CCBC Continuing Education
Schedule of Classes Fall 2021

For more information on programs, classes, registration and financial aid call 443-840-4700

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ACCOUNTING/BOOKKEEPING

CONTINUING EDUCATION

WORKFORCE TRAINING CERTIFICATE

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

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

PCA 832
Excel for Bookkeepers
Excel is essential to many bookkeeping functions. Learn to create basic financial statements, use merged cells, link spreadsheets, create pivot tables, and automate financial tasks. Textbook required.

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

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, basic high school algebra. Textbook required.

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

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

PCA 836
QuickBooks for Bookkeepers
Learn to use QuickBooks to perform a variety of bookkeeping procedures, including setting up accounts, paying bills, invoicing, and creating reports. Prerequisites: Accounting/Bookkeeping I and Accounting/Bookkeeping II. Textbook required.

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

FIN 054
Certified Bookkeeper Review Course
Prepare for the National Certified Bookkeeper Exam. This class will provide a comprehensive review for students preparing to sit for the certification exam, and will cover all topics included on the exam. Textbook required.

Total Cost: $549 (Tuition: $165 Fees: $394)

ACC 008
Advanced Tax Preparer Course
Enhance your understanding of complex income tax situations, eligible tax credits and deductions, and IRS filing requirements.

Total Cost: $299 (Tuition: $90 Fees: $209)
REQUIRED COURSES:
- MGT 850 The Role of the Administrative Professional
- PCA 872 Technology Skills for Today’s Workplace (see computer section for this class)
- MGT 851 Communication Skills for Workplace Success
- MGT 852 Planning & Advancing Your Career
- MGT 853 Core Skills for the Administrative Professional

MGT 850
The Role of the Administrative Professional
Have you ever considered a career as an administrative professional? If so, this introductory course will provide an overview of the various roles and responsibilities of administrative professionals and the interpersonal and technical skills necessary to be successful in the workplace. Students will also learn about the course format and topics to be covered throughout the 125-hour Administrative Professional program.

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

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MGT 851
Communication Skills for Workplace Success
Effective channels of communication help an organization run smoothly. Whether interacting with employees or customers, administrative professionals are representing the organization as well as themselves. Gain effective techniques for verbal and written communication correspondence such as telephone skills, business letters, and emails.

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

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MGT 852
Planning and Advancing Your Career
Research has shown employers value soft skills as much, if not more than technical skills. These interpersonal skills that influence how well a person can interact with others are necessary to succeed in a profession and can often make or break your career. Improve your interpersonal skills and be prepared to begin a career search with a well-designed resume and cover letter, along with strategies and techniques that can be used for effective interviews.

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

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MGT 853
Core Skills for the Administrative Professional
Get equipped with the core skills that are needed for today’s office administrative professional such as task and time management, document creation and file management, scheduling and travel planning and handling of day to day work relationships. Review the common technologies used in the modern workplace. At the completion of the course you can acquire the Professional Administrative Certification of Excellence (PACE) from the American Society of Administrative Professionals (ASAP).

Total Cost: $1,195 (Tuition: $358 Fees: $837)

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You may be eligible for Financial Aid!
Call 410-840-4700 to find out more!
LEADERSHIP & MANAGEMENT

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

ESSENTIAL SKILLS FOR LEADERS
Classes can be taken individually, but all 6 classes must be taken in order to receive certification. Not all classes are offered every semester.

REQUIRED COURSES:
- Ethics and Accountability
- Fostering Diversity and Sensitivity in the Workplace
- Emotional Intelligence
- Leading Multiple Generations
- Practical Project Management
- Strategic Communications

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: $139 (Tuition: $42 Fees: $97)
CRN# Day/Ses. Dates Time Location
71289 T(1) 9/14 9am-4pm HV

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: $139 (Tuition: $42 Fees: $97)
CRN# Day/Ses. Dates Time Location
71286 T(1) 9/28 9am-4pm HV

MGT 790
Emotional Intelligence
Expand your personal leadership skills and enhance your ability to develop and enhance effective and productive workplace relationships.

Total Cost: $139 (Tuition: $42 Fees: $97)
CRN# Day/Ses. Dates Time Location
71288 T(1) 10/12 9am-4pm HV

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

ADVANCED LEADERSHIP SKILLS
Classes can be taken individually, but all 7 classes must be taken in order to receive certification. Not all classes are offered every semester.

REQUIRED COURSES:
- Coaching for Enhanced Performance
- Empowerment: Inspiring Critical Thinking
- Leading High Performing Teams
- Managing Conflict
- Negotiation for Leaders
- Servant Leadership and Equitable Decision Making
- Succession Planning
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: $139 (Tuition: $42 Fees: $97)

MGT 844
Empowerment: Inspiring Critical Thinking
Learn to foster a work environment that encourages creative problem solving and improvement, creating a healthy workplace where employees can be empowered to work to improve the way things are done.
Total Cost: $139 (Tuition: $42 Fees: $97)

MGT 846
Leading High Performing Teams
Learn to effectively build and lead high performing teams, how your leadership style impacts team performance, and how to support collaboration within a department and with outside organizations.
Total Cost: $139 (Tuition: $42 Fees: $97)

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: $139 (Tuition: $42 Fees: $97)

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: $139 (Tuition: $42 Fees: $97)

MGT 848
Servant Leadership and Equitable Decision Making
Learn the basics of servant leadership and the differences between the traditional power model of leading and a servant-led model as it relates to equity and sustainability in decision making. Discover how servant leadership can lead to higher engagement, more trust, and stronger relationships with stakeholders leading to high-velocity decision making.
Total Cost: $139 (Tuition: $42 Fees: $97)

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: $139 (Tuition: $42 Fees: $97)

MGT 849
Leading High Performing Teams
Learn to effectively build and lead high performing teams, how your leadership style impacts team performance, and how to support collaboration within a department and with outside organizations.
Total Cost: $139 (Tuition: $42 Fees: $97)

MGT 290
Fundamentals of Supervision and Management
Designed to enable the student to learn to master the art of effective management or supervision. Topics to be covered include essential roles and responsibilities of a sales manager, leadership, motivational and team-building skills, techniques and strategies for communication, conflict resolution, and sales planning. For details, go to ed2go.com/ccbonline/.
Total Cost: $139 (Tuition: $20 Fees: $119)

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/ccbonline/.
Total Cost: $139 (Tuition: $20 Fees: $119)

MGT 457
Introduction to Business Analysis
Learn powerful techniques to improve your decision-making skills at work. For details, go to ed2go.com/ccbonline/.
Total Cost: $139 (Tuition: $20 Fees: $119)
### 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: $139 (Tuition: $42 Fees: $97)

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### MGT 620
**Financial Management for Not-for-Profit Organizations**
Develop skills needed to improve the effective management of organization finances. Includes terminology of accounting and finance, basic accounting principles, financial statements, financial analysis, and budgeting.

Total Cost: $139 (Tuition: $42 Fees: $97)

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### WRI 039
**Grant Writing**
Learn the essential elements of effective grant proposal writing. Topics include planning, researching, proposal writing and packaging, proposal submitting and post-submittal follow-up.

Total Cost: $139 (Tuition: $42 Fees: $97)

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### MGT 625
**Marketing and Fundraising for Non-Profit Organizations**
Gain the knowledge and skills needed to effectively promote and raise funds for a non-profit organization. Topics to be covered include defining target markets and strategic marketing, developing marketing objectives, applying the "4P's" of marketing to non-profits, and fundraising.

Total Cost: $139 (Tuition: $42 Fees: $97)

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### ADDITIONAL NON-PROFIT MANAGEMENT COURSES

#### 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: $139 (Tuition: $42 Fees: $97)

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#### MGT 807
**Selecting and Developing a Board of Directors**
Managers and staff of non-profit organizations can learn to develop 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: $139 (Tuition: $42 Fees: $97)

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### MGT 648
**Starting a Non-Profit**
An industry veteran shows you how to take a nonprofit business from vision to reality. For details, go to ed2go.com/ccbonline/.

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

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### PROJECT MANAGEMENT

#### CONTINUING EDUCATION
**WORKFORCE TRAINING CERTIFICATE**

#### PROJECT MANAGEMENT
**REQUIRED COURSES:**
- Project Management Series
- Microsoft Project (see computer section for this class)

#### MAN 927
**Project Management Course Series**
Six sessions provide thorough coverage of the emerging body of knowledge used by project management professionals to ensure work is completed on time, within budget and in conformance with specified requirements.

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

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### ADDITIONAL PROJECT MANAGEMENT COURSES

#### MAN 077
**PMP® Certification Exam Preparation**
Prepare for the Project Management Institute (PMI®) Project Management Professional (PMP®) certification exam. Topics include a review of key components of project management as identified in the PMBOK®, typical PMP® certification exam questions and format; and test-taking skills.

Total Cost: $499 (Tuition: $150 Fees: $349)

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#### MGT 597
**Project Management Applications**
Learn the tricks of the project management trade from an experienced project manager. For details, go to ed2go.com/ccbonline/.

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

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#### SBA 925
**Project Management Fundamentals**
Apply the fundamentals of project management by understanding the strategic and tactical roles of a project management practitioner. For details, go to ed2go.com/ccbonline/.

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

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MGT 350
Project Management Professional (PMP)® Prep I
Develop the skills and strategies required to prepare for Project Management Institute’s Project Management Professional (PMP)® certification exam. Master the first six chapters of A Guide to the Project Management Body of Knowledge (PMBOK® Guide), the most essential resource for the PMP certification exam. For details, go to ed2go.com/ccbonline/.
Total Cost: $175 (Tuition: $20 Fees: $155)

MGT 351
Project Management Professional (PMP)® Prep II
Continue to prepare to take the Project Management Institute’s (PMI®) Project Management Professional (PMP)® certification exam. Cover the relationships between inputs, tools and techniques, and outputs, earned value management, sensitivity analysis, and PMI’s code of professional responsibility. For details, go to ed2go.com/ccbonline/.
Total Cost: $175 (Tuition: $20 Fees: $155)

SALES AND MARKETING

MAR 125
eMarketing Essentials: Improving Email Promotions
Discover new ways to improve email promotions, and discover how to analyze response rates. Learn about what to email, what to email, testing email copy, and tracking and testing email promotion. Online class.
Total Cost: $195 (Tuition: $20 Fees: $175)

MAR 126
eMarketing Essentials: Boosting Your Website Traffic
Develop your skills in boosting web site traffic, including how to analyze visitor traffic, search engine optimization, and redesigning web copy. Online class.
Total Cost: $195 (Tuition: $20 Fees: $175)

MAR 127
eMarketing Essentials: Arranged Advertising
Use online advertising techniques to better market your organization. Pay-per-click advertising, Adword campaigns, and other social media marketing techniques are explored. Online class.
Total Cost: $195 (Tuition: $20 Fees: $175)

MAR 137
Video Marketing
Discover how to use simple online video to bond with your viewers, drive traffic to your website, boost business, and build brand awareness. Sight, sound, and motion are much more compelling than static words on a page! Online class.
Total Cost: $245 (Tuition: $40 Fees: $205)

PCP 339
YouTube for Business
Obtain the skills needed in using video as a marketing tool. Learn how to use features from a consumer perspective, creating a customized YouTube channel, the importance of having friends and subscribers and communicating with them, and more. Designed for those already familiar with Youtube. Online class.
Total Cost: $245 (Tuition: $74 Fees: $171)

SUPERVISION
CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE
ESSENTIAL SKILLS FOR THE SUPERVISOR
Classes can be taken individually, but all must be completed in order to receive the certificate. Not all classes offered every semester.

REQUIRED COURSES:
- The Role of the Supervisor
- Managing Conflict and Confrontation
- Communication Skills and Interpersonal Interaction
- Collaborative Outcomes: Teams and Teamwork
- Managing Multiple Priorities
- Performance Management: An Approach to Employee Development

MAN 058
The Role of the Supervisor
Learn fundamental management principles and practices, and build a repertoire of effective supervisory skills.
Total Cost: $139 (Tuition: $42 Fees: $97)

MAN 099
Communication Skills and Interpersonal Interaction
Explore the concept of personality type and its applications in improving the effectiveness of interpersonal interactions in the workplace.
Total Cost: $139 (Tuition: $42 Fees: $97)

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: $139 (Tuition: $42 Fees: $97)
**MGT 384**
Managing Multiple Priorities
Develop skillful approaches to managing the many different priorities encountered daily in the workplace.
Total Cost: $13 (Tuition: $42 Fees: $97)

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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 as means to improve individual productivity.
Total Cost: $139 (Tuition: $42 Fees: $97)

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**ENTREPRENEURSHIP & SMALL BUSINESS**

**CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE**

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

**REQUIRED COURSES:**
- How to Start and Manage Your Own Small Business
- Customize Your Business Plan
- The A, B, C’s of Small Business Funding
- Small Business Marketing Strategies

**GETTING STARTED**

**SBA 808**
How to Start and Manage Your Own Small Business
Examine management issues, discuss government resources, types of businesses, markets to explore, legalities and more.
Total Cost: $139 (Tuition: $42 Fees: $97)

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**ADDITIONAL SMALL BUSINESS COURSES**

**FIN 500**
Financial Principles for Small Business
Learn the types of business entities, tax planning, investments, debt, insurance, and succession planning.
Total Cost: $95 (Tuition: $29 Fees: $66)

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**MGT 866**
How to Pitch Your Business
Whether it be a customer, a potential partner, or an investor or lender, you need to be successful in presenting who you are and what you do. Learn to develop your perfect pitch as you balance the aspects involved: personal, emotional, and business.
Total Cost: $99 (Tuition: $30 Fees: $69)

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**SBA 959**
Introduction to Social Media for Small Business
Learn how to build the buzz as you learn to build your own online presence and create content to reach new and existing customers. The most popular social media platforms will be introduced.
Total Cost: $89 (Tuition: $27 Fees: $62)

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**SBA 972**
Legal Issues for Small Business
Includes basic legal definitions, protecting/licensing of intellectual property, business entity choices, employment practices, income reporting, and more. Designed to let you know when you need a lawyer, and is not meant to be a substitute for one.
Total Cost: $109 (Tuition: $33 Fees: $76)

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**MGT 772**
Negotiation Strategies for Success
We all negotiate on a daily basis 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: $99 (Tuition: $30 Fees: $69)

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**MGT 773**
Presentation Skills for Business Professionals
In business, almost every conversation is a presentation. Whether formal or informal, large meetings or small groups, being skilled at public speaking is an essential skill. Develop and enhance your public speaking and presentation skills and deliver your message with poise and power.
Total Cost: $99 (Tuition: $30 Fees: $69)

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

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MGT 865
Understanding Business Insurance [new]
Every business is different when it comes to insurance needs and requirements for coverage. Learn about the types of business insurance that are available and which ones make sense for your business.

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

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GROWING YOUR BUSINESS

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/ccbconline.

Total Cost: $119 (Tuition: $20 Fees: $99)

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SMALL BUSINESS CAREERS

FIN 322
Becoming a Grant Writing Consultant
Increase your income while working from home by starting a grant writing consulting business. For details, go to ed2go.com/ccbconline.

Total Cost: $119 (Tuition: $20 Fees: $99)

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MGT 849
Do You Have an Exit Strategy?
The Basics of Succession Planning
Whether you are a startup or have been in business more than 25 years, preparing an exit strategy for your business should come sooner rather than later. Learn common exit strategies and how to prepare for transition in order to continue the success of your business, prepare for the next chapter or plan for retirement.

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

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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/ccbconline.

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

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MAR 146
Using Social Media in Business
Learn how to use the five most popular social media platforms; Facebook, Twitter, LinkedIn, Pinterest, and Google+ to grow and promote your business. For details, go to ed2go.com/ccbconline.

Total Cost: $129 (Tuition: $20 Fees: $109)

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PCP 123
Learn to Buy and Sell on eBay
Learn from auction professionals, how to work from home or earn extra income by buying and selling goods online. For details, go to ed2go.com/ccbconline.

Total Cost: $119 (Tuition: $20 Fees: $99)

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SBA 439
Becoming a Notary: Learning the Rules and Regulations
Topics include a brief history, Maryland rules, practical advice, avoiding problems, new developments and performing competently as a notary.

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

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SBA 969
Start Your Own Gift Basket Business
Express your creativity in a fun and profitable way, by starting a home-based business as a gift basket designer. For details, go to ed2go.com/ccbconline.

Total Cost: $129 (Tuition: $20 Fees: $109)

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SBA 011
Start Your Own Online Business
Learn how to leverage the Internet to start your own online business and build a website to sell your traditional and digital products and services. For details, go to ed2go.com/ccbconline.

Total Cost: $129 (Tuition: $20 Fees: $109)

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SMB 001
Starting a Consulting Practice
Find out how you can earn income by sharing your training or knowledge with others. For details, go to ed2go.com/ccbconline.

Total Cost: $129 (Tuition: $20 Fees: $109)

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HOME INSPECTOR PRE-LICENSE
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 410-230-6163 or dllr.state.md.us. Textbook required.
Total Cost: $895 (Tuition: $269 Fees: $626)

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

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

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

Do you see opportunities to grow your business, but not sure where to start?
COMING UP NEXT OPEN HOUSE:
Thursday, September 9, 2021
5:30-6:30pm
Live via Zoom
Questions/RSVP:
Rod Bourn at (443) 840-9584 or rbourn@ccemd.edu
Participants receive:
- A highly practical course to develop skills for business growth
- Lessons that can immediately benefit your business
- A support network of Business Advisors and peers
- A scholarship that covers the full cost of tuition and materials
CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

REAL ESTATE SALESPERSON
Class attendance is mandatory. Student will be prepared to sit for the Maryland 60 hour Real Estate Salesperson exam.

REA 294
Real Estate Principles and Practices for Salepersons
Obtain the knowledge necessary to sell real estate in Maryland. Satisfies Maryland’s 60-hour educational requirement to obtain a real estate license. Attendance is mandatory. Must pass the final exam in order to sit for the state exam. Textbook required at first class; not included in the course price.

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

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CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

REAL ESTATE APPRAISER
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 2000 hours of appraisal work experience before sitting for the state licensing exam. The college does not arrange for the work experience or administer the licensing exam. For more information on licensing requirements, contact the MD Appraiser’s Commission at 410-230-6163, or dllr.state.md.us. Required courses include real property concepts, legal considerations, factors affecting property values and more. Calculator is required; attendance is mandatory. A final examination will be given. Textbook required at first class; not included in the course price.

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

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REAL ESTATE APPRAISER (CEUs)

REA 019
Real Estate: Appraisal Principles & Procedures
Prepare to meet the education requirements of the Maryland Real Estate Appraisers Commission for the Licensed Real Estate Appraiser classification. Topics include real property concepts, legal considerations, factors affecting property values and more. Calculator is required; attendance is mandatory. A final examination will be given. Textbook information given at first class.

Total Cost: $699 (Tuition: $210 Fees: $489)

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REA 020
Real Estate: Appraisal Practices & Analysis Part I
Explore residential markets and analysis, highest and best use, site valuation and the cost approach. Calculator is required; attendance is mandatory. A final examination will be given. Prerequisite: Real Estate: Appraisal Principles & Procedures (REA 019).

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

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REA 021
Real Estate: Appraisal Practices & Analysis Part II
Focus on the sales comparison and income capitalization approaches as they apply to residential properties and residential appraisal report writing. A Hewlett-Packard 12C financial calculator is required; attendance is mandatory. A final examination will be given. Prerequisite: Real Estate: Appraisal Principles & Procedures (REA 019); and Real Estate: Appraisal Practices & Analysis Part I (REA 020).

Total Cost: $499 (Tuition: $150 Fees: $349)

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REA 514
Eminent Domain Appraising
Improve your understanding of the theory and practice of eminent domain appraising. (7 hours CE)

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

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REA 008
Real Estate: 7-Hour National USPAP Update
Meet the educational requirements for real estate appraiser license renewal as required by the Maryland Real Estate Appraisers Commission. Approved by The Appraisal Foundation. Topics include an update of USPAP policies, legal issues, ethics and valuation techniques. Textbooks included in cost of the course; provided at class. (7 hours CE)

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

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REA 305
Residential Cost Approach
Learn a cost approach to the appraisal of residential properties. Topics to be covered include theory of cost approach, applications of cost approach, land valuation support, replacement cost estimates, and depreciation. (7 hours CE)

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

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Boost Your Career with IT Certifications

Whether your interest is in cybersecurity, networking, database management or programming, CCBC has a variety of IT certificate programs 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. Most classes can be taken either completely online or in a blended format (classroom instruction combined with online learning). See class dates and details on the following pages.

For more information, contact Danielle Bennett at 443-840-4925 or dbennett@ccbcmd.edu

### COMPUTERS & INFORMATION TECHNOLOGY OPTIONS AT A GLANCE

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<th>Mobile Development</th>
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<td>- A+ Certified PC Repair Technician</td>
<td>- Information Security Analyst (Security+)</td>
<td>- Mobile Application Developer Credit</td>
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<tr>
<td>- Preparation for A+ Certification</td>
<td>- Network Security Specialist (Certified Ethical Hacker)</td>
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<td>- Preparation for Cisco Certified Network Associate (CCNA)</td>
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<td>- Network Technology AA Degree</td>
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<tr>
<td>Microsoft</td>
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<tr>
<td>Continuing Education (non-credit)</td>
<td>Continuing Education (non-credit)</td>
<td></td>
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<tr>
<td>- Microsoft Office Specialist</td>
<td>- Computer Programmer</td>
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<td>Credit</td>
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</tr>
<tr>
<td>- Microsoft Certified Information Technology Professional Certificate (MCITP)</td>
<td></td>
<td>- Programming Certificate</td>
</tr>
</tbody>
</table>

**KEY**

- = multiple start dates
- = late start
- = semester start
- = online option

You may be eligible for Financial Aid!

Call 443-840-4700 to find out more!
IT CERTIFICATIONS & CYBERSECURITY

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

FOUNDATIONAL CERTIFICATIONS

CONTINUING EDUCATION

WORKFORCE TRAINING CERTIFICATE

A+ CERTIFIED PC REPAIR TECHNICIAN

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.

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

CRN# Day/Ses. Dates Time Location
72075 Arranged 8/30-10/17 Arranged Online
72057 T/R(14) 8/31-10/14 11:10am-2:35pm Online
72058 T/R(14) 8/31-10/14 5:45-9:15pm Online

A+ CERTIFIED PC REPAIR TECHNICIAN Module 2

Credit course# DCOM235. Prerequisite: A+ Certification PC Technician Module 1.

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

CRN# Day/Ses. Dates Time Location
72077 Arranged 10/20-12/12 Arranged Online

GOOGLE IT SUPPORT PROFESSIONAL

Learn in-demand IT skills and prepare for an entry-level job in IT support.

No experience necessary.

For more information, contact Steve Ricketts at 443-840-4442 or ricketts@ccbc.edu.

NEW!

Earn a Certificate in BUILDING AUTOMATION SYSTEMS

High-demand and high-tech field with computer skills and commercial HVAC knowledge

See information under Building & Industrial Technology section

CONTINUING EDUCATION

WORKFORCE TRAINING CERTIFICATE

PCO 283

Google IT Support Professional (new)

Prepare for a role as an entry-level IT Support Specialist. Learn the fundamentals of IT support that are critical for success in the workplace — like troubleshooting, customer service, networking, operating systems, system administration, and security.

Total Cost: $1,339 (Tuition: $402 Fees: $937)

CRN# Day/Ses. Dates Time Location
72138 Arranged 8/30-10/19 Arranged Online

COMPUTER NETWORKING CERTIFICATIONS

CONTINUING EDUCATION

WORKFORCE TRAINING CERTIFICATE

CISCO CERTIFIED NETWORK ASSOCIATE

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.

PCO 270

Cisco I Introduction to Networks

Credit course# DCOM217. Prerequisite: Networking and Data Communications.

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

CRN# Day/Ses. Dates Time Location
72081 Arranged 8/30-10/19 Arranged Online
72108 M/W(14) 10/20-12/8 11:10am-2:35pm EC-blended
72470 M/W(17) 10/20-12/8 5:45-9:30pm OM-blended
72084 Arranged 10/20-12/12 Arranged Online
72474 T/R(14) 10/21-12/9 9:35am-12:20pm CC-blended
72061 T/R(14) 10/21-12/9 5:45-9:30pm Online

PCO 271

Cisco II: Switching, Routing, and Wireless Essentials

Credit course# DCOM218. Prerequisite: Cisco I: Introduction to Networks.

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

CRN# Day/Ses. Dates Time Location
72086 Arranged 8/30-10/17 Arranged Online
72465 T/R(7) 9/2-10/14 11:10am-2:05pm EC-blended

GOOGLE IT SUPPORT PROFESSIONAL

PCO 219

Prepare for a role as an entry-level IT Support Specialist. Learn the fundamentals of IT support that are critical for success in the workplace — like troubleshooting, customer service, networking, operating systems, system administration, and security.

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

CRN# Day/Ses. Dates Time Location
72113 Arranged 10/20-12/12 Arranged Online
72475 R(7) 10/21-12/9 11:10am-2:55pm EC-blended
72477 M(7) 10/25-12/6 1:25-5:10pm CC-blended

CONTINUING EDUCATION

WORKFORCE TRAINING CERTIFICATE

COMPTIA® CLOUD+ CERTIFICATION TRAINING

PCO 800

CompTIA® Cloud+ Certification Training (new)

Learn everything you need to pass the CompTIA® Cloud+ certification exam and pursue a career in cloud computing, starting with the basics of cloud service environments. This course covers key concepts and skills, including virtualization, infrastructure, troubleshooting, resource management, security, systems management, and business continuity. Prerequisite: Network+ certification or coursework.

Total Cost: $1,495 (Tuition: $50 Fees: $1,445)

CRN# Day/Ses. Dates Time Location
71773 Online 10/11-12/12 Arranged 2G6C

LINUX – LPIC-1 CERTIFICATION

PCO 623

Linux Fundamentals

Prepare for the LPIC-1 junior level certification for Linux administrators. Learn the fundamental concepts of Linux Operating Systems. Credit course# DCOM142. Prerequisite: Networking and Data Communications.

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

CRN# Day/Ses. Dates Time Location
72305 M(15) 8/30-12/13 9-11:55am CC-blended
72071 Arranged 8/30-12/19 Arranged Online
72055 T/R(13) 8/31-12/16 9:35-10:55am Online
72054 T(16) 8/31-12/14 5:45-8:25pm Online
72306 R(15) 9/2-12/16 11:10am-1:50pm OM
72056 R(15) 9/2-12/16 5:45-8:40pm Online
72468 M/W(8) 9/27-10/20 5:45-8:20pm EC-blended
72072 Arranged 9/27-12/19 Arranged Online

PCO 272

Cisco III: Enterprise Networking, Security, and Automation

Credit course# DCOM219. Prerequisite: Cisco II: Switching, Routing, and Wireless Essentials.

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

CRN# Day/Ses. Dates Time Location
72113 Arranged 10/20-12/12 Arranged Online
72475 R(7) 10/21-12/9 11:10am-2:55pm EC-blended
72477 M(7) 10/25-12/6 1:25-5:10pm CC-blended
### Linux+ Certification

**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# DCOM224. Prerequisite: Linux Fundamentals

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</table>

### Continuing Education

**Workforce Training Certificate**

**Continuing Education**

**VMware Systems Administrator**

**PCA 614**
VMware Virtualization and Cloud Computing Certification
Prepare for the VMware VCA and VCP certification exams. Learn to install, configure, manage, maintain, and troubleshoot a virtual network infrastructure/cloud platform using VMware vSphere. Credit course# DCOM263. Prerequisite: Network and Data Communications.

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

<table>
<thead>
<tr>
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</table>

**Microsoft Windows Certifications**

**PCA 611**
Windows Server Network Infrastructure
Prepare for the MCTS and MCITP certification exams. Learn to implement and configure a secure network infrastructure that ensures reliable network connectivity. Credit course# DCOM203. Prerequisite: Windows Server.

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

<table>
<thead>
<tr>
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</table>

**Cybersecurity Certifications**

**Certified Information Systems Security Professional (CISSP)**
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 & 2 at the same time.

Total Cost: $1,300 (Tuition: $25 Fees: $1,275)

<table>
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</tbody>
</table>

### VMware Systems Administrator

**VMware Virtualization and Cloud Computing Certification**

**PCA 614**
VMware Virtualization and Cloud Computing Certification
Prepare for the VMware VCA and VCP certification exams. Learn to install, configure, manage, maintain, and troubleshoot a virtual network infrastructure/cloud platform using VMware vSphere. Credit course# DCOM263. Prerequisite: Network and Data Communications.

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

<table>
<thead>
<tr>
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**Microsoft Windows Certifications**

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

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**Certified Information Systems Security Professional (CISSP) - Module 2**
Total Cost: $1,299 (Tuition: $25 Fees: $1,274)

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</table>

**Cybersecurity Certifications**

**Continuing Education**

**Workforce Training Certificate**

**Certified Information Systems Security Professional (CISSP)**
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 & 2 at the same time.

Total Cost: $1,300 (Tuition: $25 Fees: $1,275)

<table>
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</table>

**Certified Information Systems Security Professional (CISSP) - Module 1**
Total Cost: $1,300 (Tuition: $25 Fees: $1,275)

<table>
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</table>
PCP 278
Systems Security Certified Practitioner (SSCP)
Prepare for the Systems Security Certified Practitioner (SSCP) certification exam and a career as a network or security administrator. Learn about access controls and security operations, monitoring and incident recovery, cryptography and network security, and systems and application security.
Total Cost: $1,595 (Tuition: $50 Fees: $1,545)

ADDITIONAL IT & CYBERSECURITY COURSES

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# DCOM212. Prerequisite: Identification to Firewalls.
Total Cost: $569 (Tuition: $171 Fees: $398)

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# DCOM150. Prerequisite: Networking and use as evidence in civil, criminal or administrative cases.
Total Cost: $1,595 (Tuition: $50 Fees: $1,545)

PCP 445
Introduction to Firewalls
Hands-on introductory experience presented to evaluate, implement, and administer network-based firewalls. Credit course# DCOM211. Prerequisite: Cisco II: Switching, Routing, and Wireless Essentials.
Total Cost: $569 (Tuition: $171 Fees: $398)

You may be eligible for Financial Aid! Call 443-840-4700 to find out more!
### DATABASE MANAGEMENT ED2GO

**ONLINE COURSES**

Online courses offered in partnership with Ed2go. For details, go to: ed2go.com/ccbconline.

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

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<td>71696</td>
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<td>Introduction to Crystal Reports</td>
<td>9/15-11/5</td>
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### CONTINUING EDUCATION

**WORKFORCE TRAINING CERTIFICATE**

### JAVA PROGRAMMER

**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. **Online class.**

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

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**PCA 896**

Python Programming

Gain a complete understanding of the key concepts, edge cases, and how to use Python for real-world application development. After completion of this course, you will have the skills required to work with an existing application or start your own project.

Total Cost: $799 (Tuition: $240 Fees: $559)

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### COMPUTER PROGRAMMING ED2GO

**ONLINE COURSES**

Online courses offered in partnership with Ed2go. For details, go to: ed2go.com/ccbconline.

