, go to ed2go.com/ccbconline.

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</table>

## CALL TO ACTION

Call 443.840.2222 or visit ccbc.edu/coned
### WORLD LANGUAGES

#### ARABIC

**FLC 569 Arabic Language 1A**

Develop basic skills while learning short sentences and sentence structure, basic verb conjugation, short beginning dialogs and elements of Arabic-speaking cultures. Textbook required for first class.

Total Cost: $215 (Tuition: $65 Fees: $150)

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<td>7–9 p.m.</td>
<td>HV</td>
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**FLA 211 Intermediate French – Part I**

Advanced French course enhancing verbal skills and grammatical understanding, including subjunctive tense. Prerequisite: Basic French parts 1–3 or similar understanding. Text not included in cost.

Total Cost: $215 (Tuition: $65 Fees: $150)

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**FLA 212 Intermediate French – Part II**

Strengthen your oral and written skills. Requires knowledge of the present, past and future tenses of regular, irregular and reflexive verbs. Be familiar with the concept of the subjunctive before taking this course.

Total Cost: $215 (Tuition: $65 Fees: $150)

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<td>5–7 p.m.</td>
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### FRENCH

**FLA 081 Getting Started with French**

Develop basic conversational skills including simple vocabulary, greetings/salutations and introductions. Covers cultural aspects of French speaking countries and the surname system. Course cost includes e-text and audio file for practice.

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

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**FLA 075 Advanced French Language**

Broaden 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 in this course.

Total Cost: $225 (Tuition: $68 Fees: $157)

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### GERMAN

**FLA 115 Basic German 1A**

Topics include basic pronunciation, present tense of regular verbs, common irregular verbs and sentence construction with affirmative, negative and interrogative. Textbook required for first class.

Total Cost: $215 (Tuition: $65 Fees: $150)

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<td>7–9 p.m.</td>
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</table>

**FLA 140 Basic German 1B**

Basic pronunciation, present tense of regular verbs, irregular verbs and sentence construction with affirmative, negative and interrogative will be covered. A good refresher course. Textbook required for first class.

Total Cost: $215 (Tuition: $65 Fees: $150)

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### ITALIAN

**FLA 078 Getting Started with Italian**

Address basic conversational needs including simple vocabulary, greetings, salutations, common cultural aspects of Italy. Also includes surname system and language development strategies.

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

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</table>
JAPANESE

FLC 521
Elementary Japanese Language I
Explore basic elements of Japanese language structure by listening, reading, writing, conversing and discussing. Experience the art, artifacts, music and overall contributions of Japanese society to world civilization. Textbook required for first class.
Total Cost: $215 (Tuition: $65 Fees: $150)

CRN# Day/Ses. Dates Time Location
31836 M(11) 9/23–12/2 7–9 p.m. HV

FAL 057
Elementary Japanese Language II
Review, practice and further develop skills in writing, reading and oral communications. Additional Japanese cultural elements will be explored in art, music and history.
Total Cost: $215 (Tuition: $65 Fees: $150)

CRN# Day/Ses. Dates Time Location
31779 T(11) 9/24–12/3 7–9 p.m. Zoom

KOREAN

FLA 117
Introduction to Korean
Master Korean basics: alphabet, pronunciation, simple vocabulary, greetings, identification, numbers and days of week, use of indefinite article and overview of Korean cultural insights. No Korean language experience needed. Textbook required.
Total Cost: $215 (Tuition: $65 Fees: $150)

CRN# Day/Ses. Dates Time Location
31758 M(11) 9/23–12/2 7–9 p.m. CC

PORTUGUESE

FLC 573
Basic Portuguese 1A
Topics include basic pronunciation, present tense of regular verbs, common irregular verbs and sentence construction, affirmative, negative and interrogative. Textbook required for first class.
Total Cost: $215 (Tuition: $65 Fees: $150)

CRN# Day/Ses. Dates Time Location
31811 R(11) 9/26–12/15 Arranged Online

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

CRN# Day/Ses. Dates Time Location
31790 W(11) 9/18–12/4 7–9 p.m. HV

FAL 030
Basic Korean Language II
Continue to build fluency in Korean. Engage in advanced discussions regarding Korean current events, daily living, history and society and apply advanced grammatical structures in conversation.
Total Cost: $215 (Tuition: $65 Fees: $150)

CRN# Day/Ses. Dates Time Location
31777 T(11) 9/17–11/26 7–9 p.m. CC

TOTAL COST: $215 (Tuition: $65 Fees: $150)

CRN# Day/Ses. Dates Time Location
31813 T(11) 9/24–12/3 7–9 p.m. Zoom

CRN# Day/Ses. Dates Time Location
31811 R(11) 9/26–12/15 Arranged Online

Call 443.840.2222 or visit cccbcmd.edu/coned 59
WORLD LANGUAGES

RUSSIAN

FLA 398
Basic Russian 1A
Focus on essential speaking and listening skills, as well as practicing basic reading and writing skills. This is a hands-on, communication-based class and students will learn to speak and understand simple Russian. Textbook required for first class.
Total Cost: $215 (Tuition: $65 Fees: $150)

CRN# Day/Ses. Dates Time Location
31787 T(11) 9/24–12/5 7–9 p.m. CC

FLA 400
Basic Russian 1B
Continue to expand vocabulary, develop competence in typical situations. Explore contemporary advances in Russian language and culture through real-life situations and formal/informal speech. Students with prior Russian experience may use this as a refresher. Textbook required.
Total Cost: $215 (Tuition: $65 Fees: $150)

CRN# Day/Ses. Dates Time Location
31793 W(11) 9/18–12/4 5–7 p.m. CC

FLA 399
Basic Russian 2A
Students will expand their reading and listening comprehension in this advanced basic Russian course. Topics include complex interactions, case systems (prepositional, accusative and dative) and formal/informal speech etiquette. For those with foundational Russian knowledge. Textbook required for first class.
Total Cost: $215 (Tuition: $65 Fees: $150)

CRN# Day/Ses. Dates Time Location
31816 R(11) 9/19–12/5 7–9 p.m. CC

SIGN LANGUAGE

FLC 431
Sign Language 1
Learn basic signs, finger spelling, numbers and nonverbal communication associated with American Sign Language. Textbook required for first class.
Total Cost: $215 (Tuition: $65 Fees: $150)

CRN# Day/Ses. Dates Time Location
31783 T(11) 9/24–12/3 7–9 p.m. CC

FLA 193
Sign Language II
Topics include review of previously learned signs, new vocabulary, improving finger spelling and receptive language. Prerequisite: Sign Language I.
Total Cost: $215 (Tuition: $65 Fees: $150)

CRN# Day/Ses. Dates Time Location
31784 W(11) 9/18–12/4 7–9 p.m. CC

SPANISH

FLA 419
Discover Sign Language
Discover the fun of learning sign language and using your hands to communicate with deaf people. For details, go to ed2go.com/ccbonline.
Total Cost: $159 (Tuition: $20 Fees: $139)

CRN# Day/Ses. Dates Time Location
32134 Online 9/11–11/1 Arranged ED2GO
32136 Online 11/13–1/3 Arranged ED2GO

PDV 281
Self-Care for Interpreters
Learn to engage in appropriate self-care as a professional interpreter and the importance of maintaining both psychological and physiological health. Examine the warning signs of trauma and learn how to engage in healthy self-advocacy practices while on assignment.
Total Cost: $195 (Tuition: $59 Fees: $136)

CRN# Day/Ses. Dates Time Location
31481 Online 10/16–12/8 Arranged Online

PDV 289
Ethical Decisions in Interpreting
Guide students through a critical analysis of ethics and ethical decision making in the field of sign language interpreting through a social justice framework. Ethical dilemmas are analyzed in a variety of specialized settings and through various stakeholder perspectives.
Total Cost: $249 (Tuition: $0 Fees: $249)

CRN# Day/Ses. Dates Time Location
31841 Online 8/26–10/13 Arranged Online

FLA 418
Basic Spanish 1B
Enhance conversational skills in pronunciation, reading, with more emphasis on conversational skills using present tense verbs. Good refresher course for those with some prior language experience. Textbook required for first class.
Total Cost: $215 (Tuition: $65 Fees: $150)

CRN# Day/Ses. Dates Time Location
31823 R(11) 9/19–12/5 7–9 p.m. zoom
31760 M(11) 9/23–12/2 7–9 p.m. HV

FLC 420
Basic Spanish 2B
Learn the present tense of reflexive verbs and the preterit. Prerequisite: Spanish 2A. Textbook required for first class.
Total Cost: $215 (Tuition: $65 Fees: $150)

CRN# Day/Ses. Dates Time Location
31824 R(11) 9/19–12/5 7–9 p.m. Zoom

FLA 213
Intermediate Spanish – Part I
Continuation of Advanced Beginning Spanish. Emphasis is on verbal ability and understanding basic structures. Knowledge of present, past (preterit and imperfect) and future tenses of regular, stem-changing, reflexive and irregular verbs is required. The subjunctive is introduced.
Total Cost: $215 (Tuition: $65 Fees: $150)

CRN# Day/Ses. Dates Time Location
31226 M(11) 9/16–11/25 7:30–9:30 p.m. Zoom

FLA 214
Intermediate Spanish – Part II
Strengthen your oral and written communication skills. Requires knowledge of the present, past, conditional and future tenses of regular, stem-changing, irregular and reflexive verbs and the concept of the subjunctive.
Total Cost: $215 (Tuition: $65 Fees: $150)

CRN# Day/Ses. Dates Time Location
31225 M(11) 9/16–11/25 5–7 p.m. zoom
### SENIORS

#### TAGALOG

**FLA 162 Introduction to Tagalog**

Begin to develop skills in the Tagalog (Filipino) language. Students will develop reading, speaking and listening skills and develop an understanding of Filipino culture.

Total Cost: $215 (Tuition: $65 Fees: $150)

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**FLA 191 Tagalog I**

Topics include basic grammar, practicing simple conversations, development of the student’s speaking, listening, reading and writing skills, as well as aspects of Filipino culture. Textbook required. Prerequisite: Introduction to Tagalog.

Total Cost: $215 (Tuition: $65 Fees: $150)

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#### TESOL

**ADS 184 Foundations of TESOL**

This course introduces theories and principles of teaching English to speakers of other languages (TESOL). Topics include the process of language acquisition, English language teaching approaches and the roles of culture and technology in the English language classroom. Co-requisite: ADS 186.

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

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**ADS 186 TESOL Practicum I**

Observe and evaluate English language classes and tutor or assist in teaching English language learners. Co-requisite: ADS 184.

Total Cost: $61 (Tuition: $18 Fees: $43)

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**ADS 185 TESOL Methods: Classroom and Curriculum**

This course prepares you to design and deliver ESL or EFL instruction that targets specific needs. Topics include instructional design and instructional technology, assessment, support for diverse learners and administrative matters in TESOL. Co-requisite: ADS 187.

Total Cost: $325 (Tuition: $98 Fees: $227)

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### ART

**ART 957 Art History: A Project-Based Approach (NEW)**

Explore art history uniquely! Engage in studio projects from different eras—become a cave painter, interpret portraits, make frescoes and design collages. $20 materials fee due first class. Instructor: Daniel Shapiro.

Total Cost: $99 (Tuition: $21 Fees: $78)

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**ART 927 Basic Acrylic Painting Part 2**

Advance your intermediate acrylic skills with techniques in perspective, spatial relationships, composition, colorwork, brushwork and portrait painting while receiving expert critiques. Instructor: Alan Fink.

Total Cost: $84 (Tuition: $0 Fees: $84)

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**Call 443.840.2222 or visit ccbcmd.edu/coned**
### ART 839
**Acrylic Painting #2**
Elevate your acrylic painting prowess! Explore underpainting, tackle complex subject matter and receive personalized guidance and constructive critiques to perfect your art. Prerequisite: Basic Acrylic Painting.

Instructor: Alan Fink.

Total Cost: $84 (Tuition: $0 Fees: $84)

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### ART 955
**A Day in the Art Journal (NEW)**
Explore life through an artist’s eye. During supportive Zoom sessions, you’ll craft unique journal pages inspired by quotes using pencils, markers, watercolors and more. All levels welcome. Instructor: Karen Ruberry.

