

CCBC

CONTINUING EDUCATION FALL 2024

ENHANCE YOUR CAREER
ENRICH YOUR LIFE

Martin, CCBC
Polysomnographic student

**ATTEND
CCBC
TUITION
FREE!**

ccbcmd.edu/freetuition

Professional Development
Corporate Solutions
Personal Enrichment

ccbcmd.edu/coned
443-840-2222



WORKFORCE TRAINING COURSES ARE FORMING NOW. ENROLL TODAY!

COLLEGE PROMISE SCHOLARSHIP

Attend CCBC tuition-free.

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

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

**ATTEND
CCBC
TUITION
FREE!**

ccbcmd.edu/freetuition

HOW DO YOU QUALIFY?

Be a Baltimore County resident and enroll in workforce training programs or courses through CCBC's Continuing Education program.

For complete application details, visit ccbcmd.edu/freetuition or call **443-840-2222**.



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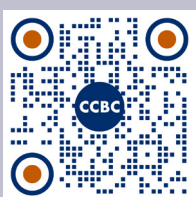
GETTING STARTED at CCBC

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For information on financial aid, visit ccbcmd.edu/financialaid or scan QR code:



For information on CCBC policies and procedures, visit ccbcmd.edu/policies or scan QR code:



COURSES

WORKFORCE TRAINING

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ONLINE REGISTRATION FOR CONTINUING EDUCATION CLASSES!

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

Go to:
ccbcmd.edu/quickreg

CCBC PROGRAM OPTIONS

● Disciplines with this icon have options that qualify for **IN-COUNTY TUITION** for ALL Maryland residents. Go to ccbcmd.edu/statewide to find out more.

● Disciplines with this icon have fully **ONLINE OPTIONS**. Go to ccbcmd.edu/online to learn more and enroll.

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

DEGREE AND CERTIFICATE OPTIONS

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

BUSINESS

Accounting ●
Business Administration ●
Business Management ●
Economics ●
Entrepreneurship ●
Human Resources Management ●
Interior Design

COMMUNICATIONS AND MEDIA STUDIES

Art, Design and Interactive Media
Communication and Media Studies ●
Creative Writing
Digital Media Production
Music Production and Audio Technology

EDUCATION

Early Childhood ●
Elementary ●
Secondary ●
Special Education

FINE AND PERFORMING ARTS

Dance
Fine Art and Visual Design
Music
Theatre
Visual Art and Design

HEALTH, WELLNESS AND HUMAN SERVICES

American Sign Language (ASL) ●
and Deaf Culture
Anesthesia Technology
Allied Health
Dental Hygiene ●
Emergency Medical Technology ●
Health Education
Histotechnology ●
Human Services Counseling ●●
Interpreter Preparation ●●

Kinesiology
Medical Coding
Medical Laboratory Technology ●
Mortuary Science ●
Nursing ●
Occupational Therapy Assistant ●
Personal Trainer
Physical Education
Practical Nursing ●
Radiation Therapy
Radiography ●
Respiratory Care Therapist ●
Sports Management
Surgical Technology
Veterinary Technology ●

HUMANITIES AND SOCIAL SCIENCES

Anthropology ●
English ●
Global Studies
History ●
Literature
Native American Studies
Philosophy
Political Science
Psychology ●
Sociology ●
Theatre/Technical Design
and Production
Women's Studies

GENERAL STUDIES

INFORMATION TECHNOLOGY

Aviation Technology ●●
Computer Engineering
Computer Science ●
Cybersecurity ●
Health Informatics and
Information Technology ●●
Information Technology ●
Medical Coding ●
Network Technology ●

LAW AND JUSTICE

Criminal Justice Studies ●
Digital Forensics
Legal Studies ●
Paralegal Studies ●

SCIENCE AND MATH

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

TRADES AND MANUFACTURING

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

WORKFORCE TRAINING

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

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

BUILDING AND INDUSTRIAL TECHNOLOGY

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

BUSINESS AND MANAGEMENT

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

COMPUTERS AND INFORMATION TECHNOLOGY

A+ Certified PC Repair Technician ●
AWS Certified Cloud Practitioner ●
AWS Certified Solutions Architect ●
AWS Certified System Operations
Administrative Associates ●

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

C++ Programmer ●
 Certified Associate in Health Care
 Information and Management Systems
 Certified Information Systems Security
 Professional (CISSP) ●
 Cisco Certified Network Associate ●
 CompTia Cloud+ Certification Training ●
 Information Security Analyst ●
 (Security+ Certification)
 Java Programmer ●
 Java Script Developer ●
 Linux+ Certification Training ●
 Network+ Certified Technician ●
 Oracle SQL and PL/SQL Developer ●
 Pentest+ Certification ●
 Python Developer ●
 Systems Security Certified Practitioner (SSCP) ●
 VMware Systems Administrator ●

CRIMINAL JUSTICE AND LEGAL STUDIES

Special Police Officer
 E-Discovery Specialist
 Private Investigator

HEALTH AND HUMAN SERVICES

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

HOSPITALITY SERVICES

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

MARITIME

Boating
 Marine Engine Mechanics Repair

OTHER

Animal Reiki Practitioner
 Certified Life Coach
 Hair Braiding Professional
 Interior Design

Lifeguard Training
 TESOL (ESOL Instructor)
 Water Safety Instructor
 Yoga Instructor
TRANSPORTATION, DISTRIBUTION AND LOGISTICS
 Automotive Safety Inspector
 Certified Logistics /Warehouse Distribution
 Certified Supply Chain Professional ●
 Commercial Vehicle Operator Class A
 Commercial Vehicle Operator Class B
 Procurement and Purchasing Management ●