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

<table>
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<tr>
<td>71711</td>
<td>71676</td>
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<td>71713</td>
<td>71678</td>
<td>Intermediate Java Programming</td>
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<td>71722</td>
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</tr>
</tbody>
</table>

### WEB DEVELOPMENT

**CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE**

### PYTHON DEVELOPER

This program is aimed at those new to the Python programming language who may or may not have experience with other programming languages. You will learn all about Python programming in this comprehensive program that covers introductory through comprehensive learning to be an expert learner. **Online class.**

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

<table>
<thead>
<tr>
<th>CRN#</th>
<th>Day/Ses.</th>
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</table>

### PYTHON DEVELOPER

**PCA 997**

Python Developer – Module 1

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

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### PYTHON DEVELOPER

**PCA 998**

Python Developer – Module 2

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

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</table>

### JavaScript Developer

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.**

Total Cost: $1,000 (Tuition: $25 Fees: $975)

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**PCA 984**

JavaScript Developer Module 1

Total Cost: $1,025 (Tuition: $25 Fees: $1,000)

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</table>

### JavaScript Developer Module 2
WEB DEVELOPMENT ED2GO ONLINE COURSES

Online courses offered in partnership with Ed2go. For details, go to: ed2go.com/ccbconline.

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

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<tr>
<td>PCA 567</td>
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<td>11/17-1/7</td>
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<td>71654</td>
<td>In troduction to CSS3 and HTML5</td>
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<td>PCP 748</td>
<td>71669</td>
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<td>9/15-11/5</td>
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<td>PCP 748</td>
<td>71703</td>
<td>Introduction to JavaScript</td>
<td>11/17-1/7</td>
</tr>
</tbody>
</table>

BROADEN YOUR HORIZONS

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-Ing at 443-840-1612 or pcheunging@ccbcmd.edu

PCA 732
Windows 10 Introduction
Learn to manage apps, use the web with Windows 10, plus manage and personalize Windows 10.

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

<table>
<thead>
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<td>72444</td>
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</table>

MICROSOFT OFFICE

MICROSOFT OFFICE

PCA 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 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: $695 (Tuition: $208 Fees: $487)

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BASIC COMPUTERS ED2GO ONLINE COURSES
Arranged courses offered in partnership with Ed2go. For details, go to: ed2go.com/ccbconline.

Total Cost: $129 (Tuition: $20 Fees: $109)

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<td>Keyboarding</td>
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Total Cost: $139 (Tuition: $20 Fees: $119)

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<td>11/15-1/17</td>
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<td>PCP 044</td>
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<td>Introduction to Windows 10</td>
<td>9/15-11/5</td>
</tr>
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</table>

MICROSOFT OFFICE

MICROSOFT OFFICE

PCA 867
ADA Compliance for Microsoft Office
Recognize the importance of ADA Compliance in electronic documents, sites, or internet documents. Learn to convert the current existing documents into ADA compliant formats using the Microsoft Office Accessibility Checker and all the available tools to format text, tables, images, shapes and other objects in Word, PowerPoint, and Excel.

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

<table>
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<th>Day/Ses.</th>
<th>Dates</th>
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PCA 741
Access 2016 Complete
Learn basic through advanced functions in this combination of the Access 2016 Introduction and Advanced courses. Designed for business professionals. Recommended: Windows Introduction or equivalent knowledge.

Total Cost: $455 (Tuition: $137 Fees: $318)

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<tbody>
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</table>

PCP 734
Excel 2016 Introduction
Learn to navigate the Excel environment, perform calculations, modify worksheets, format worksheets, print, and manage workbooks. Recommended: Windows Intro or equivalent knowledge.

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

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<tr>
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<th>Day/Ses.</th>
<th>Dates</th>
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PCP 735
Excel 2016 Intermediate
Learn to work with tables, PivotTables, PivotCharts, advanced chart options; add conditional and custom formats; manage workbooks; name ranges; and collaborate with others. Prerequisite: Excel 2016 Introduction or equivalent knowledge.

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

<table>
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<th>CRN#</th>
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PCP 736
Excel 2016 Advanced
Learn advanced features such as logical and lookup functions; auditing and error trapping; date, time, and text functions; importing and exporting data; what-if analysis; the Analysis Toolpak; macros; and forms. Prerequisite: Excel 2016 Intermediate or equivalent knowledge.

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

<table>
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**PCP 767**

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

Total Cost: $455 (Tuition: $137 Fees: $318)

<table>
<thead>
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<th>Dates</th>
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**PCA 805**

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

Total Cost: $595 (Tuition: $179 Fees: $416)

<table>
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<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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<td>Online</td>
<td>12/13-2/7</td>
<td>Arranged</td>
<td>E2GC</td>
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</table>

**PCO 259**

**Excel Introduction 2019**
Gain the skills needed to start being productive with Microsoft Excel 2019. Learn how to create, save, share, and print worksheets that contain various kinds of calculations and formatting. Recommended: Windows Intro or equivalent knowledge.

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

<table>
<thead>
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<th>Day/Ses.</th>
<th>Dates</th>
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**PCO 262**

**Excel Intermediate 2019**
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: Excel 2019 Introduction or equivalent knowledge.

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

<table>
<thead>
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**PCO 263**

**Excel Advanced 2019**
Learn to perform real-world tasks such as handling and getting information from large amounts of data from sources inside out and outside of Excel, creating output that varies according to conditions, manipulating dates and text, and automating repetitive tasks. Prerequisite: Excel 2019 Intermediate or equivalent knowledge.

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

<table>
<thead>
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<th>CRN#</th>
<th>Day/Ses.</th>
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<th>Location</th>
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**PCO 266**

**Excel 2019 Complete**

Total Cost: $455 (Tuition: $137 Fees: $318)

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<th>Dates</th>
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<td>CC</td>
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</tbody>
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**Get credit for what you already know!**

Students may earn up to 75% of the credits required for a program of study through Prior Learning Assessment.

Credits may be earned through:
- Departmental exam
- Portfolio review
- Formal testing such as CLEP, DSST, IB, AP
- Military transcript/ACE
- Industry certification, licensure or apprenticeship

Learn more about Prior Learning Assessment (PLA): [www.ccbc.edu/priorlearning](http://www.ccbc.edu/priorlearning)
PC A 877
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 Intro or equivalent knowledge.
Total Cost: $169 (Tuition: $51 Fees: $118)

PC A 875
Microsoft Excel 2019 Certification 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 2019. Certified individuals will establish their ability to demonstrate the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating charts, applying formulas and functions, creating tables, applying formulas and functions, creating and running quickly working with messages, calendars, contacts, and tasks. You then move on to learning how to manage accounts and the inbox and then on to the more advanced features of Outlook, such as working with notes, using signatures and themes, and learning about some of the new features in the 2019 version.
Total Cost: $595 (Tuition: $179 Fees: $416)

PC P 768
Microsoft Office 2016 Introduction
Learn the basics of MS Office 2016 Word, Excel, PowerPoint, and Access by doing hands-on projects. Create and edit Word documents, produce an Excel spreadsheet with basic formulas and functions, create a PowerPoint presentation, and develop an Access database. Recommended: Windows Intro or equivalent knowledge.
Total Cost: $465 (Tuition: $140 Fees: $325)

PC P 876
Microsoft Office 2019 Certification Training
Prepare for the Microsoft Office Specialist 2019 Certification exam. Learn new features in 2019 Outlook as well as best practices for working with ribbon, tabs, groups, commands and explore the backstage view. You will learn how to set up and work with multiple accounts, messages, manage your inbox including filtering, creating search folders, and archiving.
Total Cost: $595 (Tuition: $179 Fees: $416)

PCO 279
PowerPoint 2019 Intro
Gain a foundational understanding of PowerPoint 2019 to create and develop engaging multimedia presentations. Also, learn how to develop a PowerPoint presentation that includes text, graphics, objects, tables, and charts, create and format SmartArt, 3D Models, apply transition and print a presentation. Recommended: Windows Intro or equivalent knowledge.
Total Cost: $169 (Tuition: $51 Fees: $118)

PCO 280
PowerPoint 2019 Advanced
Learn to use advanced formatting features, animation, and transition techniques, how to add and format media, track corrections and work with multiple presentations. Create custom slide shows and work with security and sharing options. Prerequisite: PowerPoint Intro or equivalent knowledge.
Total Cost: $169 (Tuition: $51 Fees: $118)

PCO 281
PowerPoint 2019 Complete
This course is a combination of the PowerPoint 2019 Introduction, Intermediate, and Advanced courses. Recommended: Windows Intro or equivalent knowledge.
Total Cost: $305 (Tuition: $92 Fees: $213)

PCO 284
Word 2016 Introduction
Learn to create and edit simple documents; format documents; add tables and lists, design elements, layout options; and proof documents. Recommended: Windows Intro or equivalent knowledge.
Total Cost: $169 (Tuition: $51 Fees: $118)
PCP 741  
**Word 2016 Intermediate**  
Learn to customize documents using tables, charts, styles, themes, and Quick Parts and automate tasks using templates and mail merge. Prerequisite: Word 2016 Intro or equivalent knowledge.  
Total Cost: $169 (Tuition: $51 Fees: $118)  
CRN#  Day/Ses.  Dates  Time  Location  
72413  T/R(3)  9/23-30  6-8:30pm  OM  

PCP 742  
**Word 2016 Advanced**  
Learn to manipulate images, collaborate and track revision, use cross-referencing and linking, secure a document, use forms, and create macros. Prerequisite: Word 2016 Intermediate or equivalent knowledge.  
Total Cost: $169 (Tuition: $51 Fees: $118)  
CRN#  Day/Ses.  Dates  Time  Location  
72416  T/R(3)  10/5-12  6-8:30pm  OM  

PCO 268  
**Word 2019 Introduction**  
Learn the basic concepts and skills to start being productive with Microsoft Word 2019 Introduction including how to create, format, and set up a document, and how to add graphics and tables. Recommended: Windows Intro or equivalent knowledge.  
Total Cost: $169 (Tuition: $51 Fees: $118)  
CRN#  Day/Ses.  Dates  Time  Location  
72330  M/W(3)  9/20-27  6-8:30pm  EC  

PCO 267  
**Word 2019 Intermediate**  
Learn more advanced features such as formats, styles, templates to create professional documents. Learn to use tables, charts, themes to add visual interest to your documents and use mail merge. Prerequisite: Word 2019 Introduction or equivalent knowledge.  
Total Cost: $169 (Tuition: $51 Fees: $118)  
CRN#  Day/Ses.  Dates  Time  Location  
72319  M/W(3)  10/18-25  6-8:30pm  EC  

PCO 282  
**Word 2019 Advanced**  
Learn advanced formatting features, document management, references, data fields and sources, macros, and forms. Prerequisite: Word 2019 Intermediate or equivalent knowledge.  
Total Cost: $169 (Tuition: $51 Fees: $118)  
CRN#  Day/Ses.  Dates  Time  Location  
72332  M/W(3)  11/1-8  6-8:30pm  EC  

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 Intro or equivalent knowledge.  
Total Cost: $169 (Tuition: $51 Fees: $118)  
CRN#  Day/Ses.  Dates  Time  Location  
72315  M/W(3)  10/4-11  6-8:30pm  OM  

PCO 801  
**Microsoft Word 2016 Certification Training**  
Prepare for the Microsoft Office Specialist (MOS) Word 2016 and Word Expert 2016 certification exams. The MOS credential is a globally recognized standard that validates skills with the 2016 Microsoft Office system. Certified individuals will establish their ability to perform a number of Word tasks, such as creating and managing documents, formatting text, paragraphs and sections, creating tables and lists, applying references, and inserting and formatting objects.  
Total Cost: $595 (Tuition: $179 Fees: $416)  
CRN#  Day/Ses.  Dates  Time  Location  
72344  Online  11/8-1/10  Arranged  E2GC  

PCA 877  
**Microsoft Word 2019 Certification Training**  
Prepare for the Microsoft Office Specialist (MOS) Word 2019 and Word Expert 2019 certification exams. Proficiency in Microsoft Word is the one of the most requested workplace skills. Earning this credential will set you apart from the casual Word user. Learn about documents, drawing tools, tables, tracking changes, mail merge and more.  
Total Cost: $595 (Tuition: $179 Fees: $416)  
CRN#  Day/Ses.  Dates  Time  Location  
72337  Online  10/11-12/6  Arranged  E2GC  

MICROSOFT OFFICE ED2GO ONLINE COURSES  
Arranged courses offered in partnership with ed2go. For details, go to: ed2go.com/ccbonline.  
Total Cost: $139 (Tuition: $20 Fees: $119)  
Course#  CRN#  Course Title  Dates  
PCP 957  72391  Introduction to Microsoft Outlook  9/15-11/7  
PCP 957  72405  Introduction to Microsoft Outlook  10/13-12/23  
PCP 793  72419  Microsoft Excel – Pivot Tables  10/13-12/23  
PCP 793  72420  Microsoft Excel – Pivot Tables  12/15-2/4  

Total Cost: $155 (Tuition: $20 Fees: $135)  
Course#  CRN#  Course Title  Dates  
PCP 783  72387  Introduction to Microsoft Access  9/15-11/7  
PCA 826  72388  Introduction to Microsoft Access  9/15-11/5  
PCA 826  72402  Introduction to Microsoft Access  11/17-1/7  
PCP 787  72368  Intermediate Microsoft Access  10/13-12/3  
PCA 827  72370  Intermediate Microsoft Access  12/15-2/4  
PCP 760  72389  Introduction to Microsoft Excel  9/15-11/5  
PCP 760  72403  Introduction to Microsoft Excel  10/13-12/3  
PCA 822  72390  Introduction to Microsoft Excel  9/15-11/5  
PCA 822  72404  Introduction to Microsoft Excel  11/17-1/7  
PCP 785  72371  Intermediate Microsoft Excel  10/13-12/3  
PCA 823  72373  Intermediate Microsoft Excel  11/17-1/7  
PCP 789  72361  Advanced Microsoft Excel  11/17-1/7  
PCA 824  72364  Advanced Microsoft Excel  12/15-2/4  
PCP 795  72392  Introduction to Microsoft PowerPoint  9/15-11/5  
PCP 795  72393  Introduction to Microsoft PowerPoint  10/13-12/3  
PCP 795  72406  Introduction to Microsoft PowerPoint  11/17-1/7  
PCP 759  72396  Introduction to Microsoft Word  9/15-11/5  
PCP 759  72410  Introduction to Microsoft Word  10/13-12/3  
PCA 820  72397  Introduction to Microsoft Word  10/13-12/3  
PCP 786  72375  Intermediate Microsoft Word  10/13-12/3  
PCA 821  72376  Intermediate Microsoft Word  11/17-1/7  
PCA 685  72422  Understanding Cloud Computing  9/15-11/5  

BUSINESS SOLUTIONS  
PCP 754  
**Microsoft Project 2016**  
Learn how to create a project plan during the planning phase of a project and then update during the execution, monitoring, and controlling phases. Prerequisites: Windows Intro or equivalent knowledge and an understanding of project management concepts.  
Total Cost: $399 (Tuition: $120 Fees: $279)  
CRN#  Day/Ses.  Dates  Time  Location  
72486  S(1)  9/18-25  8:30am-4:30pm  HV  
72487  S(2)  11/13-20  8:30am-4:30pm  HV  

PCO 283
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 Team application in the Office 365 suite to master the tools you need in order to take control of your ability to communicate across a broad menu of options. Learn how to use Microsoft team to collaborate with your colleague using email, online meetings and sharing files. Recommended: Windows Intro or equivalent knowledge.

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

BUSINESS SOLUTIONS ED2GO ONLINE COURSES

Arranged courses offered in partnership with ed2go. For details, go to: ed2go.com/ccbconline.

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

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: $254 (Tuition: $122 Fees: $132)

PCA 676
Illustrator CC Advanced
Learn to draw complex illustrations and enhance them by using various painting options. Also use painting tools, manage colors, format type, work with effects, prepare artwork for commercial printing, and prepare graphics for the web. Prerequisite: Illustrator CC Intro or equivalent knowledge.

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

DESKTOP PUBLISHING & GRAPHICS

DESKTOP PUBLISHING & GRAPHICS ED2GO ONLINE COURSES

Arranged courses offered in partnership with ed2go. For details, go to: ed2go.com/ccbconline.

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

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

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

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

PRIVATE INVESTIGATOR
CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE
PRIVATE INVESTIGATOR

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

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

SPP 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.

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

SPP 261
Criminal Law
It is important to understand criminal law when working as a private investigator. Study criminal law as it is applied at local, state, and federal levels, examine elements of crimes as prosecuted in a court of law, and learn the sources and types of criminal law.

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

SPP 262
Criminal Justice Internship
Integrate your skills, apply your knowledge, and gain valuable experience working in the field of criminal justice. Assess and evaluate the role of the agency within the criminal justice system, and its impact on the community.

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

SPECIAL POLICE OFFICER TRAINING
CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE
SPECIAL POLICE OFFICER (SPO)

SPP 288
Special Police Officer Initial Training
Explore training objectives as approved by the Secretary of the Maryland State Police leading to a Special Police Officer Commission. Learn the SPOs 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. 80 hours of instruction.

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

SPP 310
Courtroom Prep and Testimony (CEUs)
Special Police Officers will get a review on the courtroom process and how to prepare for courtroom testimony. This class has been approved for SPO in-service training hours and meets SPO objectives. (4 hours CEUs)

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

SPP 311
Ethical Practices for Law Enforcement (CEUs)
This in-service training class for Special Police Officers will review the elements and role of ethics within their organization and as leaders. Class provides two hours of in-service training for SPOs. (2 hours CEUs)

Total Cost: $59 (Tuition: $18 Fees: $41)
Negotiator Skills for Patrol (CEUs) new
Learn communication techniques law enforcement negotiators use to de-escalate conflict and minimize the need for use of force. Examine active listening techniques, phrases that damage, how to use time to your advantage to develop positive outcomes, the behavior change stairway and how to use it to build influence and transition people from emotional to logical reasoning. This course provides four hours of in-service training for Special Police Officers for commission renewal. (4 hours CEUs)

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

<table>
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<td>9/10</td>
<td>8am-12pm</td>
<td>DC</td>
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</table>

SSP 312
SP 0 12 Hour In-service Training (CEUs) new
This in-service training class for Special Police Officers will review key elements relating to crime prevention and patrol techniques, criminal matters, and arrest, search, and seizure that are critical in day to day operations. Class provides 12 hours of in-service training needed for commission renewal. (12 hours CEUs)

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

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HEALTH & HUMAN SERVICES

PREREQUISITES FOR HEALTH AND HUMAN SERVICES

The Health and Human Services area offers a variety of training programs listed in the Options at a Glance below that range in length from 3-15 months.

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

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

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<table>
<thead>
<tr>
<th>DENTAL ASSISTING</th>
<th>MEDICAL BILLING AND MEDICAL CODING</th>
<th>NURSING/PATIENT CARE</th>
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<td>Continuing Education (non-credit)</td>
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<td>Medical Billing</td>
<td>Accelerated Alternative Delivery- Surgical Technology</td>
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<td>Dental Assisting Maryland General Expanded Functions</td>
<td>Medical Coding</td>
<td>Central Service Technician</td>
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<td>Dental and Oral Radiography</td>
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<td>Delegating Nurse</td>
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<tr>
<td>Radiation Safety Update</td>
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<td>Medical Assistant</td>
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<tr>
<td><strong>FITNESS AND WELLNESS</strong></td>
<td><strong>MEDICAL OFFICE ADMINISTRATION AND TECHNOLOGY</strong></td>
<td><strong>PHARMACY TECHNOLOGY</strong></td>
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<td>Continuing Education (non-credit)</td>
<td>Continuing Education (non-credit)</td>
<td>Continuing Education (non-credit)</td>
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<tr>
<td>Physical Therapy TechAide</td>
<td>Certified Associate in Health Care Information and Management Systems (Health IT)</td>
<td>Pharmacy Technician</td>
</tr>
<tr>
<td>Yoga Teacher</td>
<td>Health Unit Coordinator</td>
<td><strong>POLYSOMNOGRAPHIC (SLEEP) TECHNOLOGIST</strong></td>
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<td><strong>HUMAN SERVICES</strong></td>
<td><strong>Medical Front Office</strong></td>
<td>Continuing Education (non-credit)</td>
</tr>
<tr>
<td>Continuing Education (non-credit)</td>
<td></td>
<td>Polysomnographic (Sleep) Technologist</td>
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<tr>
<td>Child Care Provider</td>
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<td><strong>VETERINARY ASSISTANT</strong></td>
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<td>Mental Health First Aid</td>
<td>Medical Front Office</td>
<td>Continuing Education (non-credit)</td>
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<td>Practical Nursing</td>
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<td>Behavioral Health Counseling Trainee</td>
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<tr>
<td>Elder Care</td>
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<tr>
<td>Human Services Generalist</td>
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</tr>
</tbody>
</table>

KEY: ➤ = multiple start dates  ➢ = late start  ➢ = semester start  ➤ = online option

All courses are subject to date changes and/or shifts to online instruction based on COVID-19 related developments. Please email: CEHealth@ccbcmd.edu for more up-to-date information.
AHE 672
Anatomy & Physiology for Health Care Workers-Online
Online version of Anatomy and Physiology for Health Occupations. Textbook required for first class.
Total Cost: $329 (Tuition: $99 Fees: $230)

<table>
<thead>
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</table>

AHE 519
Anatomy & Physiology for Health Occupations
Obtain a basic overview of the structure and function of the human body and its systems, including an introduction to common diseases. Be successful in this course, you need to have successfully completed at least half of Medical Terminology for Health Occupations (AHE534). Textbook required for first class.
Total Cost: $329 (Tuition: $99 Fees: $230)

<table>
<thead>
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<td>9/27-11/29</td>
<td>10am-1:15pm</td>
<td>HV</td>
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</tbody>
</table>

AHL 217
Basic Math Skills for Health Care Workers - Online
Review the math skills directly related to math used in allied health courses and in the health care field and includes review of basic properties of math, fractions and decimals, converting fractions to decimals and vice versa, ratios, rates, proportions and percentages, and using the metric system for measurements. Learn how to setup basic algebraic equations to solve health care problems (e.g. medication dosages).
Total Cost: $145 (Tuition: $44 Fees: $101)

<table>
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WOS 064
Basic Math Skills for the Health Care Worker
Review math skills used in the health care field including addition, subtraction, multiplication, and division and conversions of fractions and decimals; the metric system for measurements and how to setup basic algebraic equations to solve health care problems (e.g., dosages). Textbook is provided in Blackboard.
Total Cost: $145 (Tuition: $44 Fees: $101)

<table>
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AHE 805
CPR for Health Care Providers
This American Heart Association course is designed for health care professionals. Topics include critical concepts of high-quality CPR, 1- and 2-rescuer CPR/AED for adult/child/infant, bag-mask techniques/rescue breathing/relief of choking for adult, child and infant.
Total Cost: $109 (Tuition: $33 Fees: $76)

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AHL 149
Medical Terminology for Administrative Health Care Professionals
Learn root words, prefixes and suffixes, in order to have a basic understanding of medical terminology used in health care settings. This course is designed to assist the non-clinical health care student.
Total Cost: $159 (Tuition: $48 Fees: $111)

<table>
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AHL 246
Medical Terminology for Administrative Health Care Professionals - Online
Learn root words, prefixes and suffixes, in order to have a basic understanding of medical terminology used in health care settings. This course is designed to assist the non-clinical health care student.
Total Cost: $159 (Tuition: $48 Fees: $111)

<table>
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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 health care occupation. Textbook required for first class.
Total Cost: $329 (Tuition: $99 Fees: $230)

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</table>

AHE 124
Medical Terminology Online
An online version of Medical Terminology for Health Occupations (AHE534). Textbook required for first class.
Total Cost: $329 (Tuition: $99 Fees: $230)

<table>
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</table>

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

AHL 715
Challenge Exam for Anatomy and Physiology
Challenge the core course "Anatomy & Physiology". Students who would like to "test out" of the course because of prior learning can take this exam. Passing the exam with an 80% or better allows the student to waive out of the class. You may only take this exam one time.
Total Cost: $75 (Tuition: $0 Fees: $75)

<table>
<thead>
<tr>
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<td>10/24</td>
<td>12-2pm</td>
<td>HV</td>
</tr>
<tr>
<td>71974</td>
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<td>11/13</td>
<td>9-11am</td>
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<td>S(1)</td>
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</table>

AHL 716
Challenge Exam for Basic Math for Health Care Workers
Challenge the core course "Basic Math Skills for the Health Care Worker". Students who would like to "test out" of the course because of prior learning can take this exam. Passing the exam with an 80% or better allows the student to waive out of the class. You may only take this exam one time.
Total Cost: $75 (Tuition: $0 Fees: $75)

<table>
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</table>
### AHL 717

**Challenge Exam for Medical Terminology**

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

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

<table>
<thead>
<tr>
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</table>

### AHL 140

**Essential Skills for the Health Care Professional**

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

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

<table>
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<tr>
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<td>9:30am-12:45pm</td>
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</table>

### AHL 166

**Essential Skills for the Health Care Professional - Online**

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

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

<table>
<thead>
<tr>
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### National Health Career Association (NHA) Certification Exams

All NHA certification exams are given on the same dates and times as the challenge exams. Visit [Online.NHANOW.com](http://Online.NHANOW.com) for information.

### CENTRAL SERVICE TECHNICIAN

**Continuing Education Workforce Training Certificate**

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

CCBC has been awarded a U.S. Department of Labor grant to offer this training at no cost to those who qualify. Acceptance and participation in this program is by application only.

Please go to [ccbcmd.edu/healthcareapprenticeship](http://ccbcmd.edu/healthcareapprenticeship) for more information, schedule, application and interest form.

**Course Sequence:**

- Essential Skills for the Health Care Professional (15 hours)
- Basic Math for Health Care (20 hours)
- Medical Terminology for Health Occupations (30 hours)
- Anatomy & Physiology for Health Occupations (30 hours)
- CPR for Health Care Providers (8 hours)
- Central Service Technician Classroom (72 hours) — covers the basics of sterile processing and prepares students for clinical placement
- Central Service Technician Clinical (400 hours) — training at a clinical site which occurs after completion of all other courses. Students are assigned to a site and must be available during daytime hours for, at minimum, 24-hours/week
CHILD CARE / DAYCARE PROVIDER

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

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

CHI 019
Child Care I: Growth and Development
Satisfies the child development half of the MSDE requirement of 99 hours for child care teachers and directors. Topics include growth and development of children birth through age twelve, emotional development of young children, and intellectual and physical development. Textbook available at CCBC Bookstore.

Total Cost: $290 (Tuition: $87 Fees: $203)

<table>
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CHI 043
Child Care I: Child Growth and Development (Online)
Online version of Child Care I: Growth and Development (CHI 019). No textbook required.

Total Cost: $290 (Tuition: $87 Fees: $203)

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CHI 020
Child Care II: Activities for Young Children
Satisfies the curriculum half of the MSDE requirement of 90 hours of training for child care teachers and directors working with preschoolers. Topics include activities for children ages birth through six years, principles of children’s learning, and learning environments.

Total Cost: $290 (Tuition: $87 Fees: $203)

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CHI 044
Child Care II: Activities for Young Children (Online)
Online version of Child Care II: Activities for Young Children (CHI 020). Textbook available at CCBC Bookstore.

Total Cost: $290 (Tuition: $87 Fees: $203)

<table>
<thead>
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CHI 015
Child Care: The School-Age Child (Online)
Gain the skills needed in this online class to work in school-age child care programs. Topics include curriculum planning, and concepts of the development of the child six to twelve years.

Total Cost: $290 (Tuition: $87 Fees: $203)

<table>
<thead>
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CHI 031
Communication Skills for Child Care Professionals (Online)
Gain an introduction to the basic concepts of developing strong communication skills when working in a child care center. Topics include: speaking, writing, interpersonal communication strategies, and critical reading techniques, with a focus on communication with parents and co-workers, and communication issues within a typical child care day.

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

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<td>71955</td>
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CHI 032
Group Care of Infants and Toddlers (Online)
Satisfies the MSDE requirement of 45 hours of infant-toddler training for child care teachers, directors, and family providers working with infants and toddlers. Topics include growth and development, curriculum planning, goal setting, and selection of age-appropriate materials and methods.

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

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FAMILY PROVIDER START-UP CLASSES

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

CHI 035
Family Child Care Pre-Service Module 1: Child Development (Online)
Receive an introduction to the basic concepts of child development for family child care providers. Topics include milestones of growth and development birth through thirteen years, basic beliefs of leading child theorists and insights into learning differences among children.

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

<table>
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</table>

CHI 036
Family Child Care Pre-Service Module 2: Curriculum (Online)
Receive an introduction to the basic concepts of curriculum for family child care providers. Topics include major components of a developmentally-appropriate family child care curriculum and environment.

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

<table>
<thead>
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CHI 037
Family Child Care Pre-Service Module 3: Health, Safety, and Nutrition (Online)
Learn the basic concepts of health, safety, and nutrition for family child care providers. Topics include emergency preparedness planning, menu planning, and specific issues of concern for the health and safety needs of children.

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

<table>
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CHI 038
Family Child Care Pre-Service Module 4: Special Needs (Online)
Cover the basic concepts of inclusive care for children with special needs in the family child care environment. Topics include Americans with Disabilities Act and its application in a child care setting, inclusive care and health, behavioral and developmental issues and available resources.

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

<table>
<thead>
<tr>
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CHI 039
Family Child Care Pre-Service Module 5: Professionalism (Online)
Become familiar with the basic administrative tasks of operating a family child care program. Topics include supervision and appropriate guidance, abuse and neglect, basic recordkeeping, policies and procedures, marketing, handbooks and contracts.

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

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CHI 040
Family Child Care Pre-Service Module 6: Community (Online)
Learn the basic concepts of community relationship building for family child care providers. Topics include relationships with children and families, cultural awareness and partnerships with community organizations.
Total Cost: $55 (Tuition: $17 Fees: $38)

CHI 066
Developmentally Appropriate Practice (Online)
Learn to look closely at what the term Developmentally Appropriate Practices really means in the context of working with children of all ages and abilities.
Total Cost: $45 (Tuition: $14 Fees: $31)

CHI 062
Playground Safety
Become more prepared to plan for a fun and safe playground, and learn the role of the child care provider in supervising, and how to implement safety procedures.
Total Cost: $45 (Tuition: $14 Fees: $31)

CHI 065
Family and Community Partnerships (Online)
Learn how to access the many helpful resources available right in our community and can benefit children and families.
Total Cost: $45 (Tuition: $14 Fees: $31)

CHI 058
Positive Child Guidance and Discipline Theory
Gain an overview of positive child guidance and discipline by examining theory and best practices.
Total Cost: $45 (Tuition: $14 Fees: $31)

CHI 063
Including All Children and the ADA
Gain information that every child care and education professional needs to know about the requirements of the Americans with Disabilities Act.
Total Cost: $45 (Tuition: $14 Fees: $31)

CHI 059
Resources that Guide Daily Planning
Gain an understanding of key concepts of curriculum planning and implementation. Designed for child care professionals.
Total Cost: $45 (Tuition: $14 Fees: $31)

CHI 064
Supporting Children with Disabilities
Learn the child care professionals' role in IEP/IFSPs, how to select materials, adapt instruction and provide a motivational environment for all.
Total Cost: $45 (Tuition: $14 Fees: $31)

CHI 067
Cultural Competencies and Awareness (Online)
Increase your awareness and ability to work effectively with the diverse families in our community.
Total Cost: $45 (Tuition: $14 Fees: $31)

CHI 054
Introduction to Environmental Rating Scale
Learn how the ERS can be used to evaluate the child care environment, identify strengths and areas needed improvement, and increase your program’s quality.
Total Cost: $45 (Tuition: $14 Fees: $31)

CHI 060
Taking Learning Outside
Learn how outdoor play learning environments and play spaces can be used to support child development and learning.
Total Cost: $45 (Tuition: $14 Fees: $31)
CHI 057

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

Total Cost: $45 (Tuition: $14 Fees: $31)

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CHI 068

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

Total Cost: $45 (Tuition: $14 Fees: $31)

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DELEGATING NURSE TRAINING

AHL 107

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

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

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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.