Total Cost: $78 (Tuition: $0 Fees: $78)

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<tr>
<td>31232</td>
<td>M(10)</td>
<td>9/30–12/2</td>
<td>1–3 p.m.</td>
<td>Zoom</td>
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</table>

### ART 494
**Adventures with Watercolor**

Total Cost: $78 (Tuition: $0 Fees: $78)

<table>
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<th>Day/Ses.</th>
<th>Dates</th>
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<tbody>
<tr>
<td>31503</td>
<td>R(10)</td>
<td>10/3–12/12</td>
<td>9:30–11 a.m.</td>
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</table>

### ART 080
**Art in Photography**
Master photographic techniques such as rule of thirds, photojournalistic eye and design principles, to infuse your photos with a wow factor. Instructor: Marcia Bornfriend.

Total Cost: $76 (Tuition: $0 Fees: $76)

<table>
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<tr>
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<th>Dates</th>
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<tr>
<td>31515</td>
<td>F(7)</td>
<td>10/13–11/22</td>
<td>10 a.m.–12 p.m.</td>
<td>OM</td>
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</tbody>
</table>

### ARB 181
**Drawing and Painting for the Senior Adult**
Learn basic techniques for creating two-dimensional media, focusing on media use, techniques for desired effects and essential equipment for completing projects.

Total Cost: $99 (Tuition: $15 Fees: $84)

<table>
<thead>
<tr>
<th>CRN#</th>
<th>Day/Ses.</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>30936</td>
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<td>9/6–10/25</td>
<td>11:35 a.m.–1:35 p.m.</td>
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<tr>
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<td>Instructor: Joseph Cassar</td>
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<tr>
<td>30935</td>
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<td>9/6–10/25</td>
<td>9:30–11:30 a.m.</td>
<td>HV</td>
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<td></td>
<td></td>
<td></td>
<td>Instructor: Joseph Cassar</td>
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<tr>
<td>31504</td>
<td>T(10)</td>
<td>10/1–12/3</td>
<td>1:30–3:30 p.m.</td>
<td>HV</td>
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<tr>
<td></td>
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<td>Instructor: Nan Howard</td>
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</tbody>
</table>

### ART 902
**Drawing Class Level 1**
Enhance your drawing skills in a supportive environment for beginners. Learn core principles, materials, simplifying shapes, perspective and straight-line techniques. Instructor: Negin Nejad Mohseni.

Total Cost: $84 (Tuition: $0 Fees: $84)

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<tr>
<th>CRN#</th>
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<td>9/30–12/2</td>
<td>10 a.m.–12 p.m.</td>
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</table>

### ART 903
**Drawing Class Level 2**
Completed Drawing 1? Now, put your knowledge to work. Create a drawing project using either mechanical pencil and/or PanPastel and charcoal pencil. Instructor: Negin Nejad Mohseni.

Total Cost: $84 (Tuition: $0 Fees: $84)

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<th>CRN#</th>
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<td>30791</td>
<td>M(10)</td>
<td>9/30–12/2</td>
<td>1–3 p.m.</td>
<td>HV</td>
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### ART 043
**Drawing for Beginners**
Unlock your drawing talent by learning to use lines, shapes, form, contour and perspective. Bring a 9"x12" or larger drawing pad, pencil and eraser. Supply list to follow. Instructor: Marcia Bornfriend.

Total Cost: $84 (Tuition: $0 Fees: $84)

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<td>31093</td>
<td>T(10)</td>
<td>10/6–12/10</td>
<td>10 a.m.–12 p.m.</td>
<td>OM</td>
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</table>

### ART 954
**Enchanting Watercolor Journeys: Unleash Your Imagination (NEW)**
During supportive Zoom sessions, explore and create whimsical themes in watercolor, such as a mushroom world, where towering fungi and unique creatures come to life. All levels welcome. Instructor: Alina Kurbiel.

Total Cost: $84 (Tuition: $0 Fees: $84)

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<td>9/30–12/2</td>
<td>9–11 a.m.</td>
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</table>

### ART 956
**Fused Glass Art 101 (NEW)**
Discover the ancient art of kiln glass fusing from 1500 BC. Learn its history, vocabulary, (e.g. dichroic glass) and creative techniques and using materials like glass, ceramics and memorabilia to create art. Bring your collection to add to materials provided by the instructor. $45 materials fee due first class, payable to instructor. Instructor: Sally Shapiro-Gould.

Total Cost: $79 (Tuition: $0 Fees: $79)

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<td>9/4–10/16</td>
<td>11 a.m.–1 p.m.</td>
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### ART 958
**Mixed Media Mosaics (NEW)**
Learn mixed-media mosaics, combining mosaic and collage techniques and using materials like glass, ceramics and memorabilia to create art. Bring your collection to add to materials provided by the instructor. $45 materials fee due first class, payable to instructor. Instructor: Sally Shapiro-Gould.

Total Cost: $84 (Tuition: $0 Fees: $84)

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<th>CRN#</th>
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<td>2–4 p.m.</td>
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### ART 891
**Portrait and Oil Painting Combo**
Refine portrait and oil painting skills, focusing on lighting, posing and techniques. Bring a drawing pad, graphite pencils, kneaded eraser and a portrait photo to first class. Knowledge of basic drawing skills required.Supply list will be discussed first class. Instructor: Jennifer Murtha.

Total Cost: $84 (Tuition: $0 Fees: $84)

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<th>CRN#</th>
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<td>10/3–12/12</td>
<td>10 a.m.–12 p.m.</td>
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</table>
ART 904
Portrait Drawing Level 1
Total Cost: $84 (Tuition: $0 Fees: $84)

CRN#  Day/Ses.  Dates  Time  Location
31066  T(6)  10/8–11/12  1–2:30 p.m.  OM

ART 905
Portrait Drawing Level 2
Level up your skills! Create a portrait painting project using a mechanical pencil and/or PanPastel and a charcoal pencil. Instructor: Negin Nejad Mohseni.
Total Cost: $84 (Tuition: $0 Fees: $84)

CRN#  Day/Ses.  Dates  Time  Location
31058  T(10)  10/1–12/3  10 a.m.–12 p.m.  HV

ART 926
Realism in Pastels and Oils Part 2
Master realistic art with charcoal, pastel and oil. Deepen skills in materials, composition, techniques and layering. Instructor: Alan Fink.
Total Cost: $84 (Tuition: $0 Fees: $84)

CRN#  Day/Ses.  Dates  Time  Location
31046  F(10)  10/4–12/13  10 a.m.–12 p.m.  HV

ART 949
Watercolor Pencil Painting
Explore watercolor pencil techniques, learn color theory and complementary colors and practice blending, mixing and shadowing to add texture and dimension. Instructor: Trish Presley.
Total Cost: $70 (Tuition: $0 Fees: $70)

CRN#  Day/Ses.  Dates  Time  Location
31066  T(6)  10/8–11/12  1–2:30 p.m.  OM

COMPUTERS

PCA 696
Android Phones and Tablets
Learn how to purchase and confidently use an Android smart device, including how to install and use apps, take photos, shoot videos and download books. Each student MUST bring their own devices to each class session.
Instructor: Jason Knauer.
Total Cost: $88 (Tuition: $20 Fees: $68)

CRN#  Day/Ses.  Dates  Time  Location
31065  M(5)  10/21–11/18  10 a.m.–12 p.m.  OM

PCO 336
Basic iPad and iPhone for Seniors
Use your iPad and iPhone with ease! Learn to navigate the software, updates and apps. Explore your camera and iCloud to get the most from your devices.
Instructor: Dona Rucci.
Total Cost: $99 (Tuition: $15 Fees: $84)

CRN#  Day/Ses.  Dates  Time  Location
31054  R(10)  10/3–12/12  10 a.m.–12 p.m.  HV

PCO 406
Communicating with your Grandchildren Online
Learn to use social media to connect with the younger generation. Learn to find family, use private messages and keep accounts safe. Instructor: Holli Friedland.
Total Cost: $73 (Tuition: $20 Fees: $53)

CRN#  Day/Ses.  Dates  Time  Location
31068  T(4)  10/8–29  10:30 a.m.–12 p.m.  OM

PCO 260
Computers: Getting to Know Them #1
Gain computer basics in a relaxed class setting. Learn how to personalize and back up your device, use a mouse, access files and programs, exploring back-up and iCloud to get the most from your devices.
Instructor: Holli Friedland.
Total Cost: $88 (Tuition: $20 Fees: $68)

CRN#  Day/Ses.  Dates  Time  Location
31070  S(5)  10/3–12/12  10 a.m.–12 p.m.  OM

PCO 261
Computers: Getting to Know Them #2
Building on skills learned in Computers: Getting To Know Them #1, learn email operation, text modification, attachments, toolbar controls, text size, columns, stationery, signatures and receipts.
Instructor: Lee Klima.
Total Cost: $88 (Tuition: $20 Fees: $68)

CRN#  Day/Ses.  Dates  Time  Location
31071  S(5)  11/9–12/14  10 a.m.–12 p.m.  OM

PCO 428
Family History Research with Familysearch.org
Learn to use Familysearch.org for family history research. Understand how to access historical records, expand your family tree and ensure online security.
Instructor: Dave Powell.
Total Cost: $93 (Tuition: $20 Fees: $73)

CRN#  Day/Ses.  Dates  Time  Location
31093  R(6)  10/3–11/21  1–2:30 p.m.  HV
PCO 435
Introduction to Artificial Intelligence (NEW)
Explore the world of AI, from virtual assistants to self-driving cars. Understand AI’s impact on daily life and industries through engaging lectures and hands-on activities. No prior technical knowledge needed. Instructor: Ope Amudo.

Total Cost: $96 (Tuition: $20 Fees: $76)

CKG 291
Deck the Halls with Holiday Appetizers (NEW)
In this demo class, learn to make easy, delicious holiday appetizers, including French onion soup bites and mini-palmiers. The instructor will cook with students’ involvement. Check for food allergies before registering. Instructor: Chef Michelle Sapp.

Total Cost: $35 (Tuition: $0 Fees: $35)

PCO 782
Selling Online Successfully
Learn to upload product information and sell products on eBay and Etsy, focusing on visual presentation, pricing, transaction security and shipping for successful online sales. Instructor: Dixie Cook.

Total Cost: $93 (Tuition: $20 Fees: $73)

CKG 287
Breakfast Anytime (NEW)
Learn to prepare breakfast dishes for any meal. Learn cooking terms and ingredient selection. Observe, assist and taste recipes like cinnamon roll French toast and asparagus casserole. $35 materials fee due first class, payable to instructor. Instructor: Michelle Sapp.

Total Cost: $66 (Tuition: $0 Fees: $66)

PDV 362
Informational Seminar for Seniors: CPR (NEW)
Join our CPR seminar to learn life-saving techniques, including chest compressions and rescue breaths and when to use CPR. Lunch at Barrett’s Grill. Instructor: Trisha Presley.

Total Cost: $25 (Tuition: $0 Fees: $25)

PCO 405
Understanding Artificial Intelligence
Artificial intelligence (AI) has evolved into one of the fastest-growing technologies. Examine its advantages and disadvantages in today’s uses and its potential for the future. Instructor: Don Finkelstein.

Total Cost: $73 (Tuition: $20 Fees: $53)

CKG 286
Jewish Holiday Cooking and More
Learn to make matzah balls, apple cake, brisket and more while learning about Jewish holidays and where to find key ingredients. $40 materials fee due first class, payable to instructor. Instructor: Michelle Sapp.

Total Cost: $66 (Tuition: $0 Fees: $66)

PCO 426
Understanding Microsoft Outlook
Learn Microsoft Outlook’s latest features, including the new navigation bar, collaboration tools, email signatures, @mention, tips for an enhanced experience and basic messaging functions. Instructor: Carol Yingling.

Total Cost: $73 (Tuition: $20 Fees: $53)

CKG 298
Thai Spices and Herbs (NEW)
Learn Thai cooking basics, from spices to sauces. Enjoy a field trip to H-Mart for ingredients. Check for allergies before registering. $15 food fee due at first session. IMPORTANT NOTE: 10/10 session will meet at Hunt Valley Extension Center. 10/17 session will meet at the H-Mart Asian Grocery Store located at 800 North Rolling Road, Catonsville, MD 21228. Instructor: Ang Robinson.

Total Cost: $35 (Tuition: $0 Fees: $35)

PDV 387
Safety Tips for Seniors (NEW)
Stay alert and safe! Boost your personal safety with effective tips for home and public settings. Learn to improve nighttime safety, hydrate properly, navigate your home, prevent falls and more. Instructor: Dona Rucci.

Total Cost: $25 (Tuition: $0 Fees: $25)

CKG 290
Thanksgiving Leftovers (NEW)
Learn to transform Thanksgiving leftovers into delicious dishes like mini turkey pot pies, broccoli walnut casserole and cranberry bars in this cooking class. Also covers recipe reading and kitchen safety. Instructor: Chef Michelle Sapp.