LIFE ENRICHMENT CLASSES

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

ACADEMIC PREPARATION

TEAS (Test for Essential Academic Skills)
 GRE Preparation

ART, DESIGN AND PHOTOGRAPHY

Ceramics
 Drawing and Painting
 Photography

ARTS – PERFORMING

Dance
 Music
 Theatre

COOKING, HOBBIES AND HOME IMPROVEMENT

Astrology and Paranormal Phenomena
 Brewing
 Cooking
 Floral Design
 Home Improvement
 Jewelry Making
 Sewing
 Sustainable Living

HEALTH AND WELLNESS

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

KIDS@CCBC

Art
 College Prep

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

OUTDOOR ACTIVITIES

Basketball
 Biking
 Bird Watching
 Fly Fishing
 Golf
 Hiking
 Scuba Diving
 Tennis

PERSONAL DEVELOPMENT

Personal Finance
 Writing and Literature

SENIORS

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

WORLD LANGUAGES

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

BASIC EDUCATION AND ENGLISH LANGUAGE SERVICES

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

SPECIAL PROGRAMS FOR INDIVIDUALS WITH DISABILITIES

CASE (Center for Alternative and Supported Education)



CALENDAR

BUILDING AND INDUSTRIAL TECHNOLOGY

CNC Machine Tool Training Orientations

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

ESOL REGISTRATION SESSIONS

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

HEALTH AND HUMAN SERVICES

Phlebotomy Orientations (Zoom)

Call 443-840-1389 for orientation dates.
For more information, contact CEHealth@ccbcmd.edu.

GRADS2CAREERS PROGRAMS

Health Careers

Contact 443-738-5578 or pleonard3@ccbcmd.edu.

Certified Associate in Health Care Information and Management

Virtual information session
Wednesday, September 11, 7 p.m.
Live via Zoom

For information and Zoom link,
email mwehr@ccbcmd.edu.

HOSPITALITY/CULINARY AND CASINO INFORMATION SESSIONS

FoodWorks Basic Culinary Training

In-person Information Sessions held monthly:
Maryland Food Bank – The Board Room
2200 Halethorpe Farms Road
Baltimore, MD 21228

Information sessions:

For information on monthly in-person or virtual information sessions, contact Yumi Kim at 443-840-5840 or hospitalitycareers@ccbcmd.edu.

Hospitality/Culinary/Casino Dealer

Information sessions:

Wednesdays, 3–4 p.m.
September 11, October 9, November 13 or December 11
Live via Zoom

For all Hospitality/Culinary and Casino information sessions, contact 443-840-5840 or email hospitalitycareers@ccbcmd.edu.

SMALL BUSINESS

Do you see opportunities to grow your business?

ATTEND AN OPEN HOUSE OFFERED BY CCBC AND GOLDMAN SACHS 10,000 SMALL BUSINESSES

In-person:
CCBC Catonsville, Hilton Mansion
Thursday, September 12, 5:30 p.m.
–or–

Live via Zoom
Wednesday, September 11, 11 a.m.
Tuesday, September 17, 2 p.m.

Questions/RSVP:
Rod Bourn at 443-840-4584 or rbourn@ccbcmd.edu.

ADMISSIONS FOR DEGREE PROGRAMS

REGISTRATION IS NOW OPEN FOR FALL SEMESTER

Start dates: August 26, September 23 and October 1
March 18: Second 7-week session

To register, visit ccbcmd.edu/register.

CLOSINGS

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

USERS GUIDE

Course Numbers

Course Title

New Course

Course Description

Prerequisites:
Course prerequisites are listed when appropriate.

Cost = Tuition + Fees

CRN# (Section)

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

Dates

Class Time

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

DAYS OF THE WEEK KEY

M	Monday
T	Tuesday
W	Wednesday
R	Thursday
F	Friday
S	Saturday
U	Sunday

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

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

BUSINESS

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



ACCOUNTING/BOOKKEEPING

BOOKKEEPER – ENTRY LEVEL

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

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

REQUIRED COURSES:

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

PCO 433

Excel Basics for Business

Unlock Excel essentials. Learn to create basic financial statements, use merged cells, link spreadsheets and automate financial tasks. Textbook required, not included in course cost.

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

CRN#	Day/Ses.	Dates	Time	Location
31748	S(4)	8/31–9/21	9 a.m.–12:15 p.m.	EC
31749	T(4)	9/10–10/1	6:30–9:45 p.m.	Zoom

ACC 006

Accounting/Bookkeeping I

Learn the basic principles of the double-entry system. Ideal for a small business owner, potential business owner and those looking for entry-level accounting jobs. Explore business records, transactions, journals, ledgers, income statements, balance sheets and more. Prerequisites: Basic computer skills, experience with Microsoft Excel and basic high school algebra. Textbook required, not included in course cost.

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

CRN#	Day/Ses.	Dates	Time	Location
31767	R(7)	9/12–10/24	7:15–9:30 p.m.	OM
31746	S(4)	9/28–10/19	8:30 a.m.–12:30 p.m.	EC
31747	T(7)	10/8–11/19	7:15–9:30 p.m.	Zoom

ACC 007

Accounting/Bookkeeping II

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

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

CRN#	Day/Ses.	Dates	Time	Location
31744	Arranged	9/30–11/1	Arranged	Online
31743	S(4)	11/2–23	8:30 a.m.–12:30 p.m.	EC
31768	R(6)	11/7–12/19	7:15–9:20 p.m.	OM
31745	T(6)	12/3–1/21	7:15–9:20 p.m.	Zoom

PCA 836

QuickBooks for Bookkeepers

Learn to use QuickBooks to perform a variety of bookkeeping procedures, including setting up accounts, paying bills, invoicing and report creation. Textbook required, not included in course cost.