VIRTUAL INFORMATION SESSIONS -
- Thursday, September 2, 6pm
- Monday, November 8, 3pm

* Attendance at a Virtual Information Session is MANDATORY prior to registering for any Dental Assistant course.

For information and ZOOM link, contact CEhealth@ccbcmd.edu

AHL 826

Radiation Safety Update
Renew your state certification as a Dental Radiation Technologist as approved by the Maryland Board of Dental Examiners.

Contact CEhealth@ccbcmd.edu for upcoming courses.

CERTIFIED ASSOCIATE IN HEALTH 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) meeting the standards of meaningful use; and support the growing use of technology in health care. The 175 hours of training prepares students to sit for the Certified Associate in Health Information Management Systems (CAHIMS) certification exam. Students need a background in health care or IT, including a degree, certification or 5 years work experience. Classes start in fall and spring and take about one year to complete.

INFORMATION SESSION
Wednesday, August 25 6:30-7:30pm. Live via ZOOM.

For information and ZOOM link, email: mwehr@ccbcmd.edu

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

REQUIRED COURSES (Must be taken in order)
- Foundations of Health Information Technology
- Introduction to Health Care Systems (for students with an IT background) or Introduction to IT & Computer Science (for students with a health care background)
- Working in Teams
- Health Management Information Systems
- Quality Management
- IT Vendor Management
- EHR: Process, Design & Implementation
- Public Health IT

AHL 867

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

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

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CERTIFIED ASSOCIATE IN HEALTH INFORMATION and MANAGEMENT SYSTEMS (HEALTH IT)

AHL 938

Dental Assisting and Oral Radiography
Learn the basic concepts of dental assisting and prepare for the Radiation Health and Safety exam (RHS) by studying the fundamentals of radiography, safety, film processing and mounting. Successful completion of this course will allow you to sit for both the Dental Assisting National Board’s RHS and ICE exam. Textbook required. This course is delivered in a blended format (55% theory to be completed online, 45% clinical in-person).

Total Cost: $2,089 (Tuition: $627 Fees: $1,462)

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AHL 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, 45% clinical in-person).

Contact CEhealth@ccbcmd.edu for upcoming courses.

AHL 754

Maryland General Expanded Functions
Learn expanded dental assisting functions as approved by the Maryland Board of Dental Examiners. Current employment in a dental office as a clinical dental assistant, and supervising dentist skills sign-off required.

Total Cost: $879 (Tuition: $264 Fees: $615)

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**AHE 641**

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

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

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<td>12/4 &amp; 11</td>
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**AHL 823**

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

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

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**AHL 827**

**Public Health IT**
Learn how the adoption of Electronic Health Records (EHRs) 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)

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**EMERGENCY MEDICAL SERVICES (EMS) SPECIALTY CERTIFICATIONS (CEUs)**

**AHL 213**

**Advanced Cardiovascular Life Support**
This course is designed to build on the foundation of lifesaving BLS skills, emphasizing the importance of continuous, high-quality CPR. Designed for health care professionals who either direct or participate in the management of cardiopulmonary arrest or other cardiovascular emergencies, and for personnel in emergency response.

Total Cost: $225 (Tuition: $68 Fees: $157)

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**AHL 249**

**Emergency Pediatric Care Core Provider**
EMS practitioners can gain knowledge on critical pediatric physiology, illnesses, injuries, and interventions to help EMS practitioners provide the best treatment for sick and injured children in the field. Topics include the pathophysiology of the most common critical pediatric emergency issues, and critical thinking skills to help practitioners make the best decisions for their patients.

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

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**AHL 248**

**Geriatric Education for EMS (GEMS) Core Provider**
EMS practitioners at all levels can gain the skills and knowledge to help improve medical outcomes and quality of life for geriatric patients. Topics include the unique medical, social, environmental, and communications challenges of older adults.

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

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**AHL 216**

**Prehospital Trauma Life Support**
Designed to teach EMTs, paramedics, nurses, physician assistants, physicians, and other pre-hospital providers the ways to improve the quality of trauma care and decrease mortality.

Total Cost: $250 (Tuition: $75 Fees: $175)

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**AHL 203**

**Tactical Emergency Casualty Care**
Gain the knowledge, skills, and abilities necessary to respond to a mass casualty or active shooter event. Topics to be covered include hemorrhage control, surgical airway control and needle decompression, strategies for treating wounded responders in threatening environments, caring for pediatric patients, and techniques for dragging and carrying victims to safety.

Total Cost: $350 (Tuition: $105 Fees: $245)

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**MEDICAL ASSISTANT**

**CONTINUING EDUCATION**

**WORKFORCE TRAINING CERTIFICATE**
Train to work in an ambulatory care setting performing front and back office procedures. Obtain the following certifications: Certified Medical Assistant (CCMA), and Certified Phlebotomy Technician (CPT).

**PELL FUNDING AVAILABLE:**
Learn more at Online.fafsa.ed.gov.

Successful completion of each module is necessary to advance to the next module.

**STUDENTS MAY MAKE APPLICATION FOR THE SPRING 2022 PROGRAM FROM October 1 through December 15.**
This is for the evening classes at CCBC Essex or daytime classes at CCBC Catonsville.

Application fee: $10.

To apply, call 443-840-4700.

**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
- Basic Patient Intake
- Basic EKG Technician Training
- Certified Medical Administrative Assistant
- Pharmacology
- Medicine Administration

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

**MODULE IV**
- Medical Assistant Practicum I and II
- Medical Assisting Certification Review

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

Commission on Accreditation of Allied Health Education Programs
9355 113th Street N, #7709
Seminole, FL 33775
727-210-2350
FAX: 727-210-2354
Online.caahep.org
**MEDICAL BILLING**

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE
Train to become a Certified Billing and Coding Specialist (CBCS) through the National Healthcare Association (NHA).

**PREREQUISITES:**
None

**REQUIRED COURSES:**
- Medical Terminology
- Comprehensive Medical Billing

AHE 130

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

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**MEDICAL CODING**

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE
Processing medical claims is big business and a key need in today’s work place. Become a Certified Professional Coder (CPC) and get your career started! Begin your prerequisites now. Textbooks required.

**COURSE SEQUENCE:**
- Medical Terminology (classroom or online)
- Anatomy and Physiology (classroom or online)
- Medical Coding I (classroom or online)
- Medical Coding II (classroom or online)

AHL 830

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

Total Cost: $465 (Tuition: $140 Fees: $325)

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**MENTAL HEALTH FIRST AID**

AHL 932

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

Total Cost: $130 (Tuition: $39 Fees: $91)

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**NURSING ASSISTANT**

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

Contact cehealth@ccbcmd.edu for important information about how to register and what health documents and background checks will be required.

**PREREQUISITES:**
- CPR for Health Care Providers

**COURSE SEQUENCE:**
- Nursing Assistant Theory
- Nursing Assistant Clinical

AHL 170

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

Total Cost: $1,150 (Tuition: $345 Fees: $805)

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AHL 171

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

Total Cost: $1,150 (Tuition: $345 Fees: $805)

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HEALTH CAREER APPRENTICESHIPS
& PRE-APPRENTICESHIPS

- Medical Front Office
- Pharmacy Technician
- Medical Assistant
- Patient Care Technician

Grant-Funded Training Made Possible by The U.S. Department of Labor
For more information email: cehealthgrant@ccbcmd.edu
Or check out: ccbc.edu/healthcareapprenticeship

PATIENT CARE TECHNICIAN
This training prepares the Certified Nursing Assistant (CNA) to perform delegated nursing functions that require a higher level of technical ability and skill needed in the hospital setting. After completion of this program, you will be eligible to sit for the CPCT/A certification exam administered by the NHA.

For additional information, call 443-840-4700.

PATIENT CARE TECHNICIAN ORIENTATIONS
(See Nursing Assistant section)

PREREQUISITES:
• CNA in good standing with the Maryland Board of Nursing
• CPR for Health Care Providers

COURSE SEQUENCE
• Patient Care Technician Theory & Skills
• Patient Care Technician Clinical
• Patient Care Technician Exam Review

AHL 936
Patient Care Technician Theory and Skills
Review the basic skills learned in CNA courses and learn 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: $1,320 (Tuition: $396 Fees: $924)

CRN#  Day/Ses.      Dates            Time      Location
70778  T/Th(23)      9/28-12/16     10am-2:15pm  RAC

AHL 940
PCT Exam Review
Review skills and theory taught during the Patient Care Technician (PCT) course in preparation for the National Healthcare Association CPCT-A exam.
Total Cost: $110 (Tuition: $33 Fees: $77)
PCT Exam Review will be scheduled in February 2022. Dates to come.

OPERATING ROOM REGISTERED NURSE
This 18-week program is designed for existing registered nurses (RNs) to prepare them to function as an integral member of the surgical team. RNs will be trained in sterile technique to allow them to create, establish, and maintain the sterile field before, during, and after surgery. Surgical procedures, instruments, specialties, and equipment will be presented and discussed to prepare the RN to be successful in the operating room. Topics include: pre-operative preparation, the steps, equipment, instruments and supplies required for the intraoperative phase of patient care and any post-operative issues to consider.

This program is selective admissions; all applicants must have a valid nursing license for program admission. Next program starts fall 2021

For more information please email: cehealth@ccbcmd.edu

SURGICAL TECHNOLOGIST SKILLS REFRESHER COURSE
Review and reinforce the skills required to employment as an entry-level surgical technologist. This course is specifically for existing surgical technologists who have been out of the field or would like additional reinforcement of skills to gain employment as a surgical technologist in a medical setting. Students will review and perform the correct method for creating, establishing and maintaining the sterile field; intraoperative instrument passing and preparation; handling medications and fluids; recognizing sterility and contamination issues during the surgical procedure. This program is selective admissions; all applicants must be surgical technologists or registered nurses.

For more information email: cehealth@ccbcmd.edu

CST EXAM PREPARATION FOR SURGICAL TECHNOLOGISTS
This 6-week online course is designed to review and study the topics and concepts on the Certified Surgical Technologist Examination administered by the National Board of Surgical Technologists and Surgical Assistants (NBSTSA). During this course, students will reinforce their knowledge of important topics, concepts, and themes from the 6th edition of the core curriculum developed by the Association of Surgical Technologists (AST). Students will utilize practice exams, online CST exam studying resources, and have access to the online AST study guide for the CST exam. Students will also learn the importance of certification and how to maintain certification for their career.

This program is selective admissions; all applicants must be surgical technologists who are eligible to sit for the NBSTSA exam.

For more information, email: cehealth@ccbcmd.edu

Course Number  Course Title                Course Hours  Costs
AHL 221         Periop I                          96          $325/465
Alexander’s Care of the Patient in Surgery, 16th edition $285
AHL 224         Instruments- Periop RN          24          $187/253
Differentiating Surgical Instruments, 2nd edition; $60
AHL 222         Periop II                         96          $325/465
Alexander’s Care of the Patient in Surgery, 16th edition
AHL 225         Surgical Spec. I                 96          $550/630
Alexander’s Care of the Patient in Surgery, 16th edition
AHL 223         Periop III                        96          $325/465
Alexander’s Care of the Patient in Surgery, 16th edition
AHL 226         Surgical Spec. II                96          $550/630
Alexander’s Care of the Patient in Surgery, 16th edition
Course Series Totals: 504          $5170

T=Tuition/F=Fees, Textbook Information (approximate cost; subject to change)
PHARMACY TECHNICIAN

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE
Train to become a nationally certified Pharmacy Technician through Pharmacy Technician Certification Board. Assist pharmacists in hospitals or freestanding pharmacies. Maintain inventory, fill prescriptions, process insurance claims, and interact with customers. Textbooks included in the cost of the course.

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

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

CRN# | Day/Ses. | Dates | Time | Location
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71896 | Arranged | 9/13-11/15 | Arranged | Online
71898 | Arranged | 11/1-12/4 | Arranged | Online

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: Successful completion of Pharmacy Technician Training I.
Total Cost: $685 (Tuition: $206 Fees: $479)

PHLEBOTOMY

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE
Learn the methods for drawing blood for laboratory testing. Successful program completion required to sit for the national certification exam with National Healthcareer Association.*

PREREQUISITES:
• Medical Terminology for Health Occupations (classroom or online)
• CPR for Health Care Providers

COURSE SEQUENCE:
• Phlebotomy
• Venipuncture & Specimen Collection Clinical
Students are required to meet with the program coordinator prior to course work.

Call 443-840-1389 for orientation information.

AHE 126
Phlebotomy
Learn to collect blood and other body fluids in an ambulatory or hospital setting.
Total Cost: $1,099 (Tuition: $330 Fees: $769)

CRN# | Day/Ses. | Dates | Time | Location
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71991 | M/W(20) | 10/4-12/13 | 6:30-9:45pm | HV
71990 | T/R(20) | 11/9-1/27 | 6:30-9:45pm | RAC

AHL 674
Venipuncture and Specimen Collection Clinical
Apply the skills obtained in the classroom to a clinical or a patient-care setting. Student knowledge and skills will be assessed by a clinical preceptor. Successful completion of this course leads to preparations for the National Healthcareer Association (NHA) certification exam. Prerequisite: successful completion of Phlebotomy.
Total Cost: $329 (Tuition: $99 Fees: $230)

CRN# | Day/Ses. | Dates | Time | Location
--- | --- | --- | --- | ---
72073 | Arranged | 9/13-10/29 | Arranged | HOS
72074 | Arranged | 11/1-12/24 | Arranged | HOS

POLYSOMNOGRAPHIC (SLEEP) TECHNOLOGIST
PELL FUNDING AVAILABLE

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE
Prepare to collect data using polysomnograms that measure bioelectrical sleep, EEG, EKG, EMG, respiratory and effort activity on the patients. Selective admission program. Applications for spring will be accepted October 1-December 1. There are summer and fall cohorts as well.

For additional information, please contact rnewmanwaddy@cbcmd.edu
Learn more at Online.fafsa.ed.gov

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

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

MODULE III
• Cardiopulmonary Anatomy, and Pathophysiology
• Neuromuscular Anatomy, and Pathophysiology
• Positive Airway Pressure Techniques
• Clinical Externship – 100 hours

MODULE IV
• Sleep Technology Clinical – 180 hours
• BRPT Exam Review
• Sleep Staging and Scoring Guidelines

This training 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
Online.caahep.org
**SURGICAL TECHNOLOGY**

**CONTINUING EDUCATION**  
**WORKFORCE TRAINING CERTIFICATE**

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

The surgical technology program is in the process of transitioning to a degree program due to changes in accreditation. Students interested in applying to the surgical technology program should begin completing these credit-bearing program prerequisites in preparation of this migration:

- ENG 101
- BIOL 109
- MATH 135
- ALHL 115

The first anticipated cohort will begin in fall (September) of 2022 (subject to change). Interested students should contact cehealth@cbcmd.edu after February 1, 2022 for information regarding the program and its application process.

---

**VETERINARY ASSISTANT**

**CONTINUING EDUCATION**  
**WORKFORCE TRAINING CERTIFICATE**

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

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, taking a medical history, euthanasia, and customer service. This course has an additional 15 hours of required online assignments.

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

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Arranged 11/15-12/20 Arranged Online

Experience matters whether on the job, in service, or as a result of prior learning.

You can gain recognition for your “know-how” at CCBC. An assessment of your valuable life experience can save you time... and money. Speak to one of our program coordinators so they evaluate what you bring to the table and to see if you can enter into one of our CCBC Continuing Education workforce programs ahead of the game.

Continuing Education Prior Learning Assessment (PLA) is conducted through a customized, one-on-one evaluation process and can be measured in a number of different ways.

- Portfolio Assessment  
- High School and/or College Classes  
- CCBC Departmental Exams  
- Articulated Credit by Industry/Apprenticeship  
- Work Experience  
- Military Experience

For more information call 443-840-4700.

Don’t let your accomplishments go unnoticed.

Health & Human Services

Don’t let your accomplishments go unnoticed.

For more information call 443-840-4700.

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- Work Experience  
- Military Experience

For more information call 443-840-4700.
HOSPITALITY, CULINARY & CASINO

CASINO & GAMING

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

CASINO DEALER TRAINING

CCBC DEALER ACADEMY @ HORSESHOE CASINO

Start your casino dealer career at the CCBC Casino Dealer Academy @ Horseshoe Baltimore. Our new dealer training will prepare you to audition for a full or part-time position as a casino blackjack dealer. Tuition and fees are at no cost to students. Our program sponsor, Caesars Horseshoe Casino Baltimore hires full-time dealers at Horseshoe after completing the training. Classes are scheduled Monday through Friday, with various schedules. The CCBC Casino Dealer Academy classes are held at locations near Horseshoe entry at 1525 Russell Street, Baltimore, MD. Parking is free to all students in the Academy. Students are required to attend a mandatory orientation and information session to be admitted to the program.

To learn more: ccbcmd.edu/casinodealer/ or 443-840-5840.

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

CASINO POKER TRAINING

CCBC DEALER ACADEMY @ CCBC OWINGS MILLS

HSL 092

Casino Poker Dealer
Focus on the fundamentals of dealing Casino Poker: Texas Hold’em, Omaha, Pot Limit, 7 Card Stud and 5 Card Stud. Emphasis will be placed on accuracy, game pace, rake, pots and side pots. (Special total cost pricing $595 applies to students who have a Maryland Gaming License.)

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

CRN#  Day/Ses.  Dates       Time       Location

70190  M/T(16)  9/20-11/15  1-6:30pm  OM

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

CATERING PROFESSIONAL

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

70192  Online   9/13-3/13  Arranged  E2GC
70193  Online   11/8-5/8  Arranged  E2GC

INFORMATION SESSIONS FOR HOSPITALITY/ CULINARY/CASINO DEALER

Sessions are offered from 3-4pm and are held Live online via ZOOM

WEDNESDAYS
SEPTEMBER 8
OCTOBER 13
NOVEMBER 10
DECEMBER 8

Careers include:
Guest Service/Hotel; Food & Beverage Management; Casino Dealer Training; Culinary.

For more information contact: 443-840-5840 or hospitalitycareers@ccbcmd.edu

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

FOODWORKS BASIC CULINARY TRAINING

HSL 079

FoodWorks Basic Culinary I
Learn the fundamentals of cooking, such as how to read, understand and apply recipes, execute cooking techniques, and apply safe cooking temperatures. Begin to learn principles of food-handling safety in preparation to take the ServSafe Food Handler Certification exam. This course is one of six courses in the FoodWorks Basic Culinary Program.

Total Cost: $965 (Tuition: $290 Fees: $675)

CRN#  Day/Ses.  Dates       Time       Location

72035  M/T(7)  9/27-10/22  9am-1:30pm  ZOOM
72093  M/T(7)  10/4-29   9am-1:30pm  ZOOM

HSL 080

FoodWorks Basic Culinary I: Practicum
Students learn hands-on practice of skills learned in FoodWorks Basic Culinary I. Co-requisites must be taken together. This course is the second of six courses in the FoodWorks Basic Culinary Program. HSL 079 & HSL 080 are co-requisites and must be taken together.

Total Cost: $781 (Tuition: $234 Fees: $547)

CRN#  Day/Ses.  Dates       Time       Location

72036  W/R/F(12)  9/27-10/22  8am-4pm  MFB
72094  W/R/F(12)  10/4-29   8am-4pm  UAH

EARN WHILE YOU LEARN!

CASINO DEALER ACADEMY @ HORSESHOE CASINO

- Tuition and fees at no cost to students
- Students receive an hourly stipend while attending classes
- High-demand career with excellent salary and benefits
- Train with highly-skilled instructors with many years of industry experience
- Successful completers will audition at Horseshoe Baltimore
- Classes start monthly

For dates, times and to register for a MANDATORY Orientation, go to:
Online: ccbcmd.edu/casinodealer
Email: CCBCCasinoDealerAcademy@ccbcmd.edu
Call: 443-840-5840

*Students must complete the Orientation to be admitted to the Horseshoe Casino New Dealer Program
FoodWorks: The Maryland Food Bank’s Culinary Training Series

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 focus on food safety and sanitation standards. As part of their real-world experience, students will use donated food and locally-grown fresh ingredients to prepare a variety of meals from scratch for hungry Marylanders in need.

FoodWorks Culinary Training Series

To receive this certificate you must successfully complete:

- HSL 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. Some financial aid may be available to those who qualify.

IN-PERSON INFORMATION SESSIONS:

September 16 & 30
October 14 & 28
November 11
December 9 & 23
Time: 2:30-3:30pm
Location: Maryland Food Bank-The Board Room
2200 Halethorpe Farms Road
Baltimore, MD 21227

VIRTUAL ZOOM INFORMATION SESSIONS:

September 9 & 23
October 7 & 21
November 4 & 18
December 2 & 16
Time: 2:30-3:30pm
Location: Live via ZOOM

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

HSL 104 FoodWorks Basic Culinary II

Learn fabrication; various food and spice identification, and proper uses; and various international food characteristics and preparation techniques. Prepare to complete ServSafe® Manager Certification. This class is the third of six courses in the FoodWorks Basic Culinary Program. Co-requisites HSL 104 & HSL 105 must be taken together. Pre-requisites: HSL 079 & HSL 080.

Total Cost: $965 (Tuition: $290 Fees: $675)

CRN# Day/Sec. Dates Time Location
72037 M(18) 10/25-11/19 9am-1:30pm ZOOM
Arranged 10/25-11/19 Arranged Online

HSL 105 FoodWorks Basic Culinary II: Practicum

Gain hands-on practice of skills learned in FoodWorks Basic Culinary II. Co-requisites must be taken together. This course is the fourth of six courses in the FoodWorks Basic Culinary Program. Co-requisites HSL 104 & HSL 105 must be taken together.

Total Cost: $782 (Tuition: $234 Fees: $548)

CRN# Day/Sec. Dates Time Location
72098 M(18) 11/1-24 9am-1:30pm ZOOM
Arranged 11/1-24 Arranged Online

HSL 106 FoodWorks Basic Culinary III

Learn fabrication; various food and spice identification, and proper uses; and various international food characteristics and preparation techniques. Finalize resumes, and identify and apply for culinary positions. This course is the fifth of six courses in the FoodWorks Basic Culinary series. Co-requisites HSL 106 & HSL 107 must be taken together. Pre-requisites: HSL 104 & HSL 105.

Total Cost: $965 (Tuition: $290 Fees: $675)

CRN# Day/Sec. Dates Time Location
72038 W/R/F(11) 10/25-11/19 8am-4pm MFB
72101 W/R/F(9) 11/1-24 8am-4:15pm UAH

HSL 107 FoodWorks Basic Culinary III: Practicum

Gain hands-on practice of skills learned in FoodWorks Basic Culinary III. Co-requisites HSL 106 & HSL 107 must be taken together. This course is the last of six courses in the FoodWorks Basic Culinary series.

Total Cost: $782 (Tuition: $234 Fees: $548)

CRN# Day/Sec. Dates Time Location
72040 W/R/F(10) 11/22-12/17 8am-4pm MFB
72107 W/R/F(11) 11/29-12/23 8am-4pm UAH

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

FIND SERVICE MANAGER

REQUIRED COURSES:

To receive this certification you must complete:

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

Plus choose one or more of these electives:

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

All ManageFirst® classes are now available in a blended online learning and 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. Online learning provided by the instructor will give added study tools. The last class is an opportunity to ask questions and then take the ManageFirst® Exam that is included with each class.

Contact 443-840-5840, 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 in-person and distance learning.

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

CRN# Day/Sec. Dates Time Location
70170 W(1) 11/3 12:45-2pm OM
Arranged 11/3-12/8 Arranged Online
W(1) 12/8 10am-12:30pm OM
### HSL 057
**ManageFirst**® Hospitality & Restaurant Management

Focus on activities required to meet key financial goals and quality standards. Leadership involves long-term planning and strategic directing of employees in order to operate a successful hospitality establishment. This is one of four core requirements of the ManageFirst Professional credential offered by the National Restaurant Association Educational Foundation. A blend of distance learning and in-person instruction, you must have dependable access to the Internet while taking this class.

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

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### HSL 038
**ManageFirst**® Hospitality HR Management

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

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

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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 most in-demand certifications from the National Restaurant Association Educational Foundation. Topics to be covered include food safety systems, sanitation regulations and standards, accident prevention procedures, and procedures for proper purchasing/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 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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### CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

#### PROFESSIONAL BARTENDING

**HSL 103**

Professional Bartending and Mixology

Learn what it takes for you to successfully bartend and be a stand-out in this high growth career area. Earn the T.I.P.S. Certification (Training Intervention ProcedureS). Must be 21 years of age or older on first day of class. All materials are included (bring photo identification to class).

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

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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 advance exam you may apply for a 4-year certification from Health Communications, Inc.®

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

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### HOSPITALITY, CULINARY & CASINO OPTIONS AT A GLANCE

#### HOSPITALITY

**Continuing Education (non-credit)**
- Casino Dealer
- Event Management and Design
- Hotel Front Desk Clerk/Guest Service Agent
- Travel Agent

#### FOOD SERVICE

**Continuing Education (non-credit)**
- Manager
- ServSafe®

**KEY**
- ✽ = multiple start dates
- ⚠️ = late start
- ✈️ = semester start
- 🌐 = online option

### HOTEL/HOSPITALITY

**CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

#### HOTEL FRONT DESK CLERK/AGENT

Prepare for a position as a guest service agent. Upon successful completion of the second course in this two-part series, you will earn the Certified Front Desk Representative certification from American Hotel & Lodging Educational Institute (AHLEI).

**REQUIRED COURSES:**
- HSL 013: Guest Service Agent/Hotel Front Desk: Part One
- HSL 014 Guest Service Agent/Hotel Front Desk: Part Two
- HSL 005 Guest Service GOLD
- Students must register for all courses at the same time.

### HSL 013
**Guest Service Agent/Hotel Front Desk: Part One**

Prepare for a position as a guest service agent. Assess the various career options in hospitality and develop the skills necessary to excel as a guest service agent. Upon successful completion of the second course in this two-part series, you will earn the Certified Front Desk Representative certification from the American Hotel & Lodging Educational Institute (AHLEI).

**Total Cost:** $1,049 (Tuition: $315 Fees: $734)

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HSL 014

Guest Service Agent/Hotel Front Desk: Part Two

Continue to develop the skills necessary to excel as a guest service agent. Upon successful completion of this second course in the two-part series, you will earn the Certified Front Desk Representative certificate from the American Hotel & Lodging Educational Institute (AHLEI).

Total Cost: $1,289 (Tuition: $387 Fees: $902)

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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 & Lodging Educational Institute.

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

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CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

CERTIFIED WEDDING PLANNER

This online program will enable you to learn the fundamentals of planning, orchestrating, and delivering stunning weddings and parties. Gain an opportunity to put the new skills to work in an optional internship. This is a four-part series toward earning the Certified Wedding Planner certificate from the Wedding Planner Institute.

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 modules 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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CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

CORPORATE EVENT PLANNER

Learn how to plan, design, and execute a successful corporate event, and how to charge for corporate event planning services. This is a 3-module series; upon completion of all three you will be awarded a Certified Corporate Event Planner certification from the Wedding Planning Institute.

REQUIRED COURSES:

- Corporate Event Planner Module 1
- Corporate Event Planner Module 2
- Corporate Event Planner Module 3

Students must register for all modules 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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CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

EVENT MANAGEMENT & DESIGN

REQUIRED COURSES:

- Event Management & Design Module 1
- Event Management & Design Module 2
- Event Management & Design Module 3

Students must register for all modules at the same time.

HSL 026

Event Management and Design – Module 2

Learn to create spectacular special events with this program. This is module 2 of a three-part series Event Management and Design and is presented online through our partner ED2GO. This module covers principles of event design and decoration.

Total Cost: $585 (Tuition: $15 Fees: $570)

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</table>

HSL 027

Event Management and Design – Module 3

Learn principles of planning all major type of events. This is module 3 in the series Event Management and Design and is presented online through our partners Ed2Go. Corporate events, weddings, parades, festivals, and more are covered. This series will teach you how to design, plan, implement and evaluate special events.

Total Cost: $585 (Tuition: $15 Fees: $570)

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CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

TRAVEL AGENT TRAINING

REQUIRED COURSES:
• Travel Agency Training Module 1
• Travel Agency Training Module 2

Students must register for all modules at the same time.

HSL 062
Travel Agent – Module 1
This travel agent training prepares students to work in the fast-paced travel industry. You will gain a deep understanding of both travel and tourism, so you can help clients research, plan, book their trip. This is module 1 of a two-part series.

Total Cost: $1,000 (Tuition: $25 Fees: $975)

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HSL 063
Travel Agent – Module 2
Prepare for a career as a travel agent in this final course in the series. Successfully complete this course and you will be able to demonstrate the simulation of your itineraries and sit for the Travel Agent Proficiency (TAP) test offered by the travel Institute (formerly ICTA); registration fee is included with this course.

Total Cost: $995 (Tuition: $25 Fees: $970)

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Male Student Success Initiative (MSSI)

MSSI is a CCBC initiative that focuses on student success. In particular, the program assists male students of color to achieve success by graduating with an associate’s degree, completing a credit or continuing education certificate or transferring to a 4-year university. To help students reach these high levels of success, we provide the following:

• A dedicated mentor
• An opportunity for paid internships
• Leadership development
• A chance to enroll in MSSI classes – ACDV 101, English 102, Math 082 and Math 153

If you are interested in learning more about MSSI, please contact, Jeffrey Wright at jwright9@ccbcmd.edu
APARTMENT MAINTENANCE TECHNICIAN

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

CERTIFIED APARTMENT MAINTENANCE TECHNICIAN

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 field work.

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: $1,599 (Tuition: $480 Fees: $1,119)

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For more information, contact Steve Ricketts at 443-840-4442 or sricketts@ccbcmd.edu.

TEC 005
Basic AutoCAD
Learn the essential topics for a practical working knowledge of AutoCAD beginning with basic drawing skills and editing drawing elements to the use of dimensioning and detailing tools to create finished drawings.

Total Cost: $689 (Tuition: $207 Fees: $482)

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

TEC 025
AutoCAD Certified User - Part 1
Learn to create and edit a simple 2D drawing, then move on to more advanced efficiency tools, complex objects, using external reference and image files, collaboration tools, publishing, and enhancing productivity with simple customization. Prepare for the Autodesk AutoCAD Certified User exam. Exam voucher included. Online class. Must register for parts 1 & 2 at the same time.