Total Cost: $35 (Tuition: $0 Fees: $35)

PDV 358
Scams: How to Recognize Them and Deal with Them
Become scam-aware! Recognize and protect against scams targeting seniors online, on the phone or in-person. Instructor: Patrick Heline.

Total Cost: $15 (Tuition: $0 Fees: $15)

PDV 359
Senior Informational Series: Social Security, Medicare and Protecting Your Identity and Assets
Explore the perks and risks of entering the Golden Years by providing an in-depth look at Social Security, Medicare, identity theft and scams.

Total Cost: $50 (Tuition: $5 Fees: $45)
LIFE ENRICHMENT

SENIORS

PDV 343
Demystifying Long-Term Care (NEW)
Explore long-term care costs and planning in Maryland, focusing on insurance, Continuing Care at Home programs, policy coverage, premium options and industry trends to make informed decisions. Instructor: Amanda Young.
Total Cost: $25 (Tuition: $0 Fees: $25)

PDV 356
Explaining Medicare and How It Works (NEW)
Learn about Medicare health coverage for seniors, which includes Parts A and B. Understand costs, additional coverage, enrollment periods, Medicare Advantage and supplement insurance to avoid penalties. Instructor: Linda Hamill.
Total Cost: $15 (Tuition: $0 Fees: $15)

FIN 062
Explaining Social Security and How It Works (NEW)
Discover how to maximize Social Security benefits. Learn about tax law changes, crucial filing deadlines, spouse and survivor issues and retirement planning, including Medicare's role in healthcare expenses. Instructor: Linda Hamill.
Total Cost: $15 (Tuition: $0 Fees: $15)

CRAFTS AND HOBBIES

PDV 350
Beginning Mahjong
Learn to play Mahjong! Explore the game's history and rules. Practice playing while receiving expert tips. Purchase a mahjong card at nationalmahjongleague.org. Instructor: Geri Willen.
Total Cost: $66 (Tuition: $20 Fees: $46)

PDV 393
Games Gallery (NEW)
Discover a fun, healthy lifestyle with Games Gallery! Enjoy board games, trivia, cards and more. Develop skills, test your knowledge and socialize. Bring your favorite games to share! Instructor: Kim Bartosz.
Total Cost: $68 (Tuition: $0 Fees: $68)

ART 967
Holiday Floral Arranging – Thanksgiving Table Centerpiece (NEW)
"Make your Thanksgiving table festive this holiday season by creating your own fresh floral table arrangement. Learn the basics of floral arranging and necessary tools. Materials fee due at first class, payable to instructor. Instructor: Mary Hansen.
Total Cost: $15 (Tuition: $0 Fees: $15)

ART 968
Holiday Floral Arranging – Deck Out Your Christmas Table (NEW)
Dress up your table with your own Christmas floral arrangement! Learn floral arrangement basics, use tools and supplies and enjoy guided instruction. Materials fee due first class, payable to instructor. Instructor: Mary Hansen.
Total Cost: $15 (Tuition: $0 Fees: $15)

ART 817
Introduction to Crochet
Master the essentials for crochet success! Learn hook/yarn selection, pattern reading and stitch mastery. Work on a semester project. Materials will be discussed in the first session. Instructor: Colleen Harbison.
Total Cost: $84 (Tuition: $0 Fees: $84)

ART 901
Jewelry Making with Wire Work: Make Your Own Accessories
Join our jewelry-making class to learn wire work basics, tool uses and design your own pieces with clasps, links and beads. Discover the correct wire for every project. Materials fee: $40, due first class, payable to instructor. Instructor: Jackie Orsini.
Total Cost: $78 (Tuition: $0 Fees: $78)

ART 953
Knitting for Beginners
Master knitting basics, including terminology, knit/purl stitches, casting on and binding off. Understand needle sizes and yarn types. $18 materials fee due first class, payable to instructor. Instructor: Margie Granek.
Total Cost: $66 (Tuition: $0 Fees: $66)

GENEALOGY

HIT 997
Finding your Family Roots – Beginners
Research your family tree by exploring genealogy forms, techniques and sources, including digital tools. Learn about citations, pedigree charts and naming variations for thorough documentation. Instructor: Dave Powell.
Total Cost: $93 (Tuition: $20 Fees: $73)
HIT 990
Genealogy Research Using Land Records (NEW)
Enrich your ancestral history by exploring online land records. Lecture will take place at the Historical Society of Baltimore County located at 9811 Van Buren Land, Cockeysville, MD 21030. Instructor: Dave Powell.
Total Cost: $35 (Tuition: $0 Fees: $35)

CRN# Day/Ses. Dates Time Location
31229 F(1) 12/6 1:30–3 p.m. HSB

HIT 989
Genealogy Research Using Newspapers (NEW)
Explore historical narratives, articles and obits in online media to enrich your ancestral story. Lecture will take place at the Historical Society of Baltimore County located at 9811 Van Buren Land, Cockeysville, MD 21030. Instructor: Dave Powell.
Total Cost: $35 (Tuition: $0 Fees: $35)

CRN# Day/Ses. Dates Time Location
31230 F(1) 11/15 1:30–3 p.m. HSB

HST 085
Understanding Genealogy Research (NEW)
In this course, learn genealogy basics, start your research, receive guided individual instruction, explore major and lesser-known websites and enhance your family tree. Instructor: Dave Powell.
Total Cost: $78 (Tuition: $20 Fees: $58)

CRN# Day/Ses. Dates Time Location
31327 F(4) 10/4–25 10 a.m.–12 p.m. HV

HISTORY, POLITICS AND EVENTS

HIS 043
1692: The Salem Witch Trials (NEW)
Explore the Salem Witch Trials: a blend of superstition, fear and conflict leading to accusations, trials and executions. Examine a brief history of witchcraft and the Puritan belief system. Instructor: Dona Rucci.
Total Cost: $99 (Tuition: $26 Fees: $73)

CRN# Day/Ses. Dates Time Location
31077 T(6) 10/8–11/12 10 a.m.–12 p.m. HVB

WRI 223
20th Century American Literature
Explore the work of notable 20th-century American writers like F. Scott Fitzgerald, Kurt Vonnegut and others. Discover how history shaped their timeless writings. Instructor: Kris Faatz.
Total Cost: $60 (Tuition: $10 Fees: $50)

CRN# Day/Ses. Dates Time Location
30975 F(10) 10/4–12/13 10–11:30 a.m. Zoom

HST 090
A Century of Humanity: Jimmy Carter (NEW)
Explore Jimmy Carter’s life, from his early years to his presidency, covering his naval service, governorship, impactful humanitarian efforts and his enduring legacy. Class will be held simultaneously in-person and on Zoom. Instructor: Patrick Heline.
Total Cost: $73 (Tuition: $20 Fees: $53)

CRN# Day/Ses. Dates Time Location
31368 T(4) 10/7–22 1–2:30 p.m. Zoom
31246 T(4) 10/7–22 1–2:30 p.m. HV

HST 991
A Knight Without Armor: The American TV Western (NEW)
Explore the evolution of TV westerns and how they evolved. Discover classics like Roy Rogers and Hopalong Cassidy and learn western themes of alcohol, women, cowboys and gunfighters. Instructor: John Anderson, MD.
Total Cost: $73 (Tuition: $20 Fees: $53)

CRN# Day/Ses. Dates Time Location
31517 F(3) 10/11–25 10 a.m.–12 p.m. OM

POS 057
A Pivotodal Presidential Election (NEW)
 Assess the final weeks of the 2024 U.S. elections. Explore candidates, key issues, legal challenges and threats to democracy. Examine policies and their implications on the country’s future. Class will be held simultaneously in-person and on Zoom. Instructor: Barry Rascovar.
Total Cost: $78 (Tuition: $20 Fees: $58)

CRN# Day/Ses. Dates Time Location
31127 R(4) 10/17–11/17 1–2:30 p.m. OM
31128 R(4) 10/17–11/17 1–2:30 p.m. Zoom

HST 098
American Icons and Legends: 1700s Unsung Heroes of Colonial America (NEW)
Uncover the unsung icons and legends of the era, including remarkable figures like John Woolman, Judith Sargent Murray, Peter Francis and Nancy Hart. Class will be held simultaneously in-person and on Zoom. Instructor: Patrick Heline.
Total Cost: $99 (Tuition: $21 Fees: $78)

CRN# Day/Ses. Dates Time Location
32277 R(9) 10/5–12/5 9:45–11:15 a.m. Zoom
32278 R(9) 10/5–12/5 9:45–11:15 a.m. HV

HST 082
American Trivia: A Social History of the U.S. (NEW)
Join us for a time-traveling adventure through U.S. society and culture. Uncover the evolution of language, food, drink, clothing, comics, radio, travel and more across eras in the nation’s history. Instructor: David Hatch.
Total Cost: $99 (Tuition: $21 Fees: $78)

CRN# Day/Ses. Dates Time Location
31233 M(10) 9/30–12/2 7–8:30 p.m. Zoom

HIT 982
Archaeology Today: New Answers to Old Questions #2 (NEW)
Explore recent archaeological finds, how they shape our understanding of the past and the threats to preserving our heritage. Study Egypt, Greece, Vikings, Colonial America, Pre-Columbian cultures and more. Instructor: Robert Baer, PhD.
Total Cost: $78 (Tuition: $20 Fees: $58)

CRN# Day/Ses. Dates Time Location
31060 M(5) 10/28–11/25 10:30 a.m.–12 p.m. Zoom

HST 083
Baltimore Stories: Scandals, Fire, Labor and More (NEW)
Explore Baltimore’s history through first-hand accounts of the great fire, local scandals, child labor and spy stories. Join us for a unique glimpse into the city’s past. Instructor: Jennifer Liles.
Total Cost: $93 (Tuition: $20 Fees: $73)

CRN# Day/Ses. Dates Time Location
31237 M(8) 10/7–11/25 1–2:30 p.m. HV

HIT 996
Broadcasting Through Time: A History of Radio and Television (NEW)
Explore radio and television’s evolution from inception to the digital age, highlighting technological advancements, cultural significance and their continuing impact on global communication and entertainment. Instructor: Clara Malafarina.
Total Cost: $96 (Tuition: $20 Fees: $76)

CRN# Day/Ses. Dates Time Location
31134 T(7) 10/22–12/5 10 a.m.–12 p.m. HV

HST 084
Civil Discourse: A Lesson in Civility (NEW)
Civil discourse is essential in a democracy, fostering respect, understanding and compromise. This class explores its role and application in constructive communication within a pluralistic society. Instructor: Matthew Harding.
Total Cost: $99 (Tuition: $15 Fees: $84)

CRN# Day/Ses. Dates Time Location
31036 W(10) 10/2–12/11 10 a.m.–12 p.m. Zoom
**HIS 143**

**First Ladies of the United States**

Explore the diverse roles of first ladies, from their personal lives to public duties, revealing their multifaceted contributions as spouses, mothers, ambassadors, hostesses and supportive partners. First Ladies to cover: Martha Washington to Dolly Madison. Class will be held simultaneously in-person and on Zoom. Instructor: Patrick Heline.

Total Cost: $86 (Tuition: $20 Fees: $66)

**CRN#** Day/Ses.  Dates  Time  Location  
31093  R(6)  10/3–11/14  1:30–3 p.m.  Zoom  
31092  R(6)  10/3–11/14  1:30–3 p.m.  HV

**HIT 983**

**The History of Baltimore Schools: Public and Private (NEW)**

Discover Baltimore's school history, roles and influence. Compare public and private schools, explore their growth and discuss their community context. Share your own experiences! Instructor: Jennifer Liles.

Total Cost: $93 (Tuition: $20 Fees: $73)

**CRN#** Day/Ses.  Dates  Time  Location  
31067  T(8)  10/8–11/26  1–2:30 p.m.  OM

**HIT 985**

**History of Soviet Russia 1917–1992 (NEW)**

Trace Soviet Russia's rise and fall. Examine the causes of the Russian Revolution and Civil War, military emergence and Stalin's police state. Compare Imperial Russia, the Soviet Union and the current state. Instructor: Richard Caballero.

Total Cost: $99 (Tuition: $21 Fees: $78)

**CRN#** Day/Ses.  Dates  Time  Location  
31104  W(10)  10/2–12/11  1–2:30 p.m.  OM

**HIT 993**

**Hopkins Heroes (NEW)**

Explore the founding of the world-renowned Johns Hopkins Hospital in Baltimore. Learn about the hospital’s great discoveries and examine the impact of key figures, such as the four founding doctors. Instructor: Paula Mister.