Prerequisites: Accounting/Bookkeeping I and Accounting/Bookkeeping II.

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

CRN#	Day/Ses.	Dates	Time	Location
31751	Arranged	11/18–12/13	Arranged	Online
31750	S(5)	12/7–1/18	9 a.m.–12:15 p.m.	EC

PAYROLL ASSOCIATE (NEW)

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

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

REQUIRED COURSES:

- Excel Basics for Business or Excel for Bookkeepers (Check ACCOUNTING/BOOKKEEPING section for this class)
- PayTrain Level I

ACC 004

PayTrain Level I

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

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

CRN#	Day/Ses.	Dates	Time	Location
31285	W(8)	10/16–12/11	6–10 p.m.	Zoom

PAYROLL PROFESSIONAL (NEW)

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

ACC 005

PayTrain Level II

Expand your knowledge of advanced payroll topics that are necessary for compliance. This class, designed by the American Payroll Association, is ideal for experienced payroll professionals seeking compliance training, professional development or preparation for the Certified Payroll Professional (CPP) exam. Textbook included in the cost of the course.

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

CRN#	Day/Ses.	Dates	Time	Location
31286	R(9)	10/10–12/12	6–10:15 p.m.	Zoom

ADDITIONAL PAYROLL CLASSES

ACC 013

Accounts Payable Specialist Certification

This online course is designed to prepare students for the Institute of Finance and Management's (IOFM) Accounts Payable Specialist (APS) certification. Topics to be covered include invoices, payments, travel expense (TandE) management, automation and other key functions essential to potential employers. Exam cost included. IOFM recommends that you meet one of the following for APS certification: No degree = 3 yrs. AP experience, 2-year degree = 2 yrs. AP experience or 4-year degree = 1 yr. AP experience.

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

CRN#	Day/Ses.	Dates	Time	Location
31837	Online	10/14–1/11	Arranged	E2GC

ADMINISTRATIVE PROFESSIONAL

ADMINISTRATIVE PROFESSIONAL

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

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

REQUIRED COURSES:

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

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

CRN#	Day/Ses.	Dates	Time	Location
31845	W(1)	9/11	6–9:15 p.m.	Zoom
	Arranged	9/11–15	Arranged	Online

MGT 851

Communication Skills for Workplace Success

Effective channels of communication help an organization run smoothly. Whether interacting with employees or customers, administrative professionals represent 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: \$149 (Tuition: \$45 Fees: \$104)

CRN#	Day/Ses.	Dates	Time	Location
31856	M/W(3)	10/21–28	6–9:15 p.m.	Zoom
	Arranged	10/21–11/1	Arranged	Online

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 upon 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: \$199 (Tuition: \$60 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
31861	S(4)	10/26–11/16	9 a.m.–12:15 p.m.	Zoom
	Arranged	10/26–11/16	Arranged	Online

MGT 853

Core Skills for the Administrative Professional

Get equipped with the core skills needed for today's office administrative professional, such as task and time management, document creation and file management, scheduling and travel planning and handling 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: \$995 (Tuition: \$299 Fees: \$696)

CRN#	Day/Ses.	Dates	Time	Location
31864	M/W(10)	11/13–12/18	6–9:15 p.m.	Zoom
	Arranged	11/13–12/22	Arranged	Online

BUSINESS COMMUNICATIONS

WLT 406

Effective Business Writing

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

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

CRN#	Day/Ses.	Dates	Time	Location
31882	Online	9/11–11/1	Arranged	ED2GO
31883	Online	11/13–1/3	Arranged	ED2GO
31884	Online	12/18–2/7	Arranged	ED2GO

WLT 220

Fundamentals of Technical Writing

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

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

CRN#	Day/Ses.	Dates	Time	Location
31880	Online	10/16–12/6	Arranged	ED2GO
31881	Online	12/18–2/7	Arranged	ED2GO

MGT 386

High Impact Writing for Business

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

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

CRN#	Day/Ses.	Dates	Time	Location
31417	W(3)	10/9–23	6–9:30 p.m.	EC

HMS 023

Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth and respect through conversation. For details, go to ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
31846	Online	10/16–12/6	Arranged	ED2GO
31847	Online	12/18–2/7	Arranged	ED2GO

MGT 776

Writing News and Press Releases

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

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

CRN#	Day/Ses.	Dates	Time	Location
31830	Online	11/4–29	Arranged	LERN

CUSTOMER SERVICE

CUSTOMER SERVICE PROFESSIONAL

CONTINUING EDUCATION

WORKFORCE TRAINING CERTIFICATE

A customer service assistant serves an important role for all businesses. A strong customer assistant helps build a positive brand reputation and differentiates a business in a competitive market. Students will be earning a certification from The Customer Service Institute of America upon completion of the course. This is a blended-format program, with classes held in the classroom with additional work online. Classes may be taken individually but all must be taken in order and successfully completed to receive the certificate.