Total Cost: $1,298 (Tuition: $75 Fees: $1,223)

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TEC 026
AutoCAD Certified User - Part 2

Total Cost: $1,297 (Tuition: $75 Fees: $1,222)

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TEC 024
AutoCAD 3D
Learn the fundamentals of AutoCAD 3D, and explore the main features of the advanced 3D modeling workspace. Online class. Prerequisite: AutoCAD

Total Cost: $1,695 (Tuition: $75 Fees: $1,620)

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AUTODESK INVENTOR

Learn the foundational skills required to create parametric solid models using Autodesk Inventor and be prepared to take the Autodesk Inventor Certified User exam. Exam voucher included. Online class. Must register for parts 1 & 2 at the same time.

TEC 016
Autodesk Inventor - Part 1
Total Cost: $1,298 (Tuition: $75 Fees: $1,223)

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TEC 017
Autodesk Inventor - Part 2
Total Cost: $1,297 (Tuition: $75 Fees: $1,222)

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TEC 004
Autodesk Revit Level 1
Take the next step in computer design. Learn about cover tool palettes, project browser and project navigator. Topics cover the introduction of new styles for creating building components; drawing techniques needed to create views for plan, section and elevations; and how to dimension, label and plot finished drawings.

Total Cost: $859 (Tuition: $258 Fees: $601)

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Autodesk Revit Architecture

Learn the basic functionality of Autodesk Revit for Architecture as well as all the necessary tools to prepare for the Autodesk Revit Architecture Certified User exam. Exam voucher included. Online class. Must register for parts 1 & 2 at the same time.

TEC 021
Autodesk Revit Architecture - Part 1
Total Cost: $1,298 (Tuition: $75 Fees: $1,223)

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TEC 019
Autodesk Revit Architecture - Part 2
Total Cost: $1,297 (Tuition: $75 Fees: $1,222)

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</table>
We partner with the following trade councils and training and classroom instruction.

- Associated Builders & Contractors (ABC) Metropolitan Baltimore
  (410) 821-0351, abcbaltimore.org
  - Electrical
  - Carpenter
  - HVAC
  - Plumbing
  - Sheet Metal
  - Sprinkler Fitting

- Baltimore Electricians, JATC LU#24
  (410) 247-3313, ibewlocal24.org

- Heat & Frost Insulators & Allied Workers Local 24
  (301) 498-9162, insulators24.org

- Independent Electrical Contractors (IEC)
  (301) 621-9545/(800) 470-3013
  - Plumbing
  - Pile Driving
  - Millwright
  - Carpentry
  - Electrical

- Ironworkers, L.U. # 5
  (301) 599-0940

- Machinists
  Must be working at, and apply through, a registered employer.
  (443) 840-4401

- Maryland Association of Plumbing, Heating & Cooling Contractors (MPHCC)
  (410) 461-5977, marylandphcc.org

- Mid-Atlantic Carpenters (MAC) LU#101
  (410) 737-9670, mactc.net
  - Carpenter
  - Millwright
  - Pile Driving
  - Trade Show

- Operating Engineers L.U. #37
  (443) 242-6280, iuoe37.org

- Plumbers & Steamfitters L.U. #486
  (410) 866-5313, getpiping.com
  - Plumbing
  - HVAC

- Sheet Metal Workers L.U. #100
  (301) 568-9655, smart-union.org

**CONSTRUCTION**

**CONSTRUCTION TRADES**

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

**VOA 950**

Basic Plumbing

Learn the basics of the plumbing trade including repair and maintenance of a home plumbing system; plumbing theory and measurements needed for residential jobs.

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

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**VOA 764**

Construction Blueprint Reading

Gain an introduction to orthographic projection, terminology, dimensioning, symbols, working to scales, schedules, materials list and details, pictorial representation, and basic parallel projection drafting techniques. Learn how to read off basic units of measurement or materials and dimensions, and visualize and understand the basic architectural views such as plan, elevation, and section. Credit course# CONT 101

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

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**ENVIRONMENTAL**

**ENV 025**

Storm Water Management and Environmental Site Design in Practice

Designed for the practicing licensed or unlicensed professional who is routinely involved in land development projects requiring residential, urban, and commercial/retail site applications, and who desires to sit for the Land Surveyors Examination or wishes to expand their practice. Covers computations and methodology for developing the appropriate approach to Environmental Site Design using the Maryland Department of the Environment methodology specified under the Concept SWM Plan, the Site SWM Plan, and the Final SWM Plan.

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

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<td>ZOOM</td>
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</table>

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

**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 Ollie Wright at 443-840-4476 or owright@ccbcmd.edu.

**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: $259 (Tuition: $78 Fees: $181)

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**ENV 370**

Visible Emissions Field Test

Learn to evaluate and test the opacity of visible emissions, utilize the EPA’s alternative to Method 9; become certified to capture digital images of plumes for opacity determination. Learn the basics of measure, mark, and cut, dimensions and volumes, environmental concerns, materials, permitting, and disposal.

Total Cost: $269 (Tuition: $0 Fees: $269)

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HVAC/REFRIGERATION

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

HVAC/REFRIGERATION TECHNICIAN
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

ADVANCED CERTIFICATE REQUIREMENTS:

- Residential Load Calculations and Air Distribution
- Advanced HVAC Electricity

And two of the following:

- Residential Estimates and Sales
- Commercial Refrigeration Systems
- Commercial HVAC Systems
- Commercial Control Systems
- Alternative and Renewable Energy Sources
- Advanced Residential Systems

VOA 801

Commercial HVAC Systems
Explore the technology used in commercial, institutional and industrial cooling systems including analysis of system performance and diagnosis of problems. Examine equipment such as reciprocating and centrifugal refrigeration systems, absorption systems, cooling towers, fans and air handlers. Emphasis on psychrometrics, pressure-enthalpy diagrams and commercial load calculations. Credit course# AIRC 223

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

CRN# | Day/Ses. | Dates   | Time   | Location  
---|----------|---------|--------|-----------
71589 | T/R(14)  | 8/31-10/14 | 5:45-9:30pm | CC        

VOA 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 walk-in coolers and freezers. Emphasis on light commercial type equipment. Prerequisites: VOA 969, VOA 970, VOA 953, and VOA 656 or approval of program coordinator. Credit course# AIRC 222

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

CRN# | Day/Ses. | Dates   | Time   | Location  
---|----------|---------|--------|-----------
71590 | M/W(14)  | 10/20-12/8 | 5:45-9:30pm | CC        

VOA 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

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

CRN# | Day/Ses. | Dates   | Time   | Location  
---|----------|---------|--------|-----------
71591 | M/W(12)  | 8/30-10/13 | 8:30am-12:15pm | CC        
71593 | M/W(14)  | 10/20-12/8 | 1-4:45pm | CC        

VOA 985

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: conduction 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

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

CRN# | Day/Ses. | Dates   | Time   | Location  
---|----------|---------|--------|-----------
71594 | T/R(14)  | 10/21-12/9 | 9am-12:45pm | CC        

VOA 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; and drill press and post grinder. Credit course# AIRC 110

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

CRN# | Day/Ses. | Dates   | Time   | Location  
---|----------|---------|--------|-----------
71596 | M/W(12)  | 8/30-10/13 | 1:30-5:15pm | CC        
71597 | T/R(12)  | 10/21-12/9 | 1:15-5pm | CC        
71598 | M/W(13)  | 10/20-12/8 | 5:45-9:30pm | DC        

VOC 044

Preparation for Refrigerant Recovery Certification
Learn about the regulations, procedures and equipment that apply to refrigerant recovery, reclaiming and recycling in accordance with the Environmental Protection Agency (EPA) certification standards. Cost does not include text and materials. Credit course# AIRC 121

Total Cost: $185 (Tuition: $56 Fees: $129)

CRN# | Day/Ses. | Dates   | Time   | Location  
---|----------|---------|--------|-----------
70075 | T/W/R(3)  | 10/26-28 | 1:15-4:55pm | CC        
72122 | M/T/W/R(4) | 12/6-9 | 5:45-7pm | CC        

VOC 991

Refrigerant Recovery Certification Test
This test is a co-requisite with Preparation for Refrigerant Recovery Certification.

Total Cost: $50 (Tuition: $0 Fees: $50)

CRN# | Day/Ses. | Dates   | Time   | Location  
---|----------|---------|--------|-----------
70076 | T(1)  | 11/9 | 1:45-3:45pm | CC        
72121 | R(1)  | 12/9 | 6-9pm | CC        

VOA 692

Residential Estimates and Sales
Learn the procedures used to calculate costs for residential and commercial HVAC installations and services. Topics to be covered include calculations and computer programs to estimate accurate charges and the skills necessary for success in sales of HVAC systems, parts, service and new installations. Credit course# AIRC 214

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

CRN# | Day/Ses. | Dates   | Time   | Location  
---|----------|---------|--------|-----------
71595 | M/W(12)  | 8/30-10/13 | 5:45-9:10pm | CC        

TOTAL CREDIT HOURS: 30
NEW

Earn a Certificate in
BUILDING AUTOMATION SYSTEMS

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.

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 7 Professional
- Windows Server

Courses are shared with Credit.

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

MANUFACTURING, PRODUCTION & AUTOMATION

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

CNC MACHINE TOOL TRAINING
PELL FUNDING AVAILABLE
Learn more at fafsa.ed.gov.

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, 8am-3:30pm, M/T/W. Finish in approximately 9 months.

Tuition and fees for the seven parts is $7,499 for in-county students (includes all text and supplies). Students can demonstrate proficiency through five certifications from the National Institute of Metal Working Skills (NIMS). Completers can apply for entry-level employment and, once established, enter a machinist apprenticeship.

Begin classes in early September. Applicants must attend an orientation session.

MANDATORY ORIENTATION HELD AT CCBC CATONSVILLE:
Wednesday, August 25th
CCBC Catonsville, HTEC Building, Room 006, 9am-12pm.

To register for orientation, contact Denise Bellamy at 443-840-4712 or dbellamy@ccbcmd.edu.

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

MECHATRONICS
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 & 2 at the same time.

VOA 577
Mechatronics- Part 1
Total Cost: $1,008 (Tuition: $60 Fees: $948)

CRN#   Day/Ses.   Dates      Time       Location
71364 Online  9/13-11/7  Arranged   E2GC

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

CRN#   Day/Ses.   Dates      Time       Location
71365 Online  11/8-1/9   Arranged   E2GC

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

ROBOTICS TECHNICIAN
Gain an intensive overview of the skills necessary for the robotics industry. Learn math, safety, quality, electrical systems, automation, mechanical systems, fluid systems, and rigging to be on your way to a successful career. Robotic technology that mimics human movement is used in both distribution and manufacturing facilities. Online class. Must register for parts 1 & 2 at the same time.

VOA 579
Robotics Technician- Part 1
Total Cost: $858 (Tuition: $60 Fees: $798)

CRN#   Day/Ses.   Dates      Time       Location
71366 Online  9/13-11/7  Arranged   E2GC

Classes now forming in Industrial Maintenance Multi-skilled Classes

INDUSTRIAL MAINTENANCE MULTI-SKILLED CLASSES

This blended learning, evening and weekend program, is designed to give participants the skills and knowledge to perform entry-level tasks on the production floor of high-tech manufacturing industries.

Contact Nancy Kukay, 443-840-4171 or nkukay@ccbcmd.edu
VOA 580
Robotics Technician- Part 2
Total Cost: $848 (Tuition: $50 Fees: $798)

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FAB LAB
CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

FAB LAB TECHNOLOGY (DESIGN & MAKE)

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 to's", so no design experience is needed.

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

VOA 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, rapid mill, 3D printer, and vinyl cutter.

Total Cost: $99 (Tuition: $0 Fees: $99)

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PCA 816
3D Printing with Fusion 360
Go from design to creation with Fusion 360 software. This cloud-based tool combines design, modeling, and preparation for manufacturing into one comprehensive package. Learn to use the basic tools in the software to design and 3D print.

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

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VOA 061
3D Printing with SolidWorks®
Focus on ideas and innovation using this engineering-friendly 3D design tools. Learn to draw and create 3D geometry in SolidWorks and learn how to export a part from SolidWorks for 3D printing.

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

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VOB 042
Fab Lab 3D Printer Applications Introduction
Learn applications using the 3D (three-dimensional) printer and CAD (computer-aided design) software. Instruction includes an introduction to SolidWorks and Catalyst EX. Topics to be covered include safety procedures, machine setup, and operation. Includes a comprehensive final project. Prerequisite: Fab Lab Introduction.

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

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VOB 043
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: $159 (Tuition: $48 Fees: $111)

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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 businesses. Prerequisite: Fab Lab Introduction.

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

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VOA 548
Fab Lab Introduction to Arduino
Learn to design and program small-scale electronic projects/mini systems using the Arduino programming language. The focus is on the Arduino development board, but other boards will also be discussed. This is a hands-on course with lab time included in the class.

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

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TEC 023
Fab Lab Intro to Rhino 3D
Rhino is an intuitive 3D modeling software that utilizes the modeling by curves technique (NURBS). Rhino allows the user to accurately model a design for animation, engineering, manufacturing, or construction. In Intro to Rhino 3D, participants will learn software interface, basic 3D modeling concepts, and exporting for 3D printing, CNC routing, and laser cutting.

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

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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 and Cut Studio software. Topics to be covered include safety procedures, machine setup, and operation. Includes a comprehensive final project. Prerequisite: Fab Lab Introduction.

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

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TEC 003
Fab Lab Mold Making
Learn how to use 3D printing and vacuum forming to create forms for mold making. Molds are used in a variety of career fields and can be used to check designs prior to manufacturing and production. Prerequisite: Fab Lab Introduction.

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

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VOD 529
Introduction to 3D Scanning
Learn to use the ARTEC scanner to produce a 3D file for changes and improvements. Examples will be scanned and exported for 3D printing or other Fab Lab equipment. The ARTEC scanner is currently used in industry.

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

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</table>
### LEAD PAINT SAFETY TRAINING

CCBC is offering training in lead paint safety for jobs in both inspection and abatement; some workers may also require training for renovation work. State and/or federal certification is required. By completing the program successfully, students may be eligible to apply for accreditation and/or credentials through the Maryland Department of the Environment (MDE) and/or the U.S. Environmental Protection Agency (EPA). Application forms are available through the MDE and a fee for application is required.

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

### VOA 595
**Lead Abatement Supervisor**
Participants who successfully complete this course are permitted to supervise traditional lead abatement activities such as component replacement, enclosure and paint removal as well as paint stabilization, maintenance and repair.

**Total Cost:** $550 (Tuition: $138 Fees: $412)

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### VOA 593
**Lead Paint Abatement Worker Initial Training**
Designed for those who work on lead-based abatement projects, this course meets requirements set forth by the MDE for risk reduction work in affected residential and rental properties. Focus will be on health effects, lead-safe work practices, common sources of lead exposure, regulatory requirements, and personal protection.

**Total Cost:** $295 (Tuition: $75 Fees: $220)

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### VOA 594
**Lead Paint Maintenance and Repainting Supervisor - Initial Training**
Learn how to bring properties into compliance with regulatory requirements, and personal protection.

**Total Cost:** $295 (Tuition: $75 Fees: $220)

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### WELDING

#### voa 597
**Lead Paint - Renovation, Repair & Painting**
Successfully complete this course and become certified by the EPA to work on remodeling activities in pre-1978 residences (rentals as well as owner occupied) and child care facilities. Home improvement contractors, maintenance workers, painters and other specialty trades need to become certified under this program to assess whether or not lead-based paint will be disturbed and, if so, how to use lead-safe work practices.

**Total Cost:** $195 (Tuition: $49 Fees: $146)

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#### VOA 596
**Lead Paint Visual Inspector - Initial Training**
Learn how to perform a visual review and dust sampling to verify satisfactory compliance to Maryland's Lead Risk Reduction Standard. Focus on how to properly complete inspection reports, read regulations and understand the use of lead hazard control procedures. For those who inspect rental properties affected by MDE regulations.

**Total Cost:** $295 (Tuition: $75 Fees: $220)

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### VOA 703
**Intermediate MIG Welding**
Gain specific instruction in Gas Metal Arc (GMAW) and Flux-Cored Arc (FCAW) welding processes. Learn how to perform fillet and groove welds in all positions. Practice is geared toward sheet metal and structural steel welding code vertical and overhead tests. Passing the certification test provides an all-position, limited thickness, AWS D1.1 welder certification in FCAW and vertical D1.3 structural sheet metal code certification in GMAW. Prerequisite: Fundamentals of Welding.

**Total Cost:** $2,450 (Tuition: $368 Fees: $2,082)

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#### VOA 722
**Intermediate GMAW - Aluminum**
Advance your skills in the Gas Metal Arc (MIG) process, specifically for welding Aluminum. Emphasis placed on preparing material and performing welding of sheet metal and structural steel welding procedures. In addition, discussion on preparing material and performing welding of Al and Ti.

**Total Cost:** $1,550 (Tuition: $233 Fees: $1,317)

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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 D1.1, Structural Welding Code Steel. Passing the test provides an all position qualification to AWS D1.1.

Prerequisite: Intermediate MIG Welding.

Total Cost: $1,550 (Tuition: $233 Fees: $1,317)

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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: $1,550 (Tuition: $233 Fees: $1,317)

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## VOA 928

**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: $2,450 (Tuition: $368 Fees: $2,082)

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## VOA 932

**Intermediate Shielded Metal Arc Welding**

Continue training in the Shielded Metal Arc (SMAW) welding process. Learn how to perform fillet and groove welds on carbon steel using E6010 and E7018 electrodes in all positions. Practice is geared toward structural welding code vertical and overhead tests. Passing these tests provides an all position, limited thickness AWS D1.1 welder certification.

Prerequisite: Fundamentals of Welding.

Total Cost: $2,450 (Tuition: $368 Fees: $2,082)

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## VOA 581

**Advanced Welding**

Learn techniques required of a certified pipe welder. You must choose between Stick, TIG, or MIG and must have completed the intermediate level of your chosen discipline. Welding safety, proper tacks and feather edging, filler metal angles and manipulations for open root pipe welding are taught.

Prerequisite: Intermediate Welding.

Total Cost: $2,500 (Tuition: $375 Fees: $2,125)

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</table>
Transportation, Distribution, Logistics

Learn the skills necessary to move, store, schedule, and deliver goods and services our economy demands.

For more information, contact Nancy Kukay at 443-840-4171 or nkukay@ccbcmd.edu

**AUTOMOTIVE**

**ARP 805**

Introduction to Automotive Technology

Get started on your career in the automotive industry with this basic-skills course. Topics to be covered include requirements for an A.A.S. degree at CCBC, learning automotive brand-specific training options, an introduction to the eight major automotive systems, an introduction to general shop practices and safety procedures including hybrid vehicle safety, how to perform safety inspections and basic preventative maintenance routines.

Total Cost: $889 (Tuition: $267 Fees: $622)

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**AVIATION TECHNOLOGY**

Continuing Education (non-credit)

- Drone Pilot

Credit

- Air Traffic Control
- Flight Attendant Flight
- Training

**LOGISTICS AND SUPPLY MANAGEMENT**

Continuing Education (non-credit)

- Certified Logistics Associate/Warehouse Technician

Credit

- Transportation, Distribution and Maritime Logistics

**MARITIME**

Continuing Education (non-credit)

- Captain’s License

You may be eligible for Financial Aid!

Call 443-840-4700 to find out more!

Start your career in trucking TODAY!

**COMMERCIAL DRIVER’S LICENSE TRAINING at CCBC**

Now offered at our NEW east side location:

CCBC Transportation Training Center at TRADEPOINT ATLANTIC

2007 Reservoir Road, Baltimore, MD 21219

CCBC is conducting CDL-A training during days, evenings, and weekends; a 280-hour program. CCBC also offers CDL-B training during the day.

Commercial Driver License Class-A

$5,195 in-county residents

Includes the cost of the Department of Transportation (DOT) drug screen and physical and the learner’s permit fee.

Day classes: Mon-Fri, 8am-4pm, 8 weeks
8/23-10/15
10/4-11/24
11/15-1/21

Evening classes: Mon-Thu, 5-10pm, 14 weeks
8/16-11/18

Weekend classes: Sat-Sun, 8am-4pm, 20 weeks
8/7-12/19

Commercial Driver License Class-B

$3,043 in-county residents

Includes the cost of the DOT drug screen and physical and the learner’s permit fee.

Mon-Fri, 8am-4pm, 3 weeks
Call for dates.

Students MUST:

- Be at least 18 years of age
- Be able to pass a DOT drug screen & physical
- Possess a valid Maryland Driver’s License (regular Class C)
- Maintain zero points for drug/alcohol violations

We continue to offer training at the west side location at Security Square Mall in Woodlawn.

Register now!

For information, contact Stacy Igo, 443-877-5205 or sigo@ccbcmd.edu
### CONTINUING EDUCATION

#### WORKFORCE TRAINING CERTIFICATE

#### AUTOMOTIVE SAFETY INSPECTOR

**ARP 294**

**Preparation for MD State Safety Inspection Test**

Review the applicable Code of Maryland Regulation (COMAR) and test-taking strategies. Review handbook and administrative responsibilities of an inspector. Minimal out-of-class study required. Designed for automotive technicians seeking certification.

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

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**ARP 732**

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

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

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

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**VOA 778**

**Safety Inspection Test Preparation for Maryland – Written and Hands-on**

Prepare for both parts of the Maryland Safety Inspection test in one class. This class will prepare students for both tests through an intensive eight-session, evening schedule. Designed for automotive technicians.

Total Cost: $499 (Tuition: 150 Fees: $349)

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### AVIATION

#### AVI 019

**Commercial Pilot Ground School**

Learn the requirements to obtain and maintain the Federal Aviation Administration Commercial Pilot Certificate. This course will cover both airplane and helicopter topics.

Total Cost: $564 (Tuition: $169 Fees: $395)

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#### AVI 018

**Instrument Pilot Ground School**

Learn the requirements for the Federal Aviation Administration Instrument Rating. This course covers both airplane and helicopter topics.

Total Cost: $727 (Tuition: $218 Fees: $509)

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#### AVI 014

**Private Pilot Ground School**

Learn all the requirements to obtain the Federal Aviation Administration (FAA) Private Pilot Certificate. Delve into both airplane and helicopter topics including, how instruments function, how to plan cross-country flights, achieving effective radio communications, how to interpret weather charts and data.

Total Cost: $564 (Tuition: $169 Fees: $395)

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#### 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 given at the conclusion of the course.

Total Cost: $284 (Tuition: $88 Fees: $196)

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### READY TO MOVE UP IN YOUR AUTOMOTIVE CAREER?

Automotive Electrical/Electronic specialists are in demand. This program gives students the opportunity to earn Automotive Service Excellence certificates and receive instruction from highly trained automotive instructors.

Please contact Nancy Kukay, 443-840-4171 or nkukay@ccbcmd.edu for more information.

#### AVI 011

**Unmanned Aircraft Systems**

Get an in-depth knowledge needed to advance in the operation of drones and other unmanned aircraft systems. Learn the history and development of Unmanned Aircraft Systems (UAS), Remotely Piloted Aircraft (RPA) UAS types, payloads, control functions, flight operations, regulations, safety consideration, and employment opportunities.

Total Cost: $459 (Tuition: $318 Fees: $141)

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#### AVI 012

**Unmanned Aircraft Systems Flight Training**

Get a hands-on and simulator experience in the safe operation of drones and other unmanned aircraft systems. Learn how the design influences the mission planning and control of a UAS. Learn which Federal Aviation Administration apply to UAS flight operations and identify safety procedures and backup systems of a UAS. Course price includes a drone.

Total Cost: $1,109 (Tuition: $625 Fees: $484)

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#### AVI 020

**Unmanned Aircraft Systems Operations**

Learn to pilot an Unmanned Aircraft (drone). Through classroom lecture, flight, and simulator training on selected drones, you will learn how aerodynamic forces affect flight operations, the operational use of the sensor, kinetic and electronic systems work in a UAS, Federal Aviation Administration regulations, mission planning, safety procedures and back up systems found in an Unmanned Aircraft System.

Total Cost: $564 (Tuition: $169 Fees: $395)

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<td>W(15)</td>
<td>8/30-12/19</td>
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#### AVI 017

**Unmanned Aircraft Systems Sensor Operations**

Commercial Drone use is expanding across many businesses. Learn how the use of sensors can take your use of an Unmanned Aircraft System to the next level. Topics include how to determine the correct sensor, collect and use data, photogrammetry, mission planning, and execution.

Total Cost: $564 (Tuition: $169 Fees: $395)

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</table>
CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

FREIGHT BROKER/FORWARDER
Learn the skills needed to be a successful Freight Broker/Agent. In this growing industry, as a service based business, you’ll connect shippers and manufacturers with transportation companies and manage those shipments. Online class. Must register for both parts 1 & 2 at the same time.

VOA 122
Freight Broker/Forwarder- Part 1
Total Cost: $948 (Tuition: $50 Fees: $898)
CRN#  Day/Ses. Dates Time Location
71361  Arranged 10/11-12/3 6-10:30pm CC

VOA 123
Freight Broker/Forwarder- Part 2
Total Cost: $948 (Tuition: $50 Fees: $898)
CRN#  Day/Ses. Dates Time Location
71363  Arranged 12/6-1/28 6-10:30pm CC

LOGISTICS/WAREHOUSE

VOA 605
Forklift Operator Training
Learn safety measures as they pertain to vehicle inspection and operation, product handling, load balance, gravity, and visual and operational checks. Presented in accordance with OSHA standards.
Total Cost: $199 (Tuition: $60 Fees: $139)
CRN#  Day/Ses. Dates Time Location
71324  S(2) 10/16-23 9am-3:30pm CC
71325  S(2) 12/13-18 9am-3:30pm CC

MARITIME

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

MARINE ENGINE MAINTENANCE REPAIR

VOA 750
An Overview of the Modern Marine Industry
Discover the many different career opportunities that exist within today’s modern marine industry. The need for qualified marine technicians has never been greater and the Community College of Baltimore County is prepared to train the next generation for careers in this field.
Total Cost: $90 (Tuition: $27 Fees: $63)
CRN#  Day/Ses. Dates Time Location
71924  M(1) 10/11 6-10:30pm CC

SUPPLY CHAIN

CERTIFIED SUPPLY CHAIN PROFESSIONAL
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 & Six Sigma, U.S. & Global logistics, supply chain integration. Online class.
Must register for both parts 1 & 2 at the same time.

VOA 791
Certified Supply Chain Professional - new Part 1
Total Cost: $1,147 (Tuition: $344 Fees: $803)
CRN#  Day/Ses. Dates Time Location
72428  Online 9/15-11/5 Arranged E2GC

VOA 792
Certified Supply Chain Professional - new Part 2
Total Cost: $1,148 (Tuition: $344 Fees: $804)
CRN#  Day/Ses. Dates Time Location
72429  Online 11/17-1/7/22 Arranged E2GC

FORKLIFT TECHNICIANS IN DEMAND
Forklift technicians are in high demand in warehouses, distribution centers, manufacturing plants, anywhere goods are stored and moved around. CCBC is offering a new program aimed at preparing students to repair and maintain forklifts.
This 200-hour program offers a combination of online, in-person and hands-on instruction. You will have the opportunity to obtain a valuable industry certificate as a Certified Forklift Technician through the Manufacturing Skills Standards Council (MSSC).

Please contact Nancy Kukay, 443-840-4171 or nkukay@ccbcmd.edu for more information.
You Served for US, Now Let Us Serve You.

CCBC is a military-friendly institution. We have served almost 1,200 veterans and military-connected students with a holistic model of support that focuses on recruitment, retention, and graduation.

We want to help more members of this valuable student population reach their educational goals by providing:

- Support services
- Emergency assistance grant information
- Access to the Veterans Integration to Academic Leadership (VITAL) VA Psychologist

Our Veteran’s Office is here to guide you and answer your questions.

Contact 443-840-4393 or VeteranServices@ccbcmd.edu
Visit: ccbcmd.edu/veterans
Busy schedule? Online classes may be your answer!

In partnership with Ed2Go, CCBC offers instructor-led courses that are informative, fun, convenient, and highly interactive.

- Choose from over 300 courses!
- 24-hour access to your class so you can complete your course when it is convenient for you
- Access an expert instructor to support learning and obtain feedback
- Learn from your peers and engage in weekly discussions
- Prices starting at $115

COURSE DATES:

- September 16
- October 14
- November 11
- December 9

TOPICS INCLUDE:

- Accounting and Finance
- Basic Computer Literacy
- Business Administration
- Business Planning & Entrepreneurship
- Computer Applications
- Certification Preparation
- Computer Troubleshooting & Networking
- Arts and Creativity
- Digital Photography
- Grant Writing
- Graphic Design
- Health Care and Medical
- Languages
- Nonprofit Management
- Personal Enrichment
- Programming
- Project Management
- Sales & Marketing
- Test Prep and College Readiness
- Web Page Design
- Writing & Publishing

Other Online Vendors Include:

**Ed2Go Workforce and Career Training Programs**

Develop your career skills with these fully online, career-focused programs. This fall we offer **Freight Broker**, and a range of other programs including **Microsoft Excel, Word, and PowerPoint certification pre courses**. See what’s new at [ccbcmd.edu/noncredit-online](http://ccbcmd.edu/noncredit-online) or refer to the Hospitality, Transportation, or Computers and Information Technology sections of this book.

**LERN**

Work towards a continuing education certificate from the Learning Resources Network (LERN) a nationally-recognized leader in continuing education programming. In partnership with LERN’s **UGotClass**, CCBC offers in-demand business courses in e-Marketing, mobile marketing, social media, computer security, data analysis, and conflict management. Many courses can be taken as part of a certificate program.

Go to our website for more details: [ccbcmd.edu/noncredit-online](http://ccbcmd.edu/noncredit-online)

Contact Us:

For further information on online courses email **CEOnline@ccbcmd.edu** and visit [ccbcmd.edu/ceed/online](http://ccbcmd.edu/ceed/online)
ACADEMIC PREPARATION

TEST PREPARATION

ADS 148
Comprehensive TEAS Strategies
Learn the best strategies for approaching various types of questions in the ATI TEAS for Math, Science, English Language and Usage, and Reading. Practice tests in class offer the opportunity to develop test-taking tricks that improve time management and anxiety reduction.
Total Cost: $119 (Tuition: $36 Fees: $83)

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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 (Course 1 of 2). For details, go to ed2go.com/ccbconline/.
Total Cost: $129 (Tuition: $20 Fees: $109)

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ADS 580
GRE Test Preparation - Part I (Verbal and Analytical)
Prepare to take the Graduate Record Examination (GRE) covering all question types on the verbal and analytical section. Learn time saving techniques for both the paper-based and computer administrations of the test. Topics include: reading comprehension, analogies, sentence completions, antonyms, and logical and analytical reasoning questions (Course 1 of 2). For details, go to ed2go.com/ccbconline/.
Total Cost: $129 (Tuition: $20 Fees: $109)

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ADS 259
LSAT Preparation - Part II
Improve your reading comprehension and logical reasoning skills, and discover proven approaches for selecting correct exam answers (Course 2 of 2). For details, go to ed2go.com/ccbconline/.
Total Cost: $129 (Tuition: $20 Fees: $109)

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ADS 152
Mathematics for Success
Prepare for developmental math. Discuss topics that include whole number operations, integers, fractions, decimals, per cents, ratios and proportions, exponents, square roots, and mathematical expressions. Each class is 45 hours of instruction and is designed for students who possess a high school diploma.
Total Cost: $275 (Tuition: $83 Fees: $192)

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*1st and last classes take place in person

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 (Course 2 of 2). For details, go to ed2go.com/ccbconline/.
Total Cost: $129 (Tuition: $20 Fees: $109)

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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: $139 (Tuition: $20 Fees: $119)

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**ART, DESIGN & PHOTOGRAPHY**

**Ceramics**

**ART 486**  
**Basic Pottery Wheel**  
Learn to use stoneware clay and electric wheels to practice centering, shaping and forming basic shapes such as bowls, cylinders and plates. Examine terminology, properties of clay, basic design and decorative glazing techniques. Designed for beginning pottery students learning to use a wheel for the first time or continuing their start as a potter. Note: Bring small bucket and sponge to class. The first 10 pounds of clay and one firing is included in the cost of the course. You will be responsible for additional clay and firings. Wear old work clothes, apron and closed-toe shoes.