Total Cost: $78 (Tuition: $20 Fees: $58)

**CRN#** Day/Ses.  Dates  Time  Location  
31247  M(4)  11/11–12/2  10 a.m.–12 p.m.  OM

**HIT 986**

**Important Players in History Part X (NEW)**

Explore the compelling stories of Frederick Olmsted, Coco Chanel, the Borgias, Alice Roosevelt and Charles Dickens. Discover their achievements, setbacks and the enigmas surrounding those who disappeared. Instructor: Nancy Lotz.

Total Cost: $90 (Tuition: $20 Fees: $70)

**CRN#** Day/Ses.  Dates  Time  Location  
31241  W(7)  10/2–11/13  10:30 a.m.–12 p.m.  HV

**ART 845**

**Peggy Guggenheim and the Art of Collecting**

Explore Peggy Guggenheim’s extraordinary life, travels and renowned art collection, crafted from globetrotting adventures and in consultation with art luminaries, showcasing diverse international masterpieces. Instructor: Patrick Heline.

Total Cost: $93 (Tuition: $20 Fees: $73)

**CRN#** Day/Ses.  Dates  Time  Location  
31151  T(8)  9/5–10/24  9:30–11 a.m.  Zoom

**HST 093**

**Survey of Classical Music Part I (NEW)**

Gain an introduction to Western classical music, from the 12th century to the present. Learn about Medieval, Renaissance and Baroque music, how music has changed, composers’ styles and popular instruments. Instructor: Kris Faatz.

Total Cost: $88 (Tuition: $20 Fees: $68)

**CRN#** Day/Ses.  Dates  Time  Location  
31078  R(5)  10/9–11/6  9:30–11:30 a.m.  HV

**HIT 988**

**The American Civil Rights Movement (NEW)**

The 20th-century Civil Rights movement transformed America. Learn how sit-ins and legal victories left a lasting legacy of social justice and lessons for contemporary society. Instructor: Robert Baer, PhD.

Total Cost: $93 (Tuition: $20 Fees: $73)

**CRN#** Day/Ses.  Dates  Time  Location  
30990  F(8)  10/10–11/17  10–11:30 a.m.  HV

**ART 622**

**The Genius of Pablo Picasso**

Learn about the art world genius who remains relevant with his distinct style and periods: Blue, Rose, Cubism, African-Influenced, Crystal and Neoclassical. Instructor: Joseph Cassar, PhD.

Total Cost: $93 (Tuition: $20 Fees: $73)

**CRN#** Day/Ses.  Dates  Time  Location  
31150  R(8)  9/5–10/24  9:30–11 a.m.  Zoom

**HST 096**

**Unions on the Railroad 1827–2024 (NEW)**

All aboard! Explore the evolution of railroads and the development of unions. Examine the early construction, challenges and triumphs of railroad workers. Instructor: Bill Barry.

Total Cost: $93 (Tuition: $20 Fees: $73)

**CRN#** Day/Ses.  Dates  Time  Location  
31580  F(7)  10/17–12/5  10–11:30 a.m.  Zoom

**HIT 978**

**U.S. Supreme Court and Its Decisions for Term 2023 and 2024**

Step into the heart of judicial decision-making at the U.S. Supreme Court! Delve into recent cases on constitutional rights like gun ownership, abortion and voting rights. Engage in lively discussions, dissecting justices’ opinions and exploring the court’s historic rulings and judicial philosophies. Instructor: Deena Dugan.

Total Cost: $78 (Tuition: $20 Fees: $58)

**CRN#** Day/Ses.  Dates  Time  Location  
31532  R(5)  10/10–11/17  10–11:30 a.m.  OM
HUMANITIES AND CULTURE

PDV 346
50 Ways to Leave Your Clutter
So long, clutter! Develop decision-making skills and strategies to help you create a more organized and relaxing home. Discover resources that will take your unneeded items. Instructor: Cindy Bernstein.

Total Cost: $53 (Tuition: $0 Fees: $53)

CRN# Day/Ses. Dates Time Location
31132 T(4) 10/24–11/14 1–2:30 p.m. Zoom

HIT 5050
Comparative Political Theology of Christianity, Islam and Judaism (NEW)
Explore the fusion of religious ethics and political values in Christianity, Judaism and Islam, focusing on law, social justice, diversity and more for a thought-provoking exploration of faith and governance. Instructor: Jose Lopez-Gonzalez.

Total Cost: $99 (Tuition: $15 Fees: $84)

CRN# Day/Ses. Dates Time Location
31242 M(10) 9/30–12/2 10:30 a.m.–12:30 p.m. HV

HST 087
Cultural Geography:
People, Places and Society (NEW)
Analyze and explore the principles of human geography and how it shapes world regions today. This course covers migration, language, religion, economics, culture and more. Instructor: Syed Uddin-Ahmed.

Total Cost: $93 (Tuition: $20 Fees: $73)

CRN# Day/Ses. Dates Time Location
31244 M(8) 10/7–11/25 4–5:30 p.m. Zoom

HST 089
Exploring the Bible Through Kabbala (NEW)
Examine several stories of the Bible and Jewish customs through the lens of Kabbalistic principles and tenets, using the 19th-century text “Likutei Moharan” as a guide. Class will be held simultaneously in-person and on Zoom. Instructor: Charles Hanna.

Total Cost: $99 (Tuition: $21 Fees: $78)

CRN# Day/Ses. Dates Time Location
31525 M(10) 10/7–12/9 10:30 a.m.–12:30 p.m. OM
31526 M(10) 10/7–12/9 10:30 a.m.–12:30 p.m. Zoom

FLA 224
Spanish for Beginners II
Advance your Spanish conversational, reading and writing skills by practicing pronunciation, vocabulary and the proper use of adjectives, adverbs, verbs, prepositions and more. Learn what makes the Spanish language distinctive. Workbook recommended and will be discussed during first class. Instructor: Bertha Narvaez-Ortiz.

Total Cost: $99 (Tuition: $21 Fees: $78)

CRN# Day/Ses. Dates Time Location
31508 T(7) 10/22–12/5 1–3 p.m. HV
**LIFE ENRICHMENT**

**SENIORS**

**FLA 088**
**Conversational Spanish for Beginners**
Learn basic conversational Spanish for greetings, introductions, conversations, travel, shopping and expressing needs and feelings. Gain an awareness of the cultural diversity of Latin America. Instructor: Jean Meyer.

Total Cost: $99  (Tuition: $21  Fees: $78)

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**FLA 093**
**Conversational Spanish for Beginners Part 2**
Advance your Spanish skills to express needs and feelings, expand vocabulary, recognize items and engage in longer conversations. Prerequisite: FLA 088. Instructor: Jean Meyer.

Total Cost: $99  (Tuition: $21  Fees: $78)

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**CCBC AT MANOR MILL**

**ART 923**
**Broom Making (NEW)**
Explore the traditional Appalachian art of crafting a Turkey Wing and Fan Whisk broom. Materials fee due first class. Location: Manor Mill Educational Center located at 2029 Monkton Road, Monkton, MD 21111.

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

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**ART 919**
**Ceramic Ornaments (NEW)**
Craft clay ornaments using cookie cutters, stamps and texture tools and finish by applyingunderglaze. They will be fired for holiday pickup. Create 8–12 ornaments to gift or keep. Class will take place at the Manor Mill Educational Center located at 2029 Monkton Road, Monkton, MD 21111.

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

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<td>31512</td>
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</table>

**ART 920**
**Evergreen Wreaths (NEW)**
Enjoy a wreath-making workshop. Learn techniques, watch a demo and create your holiday masterpiece with fresh local evergreens and accents. Location: Manor Mill Educational Center located at 2029 Monkton Road, Monkton, MD 21111. Instructor: Courtney from Spore and Seed.

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

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**LEARN LECTURES**

**POS 051**
**Current Status of Reproductive Rights in the United States (NEW)**
Explore U.S. reproductive rights, analyzing Supreme Court rulings such as Roe v. Wade and Dobbs and assessing the impact on women's healthcare and reproductive freedom. Instructor: Deena Dugan.

Total Cost: $35  (Tuition: $0  Fees: $35)

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**HIT 894**
**John Lennon: The Dakota Years (NEW)**
Explore John Lennon's "Dakota Years" (1973–1980) in NYC, his life as a "househusband" and his return to music before his tragic death. Instructor: Amy Andrews.

Total Cost: $35  (Tuition: $0  Fees: $35)

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<td>31072</td>
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<td>12/7</td>
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**HIT 088**
**The Marvelous Dr. Mutter and the Mutter Museum (NEW)**
Dr. Thomas Mutter was a lesser-known pioneer of medical techniques and compassionate care that reshaped American medicine. Explore his life and legacy, which is preserved at Philadelphia’s Mutter Museum. Instructor: Paula Mister.

Total Cost: $35  (Tuition: $0  Fees: $35)

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**LUNCH AND LEARN**

**CKG 288**
**Lunch with Bobby Flay**
Explore Chef Bobby Flay's rise from culinary student to TV star and 43-time chef winner, known for his Southwest-style cooking, including signature dishes like flank steak tacos. $20 materials fee due first class, payable to instructor. Instructor: Michelle Sapp.

Total Cost: $30  (Tuition: $0  Fees: $30)

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<td>31527</td>
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**WRI 159**
**Mysteries of Merlin the Magician**
Discover Merlin, the legendary sorcerer, seer and shapeshifter of Arthurian lore who was pivotal in King Arthur's ascent to Camelot's throne and holds a complex portrayal in Western civilization's imagination. Lunch to follow at Glyndon Grill. Instructor: Robert Baer, PhD.

Total Cost: $64  (Tuition: $0  Fees: $64)

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<tr>
<td>30507</td>
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<td>9/9</td>
<td>10:30 a.m.–12:30 p.m.</td>
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**HIT 979**
**Old Hickory: Andrew Jackson (NEW)**
Learn about Andrew Jackson, who was shaped by frontier life and the Revolution. Despite military successes, policies harmful to Native Americans marred his presidency. Lunch to follow at BlueStone Restaurant. Instructor: Dr. Lester Brooks.

Total Cost: $64  (Tuition: $0  Fees: $64)

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<td>31522</td>
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<td>10:30 a.m.–12:30 p.m.</td>
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**HST 080**
**Paul Robeson, Unsung Renaissance Man**
Learn about Paul Robeson, of "Old Man River" fame. The American artist, actor, athlete and activist was celebrated in Europe and Africa, but faced humiliation in the U.S. Lunch to follow at the Glyndon Grill. Instructor: Betty Holt-Haskins.

Total Cost: $64  (Tuition: $0  Fees: $64)

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<td>10/16</td>
<td>10:30 a.m.–12 p.m.</td>
<td>OM</td>
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Call 443.840.2222 or visit ccbc.edu/coned
**HIT 980**  
Presidential Evaluation: Rutherford B. Hayes (NEW)  
Explore the nuanced legacy of Rutherford B. Hayes, the 19th U.S. president. Amid rampant political corruption, his integrity and leadership stand out, highlighting a figure often overshadowed in American history. Lunch to follow at BlueStone Restaurant. 
Instructor: Patrick Heline. 
Total Cost: $64  
(Tuition: $0  Fees: $64)  
**CRN** | Day/Ses. | Dates | Time | Location  
--- | --- | --- | --- | ---  
30986 | F(1) | 10/4 | 10 a.m.–12 p.m. | HV

**HIT 993**  
Stained Glass of Baltimore  
Join the author of "Through a Glass Darkly: The Social History of Stained Glass in Baltimore" to explore how these windows reflect Baltimore’s history of racial, ethnic and religious segregation. Lunch to follow at Glyndon Grill. 
Instructor: Laura Ruben. 
Total Cost: $64  
(Tuition: $0  Fees: $64)  
**CRN** | Day/Ses. | Dates | Time | Location  
--- | --- | --- | --- | ---  
31523 | W(1) | 10/23 | 10:30 a.m.–12 p.m. | OM

**HIT 972**  
The Race for President Hits High Gear  
Explore the 2024 election, dissecting candidates’ agendas, key issues and polls. Analyze battleground states, media influence and threats to democracy, including abortion debates and electoral predictions. Lunch to follow at Glyndon Grill. 
Instructor: Barry Rascovar. 
Total Cost: $64  
(Tuition: $0  Fees: $64)  
**CRN** | Day/Ses. | Dates | Time | Location  
--- | --- | --- | --- | ---  
30309 | T(1) | 9/3 | 10:30 a.m.–12 p.m. | OM