REQUIRED COURSES:

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

SBA 100

Customer Service Communication Skills

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

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

CRN#	Day/Ses.	Dates	Time	Location
31470	T/R(3)	10/17–24	6–9:15 p.m.	Zoom
	Arranged	10/17–27	Arranged	Online

SBA 102

Preparing for a Career in Customer Service

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

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

CRN#	Day/Ses.	Dates	Time	Location
31469	T/R(3)	10/29–11/7	6–9:15 p.m.	Zoom
	Arranged	10/29–11/10	Arranged	Online

SBA 101

Core Skills of the Customer Service Professional

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

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

CRN#	Day/Ses.	Dates	Time	Location
31578	T/R(4)	11/12–21	6–8:45 p.m.	Zoom
	Arranged	11/12–24	Arranged	Online

ADDITIONAL CUSTOMER SERVICE CLASSES

MGT 385

**Exceeding Expectations:
Delivering Exceptional Customer Service**

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

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

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

MGT 818

Managing Customer Service

Learn customer service management techniques to develop the top performance from your team. Topics to be covered include key customer service concepts, successful marketing for customers, understanding consumer expectations, quality measurements, hiring quality team members, solving communication problems, handling customer complaints, reviving troubled customer service programs, training techniques and using call centers, emails and the internet. For details, go to ed2go.com/ccbconline.

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

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

HUMAN RESOURCES

**HUMAN RESOURCE MANAGER
(ENTRY LEVEL)**

**CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE**

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

REQUIRED COURSES:

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

MGT 346

**Fundamentals of Human Resources/aPHR™
Certification Preparation**

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

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

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

MGT 762

**Human Resources:
An Application in Today's Business Climate**

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

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

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

**HUMAN RESOURCES PROFESSIONAL
CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE**

MGT 757

**SHRM-CP and SHRM-SCP
Certification Exam Preparation**

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

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

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

ADDITIONAL HUMAN RESOURCES CLASSES

LWW 005

Employment Law Fundamentals

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

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

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

**LEADERSHIP, MANAGEMENT
AND SUPERVISION**

ESSENTIAL SKILLS FOR LEADERS

**CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE**

Classes can be taken individually, but all 6 classes must be taken to receive the certificate. Not all classes are offered every semester.

REQUIRED COURSES:

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

MGT 790

Emotional Intelligence

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

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

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

MGT 792

Leading Multiple Generations

Learn about the needs of the multi-generational workforce, focusing on defining and understanding the four generations in the workplace and identifying ideas and approaches a leader can use with each generation, as well as techniques to leverage each generation's strengths.

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

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

MGT 791

Strategic Communications

Effective and concise communication is critical to high productivity, good morale and a strong team spirit. When people in your organization are communicating effectively, they are informed and able to participate, contribute and add value to their jobs and the organization. Join us to learn practical and adaptive strategies for informing and influencing others.

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

CRN#	Day/Ses.	Dates	Time	Location
31497	T/W(2)	10/22-23	6-9:15 p.m.	Zoom

MGT 925

Introduction to Project Management Principles

Become more effective in your project management roles! Leaders: Learn tools and techniques you can use immediately to plan a project and improve project outcomes.

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

CRN#	Day/Ses.	Dates	Time	Location
31491	T(2)	10/8-9	6-9:15 p.m.	Zoom

MGT 788

Ethics and Accountability

Expand your leadership skills by exploring personal integrity and professional ethics, accountability and transparency. Evaluate the differences between legal issues and ethical issues in business situations.

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

CRN#	Day/Ses.	Dates	Time	Location
31489	T/W(2)	11/5-6	6-9:15 p.m.	Zoom

MGT 789

Fostering Diversity and

Sensitivity in the Workplace

As a leader, it is critical to appreciate and promote diversity and sensitivity in the workplace. Learn to create an inclusive work environment and support a workplace in which people of all cultures and backgrounds can succeed.

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

CRN#	Day/Ses.	Dates	Time	Location
31490	T/W(2)	11/19-20	6-9:15 p.m.	Zoom

ADVANCED LEADERSHIP SKILLS

CONTINUING EDUCATION

WORKFORCE TRAINING CERTIFICATE

Classes can be taken individually, but all 7 classes must be taken to receive the certificate. Not all classes are offered every semester.

REQUIRED COURSES:

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

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

CRN#	Day/Ses.	Dates	Time	Location
31423	R(1)	9/12	9 a.m.-4 p.m.	HV

MGT 845

Negotiation for Leaders

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

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

CRN#	Day/Ses.	Dates	Time	Location
31495	R(1)	9/19	9 a.m.-4 p.m.	HV

MGT 794

Managing Conflict

Improve your skills for effectively resolving conflict with your staff in the workplace. Examine a variety of resolution styles and negotiation techniques to plan and resolve interpersonal conflict, including situations where clear resolution might not be possible.

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

CRN#	Day/Ses.	Dates	Time	Location
31494	R(1)	10/10	9 a.m.-4 p.m.	HV

MGT 848

Servant Leadership and

Equitable Decision Making

Learn the basics of servant leadership and differences between the traditional power model of leading and a servant-led model, relating to equity and sustainability in decision making. Discover how servant leadership can lead to higher engagement, more trust and stronger relationships with stakeholders and high-velocity decision making.

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

CRN#	Day/Ses.	Dates	Time	Location
31496	R(1)	10/24	9 a.m.-4 p.m.	HV

MGT 793

Coaching for Enhanced Performance

Explore characteristics of coaching relationships and the model for a business coaching cycle and learn to utilize goal setting, communication skills, providing feedback and active listening in order to develop highly productive employees and promote empowerment.