Total Cost: $155 (Tuition: $0 Fees: $155)

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</table>

**ART 263**  
**Introductory Ceramics**  
Learn hand building techniques and wheel throwing instruction. Topics include types and uses of clay, pinch pot and their use in creating sculptural forms, coiling, slab construction, an introduction to wheel techniques, decorating, glazing, and intaglio, ending in a class project. Course cost includes materials.

Total Cost: $153 (Tuition: $0 Fees: $153)

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<td>72191</td>
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<td>11/4-12/16</td>
<td>7-9:30pm</td>
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**ARB 087**  
**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: $336 (Tuition: $101 Fees: $235)

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**Drawing & Painting**

**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: $119 (Tuition: $20 Fees: $99)

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**ART 672**  
**Foundations of Watercolor**
Learn how to execute a detailed line drawing, transfer it to the watercolor paper, and practice flat washes with round and flat brushes, and learn to demonstrate and experiment with creating tints and complementary colors. Create monochromatic and one full-color painting. Bring basic painting supplies to first class. Additional supplies will be discussed during first class.

Total Cost: $135 (Tuition: $0 Fees: $135)

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**Photography**

**ART 492**  
**Get to Know Your Camera Basics**
Is your digital camera an SLR or DSLR? What does aperture mean? Did you know your camera has an iris diaphragm? If you have a great camera, but don't know the answers to these and other photography questions, this is the class for you! You must furnish your own digital camera in good working order, owner’s manual, and questions about how to use it. Limited seating due to the nature of individualized instruction for this course.

Total Cost: $50 (Tuition: $0 Fees: $50)

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<td>10am-1pm</td>
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**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/instruction manual to class.

Total Cost: $103 (Tuition: $0 Fees: $103)

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<td>10am-12pm</td>
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**PCP 270**  
**Photographing Nature with Your Digital Camera**
Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots. For details, go to ed2go.com/ccbconline/.

Total Cost: $119 (Tuition: $20 Fees: $99)

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</table>

**CCBC has safety guidelines in place on all campuses. For a complete list of everything we are doing to keep you safe, go to:**

ccbcmd.edu/coronavirus
**ARTS – PERFORMING**

**Music**

**MUS 119**

**Adult Piano**  
Learn to play a keyboard instrument by learning the basics of finger positions, key, note-reading, rhythmic patterns, and have the opportunity to perform a beginner’s-level piece of music. Sight-reading skills are introduced and strong practice techniques are developed. Please bring earphones.

Total Cost: $135 (Tuition: $0 Fees: $135)

**CRN#** | **Day/Ses.** | **Dates** | **Time** | **Location**  
--- | --- | --- | --- | ---  
71486 | W(12) | 9/9-12/1 | 7-8pm | EC  
71487 | R(12) | 9/9-12/1 | 7-8pm | EC  
71488 | S(12) | 9/9-12/1 | 7-8pm | EC  

**MUS 117**

**Adult Piano II**  
Continue your study with additional training for the beginning/intermediate piano student. Further explore and develop rhythmic, sight-reading, and music theory skills in more complex combinations.

Total Cost: $135 (Tuition: $0 Fees: $135)

**CRN#** | **Day/Ses.** | **Dates** | **Time** | **Location**  
--- | --- | --- | --- | ---  
71486 | W(12) | 9/9-12/1 | 7-8pm | EC  
71487 | R(12) | 9/9-12/1 | 7-8pm | EC  
71488 | S(12) | 9/9-12/1 | 7-8pm | EC  

**MUS 246**

**Basic Music Theory**  
Appropriate for any instrument or beginning musician. Learn the music alphabet, build chromatic, major and minor scales, key signatures and learn how to transpose a chord progression to another key.

Total Cost: $69 (Tuition: $0 Fees: $69)

**CRN#** | **Day/Ses.** | **Dates** | **Time** | **Location**  
--- | --- | --- | --- | ---  
71774 | T(3) | 9/28-10/26 | 6-7pm | EC  

**ART 062**

**Drum Roll Please**  
Learn stick techniques, single- and double-stroke roll, and essential practice techniques in this beginning drum class. You must bring your own sticks and practice pad to class.

Total Cost: $69 (Tuition: $0 Fees: $69)

**CRN#** | **Day/Ses.** | **Dates** | **Time** | **Location**  
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71775 | T(6) | 9/28-11/2 | 7-8pm | EC  

**ART 837**

**Free Your Voice**  
This refreshing alternative to traditional voice lessons will provide a different perspective if you have ever experienced personal blocks and fears that keep you from singing from your heart! Connect breath and body to find your inner creative impulse. Playful exercises, movement and elements of yoga and meditation may be incorporated.

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

**CRN#** | **Day/Ses.** | **Dates** | **Time** | **Location**  
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71776 | W(6) | 9/1-10/6 | 7-8:30pm | ZOOM  

**MUS 050**

**Guitar Basics**  
Learn basic chord progressions, hand positions and strumming techniques as well as how to tune and maintain a guitar. Discover how to purchase appropriate music, strings and equipment. Bring a guitar to class.

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

**CRN#** | **Day/Ses.** | **Dates** | **Time** | **Location**  
--- | --- | --- | --- | ---  
71531 | T(10) | 9/21-11/30 | 7-8pm | ZOOM  
71530 | S(5) | 9/25-10/23 | 10am-12pm | CC  

**MUS 051**

**Intermediate Guitar**  
Polish basic guitar skills and learn more advanced skills and techniques and guitar literature. Play classical, blues and rock guitar, change strings, plus concentrate on more advanced guitar tabs and music symbols. Bring a guitar to class.

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

**CRN#** | **Day/Ses.** | **Dates** | **Time** | **Location**  
--- | --- | --- | --- | ---  
71531 | T(10) | 9/21-11/30 | 8-9pm | ZOOM  
71530 | S(5) | 10/30-12/4 | 10am-12pm | CC  

**MUS 042**

**Native American Flute**  
Learn to play this instrument famous for its hauntingly beautiful sound. Cover the basic techniques of breath control, fingering and style. After one class, you will begin playing simple melodies. No prior experience or musical knowledge is required. Price includes the cost of the handmade flute. You must register one week prior to the start of class.

Total Cost: $219 (Tuition: $0 Fees: $219)

**CRN#** | **Day/Ses.** | **Dates** | **Time** | **Location**  
--- | --- | --- | --- | ---  
71777 | W(8) | 10/13-11/17 | 7-9pm | ZOOM  

**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: $89 (Tuition: $0 Fees: $89)

**CRN#** | **Day/Ses.** | **Dates** | **Time** | **Location**  
--- | --- | --- | --- | ---  
71533 | R(6) | 10/14-11/18 | 7-8:40pm | HV  

**MUS 243**

**Vocal Basics for Adults**  
Participants will learn the basic principles of healthy vocal production, effective practice techniques, and to sing with improved tone quality in a non-threatening environment.

Total Cost: $99 (Tuition: $0 Fees: $99)

**CRN#** | **Day/Ses.** | **Dates** | **Time** | **Location**  
--- | --- | --- | --- | ---  
71780 | T(3) | 9/28-10/26 | 7-8pm | ZOOM  

**EXPAND YOUR CREATIVITY**

Interested in 3D printing, laser-cutting, and other digital fabrication technology? Check out the Fab Lab classes under Building & Industrial Technology.

Visit Fablab بالتيمور.org for more information.
PRIVATE LESSONS
Private music instruction on most instruments and voice is offered for both youth (6 or older for piano, 8 or older for other instruments, and 13 or older for voice) and adults. Intensive one-on-one instruction provides individual attention appropriate to all skill levels and ability. Lessons are arranged on an individual basis with the appropriate instructor. Instruments are not provided. Before registering call 443-840-1646 to make arrangements for placement.

XXX 961
Private Lessons - 1/2 Hour (6 weeks)
Total Cost: $129 (Tuition: $0 Fees: $129)

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<th>CRN#</th>
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<tr>
<td>71537</td>
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<tr>
<td>71539</td>
<td>Arranged</td>
<td>10/25-12/6</td>
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</table>

XXX 965
Private Lessons - One Hour (6 weeks)
Total Cost: $258 (Tuition: $0 Fees: $258)

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<th>Day/Ses.</th>
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<tr>
<td>71539</td>
<td>Arranged</td>
<td>10/25-12/6</td>
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</table>

MUS 120
Private Lessons - 1/2 Hour (14 weeks)
Total Cost: $295 (Tuition: $0 Fees: $295)

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XXX 801
Private Lessons 1 Hour (14 weeks)
Total Cost: $595 (Tuition: $0 Fees: $595)

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</table>

Theater

DRB 004
Acting Basics
Learn basic/intermediate acting techniques and vocabulary through a variety of theatrical exercises, including improvisation, voice, diction and monologues to learn about creating a character and creative performance.

Total Cost: $99 (Tuition: $0 Fees: $99)

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<th>CRN#</th>
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<th>Dates</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>71835</td>
<td>8(6)</td>
<td>9/30-11/4</td>
<td>7-9pm</td>
<td>ZOOM</td>
</tr>
</tbody>
</table>

ART 787
Foundation Acting Skills
Discover how to listen and respond to your scene partner and create believable authentic characters. Appropriate for both beginning and more advanced acting students. This foundation series concludes with a performance of scenes.

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

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<th>Dates</th>
<th>Time</th>
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<tr>
<td>71836</td>
<td>T(3)</td>
<td>11/9-23</td>
<td>7-8:20pm</td>
<td>EC</td>
</tr>
</tbody>
</table>

ART 788
Monologue Intensive
This intensive class will include a step by step approach on monologue preparation. Focus will be on encouraging instincts, cultivating freedom in body and voice and exploration of character. Cold readings will also be practiced.

Total Cost: $39 (Tuition: $0 Fees: $39)

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<th>CRN#</th>
<th>Day/Ses.</th>
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<td>71786</td>
<td>8(6)</td>
<td>9/24</td>
<td>9am-3pm</td>
<td>OM</td>
</tr>
</tbody>
</table>

ART 797
Senior Star Showcase
Seniors will learn popular, seasonal and musical theatre style selections and showcase their newly acquired skills including vocal techniques, cueing, memorization and character analysis. Be prepared to meet your new best friend.

Total Cost: $175 (Tuition: $0 Fees: $175)

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<tr>
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<td>10am-12pm</td>
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</table>

BOATING

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)

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<tr>
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<th>Day/Ses.</th>
<th>Dates</th>
<th>Time</th>
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<tbody>
<tr>
<td>71927</td>
<td>T/W/R(15)</td>
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<tr>
<td>71927</td>
<td>S(5)</td>
<td>10/2-30</td>
<td>8am-5pm</td>
<td>DC</td>
</tr>
</tbody>
</table>

VOA 079
U.S. Coast Guard Captain’s Licensing Course (Master 100 Tons)
Prepare for the U.S. Coast Guard Captain’s License test masters level. This comprehensive review covers all aspects of the commercial operation of Coast Guard inspected passenger carrying vessels. Subjects include rules of the road, deck general and safety, chart reading, plotting, V-Boat regulations, watch-keeping, trim and stability and ship construction. (Testing done on campus.)

Total Cost: $1,249 (Tuition: $375 Fees: $874)

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<tr>
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<td>9/16-23</td>
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CPR 013
CPR/First Aid Training
Learn basic cardiopulmonary resuscitation (CPR) and first aid techniques and become certified by the American Red Cross (ARC). Topics include Automatic External Defibrillator (AED).

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

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<td>8:30am-5:30pm</td>
<td>EC</td>
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</tbody>
</table>

VOA 362
S.C.U.B.A. Diving Certification Prep Course
Learn the physics, physiology, and procedures associated with modern-day diving using classroom lecture and pool exercise led by experienced professional diving instructors. All equipment for pool training will be provided by the instructional staff for an additional cost.

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

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<tr>
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<td>6-10:30pm</td>
<td>DC</td>
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</table>
DANCE

FIT 722
Ballroom and Social Dancing (Beginning/Intermediate)
Learn or improve skills for the Swing, Waltz, Foxtrot, and Cha-Cha. Improve muscle tone, memory, and social self-confidence. Partner not required. Wear non-rubber soled shoes.

Total Cost: $114 (Tuition: $0 Fees: $114)

FIT 953
Urban Line Dancing I
Learn traditional and current urban line dances and get a great total body workout while you have fun! A partner is not required; no dance experience required.

Total Cost: $89 (Tuition: $0 Fees: $89)

FIT 100
Social Dancing-Salsa, Merengue, Bachata
Learn the basic step patterns as you dance to the exciting rhythms of Latin Dance. Learn the most popular and current Latin dances taking place on the dance floor.

Total Cost: $85 (Tuition: $0 Fees: $85)

FIT 939
Beginning Ballet
Learn barré and floor-work exercises, and exercises to improve body alignment and strengthen muscles. Appropriate for beginners and seasoned dancers who are looking for an opportunity to attend a structured ballet class. Wear comfortable clothing and ballet shoes.

Total Cost: $89 (Tuition: $0 Fees: $89)

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Total Cost: $89 (Tuition: $0 Fees: $89)
**PDV 126**  
**Past Life Regression: A Journey through Many Lifetimes**  
Discover spiritual and emotional wellness to realize your purpose in life. Learn how to experience personal enlightenment, peace and happiness using past life regression techniques and guided meditation. Topics include revisiting a past life to address current issues; listening and trusting one's own intuition; Chakra cleansing; forgiveness; guided meditation and more.  
Total Cost: $84 (Tuition: $41 Fees: $93)

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<tr>
<td>71790</td>
<td>5(2)</td>
<td>11/13-20</td>
<td>10am-2pm</td>
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</table>

**PDV 153**  
**Simple Aromatherapy**  
Discover the art and science of aromatherapy. Examine 12 popular essential oils and learn recipes for making simple aromatherapy products. Materials cost $3 due at first class.  
Total Cost: $64 (Tuition: $0 Fees: $64)

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<td>9am-1pm</td>
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</tr>
<tr>
<td>71817</td>
<td>S(1)</td>
<td>12/4</td>
<td>9am-1pm</td>
<td>EC</td>
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</table>

**PDV 169**  
**Sports Nutrition Certification**  
Prepare to earn your certification in this one-day course leading to the International Sports Medicine Association (AAAI/ISMA) sports nutrition certification exam. CEUs awarded. Study guide recommended. Read before class. Call 609-397-2139 or visit aaai-ismafitness.com to order textbook.  
Total Cost: $134 (Tuition: $41 Fees: $93)

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<tr>
<td>71799</td>
<td>S(1)</td>
<td>11/13</td>
<td>9am-5pm</td>
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</table>

**PDV 279**  
**The Power of Contemplative Practices (Mindfulness Mini-Conference)**  
Learn about contemplative practice, with the goals of enhancing cognitive performance (including attention and concentration), empowering creativity, managing stress and other emotional challenges, and developing the ‘whole person’. Through these practices you can train to stay present and connected to the community and to the world. Keynote speaker will be renowned educational consultant, lecturer, and contemplative practitioner, Stephanie Briggs. Content connected to this year’s CBC Community Book, Fear: Essential Wisdom for Getting through the Storm by Thich Nhat Hanh, will also be offered.  
Total Cost: $25 (Tuition: $8 Fees: $17)

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**PDV 696**  
**Cardio & 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 PELF124.  
Total Cost: $220 (Tuition: $0 Fees: $220)

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**FIT 039**  
**Mixed Martial Arts Fitness**  
Use resistance training and various physical fitness routines from a variety of martial arts in order to improve cardiovascular endurance, muscular strength and endurance, flexibility, and body composition. Course also offered for credit as PELF150.  
Total Cost: $220 (Tuition: $0 Fees: $220)

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</table>

**FIT 627**  
**Personal Fitness Trainer Certification**  
Prepare to earn your certification in this one-day course leading to the International Sports Medicine Association (AAAI/ISMA) personal fitness trainer certification exam. CEUs awarded. Study guide recommended. Read before class. Call 609-397-2139 or visit aaai-ismafitness.com to order textbook.  
Total Cost: $134 (Tuition: $41 Fees: $93)

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<td>9am-5pm</td>
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</table>

**PDV 905**  
**Strength Training for Total Fitness**  
Explore the principles, science, and benefits of developing skeletal-muscular and cardiovascular-aerobic fitness via the medium of intensive exercise with resistive weights equipment. This course is also offered for credit as PELF115.  
Total Cost: $220 (Tuition: $0 Fees: $220)

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**FIT 127**  
**Circuit & Weight Training**  

**FIT 607**  
**Weight Training and Conditioning**  
Emphasizes the development of muscular strength and endurance, through the use of fitness machines, free weights, prescribed exercises and general fitness activities. This course is also offered for credit as PELF116.  
Total Cost: $152 (Tuition: $0 Fees: $152)

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</table>
**Meditation**

**PDV 100**

**Meditation for Wellness**

Learn about a variety of formal and informal meditation practices, the science behind the benefits of meditation and how it can reduce stress and symptoms of illness and improve well-being. This course is also offered for credit as PELF 144.

Total Cost: $152 (Tuition: $0 Fees: $152)

CRN# | Day/Ses. | Dates       | Time            | Location
-----|----------|-------------|-----------------|--------
72369 | R(5)    | 9/3-12/17   | 11:15am-1:05pm  | EC     \\

**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: $74 (Tuition: $0 Fees: $74)

CRN# | Day/Ses. | Dates       | Time            | Location
-----|----------|-------------|-----------------|--------
71797 | R(6)    | 10/7-11/11  | 6:30-7:30pm     | OM     \\

**PDV 240**

**Mindful Meditation**

Through discussion and experiential practice of formal and informal mindfulness techniques, you will learn how to reduce stress, break from automatic responses and improve your emotional, physical and mental well-being.

Total Cost: $85 (Tuition: $26 Fees: $59)

CRN# | Day/Ses. | Dates       | Time            | Location
-----|----------|-------------|-----------------|--------
71731 | M(6)    | 9/13-10/18  | 6-7:30pm        | DC     \\

**FIT 933**

**Zen Meditation**

Learn ‘mindful’ posture & breathing techniques. Be mindful of your innate intelligence and natural compassion.

Total Cost: $74 (Tuition: $0 Fees: $74)

CRN# | Day/Ses. | Dates       | Time            | Location
-----|----------|-------------|-----------------|--------
71801 | R(5)    | 9/2-30      | 6-8:05pm        | OM     \\

**Red Cross/CPR**

**CPR 013**

**CPR/First Aid Training**

Learn basic cardiopulmonary resuscitation (CPR) and first aid techniques and become certified by the American Red Cross (ARC). Topics include Automatic External Defibrillator (AED).

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

CRN# | Day/Ses. | Dates       | Time            | Location
-----|----------|-------------|-----------------|--------
71735 | S(1)    | 9/25        | 8:30am-5:15pm   | EC     \\
71736 | S(1)    | 10/23       | 8:30am-5:15pm   | EC     \\
71737 | S(1)    | 11/6        | 8:30am-5:15pm   | EC     \\

**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: $64 (Tuition: $0 Fees: $64)

CRN# | Day/Ses. | Dates       | Time            | Location
-----|----------|-------------|-----------------|--------
71715 | S(2)    | 9/18-25     | 9:30am-1:45pm   | EC     \\
71740 | S(2)    | 10/9-16     | 9:30am-1:45pm   | EC     \\
71800 | S(2)    | 11/13-20    | 9:30am-1:45pm   | OM     \\
71730 | S(2)    | 12/4-11     | 9:30am-1:45pm   | DC     \\

**FIT 706**

**Usui Reiki I**

Enhance your life through healing energy on mental, physical, and spiritual levels. Receive a Usui Reiki I attunement and learn how to give a healing treatment on yourself and others. Upon successful completion of the course, receive a First Degree Usui Reiki Certificate. Wear comfortable clothing.

Total Cost: $64 (Tuition: $0 Fees: $64)

CRN# | Day/Ses. | Dates       | Time            | Location
-----|----------|-------------|-----------------|--------
71810 | S(2)    | 10/9-16     | 9am-1pm         | EC     \\

**FIT 707**

**Usui Reiki II**

Receive a Usui Reiki II attunement and prepare for the Master or Master/Teacher certification. Upon successful completion of this course, you will receive a Second Degree Usui Reiki Certificate and learn how to set up a Usui Reiki healing practice. Wear comfortable clothing.

Total Cost: $64 (Tuition: $0 Fees: $64)

CRN# | Day/Ses. | Dates       | Time            | Location
-----|----------|-------------|-----------------|--------
71813 | S(2)    | 11/13-20    | 9am-1pm         | EC     \\

**Self Defense**

**FIT 515**

**Self Defense for Women-II**

Explore a practical approach to personal defense, learn about defense techniques, practical information discussions related to violence and women around the world. Learn the signs of battered spouse syndrome and red flags for spousal abusers and date rapists. This class is also offered for credit as PEIA123.

Total Cost: $220 (Tuition: $0 Fees: $220)

CRN# | Day/Ses. | Dates       | Time            | Location
-----|----------|-------------|-----------------|--------
72357 | T(12)   | 9/28-12/14  | 12:45-2:45pm    | EC     \\
72358 | R(11)   | 9/30-12/16  | 6-8pm           | EC     \\

**FIT 508**

**Self Defense for Young People**

Learn to defend yourself through prevention techniques and physical responses using hands-on equipment, blocks and kicks.

Total Cost: $144 (Tuition: $0 Fees: $144)

CRN# | Day/Ses. | Dates       | Time            | Location
-----|----------|-------------|-----------------|--------
71796 | R(10)   | 9/9-11/11   | 6-7:15pm        | EC     \\

**Swimming & Aqua Fitness**

**FIT 581**

**Aqua Fitness**

Learn to perform low impact activities, improve the cardio-respiratory, muscular strength, endurance and flexibility. This class is also offered for credit as PEAQ 106.

Total Cost: $152 (Tuition: $0 Fees: $152)

CRN# | Day/Ses. | Dates       | Time            | Location
-----|----------|-------------|-----------------|--------
72352 | M/W(30)  | 8/30-12/15  | 12:10-1:05pm    | EC     \\
72356 | M/W(30)  | 8/30-12/15  | 8-8:35am        | EC     \\
72259 | T/R(31)  | 8/31-12/16  | 6:30-7:25pm     | EC     \\
72353 | T/R(30)  | 8/31-12/16  | 5:55pm          | EC     \\
72354 | T/R(30)  | 8/31-12/16  | 8-8:35am        | EC     \\
72355 | T/R(30)  | 8/31-12/16  | 7-7:35pm        | EC     \\

**FIT 072**

**Aqua Yoga**

Combine the benefits of traditional yoga with an aquatic environment for a deeper meditative experience, and less stress on the joints. You may experience postures you may be unable to achieve on land as well achieve a greater range of motion. The course requires you to physically participate in pool exercises. Swimming skills are not required. This class is also offered for credit as PEAQ 108.

Total Cost: $152 (Tuition: $0 Fees: $152)

CRN# | Day/Ses. | Dates       | Time            | Location
-----|----------|-------------|-----------------|--------
72351 | M/W(23)  | 9/27-12/15  | 2:10-3:25pm     | EC     \\

CCBC has safety guidelines in place on all campuses. For a complete list of everything we are doing to keep you safe, go to: ccbcmd.edu/coronavirus
FIT 809

**Aqua Zumba**

Enjoy this water-based workout performed to Latin music using various Latin dance styles. Improves cardiorespiratory, muscular endurance, agility and balance without stressing body joints. This course is also offered for credit as PEAQ 107.

Total Cost: $152 (Tuition: $0 Fees: $152)

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<td>12:10-1:25pm</td>
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**FIT 619**

**Introductory Swimming**

Develop fundamental swimming skills. Intended for adult non-swimmers. Gain the confidence needed to develop a physical and mental adjustment to water. Learn drown-proofing techniques, basic swimming strokes, fundamental diving and entry skills and simple water safety rules and rescues. Recommended for all students regardless of age and physical ability. This class is also offered for credit as PEAQ 125.

Total Cost: $220 (Tuition: $0 Fees: $220)

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</table>

**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; emphasizes stroke techniques. This class is also offered for credit as PEAQ 100.

Total Cost: $152 (Tuition: $0 Fees: $152)

<table>
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**FIT 804**

**Swimming Level III**

Advanced level swimmers who have completed FIT 504 or have equivalent skills to swim 100 yards in good form using most competitive strokes. Emphasis is on skill refinement and endurance. This class is also offered for credit as PEAQ 102.

Total Cost: $152 (Tuition: $0 Fees: $152)

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**FIT 071**

**Water Aerobics**

Study and practice various conditioning programs designed to attain and maintain physical fitness through activities while the body is submerged in water. Emphasis on water exercises, water jogging and rhythmic movements in the water. The nine fundamental swim strokes will be introduced in a routine or composition set to music. This course is also offered for credit as PEAQ 145.

Total Cost: $220 (Tuition: $0 Fees: $220)

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**Tai Chi & Yoga**

**FIT 087**

**Gentle Yoga**

This less intense, non-strenuous, quiet, meditative and restorative practice is specially welcome for those who don’t have the flexibility, coordination and strength which many yoga poses portray. A good option for those who want a softer, nurturing and slower-paced practice. Includes range-of-motion exercises. Students will need to wear comfortable clothes and bring a yoga mat, yoga strap, and blanket with them to each class session.

Total Cost: $90 (Tuition: $0 Fees: $90)

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**FIT 493**

**Hatha Yoga for Beginners**

Find inner balance and tranquility through Hatha Yoga. Experience the benefits of having a serene mind, harmonious spirit and a powerful healthy body. Each yoga pose (asana), breathing (pranayama) and meditation (dhyana) will increase flexibility, strength, stamina and confidence. Yoga (sticky) mat required.

Total Cost: $109 (Tuition: $0 Fees: $109)

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**FIT 124**

**Intuitive Yoga Assisting**

Gain hands-on direct experience when offering assists for foundational and intermediate yoga postures. This course examines various body types and how students may require different assist. As you practice, with instructor support, you will feel confident giving safe hands-on adjustments and identify ways to improve 2-way communication with your students. Students can earn ceus to maintain their 200-hour yoga teacher training certification. This course meets the Yoga Alliance continuing education requirements. This course is open to all students.

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

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**FIT 126**

**Meditation and Yoga for Wellness**

Ashtanga yoga practice promotes enhanced mood and relaxation response; strength, flexibility, and body/mind awareness through meditation, breathing techniques, and yoga practice. Relaxing stretches and floor work are designed to help students unwind, open the body, and feel revitalized.

Total Cost: $89 (Tuition: $0 Fees: $89)

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**FIT 252**

**Tai Chi for Beginners**

Experience this traditional form of martial arts as an excellent low impact exercise that improves coordination, balance, and flexibility. Wear comfortable clothing.

Total Cost: $99 (Tuition: $0 Fees: $99)

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**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: $152 (Tuition: $0 Fees: $152)

<table>
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FIT 035

Yoga Teacher Training Part 1
Earn your yoga teacher training certification. In the first of a two-part class, deepen your practice, learn to teach basic and intermediate classes. Successful completion will enable you to register for the RYT200 with Yoga Alliance. Materials cost $75 due first session.

Total Cost: $1,454 (Tuition: $100 Fees: $1,354)

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FIT 036

Yoga Teacher Training Part 2
Deepen your practice, learn to teach basic and intermediate classes. Successful completion will enable you to register for the RYT200 with Yoga Alliance. Materials cost $75 due first session. Prerequisite: Yoga Teacher Training: Part 1

Total Cost: $1,454 (Tuition: $100 Fees: $1,354)

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Wellness - Holistic Health

FIT 758

Advanced Crystals:
Healing with Crystals and Gemstones
Explore specific healing techniques including birth month stones, chakra stones, feng shui and crystals, crystal grids and first aid stones and gems. Introduction to Crystals or Healing with Gemstones & Crystal recommended. Materials cost $5 due at first class.

Total Cost: $74 (Tuition: $0 Fees: $74)

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<td>S(1)</td>
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AHL 129

Certificate in Holistic and Integrative Health
Learn to provide compassionate care to clients and improve their quality of life. Designed for health care professionals and laypersons, this presents a comprehensive training on the fundamentals of holistic and integrative health. Covers topics from holistic stress management, meditation, healing environments, to Chinese and Ayurvedic medicine, and more. Endorsed by the American Holistic Nurses Association (AHNA). For details, go to: ed2go.com/ccbconline/.

Total Cost: $469 (Tuition: $20 Fees: $449)

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FIT 935

Communicating with Angels
Learn how to communicate with your angel using Angel Oracle Cards by Doreen Virtue (bring your own deck). Learn about Archangels, how to read and interpret the cards and receive and Angel Attunement. Certificate of completion awarded.

Total Cost: $64 (Tuition: $0 Fees: $64)

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AHL 130

Continuing Education Certificate in Food, Nutrition and Health
Gain a holistic overview of current food and nutrition issues and their impact on physical, social, emotional, and spiritual health. Many of us are not aware of what foods to eat, which diets are healthy, and where our food originates. This certificate program has been endorsed by the American Holistic Nurses Association (AHNA). For details, go to: ed2go.com/ccbconline/.

Total Cost: $127 (Tuition: $20 Fees: $107)

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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 details, go to: ed2go.com/ccbconline/.

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

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PDE 916

Get Assertive
Find out how you can stop others from intimidating you or treating you poorly. For details, go to: ed2go.com/ccbconline/.

Total Cost: $119 (Tuition: $20 Fees: $99)

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FIT 455

Handling Medical Emergencies
Every second counts during a medical emergency. Learn how to respond if someone needs your help. For details, go to: ed2go.com/ccbconline/.

Total Cost: $119 (Tuition: $20 Fees: $99)

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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: $64 (Tuition: $0 Fees: $64)

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PDE 956

Get Funny
Learn how to use humor to speak more effectively, write better, and increase your popularity. For details, go to: ed2go.com/ccbconline/.

Total Cost: $119 (Tuition: $20 Fees: $99)

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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. Materials cost of $5 due at first class.