**POS 053**  
The Golden Age of Athens (NEW)  
Dive into the Golden Age of Athens, 5th century BCE, marked by extraordinary advancements in philosophy, drama and architecture and epitomized by the Parthenon, Socrates, statesman Pericles and notable playwrights. Lunch to follow at Barrett’s Grill. 
Instructor: Bob Baer. 
Total Cost: $64  
(Tuition: $0  Fees: $64)  
**CRN** | Day/Ses. | Dates | Time | Location  
--- | --- | --- | --- | ---  
31038 | F(1) | 9/27 | 10 a.m.–12 p.m. | HV

**HIT 949**  
A History of Broadway and Broadway Musicals Part I  
Explore Broadway’s history, focusing on early days, iconic musicals and the explosive growth during the Roaring ‘20s. 
Instructor: Ellen Katz. 
Total Cost: $78  
(Tuition: $20  Fees: $58)  
**CRN** | Day/Ses. | Dates | Time | Location  
--- | --- | --- | --- | ---  
30136 | W(1) | 11/6–11/12 | 10–11:30 a.m. | HV

**HIT 097**  
Clarinetists of the Swing Era  
Explore the clarinet’s impact on jazz in the Swing era through figures like Goodman and Shaw. Use recordings, discussions and live performances to uncover its influence in 20th century American music. 
Instructor: Seth Kibel. 
Total Cost: $93  
(Tuition: $20  Fees: $73)  
**CRN** | Day/Ses. | Dates | Time | Location  
--- | --- | --- | --- | ---  
31581 | F(1) | 10/11–11/22 | 10:30 a.m.–12 p.m. | OM

**HIT 896**  
Concert Piano Performance with Kris Faatz  
Join a classical piano adventure with Kris Faatz, who will showcase pieces from the Renaissance to Modern eras and discuss the music’s history. Q&A to follow. 
Instructor: Kris Faatz. 
Total Cost: $30  
(Tuition: $0  Fees: $30)  
**CRN** | Day/Ses. | Dates | Time | Location  
--- | --- | --- | --- | ---  
30804 | M(1) | 12/9 | 10–11:30 a.m. | HV

**HIT 923**  
Music Revolution: Dick Clark’s U.S. American Bandstand  
Explore Dick Clark’s legacy as host of American Bandstand, where he was among the first to integrate live audiences racially and he introduced iconic music artists to America. Class will be held simultaneously in-person and on Zoom. 
Instructor: Jackie Dailey. 
Total Cost: $73  
(Tuition: $20  Fees: $53)  
**CRN** | Day/Ses. | Dates | Time | Location  
--- | --- | --- | --- | ---  
30898 | R(4) | 10/3–24 | 10:30 a.m.–12 p.m. | Zoom  
30897 | R(4) | 10/3–24 | 10:30 a.m.–12 p.m. | CC

**HIT 943**  
Windows into Jazz and Improvised Music (NEW)  
This course explores jazz history and practice, highlighting key recordings, improvisation, instrument evolution and its influence on genres like Brazilian choro and South African jazz. 
Instructor: Paul Faatz. 
Total Cost: $99  
(Tuition: $21  Fees: $78)  
**CRN** | Day/Ses. | Dates | Time | Location  
--- | --- | --- | --- | ---  
30827 | T(10) | 10/1–12/3 | 1–2:30 p.m. | HV

**ART 704**  
Introduction to Digital Photography  
Become a confident digital camera user in this class. Learn the various symbols and buttons, organizing, printing, storing and sharing images. Bring your camera to class. 
Instructor: Lee Klima. 
Total Cost: $88  
(Tuition: $20  Fees: $68)  
**CRN** | Day/Ses. | Dates | Time | Location  
--- | --- | --- | --- | ---  
31777 | M(5) | 9/30–10/28 | 1–3 p.m. | OM  
30832 | W(5) | 10/2–30 | 10 a.m.–12 p.m. | CC

**ART 821**  
Digital Photograph Enhancement  
Learn how to enhance, edit and touch-up digital images and restore faded and torn photographs with Photoshop and other free programs. Prerequisite: ART 704. 
Instructor: Lee Klima. 
Total Cost: $88  
(Tuition: $20  Fees: $68)  
**CRN** | Day/Ses. | Dates | Time | Location  
--- | --- | --- | --- | ---  
31176 | M(5) | 11/11–12/9 | 1–3 p.m. | OM

**ART 899**  
Photography for Mobile Devices  
Master photography with your smartphone. Explore camera functions, composition, lighting, focus, editing and develop a photographer’s mindset through practical exercises. Each student MUST bring their own device to class. 
Instructor: Jason Knauer. 
Total Cost: $73  
(Tuition: $0  Fees: $73)  
**CRN** | Day/Ses. | Dates | Time | Location  
--- | --- | --- | --- | ---  
30792 | M(8) | 10/7–11/25 | 1–2:30 p.m. | HV

**TOURS**  
**HIT 744**  
Green Mount Cemetery Walking Tour  
During a two-hour walking tour, discover the history of the Green Mount Cemetery, constructed in 1838 with Gothic Revival architecture. Meet at the main entrance, 1501 Greenmount Avenue, Baltimore. Parking available. 
Total Cost: $30  
(Tuition: $0  Fees: $30)  
**CRN** | Day/Ses. | Dates | Time | Location  
--- | --- | --- | --- | ---  
30080 | S(1) | 9/28 | 9:30–11:30 a.m. | OSX
**LIFE ENRICHMENT**

**SENIORS**

**FIT 047**

**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: $68  (Tuition: $0  Fees: $68)

**CRN#**  31133  **Day/Ses.** T(10)  **Dates** 10/1–12/3  **Time** 9:30–10:30 a.m.  **Location** HV

**FIT 016**

**Beginners Tennis for Seniors (NEW)**

Learn tennis basics, including strokes, scoring, doubles positioning and safety rules. Experience not required, racquets provided. Wear comfortable, weather-appropriate clothes and tennis shoes to class and bring water. Class will take place at the Pine Valley Swim and Tennis Club located at 4638 White Marsh Road, Baltimore, MD. 21237. Tennis Courts are located at the top of the hill.

Total Cost: $110  (Tuition: $0  Fees: $110)

**CRN#**  31210  **Day/Ses.** W(10)  **Dates** 9/11–10/30  **Time** 10–11 a.m.  **Location** PVS

**PDV 079**

**Brain Health Strategies**

Enhance brain health through memory and brain games, stress reduction, nutritional foods, social activities and laughter. Learn mental techniques for brain aging reversal and incorporate regular fun activities.

Total Cost: $99  (Tuition: $21  Fees: $78)

**CRN#**  31518  **Day/Ses.** F(10)  **Dates** 9/27–12/13  **Time** 10:30 a.m.–12 p.m.  **Location** OM

**FIT 083**

**Chair Pilates**

Improve core strength, balance, posture and flexibility with chair yoga. Exercises support muscle strength, mental clarity, stress reduction and joint pain relief and are designed to boost independence and life quality.

Total Cost: $68  (Tuition: $0  Fees: $68)

**CRN#**  30976  **Day/Ses.** F(10)  **Dates** 10/4–12/20  **Time** 10:30–11:30 a.m.  **Location** Zoom

**FIT 120**

**Chair Yoga**

Learn how to adapt traditional yoga asanas (postures) to be performed with a chair, without any pressure on your hands, wrists or knees. Designed for anyone with limited mobility.

Total Cost: $68  (Tuition: $0  Fees: $68)

**CRN#**  30908  **Day/Ses.** T(10)  **Dates** 10/1–12/12  **Time** 9:30–10:30 a.m.  **Location** Zoom

**CRN#**  30920  **Day/Ses.** W(10)  **Dates** 10/2–12/11  **Time** 10–11 a.m.  **Location** HV

**PDV 395**

**How to Avoid Medication Errors**

Learn to prevent medication errors using strategies, communication techniques and tools. Create a detailed medication list and use online resources to enhance medication safety. Instructor: Denise Baugh.

Total Cost: $73  (Tuition: $20  Fees: $53)

**CRN#**  30159  **Day/Ses.** F(4)  **Dates** 10/18–11/8  **Time** 10:30 a.m.–12 p.m.  **Location** OM

**FIT 149**

**Introduction to Tap Dancing for Seniors**

Step into the world of dance. Learn basic tap-dancing skills, rhythms and simple routines. Tap shoes optional. Amazon has affordable options. Instructor: Kathy Lally.

Total Cost: $68  (Tuition: $0  Fees: $68)

**CRN#**  31231  **Day/Ses.** R(10)  **Dates** 10/3–12/12  **Time** 1–2 p.m.  **Location** EC

**WELLNESS AND FITNESS**

**FIT 073**

**Aerobics for the Senior Adult: A Low Impact Routine**

Keep fit with our low-impact workout blending cardio and body toning. Ideal for beginners seeking a fun, safe routine. Instructor: Nina Bazemore.

Total Cost: $68  (Tuition: $0  Fees: $68)

**CRN#**  30902  **Day/Ses.** R(10)  **Dates** 10/3–12/12  **Time** 12–1 p.m.  **Location** HV

**FIT 079**

**Tour the Inner Harbor: Planning and Architecture**

Experience Baltimore’s Inner Harbor! Explore original plans, iconic architecture, the rich history of Federal Hill, the Rouse Company and more. Join us at the Science Center’s waterfront for an unforgettable journey. Instructor: David Gleason.

Total Cost: $64  (Tuition: $0  Fees: $64)

**CRN#**  31324  **Day/Ses.** W(1)  **Dates** 10/9  **Time** 10:30 a.m.–12 p.m.  **Location** OSX

**FIT 788**

**Walking Tour of Little Italy**

Explore Little Italy’s rich history, architecture and notable figures. Visit St. Leo’s Church and enjoy a traditional Italian lunch at Sabatino’s. Instructor: Sally Johnston.

Total Cost: $64  (Tuition: $0  Fees: $64)

**CRN#**  31331  **Day/Ses.** W(1)  **Dates** 10/30  **Time** 10:30 a.m.–12 p.m.  **Location** SBR

**FIT 973**

**Walking Tour of Patterson Park**

Explore the history of Baltimore’s oldest city park, including its impactful design, Pagoda centerpiece, plus it’s role in the War of 1812 and the Civil War. Instructor: John Hopkins.

Total Cost: $64  (Tuition: $0  Fees: $64)

**CRN#**  31525  **Day/Ses.** W(1)  **Dates** 8/28  **Time** 10:30 a.m.–12 p.m.  **Location** OSX

**FIT 025**

**A Low Impact Routine**

Take a walking tour on the devastating path of Baltimore’s great 1904 fire. Learn about heroic firefighting efforts and the drive to rebuild. Instructor: Bev Rosen.

Total Cost: $30  (Tuition: $0  Fees: $30)

**CRN#**  30113  **Day/Ses.** T(10)  **Dates** 9/17  **Time** 10:30 a.m.–12 p.m.  **Location** CVS

**FIT 803**

**Chairs in Motion**

Improve core strength, balance, posture and flexibility with chair yoga. Exercises support muscle strength, mental clarity, stress reduction and joint pain relief and are designed to boost independence and life quality.

Total Cost: $68  (Tuition: $0  Fees: $68)

**CRN#**  30976  **Day/Ses.** F(10)  **Dates** 10/4–12/20  **Time** 10:30–11:30 a.m.  **Location** Zoom

**FIT 830**

**Drummin’ in the Valley (NEW)**

Discover drumming as a fun, effective program that offers therapeutic benefits, stress relief and joy. Perfect for all ages, equipment provided. Just bring a positive attitude! Instructor: Al Muchelberger.

Total Cost: $58  (Tuition: $0  Fees: $58)

**CRN#**  31336  **Day/Ses.** S(10)  **Dates** 10/5–12/14  **Time** 10–11 a.m.  **Location** HV

**FIT 123**

**Gentle Yoga**

Stretch your way to health! Learn and practice basic poses and breathing exercises for enhanced well-being, joint alignment and relaxation. Bring a yoga mat and wear comfy clothes.

Total Cost: $68  (Tuition: $0  Fees: $68)

**CRN#**  31153  **Day/Ses.** M(10)  **Dates** 10/7–12/9  **Time** 11 a.m.–12 p.m.  **Location** OM

**CRN#**  33685  **Day/Ses.** M(10)  **Dates** 9/30–12/2  **Time** 5–6 p.m.  **Location** DC

**CRN#**  33684  **Day/Ses.** W(10)  **Dates** 10/2–12/11  **Time** 12–1 p.m.  **Location** HV

**PDV 959**

**Introduction to Tap Dancing for Seniors**

Step into the world of dance. Learn basic tap-dancing skills, rhythms and simple routines. Tap shoes optional. Amazon has affordable options. Instructor: Kathy Lally.