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

CRN#	Day/Ses.	Dates	Time	Location
31421	R(1)	11/7	9 a.m.-4 p.m.	HV

MGT 846

Leading High Performing Teams

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

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

CRN#	Day/Ses.	Dates	Time	Location
31492	R(1)	11/21	9 a.m.-4 p.m.	HV

MGT 847

Succession Planning

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

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

CRN#	Day/Ses.	Dates	Time	Location
31498	R(1)	12/5	9 a.m.-4 p.m.	HV

SUPERVISION

ESSENTIAL SKILLS FOR SUPERVISORS

CONTINUING EDUCATION

WORKFORCE TRAINING CERTIFICATE

Classes can be taken individually, but all 6 must be completed in order to receive the certificate. Not all classes are offered every semester.

REQUIRED COURSES:

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

MAN 909

Communication Skills and Interpersonal Interaction

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

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

CRN#	Day/Ses.	Dates	Time	Location
31463	F(1)	9/20	9 a.m.-4 p.m.	HV

COU 005

Managing Conflict and Confrontation

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

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

CRN#	Day/Ses.	Dates	Time	Location
31466	F(1)	10/11	9 a.m.-4 p.m.	HV

MGT 634

Performance Management: An Approach to Employee Development

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

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

CRN#	Day/Ses.	Dates	Time	Location
31471	F(1)	10/25	9 a.m.-4 p.m.	Zoom

MAN 058

The Role of the Supervisor

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

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

CRN#	Day/Ses.	Dates	Time	Location
31473	F(1)	11/8	9 a.m.–4 p.m.	Zoom

MGT 384

Managing Multiple Priorities

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

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

CRN#	Day/Ses.	Dates	Time	Location
31468	F(1)	11/22	9 a.m.–4 p.m.	Zoom

WOS 055

Collaborative Outcomes: Teams and Teamwork

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

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

CRN#	Day/Ses.	Dates	Time	Location
31472	F(1)	12/13	9 a.m.–4 p.m.	Zoom

ADDITIONAL MANAGEMENT, LEADERSHIP AND SUPERVISION COURSES

MGT 946

Lead to Succeed:

Supervisory Basic Training (NEW)

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

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

CRN#	Day/Ses.	Dates	Time	Location
31418	T(5)	9/10–10/8	6:30–9:45 p.m.	Zoom

MGT 944

Lead to Succeed II:

Supervisory Challenges and Solutions (NEW)

Enhance your skills through a comprehensive exploration of the challenges and opportunities faced by supervisors. This program delves into addressing common issues in supervisory roles and developing strategies for successful resolution, employing a case study and problem-solving methodology. This course also offered for credit as MNGT 115.

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

CRN#	Day/Ses.	Dates	Time	Location
32116	W(10)	9/25–12/4	5:45–9:40 p.m.	Zoom
		Arranged 9/25–12/15	Arranged	Online

MGT 929

Diversity, Equity and Inclusion in the Workplace

Acquire the necessary skills and better understanding of DEI (Diversity, Equity and Inclusion) to establish diverse, equitable and inclusive organizations. Work toward a Continuing Education Certificate in DEI from the Learning Resources Network, a nationally recognized leader in continuing education programs. The DEI certification preparation consists of three courses: "What is DEI?" "Inclusive Communication" and "DEI and Organizational Success." Online class.

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

CRN#	Day/Ses.	Dates	Time	Location
31834	Online	9/3–11/29	Arranged	LERN

MGT 456

Leadership

Gain insight and training in the skills needed for effective leadership. For details, go to ed2go.com/cbcconline.

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

CRN#	Day/Ses.	Dates	Time	Location
31854	Online	10/16–12/6	Arranged	ED2GO
31855	Online	12/18–2/7	Arranged	ED2GO

MGT 933

Leadership on the Battlefield

Travel to Gettysburg and blend American history with current teachings in decision making and leadership principles. At each stop on the chronological tour of the battlefield, students will learn who the key figures were, the objectives at hand and the decisions that were made and why. This information is then applied to situations encountered as a leader today, with discussion centering around decision making, leadership and contingency planning.

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

CRN#	Day/Ses.	Dates	Time	Location
31412	F(1)	9/20	8 a.m.–6 p.m.	Arranged

MGT 290

Fundamentals of Supervision and Management

Learn to master the art of effective management or supervision. This course provides skills in managing time, delegating responsibility, motivating employees, solving problems and resolving conflicts so you can accomplish your goals more effectively. For details, go to ed2go.com/cbcconline.

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

CRN#	Day/Ses.	Dates	Time	Location
31851	Online	10/16–12/6	Arranged	ED2GO

MGT 588

Fundamentals of Supervision and Management II

Learn how to be an effective manager or supervisor. Master the basics of communicating effectively and learn tools for developing your own interpersonal skills. For details, go to ed2go.com/cbcconline.

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

CRN#	Day/Ses.	Dates	Time	Location
31859	Online	12/18–2/7	Arranged	ED2GO

MGT 297

Mastery of Business Fundamentals

Learn the significance of strategic planning and how external and internal environmental factors affect an organization. For details, go to ed2go.com/cbcconline.

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

CRN#	Day/Ses.	Dates	Time	Location
31852	Online	9/11–11/1	Arranged	ED2GO
31853	Online	11/13–1/3	Arranged	ED2GO

MGT 457

Introduction to Business Analysis

Learn powerful techniques to improve your decision-making skills at work. For details, go to ed2go.com/cbcconline.

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

CRN#	Day/Ses.	Dates	Time	Location
31857	Online	9/11–11/1	Arranged	ED2GO
31858	Online	11/13–1/3	Arranged	ED2GO

MAR 018

Introduction to Strategic Planning

Elevate your career with 21st century leadership skills in strategic planning. This course offers a comprehensive overview, encompassing core principles and their practical applications. Online class.