Total Cost: $94 (Tuition: $0 Fees: $94)

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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 wellbeing. For details, go to: ed2go.com/ccbconline/.
Total Cost: $119 (Tuition: $20 Fees: $99)

CHA 077
Teaching Students with Autism: Strategies for Success
Teachers will gain learning strategies and activities for students with high-functioning autism and Asperger’s Syndrome. For details, go to: ed2go.com/ccbconline/.
Total Cost: $129 (Tuition: $20 Fees: $109)

CET 056
Working Successfully with Learning Disabled Students
Learn how to successfully meet the diverse needs of students with learning disabilities in your classroom. For details, go to: ed2go.com/ccbconline/.
Total Cost: $129 (Tuition: $20 Fees: $109)

HOBBIES, COOKING & HOME IMPROVEMENT

Astrology

PDV 031
Introduction to Astrology
Learn about the heavenly cycles and cosmic events that are reflected in our earthly environment through knowledge and intuition. Explore the twelve houses, signs, planets, elements, and aspects of astrology to interpret individual astrological charts and understand our world, life, and the cosmos.
Total Cost: $79 (Tuition: $0 Fees: $79)

PDV 029
Intermediate Astrology
Learn the geometric relationship between the planets, the major and minor aspects, planetary transits, and advanced techniques for chart analysis and interpretation. Classes are experiential, interactive, and fun. Prerequisite: Astrology Beginning or Introduction to Astrology.
Total Cost: $79 (Tuition: $0 Fees: $79)

Brewing

CKG 259
Brewing Sensory Analysis and Flavors
This course utilizes off-flavors to develop the ability to accurately evaluate beer flavor and quality. Effective sensory analysis is essential both to correct flaws in raw materials and in the brewing process. Sensory analysis is used to control the ingredients and process to produce various outcomes and styles of beer. This course will review the four basic flavors, progressing to off-flavors. Sensory training kit and supplies included in course cost. Previous home brewing experience recommend. Must be 21+ years old.
Total Cost: $159 (Tuition: $48 Fees: $111)

Cooking

CKG 255
Chipotle Fish Tacos with Peach Salsa
A refreshing twist on traditional fish tacos incorporates the right amount of heat and sweet. A wonder white fish such as Tilapia or Mahi-Mahi marinated in a homemade chipotle marinade before being pan seared (also great for the grill) and topped with a made from scratch peach salsa inside a warm tortilla.
Total Cost: $35 (Tuition: $0 Fees: $35)

Floral Design

FLR 020
Floral Design - Seasonal and Holiday
Work on wreaths and table decorations for the fall and winter holidays. Materials cost up to $75 payable first class.
Total Cost: $85 (Tuition: $0 Fees: $85)
Floral Design I
Learn the basics of fresh and/or silk floral arranging including use of tools and supplies, design techniques and different styles of table arrangements, wreaths and wall decorations. Take home a different design each week.
Materials cost up to $45 payable at first class.
Total Cost: $80 (Tuition: $0 Fees: $80)

Sewing

XCC 213
Sewing - Beginning
Learn how to choose the right notions for a sewing kit, understanding sewing terms, how to use a pattern and how to operate and care for a personal sewing machine. Supplies: bringing a sewing machine in good working order, scissors, thread, 1/2 yard canvas fabric.
Total Cost: $119 (Tuition: $0 Fees: $119)

Home Improvement

PDE 050
Home Improvement
Learn how to repair and maintain your home in this hands-on course. Topics include: repair checklist, power tool use and safety, planning, building a wall, drywall repair and finishing, plumbing basics, practical electric and other student interests. Materials cost $20 due at first class.
Total Cost: $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 cost up to $45 due first class.
Total Cost: $99 (Tuition: $0 Fees: $99)

Sustainable Living

ENV 360
Start Your Own Edible Garden
Grow delicious, nutritious fruit and vegetables in your own backyard! In this course, you’ll learn how to give your garden a healthy start and keep it growing strong all season. For details, go to: ed2go.com/ccbconline/
Total Cost: $129 (Tuition: $20 Fees: $109)

Basketball

FIT 045
Basketball
Learn tools for mastering individual fundamentals of basketball skills, basic team offenses/defenses and game rules. You'll gain familiarity with the court and equipment, footwork and movement, dribble mechanics, passing, shooting and more. This course may also be taken for credit as PETA 101.
Total Cost: $152 (Tuition: $0 Fees: $152)

Biking

FIT 660
Bike around Baltimore
Learn basic bicycle safety and how to make minor bike repairs while experiencing the most scenic bike paths in the greater Baltimore region. Biking dates discussed at the initial classroom session. Two-hour biking tours on Saturday.
Total Cost: $104 (Tuition: $0 Fees: $104)

Birds

FIT 054
Watching Birds During Migration
Learn to use field guides and cell phone apps to identify birds and keep a list of your observations at local area parks. First class meets to discuss details. Three-hour sessions. Recommend appropriate clothing for weather, hiking boots, backpack, small binoculars (optional), water bottles, and insect repellent. Space is limited.
Total Cost: $159 (Tuition: $0 Fees: $159)
**PERSONAL DEVELOPMENT**

### Writing & Literature

#### WLT 430
**Advanced Fiction Writing**
Explore advanced fiction writing techniques with a published novelist. For details, go to: ed2go.com/ccbconline/.

- Total Cost: $119 (Tuition: $20 Fees: $99)

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#### WRI 117
**Beginning Writers Workshop**
Develop a creative writing piece by learning literary techniques to move the work from the prewriting stage to editing and final revision. Learn how to use literary devices, meaningful dialogue, and imagery. For details, go to: ed2go.com/ccbconline/.

- Total Cost: $119 (Tuition: $20 Fees: $99)

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#### WRI 066
**Introduction to Screenwriting**
Learn everything you need to know to write a great script, from structure, character creation, and dialogue to marketing and selling your screenplay. For details, go to: ed2go.com/ccbconline/.

- Total Cost: $129 (Tuition: $20 Fees: $109)

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### Golf

#### FIT 445
**Beginning Golf**
Learn the fundamentals of golf including procedures, etiquette, scoring, using various clubs, strategy, shot making and trouble shots. Charge for driving range payable to the instructor.

- Total Cost: $99 (Tuition: $0 Fees: $99)

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### Hiking

#### FIT 341
**Hikes around Baltimore**
Learn basic safety and hiking techniques and get in shape while exploring some of the best hiking paths in the Baltimore area. First evening class meets on campus. Hiking dates and supply list will be discussed at that time. Student must be able to complete the first hike. Remaining hikes intensify in endurance, distance and terrain. Instructor will assess the student’s ability to complete hikes, and make appropriate recommendations. Space is limited. Three-hour hikes on Saturday or Sunday.

- Total Cost: $114 (Tuition: $0 Fees: $114)

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<td>10/16-11/6</td>
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### Tennis

#### FIT 588
**Beginning Tennis**
Learn the fundamental principles of the single and doubles play, the basic tennis strokes: forehand, backhand, serve plus net play. Develop an understanding of serving technique followed by practice in developing coordinated swings. This class is also offered for credit as PEIA 140.

- Total Cost: $152 (Tuition: $0 Fees: $152)

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### Mystery Writing

#### WLT 244
**Mystery Writing**
Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author. For details, go to: ed2go.com/ccbconline/.

- Total Cost: $119 (Tuition: $20 Fees: $99)

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### Research Methods for Writers

#### WRI 046
**Research Methods for Writers**
Learn the most efficient and effective methods to conduct research for any writing project. For details, go to: ed2go.com/ccbconline/.

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

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### Romance Writing

#### WRI 219
**Romance Writing**
Learn how to effectively craft the specific elements of a romance novel. For details, go to: ed2go.com/ccbconline/.

- Total Cost: $119 (Tuition: $20 Fees: $99)

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### Song Writing 101

#### MUS 041
**Song Writing 101**
Learn the basics of original songwriting in a fun and encouraging environment. Explore the intersection of melody and language, as well as inspiration and intention, and create original songs to share with the class. Feel welcome to include accompaniment if you play an instrument. No prior experience is required!

- Total Cost: $55 (Tuition: $0 Fees: $55)

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WORLD LANGUAGES

Arabic

FLA 168 Arabic Language 1B
Continue to develop your skills in short sentences and sentence structure, basic verb conjugation, beginning dialogues, and elements of Arabic-speaking cultures. Textbook required for first class. See Textbook Requirements.
Total Cost: $205 (Tuition: $62 Fees: $143)

French

FLA 081 Getting Started with French
Develop basic conversational skills including simple vocabulary, greetings and salutations, introductions. Cultural aspects of French speaking countries and the surname system are also covered. Course cost includes text and CD for practice.
Total Cost: $150 (Tuition: $45 Fees: $105)

German

FLA 211 Intermediate French - Part I
This level is designed to build on skills acquired in Basic French (Parts 1, 2 and 3) and is a background experience to starting intermediate French (Part 2). Emphasis continues on improving verbal ability and understanding basic structures. Before taking this course, new students should be able to comfortably use the present, past (l'imparfait and le passé composé) and future tenses of regular and irregular verbs. The concept and the present tense of the subjunctive will be introduced. Cost shown does not include text.
Total Cost: $205 (Tuition: $62 Fees: $143)
**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. See Textbook Requirements.

Total Cost: $205 (Tuition: $62 Fees: $143)

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**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. See Textbook Requirements.

Total Cost: $205 (Tuition: $62 Fees: $143)

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**Italian**

**FLA 078**

**Getting Started with Italian**
Course objectives address basic conversational needs including simple vocabulary, greetings and salutations, introductions, common cultural aspects of Italy, the surname system, customs and strategies for developing language. Course cost includes text and CD for practice.

Total Cost: $150 (Tuition: $45 Fees: $105)

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**FLA 113**

**Basic Italian 1B**
Topics include basic pronunciation; in-depth exploration of present tense of regular verbs; in-depth exploration of common irregular verbs and sentence and dialog construction with affirmative, negative and interrogative. May be used as a refresher course. Textbook required for first class. See Textbook Requirements.

Total Cost: $205 (Tuition: $62 Fees: $143)

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**FLC 436**

**Instant Italian**
Learn Italian from the comfort of your home in this fun and enjoyable online course. For details, go to: ed2go.com/ccbconline/.

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

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**Japanese**

**FLA 137**

**Conversational Japanese**
Learn introductory Japanese through topics including vocabulary, pronunciation, and cultural knowledge. For details, go to: ed2go.com/ccbconline/.

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

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**Korean**

**FLA 190**

**Korean I**
Topics include basic grammar, practicing simple conversations; development of the student’s speaking, listening, reading, and writing skills, as well as aspects of Korean history and culture. Textbook required for first class. See Textbook Requirements. Prerequisite: knowledge of the Korean alphabet.

Total Cost: $205 (Tuition: $62 Fees: $143)

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**FLA 080**

**Getting Started with Portuguese**
Learn simple vocabulary, greetings, and salutations, and introductions. Common cultural aspects of Portuguese-speaking countries, the surname system, customs, and strategies for developing language will also be discussed. Course cost includes text and CD for practice.

Total Cost: $150 (Tuition: $45 Fees: $105)

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**Russian**

**FLA 407**

**Basic Russian 3B**
This course continues to add to the knowledge of Russian gained in levels 1A through 3A. A wider range of new vocabulary will increase accuracy and fluency. Use of the instrumentals case is introduced. Prerequisite: Russian 3A. Textbook required for first class. See Textbook Requirements.

Total Cost: $205 (Tuition: $62 Fees: $143)

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**Sign Language**

**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/ccbconline/.

Total Cost: $129 (Tuition: $20 Fees: $109)

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**PDV 281**

**Self-Care for Interpreters**
Learn to engage in appropriate self-care as professional interpreters and the importance of maintaining both psychological and physiological health. Examine the warning signs of trauma, self-advocacy while on assignment and how to engage in healthy practices.

Total Cost: $200 (Tuition: $60 Fees: $140)

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Spanish

FLA 083

Getting Started with Spanish
Basic conversational needs are addressed, including simple vocabulary, greetings and salutations, introductions, common cultural aspects of Spanish-speaking countries, the surname system, customs and strategies for developing language. Course cost includes online resources, PDF file and audio file.

Total Cost: $150 (Tuition: $45 Fees: $105)

CRN# Day/Ses. Dates Time Location
72168 R(8) 9/23-11/11 7-8:30pm CC

FLC 417

Basic Spanish 1A
Learn how to construct sentences in the affirmative, negative, and interrogative forms and use them in conversation. The present tense of regular and some common irregular verbs is introduced. Textbook required for first class. See Textbook Requirements.

Total Cost: $205 (Tuition: $62 Fees: $143)

CRN# Day/Ses. Dates Time Location
72456 M(11) 9/23-11/29 7-8:30pm CC

FLC 418

Basic Spanish 1B
Continue the study of pronunciation, reading and writing, but with more emphasis on conversational skills using the present tense of regular and irregular verbs. A good refresher course for individuals with some prior language experience. Textbook required for first class. See Textbook Requirements.

Total Cost: $205 (Tuition: $62 Fees: $143)

CRN# Day/Ses. Dates Time Location
72457 T(11) 9/21-11/30 7-9pm CC

TEXTBOOK REQUIREMENTS for LANGUAGE CLASSES

Basic/Intermediate World Language classes require a textbook* which may be purchased in person at CCBC Catonsville (443-840-4159) or CCBC Essex (443-840-1561) depending where the class is being held. You may also shop online at ccbcmd.edu/bookstore.

*Ask about CCBC Bookstore’s price-match guarantee.

For information/advisement about Foreign Language programs, contact Thu Schaeffer (9am-5pm) at 410-465-1285 or email: tschaeffer@ccbc.edu

FLA 213

Intermediate Spanish - Part I
This is a continuation of Advanced Beginning Spanish and a background experience to starting Intermediate Spanish (Part 2). Emphasis is on verbal ability and understanding basic structures. Before taking this course, new students should be able to use the present, past (preterit & imperfect) and future tenses of regular, stem-changing, reflexive and irregular verbs. The concept of the subjunctive and the use of the present of the subjunctive are introduced.

Total Cost: $205 (Tuition: $62 Fees: $143)

CRN# Day/Ses. Dates Time Location
72130 M(11) 9/20-11/29 7:30-9:30pm ZOOM

FLA 214

Intermediate Spanish - Part II
Emphasis continues on strengthening oral and written communication skills. Before taking this course, new students should be able to comfortably use the present, past, conditional and future tenses of regular, stem-changing, irregular and reflexive verbs. Students should also be familiar with the concept of the subjunctive. Further uses of the subjunctive and other tenses of the subjunctive will be introduced.

Total Cost: $205 (Tuition: $62 Fees: $143)

CRN# Day/Ses. Dates Time Location
72131 M(11) 9/20-11/29 5-7pm ZOOM

FLC 043

Advanced Spanish
Acquire a broader vocabulary and improve command of the language by building on a solid background in Spanish. Review of advanced grammatical structure for oral and written communication. New students should consult with the foreign language advisor before enrolling for this course.

Total Cost: $214 (Tuition: $65 Fees: $149)

CRN# Day/Ses. Dates Time Location
72132 T(11) 9/21-11/30 7:30-9:30pm ZOOM

WLT 218

Speed Spanish
Learn conversational Spanish by utilizing syntactical strategies to build sentences. Topics include: engaging in conversational Spanish, describing six strategies for comprehension, and explaining grammatical rules. For details, go to: ed2go.com/ccbconline/.

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

CRN# Day/Ses. Dates Time Location
72298 Online 9/15-11/5 Arranged ED2GO

FLC 410

Speed Spanish II
Engage in this follow-up to our popular Speed Spanish course. Several new tools help you continue building fluency. For details, go to: ed2go.com/ccbconline/.

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

CRN# Day/Ses. Dates Time Location
72299 Online 9/15-11/5 Arranged ED2GO

FLC 435

Speed Spanish III
Master your ability to speak, understand, and read Spanish by taking the final installment in our unique three-part Speed Spanish learning series. For details, go to: ed2go.com/ccbconline/.

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

CRN# Day/Ses. Dates Time Location
72300 Online 9/15-11/5 Arranged ED2GO

FLA 161

Spanish for Medical Professionals
Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key health care words and phrases. For details, go to: ed2go.com/ccbconline/.

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

CRN# Day/Ses. Dates Time Location
72301 Online 9/15-11/5 Arranged ED2GO

FLA 422

Spanish for Medical Professionals II
Build on your foundation of Spanish for health care providers by learning medical terminology and phrases from a variety of medical fields as well as Spanish grammar. For details, go to: ed2go.com/ccbconline/.

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

CRN# Day/Ses. Dates Time Location
72302 Online 9/15-11/5 Arranged ED2GO
TESOL

ADS 151

Foundations of TESOL

Prepare to support English as a Second Language (ESL) or English as a Foreign Language (EFL) instruction in the U.S. or abroad in K-12, adult and post-secondary contexts. Major topics include the principles of how language is acquired, English language teaching methods and approaches, and the roles of culture and technology in the English language classroom. Requires English language classes.

Total Cost: $225 (Tuition: $67 Fees: $158)

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ADS 150

TESOL Methods 1

Learn to conduct and/or support English as a Second Language (ESL) or English as a Foreign Language (EFL) instruction in the US or abroad in K-12, adult education, and post-secondary contexts. Major topics include English language teaching methodology, core language skills, lesson planning, assessment of learning, and instructional practice. Provides opportunities for peer teaching and requires observation of English language classes along with tutoring or teaching English to non-native speakers. Prerequisite: Foundations of TESOL.

Total Cost: $225 (Tuition: $67 Fees: $158)

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SENIORS

Art

ART 080
Art in Photography
Put the WOW into your photos! Learn how to take photographs with composition awareness and creativity to enhance your skills with such techniques as the rule of thirds, photojournalism eye, art elements, and principles of design. Instructor: Alan Fink

Total Cost: $67 (Tuition: $0 Fees: $67)

CRN#  Day/Ses.  Dates          Time          Location
71855  F(7)   10/1-11/12      10am-12pm     ZOOM

ART 839
Acrylic Painting #2
If you have taken Basic Acrylic Painting and have some experience with acrylics, continue your instruction and learn to under paint with acrylic paint. Paint more difficult subject matter and receive assistance with more advanced techniques along with personalized critique of art pieces. Instructor: Alan Fink

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

CRN#  Day/Ses.  Dates          Time          Location
71848  R(10)  9/30-12/9       10am-12pm     ZOOM

ART 746
Basic Acrylic Painting
Learn to create balanced paintings using acrylics. Explore how to use and mix colors and pigments, how to apply techniques using different kinds of brushes, mediums and materials, how to prepare the painting surfaces, and how to use the color wheel to balance color and composition. Instructor: Alan Fink

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

CRN#  Day/Ses.  Dates          Time          Location
71854  F(10)  10/1-12/10      10am-12pm     ZOOM

ART 776
Charcoal Drawing
Discover how to use charcoal drawing techniques in order to make delicate and sensitive drawings. Examine how to evaluate color, value, and gradation, along with the block-in technique of charcoal drawing, the uses for charcoal drawings, materials and references that are needed for charcoal drawings, and more. Material (supply) list will be provided during the first class session. Instructor: Negin Nejad

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

CRN#  Day/Ses.  Dates          Time          Location
71428  M(10)  10/4-12/6      12:30-2:30pm   ZOOM

ART 181
Drawing and Painting for the Senior Adult
Learn the basic techniques of various two-dimensional media. Discuss the use of media and the techniques used to achieve desired effects, as well as the equipment necessary to complete a two-dimensional project. Instructor: Elise Burns

Total Cost: $108 (Tuition: $33 Fees: $75)

CRN#  Day/Ses.  Dates          Time          Location
71416  T(10)  10/5-12/7      1:30-3:30pm   HV

ART 043
Drawing for Beginners
Learn to use the basic drawing techniques in line, shape form, contour, value, perspective, spatial relationships, measurements and proportion rules while doing hands-on projects. Bring a drawing pad 9 x 12" or larger, pencil and eraser to the first class. Bring a portrait photo to the first class session. Instructor: Jennifer Murtha

Painting supplies list will be provided in class. This is a simulcast class. Instructor: Jennifer Murtha

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

CRN#  Day/Ses.  Dates          Time          Location
71445  R(10)  10/7-12/16      10am-12pm     ZOOM
71447  R(10)  10/7-12/16      10am-12pm     HV

ART 074
Intermediate Drawing
Use what you learned in Drawing for Beginners to produce more advanced drawings using materials such as pen/ink, charcoal, pastels and more. Explore how to create portraits, landscapes, perspective and still life drawings. Bring a pencil and art pad; a list of materials will be provided at the first class. Instructor: Marcia Bornfriend

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

CRN#  Day/Ses.  Dates          Time          Location
71723  M(10)  10/4-12/6      1-3pm          ZOOM

ART 775
Fundamentals of Portrait Painting
Acquire basic and intermediate drawing and painting skills while being introduced to a variety of media. You’ll draw from photos provided by the instructor and other students and work from a portrait model for four weeks. Learn lighting and posing basics, as well as various techniques for obtaining a likeness. Bring a drawing pad, 2b, 4b, 6b graphite pencils, a kneaded eraser and a portrait photo to the first class session. Painting materials list will be provided in class. This is a simulcast class. Instructor: Jennifer Murtha

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

CRN#  Day/Ses.  Dates          Time          Location
71432  M(10)  10/4-12/6      10am-12pm     HV

Individuals 60+ only pay fees.
ART 844
Realistic Painting in Pastel and Oil
Learn to create realistic subject matter in charcoal, pastel and oil since the techniques are the same. Topics to be covered include selecting a preferred medium; instruction on the selected medium; best materials for each medium; creation of underdrawings; overpainting the underdrawings; using ideal light and shadow; applying the technique of chiaroscuro to create realism.
Instructor: Alan Pink
Total Cost: $75 (Tuition: $0 Fees: $75)

CRN#  Day/Ses.  Dates  Time  Location
72227  W(10)  9/10-12/9  1-3pm  ZOOM

ART 835
Triple Combo Methods of Portrait Drawing
Explore three different methods of portraiture drawing: the Loomis Method which deals with proportions and construction of simple shapes, the Reilly Method which deals with the rhythm and flow of the body’s lines and curves, and the Russian Method which deals with capturing the personalities, tone, and emotional feelings. No previous drawing skills are needed. Instructor: Negin Nejad
Total Cost: $75 (Tuition: $0 Fees: $75)

CRN#  Day/Ses.  Dates  Time  Location
72236  W(10)  10/6-12/15  10am-12pm  HV

ART 747
Watercolor Painting – Intermediate/Advanced
Acquire intermediate and advanced painting skills using watercolors. Develop skills utilizing wash, dry brush, and masking techniques. Subject matter will include landscapes, still life, and portraits. Please email instructor at jkmportraits@gmail.com or stop by CCBC Hunt Valley to ask for a copy of the materials list. This is a simulcast class. Instructor: Jennifer Murtha
Total Cost: $75 (Tuition: $0 Fees: $75)

CRN#  Day/Ses.  Dates  Time  Location
71423  T(10)  10/5-12/7  10am-12pm  ZOOM
71417  T(10)  10/5-12/7  10am-12pm  HV

ART 824
Introduction to Zentangle
Create beautiful images by drawing structured patterns called “tangles” made with a combination of dots, lines, simple curves and orbs. Using small pieces of paper called tiles. This art form is non-representational and unplanned so you can focus on each stroke and not worry about the result. Materials will be provided in class. ($15 materials fee paid in the first class).
Instructor: Kris Meyer
Total Cost: $61 (Tuition: $0 Fees: $61)

CRN#  Day/Ses.  Dates  Time  Location
71865  W(7)  9/29-11/10  1-3:30pm  ZOOM

ART 838
Zentangle Together
With a basic understanding and practice of the Zentangle method, expand your skills using a variety of techniques and materials. Learn to draw structured patterns focusing on strokes in order to create beautiful images as well as, develop an increased sense of well-being, self-confidence and calm. Taught by a credentialed instructor.
Instructor: Kris Meyer
Total Cost: $61 (Tuition: $0 Fees: $61)

CRN#  Day/Ses.  Dates  Time  Location
71865  W(7)  9/29-11/10  1-3:30pm  ZOOM

Computers

PCA 898
Advanced iPhone and iPad for Seniors
Enhance your iPhone and iPad knowledge with more in-depth instruction. Gain a better understanding of the Camera app, Maps app, and Settings feature with its advanced choices. Learn how to work with your photos using various apps such as image and design, retouching and spot healing, coloring and removing people and object in photos. IMPORTANT NOTE: Mandatory: you must have your own Apple device and bring it to each class.
Instructor: Dina Rucci
Total Cost: $113 (Tuition: $34 Fees: $79)

CRN#  Day/Ses.  Dates  Time  Location
72219  T(10)  10/5-12/7  1-3pm  HV

PCA 842
Basic MacBook for Seniors
Learn how to operate and navigate your MacBook including storing files and folders, using Apple software and applications, creating updates and backups and maintaining it effectively. Bring your personal MacBook to class in order to set it up properly.
Instructor: Nancy Hart
Total Cost: $101 (Tuition: $31 Fees: $70)

CRN#  Day/Ses.  Dates  Time  Location
72712  W(8)  10/6-12/1  1-3pm  HV

PCA 258
Apple Watch
Discover how to use your Apple watch for your own specific purposes and needs, whether it would be for health or recreation. Get an introduction to the watch, set up and hardware features including taking phone calls. Learn how to download apps, customize your watch, use Apple pay, security features and GPS through the watch.
Instructor: Nancy Hart
Total Cost: $101 (Tuition: $31 Fees: $70)

CRN#  Day/Ses.  Dates  Time  Location
72799  S(5)  10/2-30  10am-12pm  OM

PCA 260
Computers: Getting to Know Them #1
Learn to navigate the basics in using a computer in a relaxed and comfortable class setting. Topics to be covered include personalizing your computer; setting up screensavers; using the mouse; accessing files and programs; setting up security and back-up necessities; and working with emails and browser.
Instructor: Leroy “Lee” Klima
Total Cost: $85 (Tuition: $26 Fees: $59)

CRN#  Day/Ses.  Dates  Time  Location
71833  M(5)  10/4-11/1  10am-12pm  OM
72709  T(5)  10/2-30  10am-12pm  OM
SENIOR ADVENTURES IN LEARNING (SAIL)

VIRTUAL OPEN HOUSE

Highlighting classes on ZOOM, and in-person classes at CCBC Owings Mills and CCBC Hunt Valley

Friday, September 10
10am

Whether you are an experienced student or new to the program, join us for this exciting, free remote event!

FIND OUT MORE ABOUT:

- Classes that interest you for fall 2021
- Upcoming offerings for the next semester
- Learn Lecture programs
- Instructors’ expertise and background
- Opportunities to hear from instructors about their courses
- New locations for classes
- Registration options
... and so much more

PLEASE RSVP
In order to receive a ZOOM link, please send your name, telephone number and email address to Melinda Bynog at mbynog@ccbcmd.edu

BECOME AN INSTRUCTOR!

Do you have a special knowledge or talent you would like to share with the senior population?

The Senior Program at CCBC is always looking for qualified instructors in the areas of land and water exercise, humanities, history and the arts.

For more information, contact Steve Edmonston, sedmonston@ccbcmd.edu

PCO 261
Computers - Getting to Know Them #2

Build on the computer skills learned in Computers: Getting To Know Them #1. Topics to be covered include creating and operating emails; modifying text; using and saving attachments; understanding tool bar controls; working with text size, columns, stationery, signatures and receipts. Instructor: Leroy "Lee" Klima

Total Cost: $85 (Tuition: $26 Fees: $59)

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PCA 857
Introduction to Windows 10, Part 1

Learn how to use the Windows 10 operating system including how to get started by setting up the mouse, screensavers, and security. Learn how to customize your own computer including managing files and folders, using apps and navigating the web. If you have a laptop, bring it to class with a power supply. Instructor: Leroy "Lee" Klima

Total Cost: $85 (Tuition: $26 Fees: $59)

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PCP 763
iPhone, iPads, iPods for Seniors

Learn how to get the most out of these devices. Discover how to take complete advantage of this user-friendly technology. Explore setup, navigating screens, Wi-Fi connection, mobile data network and more. Work with photos/video/music files. MANDATORY: You must have your own Apple device and bring it to each class. Instructor: Dona Rucci

Total Cost: $113 (Tuition: $34 Fees: $79)

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PCA 839
Word 2016 Introduction

Learn the basics of the Word 2016 environment including how to create and edit simple documents, format documents, add tables and lists, design elements, layout options, and how to proof documents. Instructor: Leroy "Lee" Klima

Total Cost: $70 (Tuition: $21 Fees: $49)

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Windows 10, Part 2

Expand your skills and knowledge in using Windows 10 after taking Introduction to Windows 10, Part 1. Learn how to use input and output devices, the toolbar and control buttons, Microsoft Word and software applications. Manage files, produce and merge attachments and create simple flyers. Instructor: Leroy "Lee" Klima

Total Cost: $85 (Tuition: $26 Fees: $59)
### HIT 590

**The Fall of the Dynasties: The Collapse of the Old World Order after World War I**

Analyze each Old World monarchy before, during and after WWI and the reasons for the collapse of each. Explore the developing pre-war European crisis, the rise of nationalism, military and social stresses of the war on the monarchies, the main factors leading to their demise and the chaos in the region after World War I.

Instructor: George "Bill" Krause

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

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### HIT 592

**History of the Colts in Baltimore: 1947-1983**

Explore the development, accomplishments, failures, and decline of the Baltimore Colts from the 1950’s to the early 1980’s. From the AAFC Colts from 1947 – 49, through the days of Carroll Rosenbloom, Weeb Eubank, the Shula and Unitas years, explore the legacy of this team that won back-to-back NFL titles and left town in moving vans in 1983.

Instructor: William Thompson

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

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### HIT 593

**The History and Hidden Gems of Patapsco Valley State Park**

Learn about the rich and fascinating history behind Patapsco Valley State Park. From its humble origins as a 43-acre forest reserve to over 16,000 acres of parkland, discover today’s park and its hidden gems. Examine visible remnants from the past including the National Historic Landmark—"Thomas Viaduct," to remains of the former Civilian Conservation Corps Camp during the 1930s Great Depression, as well as traces of former industry, dams and mill towns.

Instructor: Elizabeth McMillon

Total Cost: $63 (Tuition: $19 Fees: $44)

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### HIT 596

**The Equal Rights Movement**

The years after the American Civil War saw the creation of the first national movement seeking rights for both women and African Americans. Led by such well-known reformers as Susan B. Anthony, Elizabeth Cady Stanton and Frederick Douglass, the American Equal Rights Association worked diligently to achieve justice for all. Explore this little-known effort and its importance today. Instructor: Robert Baer, Ph.D.

Total Cost: $70 (Tuition: $21 Fees: $49)

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### HIT 591

**Atomic Theory from Ancient Times to the 21st Century**

Focus on the philosophers and scientists who have contributed to atomic theory and the main ideas that have influenced the development of the theory in Greek philosophy through the eventual discovery of the atomic nucleus. Discuss atomic theory in times of war and peace and the reasons that have led to the current acceptance of atomic theory. Instructor: Greg Prezver

Total Cost: $92 (Tuition: $28 Fees: $64)

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### HIT 605

**The History of Sparrows Point**

Learn about the history and importance of the Sparrows Point Steel Mill and the communities around it. Explore the impact of such social issues as segregation, unionism, and sexism on the workers and the company. Discover its growth, its impact, and eventual decline leading to its closure and the effects on the lives of the workers and the communities after it closed. Instructor: Bill Barry

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

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### FIN 053

**Jewish Entrepreneurs from Colonial Times to World War I**

Learn about the Jewish entrepreneurs who were influential in American life and contributed to the Industrial Revolution. Examine, analyze and compare the lives and influence of these Jews, the development and significance of their businesses and industries and their roles in the Jewish communities. Instructor: Harry Ezratty, Esq.