Total Cost: $68  (Tuition: $0  Fees: $68)

**CRN#**  31231  **Day/Ses.** R(10)  **Dates** 10/3–12/12  **Time** 1–2 p.m.  **Location** EC

Call 443.840.2222 or visit ccbcmd.edu/coned
Baltimore County Department of Aging

5K Run/Walk
1 Mile Walk

Race proceeds support BCDA’s wellness programs for older adults.

Sunday, September 15, 2024 • 8 a.m.
CCBC Essex Campus  7201 Rossville Blvd., Baltimore, MD 21237
Roads close at 8 a.m., Warm-Up is at 8:15 a.m. and 5K begins at 8:30 a.m.

TO REGISTER
• Register online at www.getreadygetsetgetfit5k.com
• In person at any BCDA Senior Center
• Mail entry form with check back to BCDA

410-887-2040 • www.getreadygetsetgetfit5k.com

Power of Age EXPO
2024 BALANCE FOR OPTIMAL AGING

October 30, 2024
9 a.m. - 6 p.m.
Timonium Fairgrounds

Featuring:
Over 300 Vendors • Continuous Entertainment
Silent Auction • Creative Arts Exhibit/Contest
Vaccination Clinic • Government Resources and more!

For more information, please call 410-887-2594
or visit www.powerofageexpo.com

For event or sponsorship/vendor information, call 410-887-2002.
### Life Enrichment

**FIT 150**

**Line Dancing for Seniors**

Embrace line dancing fearlessly! Master basic steps for five or more diverse line dances, perfect for beginners. No partner required. Instructor: Joseph Leskovar.

Total Cost: $68  (Tuition: $0  Fees: $68)

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Day/Ses.</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>30971</td>
<td>F(10)</td>
<td>10/4–12/13</td>
<td>10–11 a.m.</td>
<td>EC</td>
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</tbody>
</table>

**FIT 145**

**Lively Drumming for Better Health and Wellness**

Join our fun exercise program! Dance to the beat, improve health and relieve stress. All equipment included. Dress comfortably. Instructor: Rachael Fuller.

Total Cost: $68  (Tuition: $0  Fees: $68)

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Day/Ses.</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>32722</td>
<td>M(10)</td>
<td>9/30–12/2</td>
<td>1:30–2:30 p.m.</td>
<td>HV</td>
</tr>
</tbody>
</table>

**FIT 125**

**Low Impact Cardio, Mobility and Strength Exercises**

Learn low-impact aerobic exercises, cardio workout techniques, strength building and gentle stretching for improved mobility and fitness. Instructor: Debbie Vojik.

Total Cost: $68  (Tuition: $0  Fees: $68)

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<thead>
<tr>
<th>CRN #</th>
<th>Day/Ses.</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>31257</td>
<td>R(10)</td>
<td>9/26–12/12</td>
<td>10–11 a.m.</td>
<td>OM</td>
</tr>
</tbody>
</table>

**PDV 301**

**Mindfulness Meditation**

Embrace the calm. Discover techniques to quiet your mind, reduce stress and boost your emotional, physical and mental health. Instructor: Eva Sivan, Ph.D.

Total Cost: $58  (Tuition: $0  Fees: $58)

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<tr>
<th>CRN #</th>
<th>Day/Ses.</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>31097</td>
<td>T(8)</td>
<td>10/8–11/26</td>
<td>10–11 a.m.</td>
<td>Zoom</td>
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</table>

**FIT 162**

**Pickleball for Beginners**


Total Cost: $110  (Tuition: $0  Fees: $110)

<table>
<thead>
<tr>
<th>CRN #</th>
<th>Day/Ses.</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>31143</td>
<td>T(8)</td>
<td>9/3–10/22</td>
<td>1–2 p.m.</td>
<td>CC</td>
</tr>
</tbody>
</table>

**FIT 163**

**Pickleball Skills and Drills: Beyond Beginners**

Enhance your pickleball skills in eight weeks. Refine dinking, serving, positioning and strategy. Court attire required. Bring water and paddles. Prerequisite: Beginner’s course or equivalent skills.

Total Cost: $110  (Tuition: $0  Fees: $110)

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<th>CRN #</th>
<th>Day/Ses.</th>
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<th>Time</th>
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<tbody>
<tr>
<td>30895</td>
<td>T(8)</td>
<td>9/10–10/29</td>
<td>9:30–10:30 a.m.</td>
<td>PVS</td>
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</table>

**FIT 909**

**Tai Chi I**

Reclaim vitality with "Dance of Life!" Tai Chi enhances coordination and balance through gentle movements. Suitable for all ages. Wear comfortable clothes and flat shoes.

Total Cost: $68  (Tuition: $0  Fees: $68)

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<th>CRN #</th>
<th>Day/Ses.</th>
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<td>30992</td>
<td>T(10)</td>
<td>10/4–12/13</td>
<td>9:30–10:30 a.m.</td>
<td>HV</td>
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</tbody>
</table>

**FIT 091**

**Tai Chi II**

Deepen your Tai Chi practice for advanced mastery of breathing, weight shifts and movement. Prerequisite: FIT 094. Instructor: Paul Jakubowski.

Total Cost: $68  (Tuition: $0  Fees: $68)

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<th>CRN #</th>
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<td>30993</td>
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<td>10/4–12/13</td>
<td>11 a.m.–12 p.m.</td>
<td>HV</td>
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</table>

**FIT 144**

**Walking Around Baltimore: Exploring the NCR Trail**

Explore the Northern Central Railroad Trail for exercise, history and fun during 3-hour walks over five Saturdays. Orientation is on the first Saturday at Wegman’s in the Hunt Valley Towne Centre. Instructor: Robin Minor.

Total Cost: $66  (Tuition: $0  Fees: $66)

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<th>CRN #</th>
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<tr>
<td>30180</td>
<td>S(6)</td>
<td>9/14–11/9</td>
<td>10–11:30 a.m.</td>
<td>OSX</td>
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</tbody>
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**XXX 841**

**Water Aerobics**

Wade into the shallow end! Use water resistance for effective exercise without swimming or getting your head wet.

Total Cost: $89  (Tuition: $0  Fees: $89)

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<th>CRN #</th>
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<tr>
<td>30997</td>
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<td>9:30–10:30 a.m.</td>
<td>CC</td>
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<tr>
<td>31136</td>
<td>W(14)</td>
<td>9/4–12/11</td>
<td>3:00–4:00 p.m.</td>
<td>CC</td>
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</tbody>
</table>

**WRITING**

**WRI 158**

**Just Write! Let the Prompts Be Your Guide (NEW)**

Uncover your untold stories with timed free-writing exercises and prompts. Learn and practice writing techniques, with optional critiques and sharing. All levels welcome. Instructor: Deborah Amland.

Total Cost: $93  (Tuition: $20  Fees: $73)

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<tr>
<td>31244</td>
<td>S(8)</td>
<td>10/5–11/23</td>
<td>10–11:30 a.m.</td>
<td>Zoom</td>
</tr>
</tbody>
</table>
LIFE ENRICHMENT

SENIORS

CCBC Continuing Education Courses
September–December 2024

WRI 156
Magical Microcosms: Exploring Speculative Fiction (NEW)
Study stories of fantasy, sci-fi and magical realism through the works of Neil Gaiman, Isabel Allende and more. Learn how these genres captivate and engage through characters, conflict and the unexpected.
Instructor: Kris Faatz.
Total Cost: $93 (Tuition: $20 Fees: $73)

CRN#  Day/Ses.  Dates  Time  Location
30977  R(8)  10/3–11/21  10–11:30 a.m.  Zoom

WRI 133
Writing a Book
Learn to write a book of any genre. Explore material use, capturing and communicating ideas, essential details, beginning-to-end processes, editing and printing paths.
Instructor: Leslie Atkins.
Total Cost: $94 (Tuition: $20 Fees: $74)

CRN#  Day/Ses.  Dates  Time  Location
31096  T(8)  10/8–11/26  10 a.m.–12 p.m.  Zoom

WRI 118
Writing Intriguing Stories
This class boosts your creative writing, offering strategy, inspiration and insights into publishing, with guidance on crafting stories or book-length works.
Instructor: Leslie Atkins.
Total Cost: $99 (Tuition: $20 Fees: $79)

CRN#  Day/Ses.  Dates  Time  Location
30834  W(8)  10/2–11/20  10 a.m.–12 p.m.  Zoom

SAMPLING DAY EVENT

HIT 752
A Sampling of All Areas: Experience the Ultimate Sampling Day
Join our daylong SAIL program sampler! Explore art, tech, history, exercise, writing and photography. Register with this CRN#. Bring lunch for the hour-long break.
Total Cost: $25 (Tuition: $0 Fees: $25)

CRN#  Day/Ses.  Dates  Time  Location
31257  W(1)  9/18  9 a.m.–4 p.m.  HV

ART 879
A Sampling of Art: Unleash Your Creativity
Experience art with a 50-minute demo class, offering basic drawing and painting skills, a small artwork creation and info on other SAIL program classes.
Instructor: Nan Howard.
Total Cost: $6 (Tuition: $0 Fees: $6)

CRN#  Day/Ses.  Dates  Time  Location
31252  W(1)  9/18  9–9:50 a.m.  HV

FIT 146
A Sampling of Exercise: Exercise Your Way to Fun and a Healthy Lifestyle
Join our 50-minute demo class to try fun exercise routines, learn safety tips and explore SAIL’s full class offerings. Wear comfy clothes and shoes and bring water.
Instructor: Maura-Leigh Ingegno.
Total Cost: $6 (Tuition: $0 Fees: $6)

CRN#  Day/Ses.  Dates  Time  Location
31256  W(1)  9/18  3–3:50 p.m.  HV

HST 089
A Sampling of History: Hopkins Heroes
Experience local history at CCBC with a 50-minute demo of our new course, Hopkins Heroes. Join lively discussions on William Halstead and explore more through the SAIL program.
Instructor: Paula Mister.
Total Cost: $6 (Tuition: $0 Fees: $6)

CRN#  Day/Ses.  Dates  Time  Location
31254  W(1)  9/18  11–11:50 a.m.  HV

PCO 434
A Sampling of Photography: Capturing Memories With Digital Photography
Learn photography basics in a 50-minute demo class. Enhance photos with your digital camera. Discover more photography classes through the SAIL program. Bring your camera.
Instructor: Lee Klima.
Total Cost: $6 (Tuition: $0 Fees: $6)

CRN#  Day/Ses.  Dates  Time  Location
31255  W(1)  9/18  2–2:50 p.m.  HV

PCO 337
A Sampling of Technology: Bring Out Your Inner Techie
Discover the world of computing with our 50-minute demo class. Learn about computers, keyboards and functions and get hands-on practice. Explore more classes offered by SAIL.
Instructor: Lee Klima.
Total Cost: $6 (Tuition: $0 Fees: $6)

CRN#  Day/Ses.  Dates  Time  Location
31253  W(1)  9/18  10–10:50 a.m.  HV

FRIENDLY SENIORS AT CCBC ESSEX

FALL 2024 SEMESTER

History of Soviet Russia 1917–1992
10–11:30 a.m.
Instructor: Richard Caballero.

Better Health and Wellness for the Senior Adult
11:45 a.m.–1 p.m.
Instructor: Nina Bazemore.

Windows into Big Band Jazz
1:30–3 p.m.
Instructor: Paul Faatz.

For more information, contact Patrick Heline at 443-840-1036.

SAIL: SENIOR ADVENTURES IN LEARNING AT CCBC

OPEN HOUSE EVENT AT CCBC HUNT VALLEY
Saturday, January 11
10 a.m.
Join us at our FREE Open House to learn about the exciting and fun educational opportunities the Senior Adventures in Learning program provides for senior citizens around Baltimore County. Find classes that interest you, meet instructors, learn about our Lunch and Learn program and much more. Registration will be available on-site. To attend the open house, you must register for CRN #30196. Please call 443-840-5830 to register by January 3, 2025.