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

CRN#	Day/Ses.	Dates	Time	Location
31835	Online	9/3–28	Arranged	LERN

MGT 667

Building Teams That Work

Learn necessary skills to create and develop teams. For details, go to ed2go.com/cbcconline.

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

CRN#	Day/Ses.	Dates	Time	Location
31872	Online	10/16–12/6	Arranged	ED2GO
31873	Online	12/18–2/7	Arranged	ED2GO

MGT 572

Managing Organizational Change

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

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

CRN#	Day/Ses.	Dates	Time	Location
31420	F(1)	12/6	9 a.m.–4 p.m.	Zoom

MGT 758

Management Boot Camp

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

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

CRN#	Day/Ses.	Dates	Time	Location
31828	Online	9/3–28	Arranged	LERN

MGT 890

Managing Remote Workers

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

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

CRN#	Day/Ses.	Dates	Time	Location
31833	Online	10/2–27	Arranged	LERN

MGT 889

Remote Working and Communicating

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

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

CRN#	Day/Ses.	Dates	Time	Location
31831	Online	9/5–29	Arranged	LERN

SBA 922

Six Sigma: Total Quality Fundamentals

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

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

CRN#	Day/Ses.	Dates	Time	Location
31876	Online	9/11–11/1	Arranged	ED2GO
31877	Online	10/16–12/6	Arranged	ED2GO

SBA 923

Six Sigma: Total Quality Applications

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

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

CRN#	Day/Ses.	Dates	Time	Location
31878	Online	11/13–1/3	Arranged	ED2GO
31879	Online	12/18–2/7	Arranged	ED2GO

NON-PROFIT MANAGEMENT

NON-PROFIT ORGANIZATION MANAGER

**CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE**

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

REQUIRED COURSES:

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

SBA 033

Grant Writing

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

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

CRN#	Day/Ses.	Dates	Time	Location
31297	Arranged	9/16–10/4	Arranged	Online
31298	T/W(2)	10/8–9	6:30–9:45 p.m.	Zoom
31302	S(1)	11/2	9 a.m.–4 p.m.	OM

MGT 904

Managing Paid and Volunteer Staff

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

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

CRN#	Day/Ses.	Dates	Time	Location
31304	Arranged	9/16–10/4	Arranged	Online
31303	S(1)	10/19	9 a.m.–4 p.m.	OM
31305	T/W(2)	11/19–20	6:30–9:45 p.m.	Zoom

MGT 901

Strategic Planning for the Non-Profit Organization

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

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

CRN#	Day/Ses.	Dates	Time	Location
31310	S(1)	9/21	9 a.m.–4 p.m.	OM
31311	Arranged	10/14–11/1	Arranged	Online
31312	T/W(2)	12/10–11	6:30–9:45 p.m.	Zoom

MAR 013

Marketing and Fundraising for Non-Profit Organizations

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

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

CRN#	Day/Ses.	Dates	Time	Location
31308	T/W(2)	9/24–25	6:30–9:45 p.m.	Zoom
31306	S(1)	10/5	9 a.m.–4 p.m.	OM
31307	Arranged	11/11–12/14	Arranged	Online

MGT 902

Financial Management for Not-for-Profit Organizations

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

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

CRN#	Day/Ses.	Dates	Time	Location
31295	Arranged	10/14–11/1	Arranged	Online
31296	T/W(2)	11/5–6	6:30–9:45 p.m.	Zoom
31292	S(1)	12/7	9 a.m.–4 p.m.	OM

MGT 903

Making Effective Presentations

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

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

CRN#	Day/Ses.	Dates	Time	Location
31301	T/W()	10/22–23	6:30–9:45 p.m.	Zoom
31300	Arranged	11/11–12/14	Arranged	Online
31299	S(1)	11/16	9 a.m.–4 p.m.	OM

ADDITIONAL NON-PROFIT MANAGEMENT COURSES

MGT 912

Developing Your Grant Proposal

Learn the skills needed to identify grant funding opportunities and draft a proposal to secure grant funding. As a follow-up to the Grant Writing course, this class will include a review of grant-writing fundamentals, identifying funding sources, conceptualizing the project, developing a proposal summary and drafting the application.

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

CRN#	Day/Ses.	Dates	Time	Location
31290	S(1)	9/14	9 a.m.–4 p.m.	OM
31291	R(2)	11/7–14	6:45–10 p.m.	Zoom

MGT 683

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

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

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

CRN#	Day/Ses.	Dates	Time	Location
31289	R(2)	10/24–31	6:45–10 p.m.	Zoom

MGT 807

Selecting and Developing a Board of Directors

This course is designed to assist managers and staff of non-profit organizations in developing the knowledge and skills needed to structure and work effectively with a board of directors. Topics to be covered include functions of the non-profit board, board structure and process, board member selection and development, effective board and committee meetings and managing board-staff relationships.

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

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

WRT 009

A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns and prepare proposals. For details, go to ed2go.com/ccbconline.

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

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

MGT 648

Starting a Non-Profit

An industry veteran shows you how to take a non-profit business from vision to reality. For details, go to ed2go.com/ccbconline.

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

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

PROJECT MANAGEMENT

PROJECT MANAGEMENT

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Classes can be taken individually, but both must be completed to receive this certificate.