Total Cost: $82 (Tuition: $25 Fees: $57)

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**HIT 609**

**Jewish Folklore through the Ages**

Learn about the rich tradition of Jewish storytelling throughout the ages from Midrashic materials to "Old Country" European resources, from which Jewish customs and beliefs emerged. Examine the development, symbolic meanings and spiritual importance of these folklores. Compare the similarities of other sacred narratives around the world to Jewish ones. This is a simulcast class.

Instructor: Charles "Chip" Hanna

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

CRN# | Day/Ses. | Dates | Time       | Location
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72310 | T(10) | 10/1-12/10 | 10:30am-12pm | OM
71857 | F(10) | 10/1-12/10 | 10:30am-12pm | ZOOM

**POS 012**

**Jews and their Relationship with American Presidents**

Examine the specific relationships of Jews with different American presidents throughout history. Explore the history of the times in conjunction with the presidents and the Jews. Discuss the prominent Jews and their roles with different presidents. Explore the public and private treatment of the Jews and the place anti-Semitism played on the relations.

Instructor: Harry Ezratty, Esq.

Total Cost: $63 (Tuition: $19 Fees: $44)

CRN# | Day/Ses. | Dates | Time       | Location
--- | --- | --- | --- | ---
71831 | T(4) | 10/5-26 | 10-11:30am | ZOOM

**PFA 191**

**Learning about Contemporary Issues and Ideas**

Analyze and evaluate current issues and ideas that influence contemporary American society. View political situations, economic conditions and cultural issues as well as local, national and international news. Instructor: Jack Schwartz

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

CRN# | Day/Ses. | Dates | Time       | Location
--- | --- | --- | --- | ---
71829 | T(10) | 10/5-12/7 | 12:30-2pm | ZOOM

**HIT 607**

**The Nuremberg Trials: History and Legacy**

Learn about the need, history, legal framework and influence of the Nuremberg trials. Explore the debate of punishing war crimes, procedures of the trial, development of indictments, the procedures and prosecution of the trials and the final judgments. Examine the subsequent Japanese war trials and the effects on the international community and future history.

Instructor: George "Bill" Krause

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

CRN# | Day/Ses. | Dates | Time       | Location
--- | --- | --- | --- | ---
71843 | W(10) | 9/29-12/8 | 1-2:30pm | ZOOM

**HIT 140**

**The Scottish American Identity**

Millions of people all over the world have roots or connection to Scotland. Explore the impact on America as Scottish culture spread around the world. Learn about those Scots who were instrumental in America's Revolution and in the War of 1912, along with the absorption of Scottish music, language and folklore into American culture.

Instructor: Harry Ezratty, Esq.

Total Cost: $79 (Tuition: $0 Fees: $79)

CRN# | Day/Ses. | Dates | Time       | Location
--- | --- | --- | --- | ---
71460 | W(10) | 10/6-11/3 | 1:30-2:45pm | HV

**HIT 141**

**The Scottish American Identity Part II**

Continue the discussion about the Scottish identity in America and around the world. Discover what it means to be "Scottish" and how the migration out of Scotland influenced and shaped the modern world through language, literature and poetry. Learn about famous Scotsmen whose impact and inventions are with us today.

Instructor: Harry Ezratty, Esq.

Total Cost: $79 (Tuition: $0 Fees: $79)

CRN# | Day/Ses. | Dates | Time       | Location
--- | --- | --- | --- | ---
71451 | W(10) | 11/10-12/15 | 1:30-2:45pm | HV

**HIT 595**

**Updated Players in History**

Examine and discuss the lives and accomplishments of well-known individuals’ throughout history. In this course, students will review and analyze the lives, accomplishments, setbacks, and struggles of the Mirabal sisters, Jennie Jerome, the Great Potato Famine and the Irish People, August Rodin and Camille Claudel, the builders of the Cape Cod Canal, and John Brown, Queen Victoria’s Scottish Highland servant.

Instructor: Nancy Lotz

Total Cost: $88 (Tuition: $27 Fees: $61)

CRN# | Day/Ses. | Dates | Time       | Location
--- | --- | --- | --- | ---
72696 | M(7) | 9/27-11/29 | 10:30am-12pm | HV

**Humanities and Culture**

**POS 014**

**A New Cold War at Home and Abroad**

Explore the developments in the US and abroad signaling the emergence of a "New Cold War" including the struggle between authorization nations and democracies, between the US and China and US and Russia and the issues of the Middle East. Also examine the ballooning divide in Washington and in state capitals: the ideologies that separate Democrats and Republicans, the issues of the courts and the upcoming mid-term elections. Evaluate and analyze the successes and failures of the Biden administration nationally and internationally. Instructor: Barry Rascover. This is a simulcast class.

Total Cost: $70 (Tuition: $21 Fees: $49)

CRN# | Day/Ses. | Dates | Time       | Location
--- | --- | --- | --- | ---
72311 | R(4) | 9/30-10/21 | 11am-12:30pm | OM
71923 | R(4) | 9/30-10/21 | 11am-12:30pm | ZOOM

**HIT 604**

**Archaeology of Ancient Egypt**

The civilization of ancient Egypt has been a fascination for people. From the pyramids of Giza to the tombs of the Valley of the Kings and the monumental temples of Thebes, explore how archaeologists have untangled the history and mysteries of Egypt. Learn about the most important discoveries and their significance to the culture of the times. Instructor: Robert Baer, Ph.D.

Total Cost: $82 (Tuition: $25 Fees: $57)

CRN# | Day/Ses. | Dates | Time       | Location
--- | --- | --- | --- | ---
71820 | M(6) | 10/4-11/8 | 10-11:30am | ZOOM
**ART 842**

Art During U.S. Protest Movements
Learn about the art created in the context of post-World War II protest and social movements, such as the fight for Civil Rights, Anti-Vietnam War Movement, the Anti-Nuclear Movement, 1960s Counterculture and the Women's Liberation Movement. Identify the key artists from each movement and examine their different art-making techniques and approaches and their personal involvement in these movements. Instructor: Patricia Manos

Total Cost: $69 (Tuition: $0 Fees: $69)

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**HIT 608**

Baltimore Neighborhoods: Immigrants Old and New
Learn about the immigration and migration of diverse groups of people to the different neighborhoods in Baltimore from the southern U.S. as well as from countries around the globe. Explore their reasons for coming, the impact on Baltimore neighborhood and the results of their assimilation. Discuss the changing immigration laws and the current immigration issues.
Instructor: Nicholas Fessenden

Total Cost: $92 (Tuition: $28 Fees: $64)

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**CKG 258**

Classic Comfort Foods
Learn from a professional chef how to prepare and cook classic comfort foods from everyday ingredients for one or two people. From each written recipe, you will learn how to purchase, prepare, and display such recipes as chicken and dumplings, divine macaroni and cheese, ribeye with roasted potatoes and chicken pot pie. A food cost of $30 for ingredients will be due on the first day of class.
Instructor: Michelle Sapp

Total Cost: $57 (Tuition: $0 Fees: $57)

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**WRI 143**

Chasing the Sublime: The British Romantic Poets
Explore the key tenets of Romanticism and its focus on the individual's relationship to the imagination, feelings, spontaneity, nature, beauty, inspiration, and the sublime. Examine the historical context of the Romantic Movement and its relationship with the Industrial and French Revolutions. We will read and discuss the poetry of Blake, Wordsworth, Coleridge, Byron, Shelley, and Keats.
Instructor: Robert Jacobs

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

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ART 822
Contemporary Art after 1968
Explore contemporary art of this period focusing on the basic aesthetic differences between Modern and Contemporary art. Trace the historical development including the Modern precursors to contemporary art and recognize the work of leading, international contemporary artists. Examine why some contemporary art is even considered art and why it is so expensive. This is a simulcast class. Instructor: Patricia Manos

Total Cost: $108 (Tuition: $33 Fees: $75)

CRN#   Day/Ses.  Dates         Time           Location
71433  F(10)   10/8-12/17   10:30am-12pm   HV
71444  F(10)   10/8-12/17   10:30am-12pm   ZOOM

FLA 088
Conversational Spanish for Beginners
Learn to speak basic conversational Spanish to include greetings, introductions, simple dialogue, short questions, expressions for daily activities, travel, shopping and communicating important needs and feelings. Gain an understanding of the elements of Latin American cultural sensitivity. Instructor: Jean Meyer

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

CRN#   Day/Ses.  Dates         Time           Location
71830  T(10)   10/5-12/7     1-2:30pm       OM
71844  W(10)   9/29-12/8    10-11:30am     OM

FLA 093
Conversational Spanish for Beginners Part 2
Expand your and knowledge and ability to converse in Spanish after previously learning the basics of conversational Spanish. Learn to express your personal needs and feelings, increase your Spanish vocabulary, to identify many more items in Spanish, and to hold longer conversations in Spanish. Prerequisite: Conversational Spanish for Beginners. Instructor: Jean Meyer

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

CRN#   Day/Ses.  Dates         Time           Location
71827  M(10)   10/4-12/6     10-11:30am     OM

FLA 196
Conversational Spanish for Beginners, Part 3
Continue the process of learning to speak Spanish. Topics to be covered include regular and irregular verbs in the affirmative; negative and interrogative forms; Prepositions; more numbers to 1000; cultural topics and fiestas; public signs; expressing feelings, wants and dislikes; asking and giving directions; talking about daily routines and activities. Instructor: Jean Meyer

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

CRN#   Day/Ses.  Dates         Time           Location
71922  R(6)    9/30-11/4     10-11:30am     ZOOM

SCI 038
Current Issues in Science
Explore important scientific issues and data of today in order to more accurately understand what is happening in the world around us. Examine the effects of climate change, the implications of overpopulation, the consequences of endangered and invasive species, the impact of changing artificial intelligence on our lives, and the progress of COVID 19 pandemic and its vaccines. Instructor: Don Finkelstein

Total Cost: $92 (Tuition: $28 Fees: $64)

CRN#   Day/Ses.  Dates         Time           Location
71961  R(8)    9/30-11/18   1-2:30pm       ZOOM

PDV 327
Decluttering: Toss, Donate and Sell
Explore the best strategies along with tips and tricks that can help you dispose of things you no longer need or want in order to enjoy a more organized and spacious home. Learn how to value your items, to identify those unneeded items including clothes, papers and memorabilia. Discover how to create and implement a declutter plan and how to use eBay. Locate local resources to donate and sell some of your possessions. Instructor: Cindy Bernstein

Total Cost: $57 (Tuition: $0 Fees: $57)

CRN#   Day/Ses.  Dates         Time           Location
71861  R(6)    9/30-11/18   1-2:30pm       ZOOM

Senior Aquatic Classes Are Back!

We are scheduling classes for this fall including:

- Aqua Fitness
- Aqua Zumba
- Interval Aqua Aerobics
- Water Aerobics

For more information call: 443-840-4700 or check out our web page: ccbcmd.edu/seniors
**ART 836**
**Film Discussion Class**
Analyze and discuss art forms, displays, and historical context background through film. Learn how to articulate ideas, voice opinions, support differing opinions and more. Discover the language of film promotion and film making and view visual information in the context of culture and time. Guided discussion questions explore a film’s culture, historical, and artistic significance. Instructor: Elise Burns

Total Cost: $108 (Tuition: $33 Fees: $75)

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**HIT 606**
**Folk Music in the Living Room: A History of the People’s Music**
Explore the history and different aspects of folk music through discussion and singing of such folk music as patriotic, spiritual, Jewish and civil rights songs. Differentiate folk music from other forms of music. Examine the historical context of the songs and the impact of the messages in these songs. Instructor: Karen Webber, Cantor

Total Cost: $63 (Tuition: $19 Fees: $44)

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**ART 846**
**From Monticello to Fallingwater**
Explore the use of Greek and Roman art and architecture employed by Thomas Jefferson throughout his life. Analyze how Fallingwater provides an example of the crossroads and integration of art and nature. Learn to view these artistic forms through dynamic, colorful, and rich imagines in PowerPoint.

Total Cost: $92 (Tuition: $28 Fees: $64)

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**ART 845**
**Peggy Guggenheim and the Art of Collecting**
Come learn about the life, travels, and extensive art collection of Peggy Guggenheim. Her inherited monies allowed her to travel the world and consult with some of the finest minds who advised her along the way. Learn how she managed to acquire one of the most important art collections as she explored culturally diverse art from around the world.

Instructor: Joseph Cassar, Ph.D.

Total Cost: $92 (Tuition: $28 Fees: $64)

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**SCI 024**
**Introduction to Science**
Gain an introduction to the sciences around us that is intended to boost your interaction with these new discoveries affecting technology and the environment. Topics include what science is, research processes in science, solar system, states of matter, the atom, basic genetics, geology and plant life, the internet, and more.

Instructor: Tamee Bollinger

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

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**HIS 279**
**Introduction to Archaeology**
Gain an overview of methods, goals and important archaeological sites both local and worldwide. Explore the fascinating study of human activity in the past from the first stone tools in eastern Africa four million years ago, to Stonehenge, to the Battle of Baltimore in 1814.

Instructor: Tamee Bollinger

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

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**ART 817**
**Introduction to Crochet**
Learn and apply the basics needed to complete a homemade crochet project including how to choose the correct crochet hook/yarn, read and understand various patterns, and work and master various crochet stitches. Work toward completion of a semester project. Materials needed will be discussed during the first class session. Bring an “H” size crochet hook and a #4 weight, light-colored yarn to first session.

Instructor: Colleen Harbison

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

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**PDV 308**
**Introduction to Diversity and Inclusion**
Discuss the topical issues of diversity and inclusion in this time of increased polarization. Explore the idea of systemic racism while increasing awareness of what it means to feel different in our society. Discuss similarities, differences, equality and how to feel more comfortable having a conversation about race and gender with someone who has different views.

Instructor: Yasmin Thomas

Total Cost: $63 (Tuition: $19 Fees: $44)

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**HIT 602**

**Pop Diva--Barbra Streisand**
Be “edutained” with this amusing story of the pop diva; her multifaceted roles as singer, composer, actress, activist, and philanthropist. Discuss her early years, struggles to get her start in the music business and her first hits. Explore her musical career, why she resonates with fans, and her lasting influence on entertainment and society.

Instructor: Ellen Katz

Total Cost: $35 (Tuition: $0 Fees: $35)

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**WRI 182**

**The Short Stories of Ernest Hemingway**
No one is more responsible for the development of the modern short story. His fresh and innovative style revolutionized literature. Examine the evolutionary zenith of Hemingway’s career from early stories like “Indian Camp” concluding with those published posthumously. Explore early Modernist influences that contributed to his style and his friendships with the famous luminaries of the time.

Instructor: Robert Jacobs

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

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**Learn Lectures**

**HIT 103**

**The Beatles in Baltimore**
Join a Beatles enthusiast as she lectures on the one and only Beatles' visit to Baltimore on September 13, 1964. Examine the Beatles’ concert at the Baltimore Civic Center and discuss the historical booking, uncover special facts and more about the concert, and learn what impact that the Beatles had on their fans here in Baltimore.

Instructor: Amy Andrews

Total Cost: $30 (Tuition: $0 Fees: $30)

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**POS 010**

**Assessing the New President**
Examine the initial stages of the Biden presidency and the work of a divided Congress. Discuss the issues acted upon including Covid-19, climate change and others that have gone unaddressed. Explore the influence of President Trump’s activities outside the White House; bipartisanship on key issues; reactions of the public to a centrist president.

Instructor: Barry Roscovar

Total Cost: $30 (Tuition: $0 Fees: $30)

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**HIS 635**

**Shipbuilding on the Patapsco: 300 Years of Baltimoreans and Their Ships**
Shipbuilding in Baltimore enjoys a long and rich history. Learn about the workers, workplaces, ships that were built, such as The Baltimore Clipper and Liberty Ships, and the lives of a few prominent individuals from the earliest days of the settlement to the closing of the last yard at Sparrows Point.

Instructor: Jack Burkert

Total Cost: $30 (Tuition: $0 Fees: $30)

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**POS 016**

**Religious Political Ethics: Christianity, Islam and Confucianism, Part 1**
Learn about and analyze the relationship between political democracy and religious ethics within Christianity, Islam and Confucianism. Examine and compare the practices of laws and the constitution, social justice, human rights, education, equality, environment, common good and reasoning within each faith and in relationship to political democracy.

Instructor: Jose Lopez-Gonzalea, Ph.D.

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

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**PCA 782**

**Selling Online Successfully**
Learn how to upload your product information on the internet and how to successfully complete transactions. Find out the rules for selling items on eBay and Etsy, provide tips on how to visually present your items and what essential items on eBay and Etsy, provide tips on how to visually present your items and what essential information is to sell, such as pricing, protecting your transactions, safeguards, and shipping.

Instructor: Dixie Cook

Total Cost: $92 (Tuition: $28 Fees: $64)

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**WRI 133**

**Writing a Book**
Whether you want to write a memoir, novel, children’s book, travel journal or other non-fiction book, learn about the use of materials, methods for capturing and communicating ideas, what details to include, starting and finishing the book, polishing and proofing the writing and getting your book printed.

Instructor: Leslie Atkins

Total Cost: $101 (Tuition: $31 Fees: $70)

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**WRI 118**

**Writing Intriguing Stories**
Whether you are compiling a memoir or creating an imaginative piece of fiction, this class will help you find inspiration and motivation to keep writing while gaining valuable knowledge about technique and publishing. Explore creative writing strategies while working on a book-length or short story piece with peer and instructor guidance.

Instructor: Leslie Atkins

Total Cost: $101 (Tuition: $31 Fees: $70)

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HIT 584

From Country Estates to City Parks in Baltimore

Discover the history, origins and transfer processes of Baltimore’s public parks that were formerly country estates. Examine the development of the park system that exists today, and the critical roles the parks played in the development of Baltimore City. Explore the role racial issues and civil rights had in the use and establishment of the parks.

Instructor: Johns Hopkins

Total Cost: $30 (Tuition: $0 Fees: $30)

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ART 841

Murano, Italy: Maestros of Glass Art

Learn about the Italian glass artists of Murano and their traditional methods from a glass art collector who visited their studios. View the highlights of his trip to Murano’s studios and explore the works, creative processes and glassmaking traditions and techniques of six iconic masters and view the work of glass jewelry designer, Leslie Genninger.

Instructor: Howard Cohen

Total Cost: $30 (Tuition: $0 Fees: $30)

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HIT 597

City in Motion

Beginning as a center for trade, the 300 years of Baltimore has seen the need for re-invention as the demands of the times changed. From an agrarian export center to an industrial giant and on to today’s identification as a logistics hub, explore the story of Baltimore...from where we were and how we got to where we are. Instructor: Jack Burkert

Total Cost: $30 (Tuition: $0 Fees: $30)

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HIT 610

Merchant Princes: American Department Stores

Discover the fascinating history of the development of U.S. department stores and those who founded them. Many stores rivaled palaces but each was designed to outdo their competition by creating unique departments, merchandise, services and management procedures. Examine the development of such stores as: Macy’s, Gimbel’s, Neiman-Marcus, Bloomingdales, Filene’s, Wanamaker’s and Bergdorf Goodman. Instructor: Barbara Blumberg

Total Cost: $30 (Tuition: $0 Fees: $30)

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ART 833

Hairspray: A Review

From the pen of local writer/filmmaker, John Waters, this is the story of how an overweight teenage girl tries to integrate the local TV bandstand show. Using 1960s Baltimore as a backdrop, her dancing exuberance and her fight for equality are captured in a nonstop, rock and roll score that has more than music as its message.

Instructor: Ellen Katz

Total Cost: $30 (Tuition: $0 Fees: $30)

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ART 834

West Side Story: A Review

This remake of William Shakespeare’s tragic story of star-crossed lovers dramatically unfolds on a hot summer evening in the 1950’s in New York’s Upper West Side. The enmity between two street gangs puts lovers Tony and Maria in the cross hairs of their families’ rivalries. Compare the original Broadway show with the Oscar-winning film.

Instructor: Ellen Katz

Total Cost: $30 (Tuition: $0 Fees: $30)

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HIT 598

Baltimore in the 19-teens

Explore the coming of age of Baltimore between 1910- the post-war 1920’s. Due to the war in Europe, its isolation halted and industry responded with steel, ships and supplies. With the arrival of the “Spanish Flu” the decade ended in war fatigue, pandemic illness and set the stage for the cultural revolution of “The Roaring Twenties”. Instructor: Jack Burkert

Total Cost: $30 (Tuition: $0 Fees: $30)

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HIT 611

Jefferson’s Second Father – The Life and Times of George Wythe

Discuss and analyze the life, accomplishments and impact of this extraordinary lawyer, Virginia legislator, mayor, judge, and enemy of slavery. One of the most influential teachers in American history, Wyeth taught students of the highest caliber, including 16-year old Thomas Jefferson and is considered one of the most important Revolutionaries and Founding Fathers in U.S. history. Instructor: Dave Udris

Total Cost: $30 (Tuition: $0 Fees: $30)

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HIT 611

Jewish Women in Comedy

Learn about the life and careers of four fabulous comedians: Fanny Brice, Totie Fields, Joan Rivers and Lily Tomlin. Explore their childhood, their rise to fame, careers, legacy and their comedy in context of the times in which they performed. Hear about these ladies and view some footage of a few of their great comedic works.

Instructor: Karen Webber, Cantor

Total Cost: $30 (Tuition: $0 Fees: $30)

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**HIT 600**

**Louis Comfort Tiffany**  
Examine the life, times and accomplishments of this founder of the Tiffany Company. Explore his early life, education, and family and how Tiffany’s became a premier glass-making company. Learn about the artisans who worked for him and analyze examples of objects that he produced including stained glass windows. Examine and discuss examples of his work in Baltimore.  
Instructor: Lois Zanow  
Total Cost: $30 (Tuition: $0 Fees: $30)

**HIS 349**  
**Baltimore Enters the Industrial Age**  
Learn how Baltimore became an important business and industry center early in its development. Explore the role immigrants played in industrial growth, the importance of the harbor and what industries expanded the growth of Baltimore, such as ores, coal, wheat, cotton, shipbuilding, oysters, and railroads.  
Instructor: Jack Burkert  
Total Cost: $30 (Tuition: $0 Fees: $30)

**ART 843**  
**Visit the Washington Glass School**  
Take a guided tour from a knowledgeable glass collector and visit with three glass artists who are co-directors of the school. Michael Janis, Tim Tate and Erwin Timmers will let you observe their methods for the creative process. Hear about the challenges of operating a glass studio. Driving directions to the school will be provided one week before the tour. Instructor: Howard Cohen  
Total Cost: $30 (Tuition: $0 Fees: $30)

**HIT 612**  
**Margaret Fuller: A Woman Before Her Time**  
Examine the early years and education of this American intellectual, her family and personal relationships, years as a writer, journalist, editor, poet, and war correspondent. Discuss her role as an early advocate for women’s rights along with her political and social beliefs and the intellectual and social movements in which she participated.  
Instructor: Robert Baer, Ph.D.  
Total Cost: $30 (Tuition: $0 Fees: $30)

**HIT 589**  
**The Four Doctors: The Founding Physicians of the Johns Hopkins Hospital, School of Medicine**  
William Welch, William Halstead, William Osler and Howard Kelley were the founding physicians of Johns Hopkins Hospital. Examine and discuss their lives, accomplishments, contributions and legacies. Explore the opportunities for women students at the School of Medicine, the John Singer Sargent painting “The Four Doctors”, and moving toward the future.  
Instructor: George “Bill” Krause  
Total Cost: $30 (Tuition: $0 Fees: $30)

**WRI 141**  
**Hercules and Gilgamesh: The World’s First Super Heroes**  
These two heroes of the ancient world stand above the rest. Hero of the world’s first great epic, Gilgamesh travelled across ancient Mesopotamia facing monsters, gods and demons; Hercules was the most popular hero of classical Greece and Rome. Discuss and examine the myths surrounding these heroes, how they are portrayed within historical culture and western civilization.  
Instructor: Robert Baer, Ph.D.  
Total Cost: $30 (Tuition: $0 Fees: $30)

**ART 705**  
**Digital Photograph Enhancement**  
Using Photoshop and free photo-enhancing programs, learn how to improve, edit and touch-up digital photographic images as well as restore faded and torn photographs on the computer. Prerequisite: Introduction to Digital Photography.  
Instructor: Lee Klima  
Total Cost: $85 (Tuition: $26 Fees: $59)
**ART 704**

**Introduction to Digital Photography**
Learn how to become confident in using your digital camera: the various symbols and buttons, loading, organizing, printing, storing and sharing images. Instructor: Lee Klima

Total Cost: $85 (Tuition: $26 Fees: $59)

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**PCA 899**

**Photography for Mobile Devices**
Learn how to make the best photograph possible using an Android or iPhone. Through hands-on practice learn the functions and features of your particular phone camera along with composition and framing, awareness and use of lighting, manipulating focus, photo editing and being able to think like a photographer. Instructor: Jason Knauer

Total Cost: $92 (Tuition: $28 Fees: $64)

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**PCA 893**

**Photography with your Smartphone**
Learn how to use your iPhone and/or Android phone, to take, store, edit and share your photographs. Explore parts and features of your phone to take pictures and the basics of photography as a discipline. Compare the aspects of the iPhone and Android phones. Examine the many applications and accessories that can be added to enhance your photography. Instructor: Yasmim Thomas

Total Cost: $63 (Tuition: $19 Fees: $44)

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**Wellness and Fitness**

**FIT 083**

**Chair Pilates**
Focus on improving core strength, balance, posture, flexibility, breathing, muscle tone, and more in this modified program. Specifically designed to maintain independence and quality of life. Expect to practice exercises dealing with muscle strengthening, nervous system improvement, mental clarity, stress reduction, balance control, joint pain reduction, and more. Instructor: Melissa Uchida

Total Cost: $59 (Tuition: $0 Fees: $59)

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**FIT 120**

**Chair Yoga**
Learn how traditional yoga asana (postures) can be adapted to perform with a chair, without any pressure on your hands, wrists, or knees. Designed for the senior adult, or anyone with limited mobility who would otherwise not be able to do traditional yoga poses and postures. Instructor: Melissa Uchida

Total Cost: $59 (Tuition: $0 Fees: $59)

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**FIT 123**

**Gentle Yoga**
Learn and practice the basic poses and breathing exercises of yoga in order to sustain or improve physical health that will facilitate relaxation, ease joint ligament and muscular engagement. Bring a yoga mat and wear comfortable clothes. Instructor: Debbie Vojik

Total Cost: $59 (Tuition: $0 Fees: $59)

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**FIT 122**

**Have a Ball with Exercise**
This low-impact, effective class incorporates exercises on the stability ball using standing aerobic moves and exercise seated on the ball. Progress to stretches while lying on the ball, strength training with free weights and resistance bands on the ball and standing. Balance and mobility are covered, and the class concludes with stretching. A list of recommended equipment will be provided. Instructor: Nancy Poznak

Total Cost: $85 (Tuition: $26 Fees: $59)

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**PDV 258**

**Healthy You, Healthy Aging**
Learn how to age well and maintain your physical, emotional and cognitive health. Explore the different aspects of aging, as well as how to prepare for changing roles as you age and care for a loved one. Discuss stress management, resources for support and planning, and normal vs. abnormal aging. Instructor: Stephanie Goldstein

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

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**FIT 089**

**Introduction to Kung Fu: Tien Shan Pai Style**
Every major civilization has a history of martial arts primarily for self-defense but to also promote mental, physical abilities along with focus and concentration. The graceful, flowing style of Tien Shan Pai employs circular motions and precise footwork to defend oneself. This is a very old martial art with roots dating back over 1,000 years. Instructor: Paul Jakubowski

Total Cost: $85 (Tuition: $26 Fees: $59)

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**FIT 125**

**Low Impact Cardio, Mobility and Strength Exercises**
Receive guided instruction for low-impact, cardiovascular aerobic exercise and strength building. Learn how to perform a cardio workout and how to monitor your heart rate for cardiovascular fitness. Discover how to use body weight and low-pound weights for strength building and how to apply gentle stretching for mobility. Instructor: Debbie Vojik

Total Cost: $59 (Tuition: $0 Fees: $59)

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**PDV 301**

**Mindfulness Meditation**
Through instruction, discussion and experiential practice of mindfulness techniques, learn how to quiet your mind, break behavioral and emotional patterns and enrich your life. The practice of mindfulness has been shown to reduce stress and improve your emotional, physical and mental well-being. Instructor: Eva Sivan, Ph.D.

Total Cost: $70 (Tuition: $21 Fees: $49)

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**PDV 315**

**Nutrition and Brain Health**
Examine and discuss the benefits of plant-based nutrition and the direct connection between nutrition and brain function. Discuss nutrition basics, substances that help and hurt our brain, food and mood, gut health, nutrition genomics, the science, myths, and general recommendations for incorporating healthy foods into our diet, and more. Instructor: Nancy Poznak

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

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**FIT 094**

**Tai Chi Level I**
Strengthen and stretch while reducing the effects of stress and tension with this ancient form of martial art also known as the Dance of Life. Learn to relax and energize simultaneously. Combines coordination, balance and flexibility into rhythmic motion and gentle exercise. Excellent for all ages. Wear comfortable clothing and flat shoes.

Total Cost: $59 (Tuition: $0 Fees: $59)

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**FIT 116**

**Qigong and Meditation**
Learn to use Qigong methods of movement and breathing along with meditation. Guided meditation and practical tools and techniques will help you to increase awareness, decrease anxiety and stress, and function well in life. You will develop your own personal practice routine.

Instructor: James Gummer

Total Cost: $85 (Tuition: $26 Fees: $59)

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**FIT 119**

**Tai Chi Level II with James**
Expand your knowledge and performance in the field of Tai Chi. Explore the topics of modified Sun Style Tai Chi along with the theory and history of Tai Chi. Learn and expand activities that can increase balance, fall prevention, chronic pain treatment, and gentle stretching and skills that increase longevity and body control.

Instructor: James Gummer

Total Cost: $59 (Tuition: $0 Fees: $59)

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**PCO 256**

**Zoom into Learning: Basic Concepts for the Beginner Zoom Learner**
The beginner can go through a basic step-by-step training on how to use the Zoom video conferencing platform. Learn to attend meetings and take courses, how to mute and unmute, use reactions, chat feature, camera and how to upload and use pictures as virtual backgrounds. Finally, learn the degree of functionality available based on the device being used.

Instructor: Melinda Bynog

Total Cost: $25 (Tuition: $0 Fees: $25)

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**PCO 257**

**Zoom to the Next Level: Advanced Features of Zoom**
Examine and practice with advanced features and setting to create and host personal professional meetings. Learn which Zoom accounts are needed, how to set up a meeting, review of settings, creating breakout rooms, screen sharing and white board, uploading a profile picture, recording yourself, security features and more.

Instructor: Melinda Bynog

Total Cost: $25 (Tuition: $0 Fees: $25)

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**SENIOR SAMPLING**

Join us in these specially designed, one-day classes and become comfortable with using ZOOM and its features. These Senior Sampling days let you experience basic and advanced concepts of ZOOM prior to making a full-semester commitment of time.

The day will consist of a morning session (with a break), a one-hour lunch break (lunch will be provided), and an afternoon session (with a break). You can also learn about all of the exciting classes we will be offering throughout the semester AND you’ll be able to register for them (with payment) on that day.

Got questions? Contact Patrick M. Helene at 443-840-5842 or pheline@ccbcmd.edu.