KIDS@CCBC

ART

ART 544
Art: Cartooning (Ages 10–15)
Calling future cartoonists! Explore basic design, enhance your drawing skills and master the art of storytelling. Learn fundamental techniques for drawing people, animals and objects. Supplies included in cost.
Total Cost: $205 (Tuition: $0 Fees: $205)

CRN#  Day/Ses.  Dates  Time  Location
32087  S(6)  10/19–11/23  11 a.m.–1:30 p.m.  OM
Children’s Clay: Intro to Ceramics Studio (Ages 8–12)
Discover clay art through various techniques: handbuilding with pinching, coiling, slab construction; create a pinch pot; explore techniques like embossing, glazing, and surface decoration. Build a clay project. Supplies included in cost.
Total Cost: $169 (Tuition: $0 Fees: $169)

Children’s Drawing (Ages 7–11)
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. Supplies included in cost.
Total Cost: $165 (Tuition: $0 Fees: $165)

Japanese Anime 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. Supplies included in cost.
Total Cost: $205 (Tuition: $0 Fees: $205)

COOKING

Breakfast: Your Best Meal of the Day! (Ages 7–13)
Cook your favorite breakfast dishes from scratch: omelets, pancakes, muffins, French toast, crepes, bacon and sausages. Enjoy tasting your creations! Food fee included in the course cost.
Total Cost: $95 (Tuition: $0 Fees: $95)

Creepy Cupcakes (Ages 7–13)
Learn basic cupcake baking and decorating with a spooky theme just in time for Halloween! Have fun, be creative and take home your delicious and scary cupcakes. Food fee included in the course cost.
Total Cost: $69 (Tuition: $0 Fees: $69)

DANCE

Ballet and Tap (Ages 7–11)
Learn basic ballet and tap techniques, terminology and etiquette. Gain body awareness, strength, flexibility, endurance and balance, as well as an understanding of musicality. Bring ballet and tap shoes.
Total Cost: $95 (Tuition: $0 Fees: $95)

HOMESCHOOL DESTINATIONS @ CCBC

SCIENCE

Anatomy, Body and CPR (Ages 12–17)
Embark on an exploration of life! Learn biology fundamentals, delve into human anatomy and deepen your wonder in medical science. Explore non-organic specimens like the heart, brain, eyes and kidneys and learn life-saving CPR. Supplies included in cost.
Total Cost: $219 (Tuition: $0 Fees: $219)

MUSIC

Everybody Sing (Ages 7–11)
Learn breathing, diction, projection and song interpretation. Practice mock auditions with your favorite song.
Total Cost: $165 (Tuition: $0 Fees: $165)

Intro to the Piano (Ages 9–11)
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 earphones.
Total Cost: $105 (Tuition: $0 Fees: $105)
**KIDS@CCBC**

**LIFE ENRICHMENT**

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**XXX 799**

**Child’s Piano Class (Ages 7–11)**

Work with a full-sized electronic keyboard and learn keyboard basics, including finger work and note reading in a supportive group setting. Bring earphones.

Total Cost: $155  (Tuition: $0 Fees: $155)

**CRN #**  
- **31703** R(12) 9/12–12/12 6–7 p.m. EC
- **31705** W(12) 9/18–12/11 6–7 p.m. OM

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**ART 086**

**General Music Class for Homeschoolers (Ages 9–12)**

Explore percussion instruments and recorders, sing folk songs and seasonal literature and employ music games to learn the elements of rhythm, harmony and note reading. Perfect for beginners.

Total Cost: $99  (Tuition: $0 Fees: $99)

**CRN #**  
- **31709** R(8) 10/3–11/21 10–11 a.m. CC
- **31694** F(8) 10/4–11/22 5:30–6:30 p.m. EC

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**MUS 048**

**Soprano Recorder Class (Ages 8+)***

Learn the basics of written pitch, rhythm and music performance skills on the recorder. Earn “belts” as you progress through difficulty levels. Call 443-840-1646 before registering for info on purchasing a recorder. Ages 8+, but this class is for all ages!

Total Cost: $105  (Tuition: $0 Fees: $105)

**CRN #**  
- **31690** F(8) 10/4–11/22 5:30–6:30 p.m. EC

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**PRIVATE LESSONS**

Private music lessons for ages 6+ on piano, 8+ for other instruments, 13+ for voice and adult students. Tailored one-on-one instruction for all levels. Instruments not provided. Call 443-840-1646 for placement.

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**XXX 961**

**1/2 Hour (6 Weeks/Lessons)**

Total Cost: $145  (Tuition: $0 Fees: $145)

**CRN #**  
- **31599** Arranged 9/9–10/21 Arranged Arranged
- **31598** Arranged 10/28–12/9 Arranged Arranged

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**XXX 965**

**One Hour (6 Weeks/Lessons)**

Total Cost: $275  (Tuition: $0 Fees: $275)

**CRN #**  
- **31596** Arranged 9/9–10/21 Arranged Arranged
- **31595** Arranged 10/28–12/9 Arranged Arranged

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**ART 969**

**Creative Camera Phone Photography (NEW) (Ages 10–15)**


Total Cost: $185  (Tuition: $0 Fees: $185)

**CRN #**  
- **32584** S(7) 9/14–11/12 10 a.m.–12 p.m. OM

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**FIN 019**

**Young Investors Club (Ages 10–15)**

Finance is fun! Master money management and wise investing basics through interactive games, discussions and activities, as well as insights from exciting guest speakers.

Total Cost: $169  (Tuition: $0 Fees: $169)

**CRN #**  
- **32000** S(6) 11/2–12/14 12:30–3 p.m. OM

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**SWIMMING**

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**FIT 175**

**Learn to Swim – Beginner (Ages 6–15)**

Get comfortable and feel safe in the water! Level 1 and 2 swimmers will learn basic water, aquatic and swim skills. Upon course completion, participants will receive an American Red Cross swim certificate. Swim attire: flip flops/water shoes, goggles and a towel. Swim caps are optional. Parent or guardians are required to stay on the premises.

Total Cost: $149  (Tuition: $0 Fees: $149)

**CRN #**  
- **32691** S(7) 9/7–10/19 1:15–2 p.m. EC
- **32676** S(7) 9/7–10/19 1:15–2 p.m. EC
- **32677** S(7) 9/7–10/19 2:01–2:46 p.m. EC

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**THEATRE**

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**DRB 040**

**Acting Techniques (Ages 10–14)**

Learn improvisation techniques, monologue preparation and staging/performing skills.

Total Cost: $99  (Tuition: $0 Fees: $99)

**CRN #**  
- **31771** R(8) 10/3–11/21 10–11 a.m. CC

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76 CCBC Continuing Education Courses September–December 2024
LIFE ENRICHMENT

BASIC EDUCATION AND ENGLISH LANGUAGE SERVICES

HIGH SCHOOL DIPLOMA OPTIONS

Students have two options for completing their high school equivalency. Upon registration and completion of an onsite assessment, it will be determined which option is best for you. The two options are:

- **GED® Test** – Students take classes at CCBC to prepare to take the GED®, the high school equivalency test.
- **National External Diploma Program® (NEDP)** – Maryland state-approved method to earn a high school diploma. NEDP® is designed as a confidential, self-paced program for adults that takes between 6 and 15 months to complete. There is no instruction, but there is ongoing guidance and support through weekly appointments with trained CCBC staff. All work is completed through online assignments.

In-person and remote learning options available.

GETTING STARTED

1) Schedule appointments for assessment and registration.
- Call 443-840-3456 or scan QR code to schedule an appointment for an assessment session.

2) Attend assessment appointment.
- Arrive on time for the scheduled appointment. No one will be admitted to the assessment without an appointment or after testing has begun.
- Take reading and math assessments and view diploma options presentation. Receive orientation and registration dates.

3) Return for scheduled orientation and registration.
- Learn more about program details, class sequence and student expectations.
- Meet with a CCBC advisor who will register you for a GED®-prep class based on your assessment results and demonstrated skills level, or refer you to the National External Diploma Program (NEDP).
- Although these options are grant-funded, some fees may apply. You will be advised of any additional costs before placement.

Important notes:
- Students must be at least 18 years of age to enroll. Students under 19 must provide a copy of official withdrawal papers from the last school attended.
- No copies can be made at appointments.
- Please do not bring children with you to intake appointments.
- Reasonable accommodations for disability are available upon request. Please call 443-840-3428 to discuss availability.

ENGLISH LANGUAGE SERVICES

REGISTRATION INFORMATION:
- All students MUST attend a "WALK-IN ESOL PLACEMENT AND REGISTRATION LOCATION."
- You can come to ANY registration location to register for ANY open class.
- Registration is in-person only. No advanced online, phone or mail-in registration.
- Students are registered on a first-come, first-served basis. Classes fill up quickly. Arrive on time.
- Only registering students are allowed during the registration process. For safety precautions, family members or friends must wait in another area.
- All new students MUST take a test.
- Returning students should bring or show on their phone a picture of paperwork, the referral form or a certificate from the previous class semester.
- Test procedures are subject to change.
- Once you are enrolled, you will receive a Registration Welcome Packet.

Students must be at least 18 years of age and not enrolled or planning to attend high school to register.

Students with an F-1 or J-1 visa are not eligible for LABOR grant-funded* classes.

ESOL Adult Beginning Life Skills, Intermediate Civics and Upper-level ESOL Reading and Writing classes are offered on-campus, in-person and online via Zoom. For online Zoom classes, students must have a computer, with a camera and microphone and unlimited internet access.

Family Literacy ESOL classes are offered in-person at some Baltimore County Public and Private schools and Baltimore County Public Libraries. All students will need a smart phone. To participate in this program, the student must have a child 0–16 years old enrolled in Baltimore County Public School, select private schools or the Judy Center of Baltimore County.

If you need accommodations for a disability, please call 443-840-3428 and allow two weeks for arrangements.

For information on cancellations, visit ccbcmd.edu for any cancellations due to weather conditions or other emergencies.

WALK-IN ESOL PLACEMENT AND REGISTRATION LOCATIONS

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>ROOM</th>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCBC Owings Mills</td>
<td>6th floor</td>
<td>Friday</td>
<td>August 9</td>
<td>9 a.m.</td>
</tr>
<tr>
<td>CCBC Catonsville</td>
<td>Humanities Hall, room 100</td>
<td>Monday</td>
<td>August 12</td>
<td>9 a.m.</td>
</tr>
<tr>
<td>CCBC Dundalk</td>
<td>Career Building, 2nd floor</td>
<td>Tuesday</td>
<td>August 13</td>
<td>9 a.m.</td>
</tr>
<tr>
<td>CCBC Essex</td>
<td>Business, Education and Social Sciences Hall, 3rd floor</td>
<td>Wednesday</td>
<td>August 14</td>
<td>1 p.m.</td>
</tr>
<tr>
<td>CCBC Owings Mills</td>
<td>6th floor</td>
<td>Thursday</td>
<td>August 15</td>
<td>5 p.m.</td>
</tr>
<tr>
<td>CCBC Dundalk</td>
<td>Career Building, 2nd floor</td>
<td>Friday</td>
<td>August 16</td>
<td>5 p.m.</td>
</tr>
<tr>
<td>CCBC Catonsville</td>
<td>Humanities Hall, room 100</td>
<td>Monday</td>
<td>August 19</td>
<td>5 p.m.</td>
</tr>
<tr>
<td>CCBC Essex</td>
<td>Business, Education and Social Sciences Hall, 3rd floor</td>
<td>Tuesday</td>
<td>August 20</td>
<td>5 p.m.</td>
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<tr>
<td>CCBC Owings Mills</td>
<td>6th floor</td>
<td>Wednesday</td>
<td>August 21</td>
<td>5 p.m.</td>
</tr>
<tr>
<td>CCBC Dundalk</td>
<td>Career Building, 2nd floor</td>
<td>Thursday</td>
<td>August 22</td>
<td>5 p.m.</td>
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</tbody>
</table>

ADDITIONAL FAMILY LITERACY ESOL

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>ROOM</th>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sacred Heart School</td>
<td>2nd floor</td>
<td>Wednesday</td>
<td>August 28</td>
<td>6 p.m.</td>
</tr>
<tr>
<td>CCBC Essex</td>
<td>Carol Diane Estis Center for Health Professions, room 214</td>
<td>Thursday</td>
<td>August 29</td>
<td>9 a.m.</td>
</tr>
<tr>
<td>CCBC Dundalk</td>
<td>Roy N. Staten Building, room 206</td>
<td>Tuesday</td>
<td>September 3</td>
<td>9 a.m.</td>
</tr>
</tbody>
</table>

ADDITIONAL INTENSIVE ESOL ADULT HIGH BEGINNING LIFE SKILLS AND INTERMEDIATE CIVICS

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>ROOM</th>
<th>DAY</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCBC Catonsville</td>
<td>Health Careers and Technology Building, room 001E</td>
<td>Wednesday</td>
<td>October 9</td>
<td>9 a.m.</td>
</tr>
<tr>
<td>CCBC Essex</td>
<td>Business, Education and Social Sciences Hall, 3rd floor</td>
<td>Thursday</td>
<td>October 10</td>
<td>1 p.m.</td>
</tr>
<tr>
<td>CCBC Owings Mills</td>
<td>6th floor</td>
<td>Tuesday</td>
<td>October 15</td>
<td>5 p.m.</td>
</tr>
</tbody>
</table>

Call 443.840.2222 or visit ccbcmd.edu/coned 77
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) BEGINNING LIFE SKILLS AND INTERMEDIATE CIVICS CLASSES

- Classes help students learn English language skills for life, work and civics.
- No cost for class. Grant-funded.*
- You will need to purchase a student textbook and workbook at any CCBC campus bookstore.