REQUIRED COURSES:

- Project Management Course Series or Project Management Course with Exam Prep
- Microsoft Project (see Computer and Information Technology section for this class)

MAN 927

Project Management Course Series

These 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)

CRN#	Day/Ses.	Dates	Time	Location
31204	W(12)	9/11–12/4	5:30–9:15 p.m.	Zoom
31203	S(6)	10/12–11/16	8:30 a.m.–4:30 p.m.	HV

MGT 900

Project Management Course with Exam Prep

Review fundamentals used by project managers to complete a project while meeting specified requirements, within budget and on time. Also, included in this online course is PMP® certification exam test preparation information, including exam question format and review, study techniques and practice exam.

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

CRN#	Day/Ses.	Dates	Time	Location
31206	Arranged	9/23–12/13	Arranged	Online

ADDITIONAL PROJECT MANAGEMENT COURSES

MGT 926

PMP® Certification Exam Prep

Prepare for the Project Management Institute (PMI®) Project Management Professional (PMP®) certification exam. This intensive, one-day course will focus on key project management components, exam format, types of questions, test-taking skills and tips and practice exam questions. Students should have completed PMI's basic educational requirement and understand the project management processes and knowledge areas detailed in the Project Management Body of Knowledge (PMBOK®).

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

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

MGT 879

Introduction to Agile Fundamentals

This course is designed to introduce students to the Agile approach in project development, exploring the varieties of Agile methodologies, the Agile life cycle and the 12 principles of Agile. Additionally students will learn about the roles of the Agile team, scrum ceremonies and the tools available for Agile teams. Topics to be covered include Agile life cycle and metrics, Scaled Agile (SAFe), scrum teams, artifacts and ceremonies and various tools used in Agile project development.

Total Cost: \$1,295 (Tuition: \$389 Fees: \$906)

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

SALES AND MARKETING

SALES MANAGER (NEW)

CONTINUING EDUCATION WORKFORCE CERTIFICATE

This online program offers courses to develop essential sales representative and management skills. Topics include product knowledge, customer relationships, situational sales, selling techniques, leading sales teams, creating sales plans and prospect identification. Online courses.

REQUIRED COURSES:

- Sales Manager – Module 1
- Sales Manager – Module 2

Students must register for both courses at the same time.

SBA 041

Sales Manager – Module 1 (NEW)

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

CRN#	Day/Ses.	Dates	Time	Location
31838	Online	9/9–12/7	Arranged	E2GC

SBA 042

Sales Manager – Module 2 (NEW)

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

CRN#	Day/Ses.	Dates	Time	Location
31839	Online	12/9–3/8	Arranged	E2GC

DIGITAL MARKETING ASSISTANT

**CONTINUING EDUCATION
WORKFORCE CERTIFICATE**

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

REQUIRED COURSES:

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

MAR 014

Foundations of Marketing

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

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

CRN#	Day/Ses.	Dates	Time	Location
31841	T/R(3)	9/5–12	6–9:15 p.m.	Zoom
	Arranged	9/5–15	Arranged	Online

MAR 016

Content Creation for Marketing

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

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

CRN#	Day/Ses.	Dates	Time	Location
31843	T/R(5)	9/17–10/1	6–9:15 p.m.	Zoom
	Arranged	9/17–10/6	Arranged	Online

MAR 017

Fundamentals of Digital Marketing

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

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

CRN#	Day/Ses.	Dates	Time	Location
31844	T/R(10)	11/12–12/17	6–9:15 p.m.	Zoom
	Arranged	11/12–12/22	Arranged	Online

**ADDITIONAL SALES AND
MARKETING COURSES**

MAR 128

eMarketing Essentials (Certificate)

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

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

CRN#	Day/Ses.	Dates	Time	Location
31819	Online	9/3–11/29	Arranged	LERN

MAR 125

**eMarketing Essentials:
Improving Email Promotions**

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

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

CRN#	Day/Ses.	Dates	Time	Location
31820	Online	9/3–28	Arranged	LERN

MAR 126

**eMarketing Essentials:
Boosting Your Website Traffic**

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

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

CRN#	Day/Ses.	Dates	Time	Location
31817	Online	10/7–11/1	Arranged	LERN

MAR 127

eMarketing Essentials: Online Advertising

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

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

CRN#	Day/Ses.	Dates	Time	Location
31821	Online	11/4–29	Arranged	LERN

MAR 137

Video Marketing

Discover how to use simple online video to bond with your viewer, 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: \$25 Fees: \$220)

CRN#	Day/Ses.	Dates	Time	Location
31825	Online	9/3–28	Arranged	LERN

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, how to create customized YouTube channels, 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: \$25 Fees: \$220)

CRN#	Day/Ses.	Dates	Time	Location
31822	Online	10/7–11/1	Arranged	LERN

**ENTREPRENEURSHIP
AND SMALL BUSINESS**

ESSENTIAL SKILLS FOR ENTREPRENEURS

**CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE**

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

REQUIRED COURSES:

- How to Start and Manage Your Own Small Business
- Customize Your Business Plan
- Small Business Marketing Strategies
- The A, B, C's of Small Business Funding

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: \$169 (Tuition: \$51 Fees: \$118)

CRN#	Day/Ses.	Dates	Time	Location
31718	T/R(4)	9/10–19	6–8:30 p.m.	Zoom
31720	S(2)	10/5–12	9 a.m.–2:30 p.m.	HV
31721	S(2)	12/7–14	9 a.m.–2:30 p.m.	CC

SBA 950

Customize Your Business Plan

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

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

CRN#	Day/Ses.	Dates	Time	Location
31457	T/R(2)	9/17–19	6–8:30 p.m.	Zoom
31454	S(2)	11/9–16	9–11:30 a.m.	CC

SBA 964

Small Business Marketing Strategies

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

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

CRN#	Day/Ses.	Dates	Time	Location
31464	S(2)	9/21–28	9 a.m.–12:15 p.m.	CC
31467	M/W(2)	12/2–4	6–9:15 p.m.	Zoom

SBA 956

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

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

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

CRN#	Day/Ses.	Dates	Time	Location
31462	T/R(2)	10/8–10	6–8:30 p.m.	Zoom
31459	S(1)	11/2	10 a.m.–3:30 p.m.	CC

ADDITIONAL SMALL BUSINESS COURSES

SBA 090

Business Plans for Nonprofit Organizations

The business plan for a nonprofit organization is different than one for a for-profit business. Learn how profit orientation shapes respective business models and how to create a business plan that will guide a nonprofit organization and development strategies.