**CURRICULUM**
- **FIT 094**
  - Tai Chi Level I
  - Total Cost: $59 (Tuition: $0 Fees: $59)

- **FIT 116**
  - Qigong and Meditation
  - Total Cost: $85 (Tuition: $26 Fees: $59)

- **FIT 119**
  - Tai Chi Level II with James
  - Total Cost: $59 (Tuition: $0 Fees: $59)

**CCBC has safety guidelines in place on all campuses. For a complete list of everything we are doing to keep you safe, go to:**
cbcmd.edu/coronavirus
Baltimore County Department of Aging

5K Run/Walk • 1 Mile Walk

Race proceeds support BCDA’s wellness programs for older adults.

Sunday,
September 19, 2021
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
Mail entry form with check payable to: Baltimore County, MD before September 6, 2021 to:
Baltimore County Department of Aging
Attn: Susan Brooks • 611 Central Avenue, Room 325, Towson, MD 21204

or

• Register online at www.getreadygetsetgetfit5k.com
• In person at any BCDA Senior Center
• Virtual Anywhere Runner- online registration only

Sponsorship and vendor opportunities available. Call 410-887-2012.

410-887-2040 • www.getreadygetsetgetfit5K.com
**Academic/College Prep**

**ADS 142**  
SAT Test Prep (Ages 14-17)  
Get tips for preparing for the test using full-length, official SATs. A 4-hour pretest will show your strengths and weaknesses; a 4-hour post-test review will focus on how to achieve the greatest score, and learn test-taking strategies to improve speed, accuracy, and confidence. Presented in partnership with Cambridge Educational Services, America’s #1 Campus-Based Test Prep. Textbook is required and included in the cost of the course. Students must be present on 10/2 for pre-test and 11/20 post-test.

Total Cost: $579 (Tuition: $174 Fees: $405)

CRN#   Day/Ses.   Dates        Time       Location  
71870   S(8)     10/2-11/20   10am-2:45pm   OM

**Cooking**

**CKG 108**  
Cake Decorating (Ages 9-12)  
Make an impression for your next party by decorating your own cake and desserts. Learn how to make designs and letters. Make beautiful cakes, cookies, cupcakes and candies that your friends will love.

Total Cost: $215 (Tuition: $0 Fees: $215)

CRN#   Day/Ses.   Dates        Time       Location  
71935   T(8)     10/5-11/23   2-3:45pm   EC

**CKG 198**  
Creepy Cupcakes (Ages 7-10)  
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.

Total Cost: $39 (Tuition: $0 Fees: $39)

CRN#   Day/Ses.   Dates        Time       Location  
71931   W(1)     10/27       9am-12pm   OM
71932   S(1)     10/30       9am-12pm   OM

**CKG 201**  
Holiday Cupcakes (Ages 6 and up)  
Explore the fun of baking and decorating personalized cupcakes just in time for the holiday. Parent and child (age 6 and older) will take home beautifully-decorated cupcakes to share and savour.

Total Cost: $39 (Tuition: $0 Fees: $39)

CRN#   Day/Ses.   Dates        Time       Location  
71914   S(1)     10/23       1-4pm       OM
Art 803
Broadway Dance (Ages 9-13)
Learn the choreography from some of Broadway’s most popular dance numbers. Class will incorporate a wide variety of dance styles including tap and is designed for all levels of movers!
Total Cost: $39 (Tuition: $0 Fees: $39)

CRN#  Day/Ses.  Dates  Time  Location
71576  W(2)  10/20-27  4-5:10pm  ZOOM

Art 831
Hip Hop to Hamilton (Ages 9-14)
What could be more fun than learning hip hop dance moves to the music from Hamilton? This Zoom class is perfect for beginners and for those with a bit more experience. Words, rhythm and movement that’s what this class is about.
Total Cost: $94 (Tuition: $0 Fees: $94)

CRN#  Day/Ses.  Dates  Time  Location
71561  W(3)  11/3-17  4-5:30pm  ZOOM

Fit 925
Self-Defense for Protection (Ages 6-12)
Focus on basic physical self-defense techniques including blocks, strikes, kicks, as well as common sense safety precautions. Develop the awareness and self-confidence necessary to diffuse potentially violent situations. Should physical self-defense be required, learn how everyday objects can be used as natural weapons to deliver power to protect yourself.
Total Cost: $94 (Tuition: $0 Fees: $94)

CRN#  Day/Ses.  Dates  Time  Location
71794  R(10)  9/9-11/11  7:30-9pm  EC

Homeschool Destinations @ CCBC

Classes Scheduled in Your Area:

CCBC Catonsville - Art, Academics

71862  Children's Clay: Intro to Ceramics Studio (Ages 9-13)
71866  Children's Drawing Workshop (Ages 7-11)
71806  Design and Make 101 (Ages 12-16)
71890  High School Chemistry Lecture and Lab Part 1 (Ages 14-17)

CCBC Essex - Academics, Cooking

71804  Academic Writing for Middle School (Ages 11-13)
71630  Algebra 1 Tutorial (Ages 11-15)
71632  Algebra 2 Tutorial (Ages 14-17)
71935  Cake Decorating (Ages 9-12)

CCBC Owings Mills - Academics, Cooking

71891  A Writing Workshop for Children (Ages 9-11)
71803  Academic Writing for High School (Ages 14-17)
71931  Creepy Cupcakes (Ages 7-10)
73004  Conversational Spanish (Ages 7 and up)
71728  Middle School Math Attack (Ages 11-13)

Online - ZOOM

71802  Academic Writing for High School (Ages 14-17) Zoom

Academic Writing

Learn some practical skills for creating effective writing including strong introductions/conclusions, essay composition, revisions, and writing in a timed situation. Add new strategies to your repertoire of writing skills. Practice writing and gain confidence in recognizing and correcting grammatical errors through understanding of the fundamentals of sentence structure, punctuation and word usage.

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

CRN#  Day/Ses.  Dates  Time  Location
71803  S(6)  10/2-11/6  1-3:30pm  OM
71802  M(10)  10/4-12/6  5-6:30pm  ZOOM

WRI 088
Academic Writing for High School (Ages 14-17)

CRN#  Day/Ses.  Dates  Time  Location
71805  S(6)  10/2-11/6  10am-12:30pm  OM
71804  T(8)  10/5-11/23  10-11:50am  EC

WRI 087
Academic Writing for Middle School (Ages 11-13)

CRN#  Day/Ses.  Dates  Time  Location
71802  M(10)  10/2-11/6  10am-12:30pm  OM
71804  T(8)  10/5-11/23  10-11:50am  EC

Algebra 1 Tutorial (Ages 11-15)
Review algebraic concepts including finding the numerical value in an algebraic expression, factoring binomials and trinomials, plotting X and Y and finding the values, graphing linear equations, using substitution and comparison and creating arithmetic or geometric series.
Total Cost: $189 (Tuition: $0 Fees: $189)

CRN#  Day/Ses.  Dates  Time  Location
71628  M(10)  9/20-11/22  10-11:30am  ZOOM
71630  T(8)  10/5-11/23  10-11:50am  EC

Algebra 2 Tutorial (Ages 14-17)
Increase your ability to solve more complex algebraic expressions using the rules of various functions. Continue exercises in factoring, solving linear and non-linear equations in two variables, graphing functions of linear, radical, rational, and quadratic equations, understanding/solving algebraic word problems, integrating the use of Geometry with Algebra, analyzing probability and statistics, and creating arithmetic or geometric series.
Prerequisite: Algebra 1
Total Cost: $189 (Tuition: $57 Fees: $132)

CRN#  Day/Ses.  Dates  Time  Location
71631  M(10)  9/20-11/22  12-1:30pm  ZOOM
71632  T(8)  10-11:30am  EC

Cake Decorating (Ages 9-12)
Make an impression for your next party by decorating your own cake and desserts. Learn how to make designs and letters. Make beautiful cakes, cookies, cupcakes and candies that your friends will love.
Total Cost: $215 (Tuition: $0 Fees: $215)

CRN#  Day/Ses.  Dates  Time  Location
71935  T(8)  10-11:30am  EC

Children’s Clay: Intro to Ceramics Studio (Ages 9-13)
Learn about the art of clay through a variety of techniques. Explore different methods of hand-building including pinching, coiling, and slab construction; create a pinch pot; develop decorating techniques including embossing, glazing, and surface decoration. Build a class project.
Total Cost: $145 (Tuition: $0 Fees: $145)

CRN#  Day/Ses.  Dates  Time  Location
71862  R(7)  10/7-11/18  10-11:30am  CC

WRI 059
A Writing Workshop for Children (Ages 9-11)
Using theater games and your imagination, uncover the key to creating memorable characters (including super heroes and villains). Learn how to incorporate conflict into character relationships and discover what it takes to write a great story. Take home a comprehensive journal of your work.
Total Cost: $169 (Tuition: $0 Fees: $169)

CRN#  Day/Ses.  Dates  Time  Location
71891  S(7)  10/2-11/13  9-11am  OM

WRI 088
Academic Writing for High School (Ages 14-17)

CRN#  Day/Ses.  Dates  Time  Location
71803  S(6)  10/2-11/6  1-3:30pm  OM
71802  M(10)  10/4-12/6  5-6:30pm  ZOOM

WRI 087
Academic Writing for Middle School (Ages 11-13)

CRN#  Day/Ses.  Dates  Time  Location
71805  S(6)  10/2-11/6  10am-12:30pm  OM
71804  T(8)  10/5-11/23  10-11:50am  EC

PGV 078
Algebra 1 Tutorial (Ages 11-15)
Review algebraic concepts including finding the numerical value in an algebraic expression, factoring binomials and trinomials, plotting X and Y and finding the values, graphing linear equations, using substitution and comparison and creating arithmetic or geometric series.
Total Cost: $189 (Tuition: $0 Fees: $189)

CRN#  Day/Ses.  Dates  Time  Location
71628  M(10)  9/20-11/22  10-11:30am  ZOOM
71630  T(8)  10/5-11/23  10-11:50am  EC

PGV 248
Algebra 2 Tutorial (Ages 14-17)
Increase your ability to solve more complex algebraic expressions using the rules of various functions. Continue exercises in factoring, solving linear and non-linear equations in two variables, graphing functions of linear, radical, rational, and quadratic equations, understanding/solving algebraic word problems, integrating the use of Geometry with Algebra, analyzing probability and statistics, and creating arithmetic or geometric series.
Prerequisite: Algebra 1
Total Cost: $189 (Tuition: $57 Fees: $132)

CRN#  Day/Ses.  Dates  Time  Location
71631  M(10)  9/20-11/22  12-1:30pm  ZOOM
71632  T(8)  10/5-11/23  12-1:30pm  EC

CKG 108
Cake Decorating (Ages 9-12)
Make an impression for your next party by decorating your own cake and desserts. Learn how to make designs and letters. Make beautiful cakes, cookies, cupcakes and candies that your friends will love.
Total Cost: $215 (Tuition: $0 Fees: $215)

CRN#  Day/Ses.  Dates  Time  Location
71935  T(8)  10-11:30am  EC

Art 716
Children’s Clay: Intro to Ceramics Studio (Ages 9-13)
Learn about the art of clay through a variety of techniques. Explore different methods of hand-building including pinching, coiling, and slab construction; create a pinch pot; develop decorating techniques including embossing, glazing, and surface decoration. Build a class project.
Total Cost: $145 (Tuition: $0 Fees: $145)

CRN#  Day/Ses.  Dates  Time  Location
71862  R(7)  10/7-11/18  10-11:30am  CC
**ARB 005**

**Children’s Drawing Workshop (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.

Total Cost: $139 (Tuition: $0 Fees: $139)

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</table>

**PCP 437**

**Computer Keyboarding for Young People (Ages 7-11)**
Learn correct keyboarding techniques and avoid the “hunt and peck” method while having fun with Microsoft.

Total Cost: $189 (Tuition: $0 Fees: $189)

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<th>CRN#</th>
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<td>11:30am-1:30pm</td>
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</table>

**FLA 397**

**Conversational Spanish (Ages 7 and up)**
Home school students will have fun while learning pronunciation and conversational skills. Students will construct sentences in the affirmative, negative, and interrogative forms and use them in conversation.

Total Cost: $79 (Tuition: $0 Fees: $79)

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<td>73004</td>
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<td>11am-12pm</td>
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</table>

**ADS 051**

**Cool Math for Kids (Ages 7-9)**
Build your math skills through logic and problem solving with challenging activities and games. A variety of hands-on activities will sharpen mathematical wits and deepen critical thinking, problem-solving strategies, logical-reasoning skills, and spatial problem solving. Have fun with math, use calculators and computers, play with math games, and explore real world mathematics problems.

Total Cost: $169 (Tuition: $0 Fees: $169)

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<th>CRN#</th>
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<td>10/2-11/13</td>
<td>9-11am</td>
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</table>

**CKG 198**

**Creepy Cupcakes (Ages 7-10)**
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.

Total Cost: $39 (Tuition: $0 Fees: $39)

<table>
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<tr>
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<td>W(1)</td>
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<td>9am-12pm</td>
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</table>

**TEC 002**

**Design and Make 101 (Ages 12-16)**
Gain an introduction to basic design concepts, prototyping and the "maker" equipment found in CCBC’s Fab Lab. Learn appropriate software/design concepts and proper use of Fab Lab equipment. Materials cost $20 due at first class. Bring a 4GB USB flash drive to class.

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

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<th>CRN#</th>
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<td>R(8)</td>
<td>10/7-12/2</td>
<td>1-3pm</td>
<td>CC</td>
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</table>

**CHE 001**

**High School Chemistry Lecture and Lab - Part 1 (Ages 14-17)**
Learn principles of chemistry including the terminology and the instruments of science to collect, organize, calculate, interpret, and communicate information. Part I topics include laboratory techniques and safety, density determination, changes of state, endothermic and exothermic reactions, periodic trends, chemical bonding, identification of anions and cations, and collecting and analyzing data.

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

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<th>CRN#</th>
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<tr>
<td>71890</td>
<td>M(8)</td>
<td>10/4-11/22</td>
<td>10am-1:30pm</td>
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**WRI 126**

**Journalism for Young Writers (Ages 11-17)**
Learn basics in effective journalism writing with a BCPS Journalism teacher and explore career opportunities in the field. Craft your own story by conducting interviews and finding reliable sources and evidence. Learn about the importance of new literacy when misinformation is so easily passed around these days. Students will each contribute to publish on our class newspaper site to share with family and friends.

Total Cost: $95 (Tuition: $0 Fees: $95)

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<td>71807</td>
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<td>5-6:30pm</td>
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</table>

**WRI 136**

**Write and Publish Your Work Effectively (Ages 11-17)**
Explore careers and writing styles for authors, journalists, as well as the career options available for writers in communications and public relations. Learn basics of effective journalism and communications, creative writing, creating a publishing platform, and more. Work with “Chicken Soup for the Soul” author and BCPS publications teacher to publish your writing on a class publishing platform that can be shared with family and friends.

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

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<th>CRN#</th>
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<tr>
<td>71808</td>
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<td>5-6pm</td>
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</table>

**Music**

**XXX 799**

**Child’s Piano Class (Ages 7-11)**
Work with a full-sized electronic keyboard and learn keyboard basics, including finger work and note reading in a supportive group setting. Earphones permit silent practice.

Total Cost: $135 (Tuition: $0 Fees: $135)

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<td>71528</td>
<td>R(12)</td>
<td>9/9-12/2</td>
<td>6-7pm</td>
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<tr>
<td>71529</td>
<td>S(12)</td>
<td>9/11-12/4</td>
<td>10:30-11:30am</td>
<td>ZOOM</td>
</tr>
</tbody>
</table>

**MSC 058**

**Guitar for Teens (Ages 12-16)**
Learn to tune and maintain a guitar, basic chord progressions, hand positions and strumming techniques. Explore how to purchase appropriate music, strings and equipment. Prior experience not necessary. Bring a guitar to class.

Total Cost: $89 (Tuition: $0 Fees: $89)

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<tbody>
<tr>
<td>71534</td>
<td>T(8)</td>
<td>10/5-11/30</td>
<td>8-9pm</td>
<td>200M</td>
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</tbody>
</table>
MUS 015

Ukulele for Kids (Ages 8-11)

Ukuleles are approachable, easy to hold, a great primer for other stringed instruments and a phenomenal place for young musicians to get started. Children will learn how to hold, tune and play basic chord progressions. Must bring own instrument to class.

Total Cost: $49 (Tuition: $0 Fees: $49)

CRN#  Day/Ses.  Dates   Time  Location
71535   R(4)    10/14-11/4  6-7pm  EC

PRIVATE LESSONS

Private music instruction on most instruments and voice is offered for both youth (6 or older for piano, 8 or older for other instruments, and 13 or older for voice) and adult students. Intensive one-on-one instruction provides individual attention appropriate to all skill levels and ability. Lessons are arranged on an individual basis with the appropriate instructor. Instruments are not provided. Before registering call 443-840-1646 to make arrangements for placement.

XXX 961

Private Lessons - 1/2 Hour (6 sessions)

Total Cost: $129 (Tuition: $0 Fees: $129)

CRN#  Day/Ses.  Dates   Time  Location
71538   Arranged  9/13-10/18  Arranged  EC
71540   Arranged  10/25-12/6  Arranged  EC

XXX 965

Private Lessons - One Hour (6 sessions)

Total Cost: $258 (Tuition: $0 Fees: $258)

CRN#  Day/Ses.  Dates   Time  Location
71537   Arranged  9/13-10/18  Arranged  EC
71539   Arranged  10/25-12/6  Arranged  EC

MUS 120

Private Lessons 1/2 Hour (14 sessions)

Total Cost: $295 (Tuition: $0 Fees: $295)

CRN#  Day/Ses.  Dates   Time  Location
71541   Arranged  9/13-12/13  Arranged  EC

XXX 801

Private Lessons 1 Hour (14 sessions)

Total Cost $595 (Tuition: $0 Fees: $595)

CRN#  Day/Ses.  Dates   Time  Location
71528   Arranged  9/9-12/13  Arranged  EC

Self-Development

CHI 053

Babysitter's Training (Ages 13 and up)

Learn valuable skills and knowledge necessary to safely and responsibly give care to children and infants. Earn First Aid and CPR certification. By Maryland law, a babysitter must be 13 years of age unless an adult is present. Course fee includes text, booklets, and certification cards. Students MUST be age 12 or older. There are no make-ups.

Total Cost: $229 (Tuition: $0 Fees: $229)

CRN#  Day/Ses.  Dates   Time  Location
71727   S(1)    9/25      9am-4pm  OM
71726   S(1)    11/20     9am-4pm  EC

AHL 177

CPR AED and First Aid for Youth (Ages 12-16)

Would you know what to do in a medical emergency? Would you be able to care for someone who needed your help? Gain the skills and confidence you need to handle any medical emergency that may arise. The CPR and AED portion of the class covers CPR and AED use for adults, children and infants. The first aid portion covers over 30 different illnesses and injuries. This class is very hands-on which allows you to perfect your first aid skills. This course results in CPR AED First Aid certification through the American Heart Association. Tuition includes a first aid kit and CPR card.

Total Cost: $239 (Tuition: $0 Fees: $239)

CRN#  Day/Ses.  Dates   Time  Location
71633   S(7)    10/2-11/13 10am-12pm  EC

TheatER

ART 829

Acting Club (Ages 9-13)

Build self-confidence, strong speaking and acting skills in a fun and engaging drama class. You will practice tongue twisters, play theatre games, explore how to bring physicality to characters and make new friends with common interests

Total Cost: $59 (Tuition: $0 Fees: $59)

CRN#  Day/Ses.  Dates   Time  Location
71782   T(3)    10/5-19    6:30-8pm  EC

ART 068

Focus on Acting (Ages 11-15)

Develop the skills needed to audition for a theatre magnet school or a role in the school play. Focus is on monologue preparation, audition techniques, staging and performance skills.

Total Cost: $59 (Tuition: $0 Fees: $59)

CRN#  Day/Ses.  Dates   Time  Location
71784   W(3)    11/3-17    4-5:30pm  ZOOM
BASIC EDUCATION & ENGLISH LANGUAGE SERVICES

HIGH SCHOOL DIPLOMA OPTIONS

Students have two options for completing their high school equivalency.

- **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 443-840-3077 or 443-840-3094, or email gednedp@ccbcmd.edu to schedule an appointment for an assessment session.

2) Attend Diagnostic Assessment appointment.
   - Face mask is required at all times during the registration process.
   - 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 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.
- Reasonable accommodations for disability are available upon request. Please call 443-840-3428 to discuss availability.

**ENGLISH LANGUAGE SERVICES**

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) BEGINNING AND INTERMEDIATE ADULT ESOL CLASSES

Classes help students learn English language skills for life, work and civics concepts. No Class Cost - Grant Funded**.

ESOL classes 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.

**These classes are supported by Grant Funding from Maryland Department of Labor.

**Registration Information:**

- All students MUST go to a “Walk-In ESOL Placement & Registrations Location.”
- Students are registered on a first-come, first-served basis. Classes fill up quickly!
- Arrive on time.
- For safety, space in the building is limited. You need to social distance outside while waiting to register.
- You MUST wear a mask at all times during the registration process.
- Only registering students are allowed during the registration process. For safety precautions, family members or friends must wait in another area.
- Registration is every 2 hours with a limited number of students. Do not come late!
- All new students MUST take a test.
- Test procedures are subject to change.

Students must be at least 18 years of age, not enrolled or planning to attend high school to register in one of the ESOL classes.

Students with an F-1 or J-1 visa are not eligible for LABOR grant funded* classes.

Reasonable accommodation for disability available only upon request. E-mail JWalsh@ccbcmd.edu or 443-840-3428 for more information. Please make your request no later than two weeks before registration.

Due to COVID19, ESOL placement testing and registrations are following the safety guidelines from the state and county. **Must social distance and wear mask!**

Information on Cancellations: Check ccbcmd.edu for any announcements of cancellations due to weather conditions or other emergencies.

If you need more information, please contact: Caroline Ko at cko@ccbcmd.edu

Korean speaker available. Se habla español

**ESOL REGISTRATION, TESTING and CLASS LOCATIONS**

<table>
<thead>
<tr>
<th>CCBC Catonsville</th>
<th>CCBC Essex</th>
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<tbody>
<tr>
<td>800 South Rolling Road</td>
<td>7201 Rossville Boulevard</td>
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<tr>
<td>Catonsville, MD 21228</td>
<td>Rosedale, MD 21237</td>
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<th>CCBC Dundalk</th>
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<td>7200 Sollers Point Road</td>
<td>10300 Grand Central Avenue</td>
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<tr>
<td>Dundalk, MD 21222</td>
<td>Owings Mills, MD 21117</td>
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WALK-IN ESOL PLACEMENT & REGISTRATION LOCATIONS FOR BEGINNING LIFE SKILLS, INTERMEDIATE CIVICS, AND UPPER-LEVEL ESOL READING & WRITING CLASSES*

ESOL classes 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.

You can come to ANY registration location to register for ANY open class.

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Information on Cancellations – Check ccbcmd.edu for any announcements of cancellations due to weather conditions or other emergencies.

ADDITIONAL WALK-IN ESOL PLACEMENT & REGISTRATION DATE, FOR LATE INTENSIVE CLASSES ONLY:

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ESOL CLASS SCHEDULE AND LOCATIONS FOR BEGINNING LIFE SKILLS, INTERMEDIATE CIVICS, AND READING AND WRITING.

ESOL classes are offered in-person, and online via ZOOM. For online ZOOM classes, students must have a computer, with a camera and microphone, and unlimited internet access.

**MORNING 8:30-11:30AM**

- Tuesday & Thursday
  - CCBC Dundalk

**MORNING 9AM-12PM**

- Monday & Wednesday
  - CCBC Owings Mills

**Year Round - Intensive: Monday, Tuesday, Wednesday, and Thursday**
- Online via ZOOM
- CCBC Catonsville / CCBC Dundalk

**AFTERNOON 12:30-3:30PM**

- Year Round - Intensive: Monday, Tuesday, Wednesday, and Thursday
  - CCBC Essex

**EVENING 6:30-9:30PM**

- Monday & Wednesday
  - CCBC Catonsville
  - CCBC Dundalk
  - CCBC Essex
  - CCBC Owings Mills
- Tuesday & Thursday
  - CCBC Catonsville
  - CCBC Dundalk
  - CCBC Essex
  - CCBC Owings Mills

- Class schedule varies depending on the location and the type of class.
- Starting the second week of September and ending November or in mid-December.
- Complete class schedules will be given at registration.
- ZOOM class: Enrolled students must attend on the last day of class to take a test at a given CCBC campus location.

- Online via ZOOM
- CCBC Dundalk / CCBC Essex / CCBC Owings Mills

**ESOL CLASS SCHEDULE AND LOCATIONS FOR ADDITIONAL WEEKEND CLASSES FOR UPPER INTERMEDIATE LEVEL STUDENTS ONLY**

**SATURDAY MORNING CLASSES**

**9AM-1:15PM**

- **READING AND WRITING CLASSES**
  - ESOL Expanded Reading and Writing Skills
  - ESOL Transition Reading and Writing

15 class sessions, In-person class
Starting the second week in September and ending the first week of January

- CCBC Catonsville
- CCBC Dundalk
- CCBC Essex

Classes are Intensive, four times per week: Monday, Tuesday, Wednesday, and Thursday. Class starts the first week of November and ends the second week of December 20 Class Sessions.

If you need more information, please contact:
Caroline Ko at cko@ccbcmd.edu
Korean speaker available. Se habla español
**FAMILY LITERACY PROGRAM**

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

Family Literacy ESOL is for non-native English speaking adults. These classes are designed to help parents learn English language skills for life, work, and to fully partner in their child’s education.

To participate in this program, parents must have a child 0-16 years old who is enrolled in Baltimore County Public Schools, the Judy Center of Baltimore County, or Baltimore County Head Start. Classes are 60 hours.

No Class Cost – Grant Funded*. Student book and workbook are not included.

*These classes are supported by Grant Funding from Maryland Department of Labor.

**HOW TO REGISTER:**

- To register for any Family Literacy ESOL class, go to any location listed in Registration Locations.
- Registrations are in person only. No phone or mail-in registration.
- Arrive on time and expect to be there for 2-3 hours for registration and testing. Registration is on a first come, first served basis.
- Students must be at least 18 years of age and withdrawn from high school to enroll.
- To request an accommodation for a disability please call 443-840-3428. Please call no later than two weeks prior to registration.
- Students with an F-1 or J-1 Visa are not eligible for these Grant Funded* classes.
- For safety, space in the room is limited. You need to social distance while waiting to register.
- **You MUST wear a mask at all times during the registration process.**
- Only registering students are allowed inside the registration room. No family members or friends are allowed in the registration room. All new students MUST take a test.

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**Only Registering Students Are Allowed Inside. Walk-In Family Literacy ESOL Placement & Registration Locations**

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<td>HTEC Building,</td>
<td>Tuesday</td>
<td>Sept. 7</td>
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<td>CBCC Essex</td>
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For more information, call 443-840-3456 or e-mail esolfamilyliterate@cbcmd.edu.

**CLASS SCHEDULES:**

Classes are two or three times per week online, via ZOOM. You MUST have unlimited internet access, a computer or tablet with camera and microphone or a smart phone. You need to attend one testing session on a CCBC campus last day of class.

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**ESOL upper level courses**

(60 HOURS CLASS/20 SESSIONS)

These non-credit courses are designed for higher-level non-native English speakers. The courses are self-select. Students registering for these courses are not required to come to the ESOL registration session to be assessed. Please call 443-840-3456 for new registration information.

**ESOL General English Language Skills**

In-person class

Improve your general English skills by engaging in communicative tasks on various high-interest topics. Integrates the development of listening, speaking, reading, and writing skills with a focus on grammar and vocabulary appropriate to the language task.

Total Cost: $259 (Tuition: $69 Fees: $190)

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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>71120</td>
<td>M/W (20)</td>
<td>9/28-12/7/21</td>
<td>9am-12pm</td>
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<tr>
<td>71122</td>
<td>M/W (20)</td>
<td>9/28-12/7/21</td>
<td>6:30-9:30pm</td>
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</table>

For more information about the content or level of the ESOL Upper-Level courses, please contact Suzi Monti at smonti@cbcmd.edu or 443-840-3476

**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 443.840.4700 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.
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 ccbcmd.edu/CASE or call 443-840-3262

SINGLE STEP

• Academic Skills
• Arts and Humanities Courses
• Independent Living Skills
• Career and Vocational Programs

Before enrolling, students participate in an assessment and interview. To schedule an appointment please contact CASE@ccbc.edu or call 443-840-3262.

Van transportation to CCBC Dundalk available for additional cost. Van transports only from locations in Baltimore County and Baltimore City.

NEW COURSES

• Building Skills for an Independent Life
• How Government Works - Participating As an Informed Citizen
• Managing the Stress of Daily Life

FEATURED COURSES

• Your Money and Technology
• Sustainable Art: Creativity, Conservation, and Your Clean Community
• Foundations of Video Game Design
  6th grade reading comprehension level, computer literacy, proficiency in Google applications
• Video Game Animation
  6th grade reading comprehension level, computer literacy, proficiency in Google applications

Academic Skills
• Reading (Intensive and Levels I, II, III)
• Written Communication (Levels I, II, III)
• Mathematics (Levels I, II, III)

Arts and Humanities
• Art – Learn the basic skills of painting, drawing, mosaics and photography.
• History & Culture – Learn the social, political and labor history of the United States through film.
• Music & Literature – Learn about world history by listening and learning about music.
• Photography & Technology – Use photography to tell the story of your life while building narrative skills.

Independent Living Skills
• Community Resources for Independent Living
• Skills and Concepts for Employment
• Managing Your Money

Career and Vocational Preparation Programs

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<tr>
<th>Program</th>
<th>Description</th>
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<tbody>
<tr>
<td>Child Care Certificate</td>
<td>(satisfies Maryland 90-hour certification) - 2 semesters, 6th grade reading comprehension level.</td>
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<tr>
<td>Infants and Toddlers</td>
<td>(satisfies Maryland 45-hour certification) - (Prerequisite: successful completion of 90-hour</td>
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<td></td>
<td>Child Care Certificate), 6 weeks</td>
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<tr>
<td>Child Care Assistant</td>
<td>- Learn basic skills for working with small children. 1 semester, 4th grade reading</td>
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<td></td>
<td>comprehension level.</td>
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<tr>
<td>Office Skills</td>
<td>- Learn general office skills and how to use basic technology. 1 semester, 6th grade reading</td>
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<td>comprehension level.</td>
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<tr>
<td>Professional Animal Workers (PAWS)</td>
<td>- Learn practical skills needed for entry level work in the field of animal care. 6th grade</td>
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<td>reading level, able to lift 50 lbs., and willing to work with all animals.</td>
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<tr>
<td>Veterinary Assistant</td>
<td>- (Prerequisite: successful completion of Professional Animal Workers) - Learn advanced</td>
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<td>skills for animal care. One semester, 8th grade reading comprehension level, 5th grade math</td>
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<td>level, able to lift 50 lbs.</td>
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<tr>
<td>Security Guard</td>
<td>- Learn practical security guard skills. 10 wks. 6th grade reading level and ability to lift 50</td>
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<td>lbs.</td>
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<tr>
<td>Warehouse Technician</td>
<td>- Learn warehouse work and how to operate a forklift. 9 wks. 5th grade reading</td>
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<td>comprehension and math level.</td>
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</tbody>
</table>

All vocational programs include a mandatory or optional internship.