ESOL BEGINNING LIFE SKILLS AND INTERMEDIATE CIVICS CLASSES CLASS SCHEDULE

<table>
<thead>
<tr>
<th>Morning 8:30–11:45 a.m.</th>
<th>Tuesday and Thursday: CCBC Dundalk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning 9 a.m.–12:15 p.m.</td>
<td>Monday and Wednesday: CCBC Owings Mills</td>
</tr>
</tbody>
</table>

Year-round intensive; Monday–Thursday: online via Zoom (test at CCBC Catonsville)

Afternoon 12:15–3:30 p.m.

Year-round intensive; Monday–Thursday: CCBC Essex

Evening 6:30–9:45 p.m.

Monday and Wednesday: CCBC Catonsville, CCBC Dundalk, CCBC Essex or online via Zoom (test at CCBC Owings Mills)

Tuesday and Thursday: CCBC Dundalk, CCBC Essex or CCBC Owings Mills

Year-round intensive; Monday–Thursday: Online via Zoom (test at CCBC Essex)

- Classes are offered in-person on campus and online via Zoom. Online (Zoom) classes require a computer with a camera, microphone and unlimited internet.
- Both in-person and online class run September–November.
- Class schedule varies depending on the location and the type of class. Class schedules and locations will be provided at registration. For online (Zoom) classes, students must attend a CCBC campus on the last class day to take a test.

ESOL UPPER-LEVEL READING AND WRITING CLASS SCHEDULE

| Morning 9 a.m.–1:15 p.m. | Saturday: CCBC Owings Mills, CCBC Dundalk or CCBC Essex |

- ESOL expanded reading and writing skills.
- ESOL transition reading and writing.
- 15 class sessions, in-person.
- September 7–January 4th, 2025.

For more information or questions, email jwhite4@ccbcmd.edu or call 443-840-3070.

ESOL REGISTRATION, TESTING AND CLASS LOCATIONS

CCBC Catonsville
800 South Rolling Road
Catonsville, MD 21228

CCBC Dundalk
7200 Sollers Point Road
Dundalk, MD 21222

CCBC Essex
7201 Rossville Boulevard
Rosedale, MD 21237

CCBC Owings Mills
10300 Grand Central Avenue
Owings Mills, MD 21117

FAMILY LITERACY PROGRAM ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) CLASSES

- Classes are for non-native English speaking adults. These classes are designed to help parents or primary caregivers learn English language skills for life, work and to fully partner in their child’s education.
- To participate in this program, the student must have a child 0–16 years old enrolled in Baltimore County Public School, select private schools or the Judy Center of Baltimore County.
- No cost for class. Grant-funded.*
- All students will need a smart phone.

FAMILY LITERACY PROGRAM ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) CLASS SCHEDULE

Morning

Monday and Wednesday: Chadwick Elementary School, Holabird Middle School or Colgate Elementary School

Tuesday and Thursday: Chadwick Elementary School, Cockeysville Library, Essex Library, Logan Elementary School or Riverview Elementary School

Evening 6–9 p.m.

Monday and Wednesday: Sacred Heart School of Glyndon

Tuesday and Thursday: Colgate Elementary School, Lansdowne Middle School or Owings Mills Elementary School

- These classes are offered in-person.
- Class schedule varies depending on the location and the type of class.
- Classes start mid-September.

For more information, call 443-840-3456 or email esolfamilyliteracy@ccbcmd.edu.

* These classes are offered at no cost as they are supported by grant funding from Maryland Department of Labor.

FAMILY LITERACY ESOL CLASS LOCATIONS

Chadwick Elementary School
1918 Winder Road
Windsor Mill, MD 21244

Cockeysville Library
9833 Greenside Drive
Cockeysville, MD 21030

Colgate Elementary School
7735 Gough Street
Dundalk. MD 21224

Essex Library
1110 Eastern Blvd.
Essex, MD 21221

Holabird Middle School
1701 Delvale Avenue.
Dundalk, MD 21222

Lansdowne Middle School
2400 Lansdowne Road
Halethorpe, MD 21227

Logan Elementary School
7601 Dunmanway
Dundalk, MD 21222

Owings Mills Elementary School
10824 Reisterstown Road
Owings Mills, MD 21117

Riverview Elementary School
3298 Kesler Road
Halethorpe, MD 21227

Sacred Heart of Glyndon
63 Sacred Heart Lane
Glyndon, MD 21071

Rosedale Area TBA
SPECIAL PROGRAMS FOR INDIVIDUALS WITH DISABILITIES

The Center for Alternative and Supported Education (CASE) provides education and training to adults with disabilities through two programs: Single Step and ACCESS.

ACCESS

CASE contracts with DDA-certified and other agencies to provide classes onsite and on campus. These classes cover vocational skills, basic math and reading, personal expression (e.g., art, pottery, movement, sewing, drama and music) and a variety of living and coping skills (e.g. anger management, stress management, independent and community living, assertiveness training, health and wellness, cooking and nutrition, basic sign language, money management and decision making). For more information, visit cbcmd.edu/CASE or call 443-840-3262.

NEW COURSES

- Basic Computer Literacy
- Exploring Artists with Disabilities
- Real World Math Applications

FEATURED COURSES

- Foundations of Video Game Design/Video Game Animation
  6th grade reading comprehension level, computer literacy, proficiency in Google applications.
- Healthy Relationships and Social Skills
- Sustainable Art: Creativity, Conservation and Your Clean Community
- Your Life in Pictures: Developing Narrative Skills Through Photography

ACADEMIC SKILLS

- Reading (Intensive and Levels 1, 2, 3)
- Written Communication (Levels 1, 2, 3)
- Math (Levels 1, 1.5, 2, 3)

ARTS AND HUMANITIES

- Music and The History of Civilization
- Theater Techniques for Emotional Awareness and Self-Awareness

SELF-AWARENESS

- How Government Works: Participating as an Informed Citizen

INDEPENDENT LIVING SKILLS

- Building Skills for an Independent Life
- Your Money and Technology
- Physical Fitness for Wellness and Stress Management

CAREER AND VOCATIONAL PREPARATION PROGRAMS

CHILD CARE ASSISTANT

Learn basic skills for working with small children.
1 semester, 4th grade reading comprehension level.

OFFICE SKILLS

Learn general office skills and how to use basic technology.
1 semester, 6th grade reading comprehension level.

PROFESSIONAL ANIMAL WORKERS (PAWS)

Learn practical skills needed for entry level work in the field of animal care.
1 semester, 6th grade reading comprehension level, able to lift 50 lbs.

VETERINARY ASSISTANT

Prerequisite: Successful completion of Professional Animal Workers. Learn advanced skills for animal care.
1 semester, 8th grade reading comprehension level, 5th grade math level.

WAREHOUSE TECHNICIAN

Learn warehouse work and how to operate a forklift.
1 semester, 5th grade reading comprehension and math level, able to lift 50 lbs.

All vocational programs, except Veterinary Assistant, include a mandatory internship.

REFUND POLICY:

Students wishing to drop a course must either log into their SIMON account to drop the course or notify CCBC Continuing Education Registration Office at 443-840-2222 at least one business day prior to, and excluding, the start date of the course to receive a refund. (Monday—Friday, excluding holidays). Refunds are processed to the original payment method form.

SNAP helps provide a consistent means to purchase food.

CCBC’s partnership with the Department of Human Services provides a CCBC Benefit Eligibility Specialist to assist you with the following:

- filing your application
- completing the benefit review form
- processing your re-determination

Contact us today!

Still undecided?

Reasons to work with a Benefit Eligibility Specialist:

1. Food is the key to good health. Individuals with enough to eat perform better at home, work or school.

2. Applying for SNAP is discreet and private. Information is kept confidential.

For assistance contact:
443-840-4122 or SNAPbenefits@cbcmd.edu.
WAYS TO REGISTER

MAIL

Send registration form and payment to:

Student Center – Virtual Services
CCBC Catonsville, CLLB 030
800 S. Rolling Road
Baltimore, MD 21228-5317

Method of payment:
credit card, money order or check

TELEPHONE

Ready to register?

We take registrations by phone. Please have your credit card and expiration date ready. Only credit cards are accepted as payment.

Hours: Monday–Friday
8:30 a.m.–5 p.m.

Call: 443-840-2222

ONLINE

Looking for a class?

Check out all our Continuing Education class offerings.

Visit: ccbcmd.edu/quickreg.

To register for class:

If you have previously taken a class at CCBC, you can register online by following the directions at ccbcmd.edu/quickreg.

New students:

New to CCBC?
Create an account at ccbcmd.edu/quickreg.

For students outside Baltimore County, retirees/employees from CCBC or those over 60 years old, please call 443-840-2222 to ensure your discounts are applied.

Need additional information?
Call: 443-840-2222

IN-PERSON

Walk-in registrations are accepted.

Visit an Enrollment Service Center at:
CCBC Catonsville
CCBC Dundalk
CCBC Essex
CCBC Owings Mills

When registering, please bring a completed registration form and payment.

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

Registrations also accepted:
Monday–Friday: 8:30 a.m.–5 p.m.
CCBC Hunt Valley
Monday–Friday: 8:30 a.m.–4 p.m.
CCBC Owings Mills and
CCBC Randallstown

LOCATION KEY

MAIN CAMPUSES

CC  CCBC Catonsville
  800 South Rolling Road, 21228
DC  CCBC Dundalk
  7200 Sollers Point Road, 21222
EC  CCBC Essex
  7201 Rossville Boulevard, 21237

COLLEGE-EXTENSION CENTERS

HV  CCBC Hunt Valley
  11101 McCormick Road, 21031
OM  CCBC Owings Mills
  10300 Grand Central Avenue, 21117
RAC CCBC Randallstown
  3637 Offutt Road, 21133

OTHER LOCATIONS

HOS  Hospital

MFB  Maryland Food Bank
  Charles T. Bauer Community Kitchen
  2200 Halethorpe Farms Road, 21227

OSX  Off-site

TTC  CCBC Transportation Training Center at Tradepoint Atlantic
  2007 Reservoir Road, 21219

Zoom  Zoom class

ED2GO  ed2go.com/ccbconline

E2GC  Ed2go Careers

ONLINE  Online Course

LERN  Learning Resource Network

EGT  Earlbeck Gases and Technology
  8024 Pulaski Highway, 21237

CMR  Coppermine
  1726 Reisterstown Road, 21208

MME  Manor Mill Education Center
  2029 Monkton Road, 21111

PVS  Pine Valley Tennis and Swim Club
  4638 White Marsh Road, 21237

TEM
Choose from hundreds of degree programs that easily transfer to four-year schools or over 90 non-credit workforce certifications that help you build practical skills—in a fraction of the time.

Plus, with seven locations and over 70 fully online programs, CCBC easily fits your life.

SEE WHAT YOU CAN BE AT CCBC

Early College Access Programs
BCPS, private school and homeschool high school students can get a head start on college coursework through the Early College Access Program at CCBC.
ccbcmd.edu/earlycollege

Degrees to Succeed
Earn your associate degree at CCBC and be dually admitted to one of our eight partner schools. Two institutions supporting your journey to success.
ccbcmd.edu/degreestosucceed

Honors College
CCBC’s Honors College is set to enrich, elevate and enhance the academic experience.
ccbcmd.edu/honors

Workforce development and training
With over 90 programs to choose from, take your career to the next level.
ccbcmd.edu/work

Apply at ccbcmd.edu/apply.

ATTEND CCBC TUITION FREE!
ccbcmd.edu/freetuition

Cole, CCBC Honors Alum
COUNSELOR
MECHANIC
IT PERSON
HVAC TECHNICIAN
YOUR PARALEGAL WENT HERE.

LAUNCH your future at CCBC.

ENROLL NOW for Fall 2024

FALL CREDIT START DATES:
Aug. 26, Sept. 23 and Oct. 16

Continuing Education courses are offered on an ongoing basis.

CCBCMD.EDU/REGISTER

PLEASE RECYCLE.