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

CRN#	Day/Ses.	Dates	Time	Location
31273	S(1)	10/19	9 a.m.–2:30 p.m.	OM

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

CRN#	Day/Ses.	Dates	Time	Location
31261	S(1)	10/5	10 a.m.–3:30 p.m.	OM

FIN 500

Financial Principles for Small Business

Learn the types of business entities, tax planning, investments, debt, insurance and succession planning.

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

CRN#	Day/Ses.	Dates	Time	Location
31444	T(2)	10/15–22	6–9:15 p.m.	CC

FIN 050

Pricing for Profitability

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

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

CRN#	Day/Ses.	Dates	Time	Location
31259	S(1)	10/26	10 a.m.–3:30 p.m.	OM
31187	M/W(2)	11/11–13	6–8:30 p.m.	Zoom
31258	S(1)	11/23	10 a.m.–3:30 p.m.	OM

SBA 039

Grants for Businesses:

Expanding Opportunities Beyond Nonprofits

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

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

CRN#	Day/Ses.	Dates	Time	Location
31268	T/R(2)	10/8–10	6–8:30 p.m.	Zoom
31266	S(1)	11/9	9 a.m.–2:30 p.m.	HV

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

CRN#	Day/Ses.	Dates	Time	Location
31801	Online	11/13–1/3	Arranged	ED2GO
31802	Online	12/18–2/7	Arranged	ED2GO

FIN 057

Ecommerce Essentials: Create an Online Store

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

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

CRN#	Day/Ses.	Dates	Time	Location
31443	R(2)	11/14–21	6–9:15 p.m.	EC

SBA 005

Small Business Ownership

Get the essential knowledge and skills needed to start your own business: Business Planning, Business Finance, Business Law, Accounting, Human Resource Management, Project Management, Sales and Marketing.

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

CRN#	Day/Ses.	Dates	Time	Location
31267	T/R(12)	9/10-10/17	6–9:05 p.m.	Zoom

SBA 026

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

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

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

CRN#	Day/Ses.	Dates	Time	Location
31262	R(3)	9/12–26	6–9:15 p.m.	Zoom

SBA 038

Integrating Social Media in Your Organization

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

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

CRN#	Day/Ses.	Dates	Time	Location
31826	Online	11/4–29	Arranged	LERN

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

CRN#	Day/Ses.	Dates	Time	Location
31804	Online	10/16–12/6	Arranged	ED2GO
31805	Online	12/18–2/7	Arranged	ED2GO

MGT 772

Negotiation Strategies for Success

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

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

CRN#	Day/Ses.	Dates	Time	Location
31260	S(1)	10/19	9 a.m.–4 p.m.	OM

MAR 146

Using Social Media in Business

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

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

CRN#	Day/Ses.	Dates	Time	Location
31807	Online	10/16–12/6	Arranged	ED2GO
31808	Online	12/18–2/7	Arranged	ED2GO

GOLDMAN SACHS 10,000 SMALL BUSINESSES

Come to an open house.

In-person:
CCBC Catonsville, Hilton Mansion
Thursday, September 12, 5:30 p.m.

Live via Zoom:
Wednesday, September 11, 11 a.m.
Tuesday, September 17, 2 p.m.

To learn more about the program, go here:



Questions/Rsvp: Contact Rod Bourn at
443-840-4584 or rbourn@ccbcmd.edu.

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/cbcconline.

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

CRN#	Day/Ses.	Dates	Time	Location
31809	Online	9/11–11/1	Arranged	ED2GO

SBA 040

Becoming a Notary: Learning the Rules and Regulations

The new rules of notarization are explained and students will learn how to create a secondary income stream as a notary public. This class satisfies the Maryland requirements for new applicants as well as renewal for commissioned notaries. The exam will be given at the end of the class.

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

CRN#	Day/Ses.	Dates	Time	Location
31447	S(1)	9/21	9 a.m.–2:30 p.m.	HV
31446	S(1)	10/12	9 a.m.–2:30 p.m.	OM
31445	S(1)	11/9	9 a.m.–2:30 p.m.	CC

PCA 607

Blogging and Podcasting for Beginners

Learn how to create your very own blog and add a podcast too using the tools that you already have available on your computer. For details, go to ed2go.com/cbcconline.

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

CRN#	Day/Ses.	Dates	Time	Location
31813	Online	10/16–12/6	Arranged	ED2GO
31814	Online	11/13–1/3	Arranged	ED2GO

PDV 380

Introduction to Voice Overs

Discover how to use your speaking voice for commercials, films, videos and more. Voice-overs can be managed on your own terms, in your own time and with minimal overhead. Whether you choose to pursue voice-overs part-time or full-time, this could be the game changer you've been looking for. Offered in partnership with Such A Voice, an established voice-over training company.

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

CRN#	Day/Ses.	Dates	Time	Location
31332	T(1)	10/22	6:30–8:30 p.m.	Zoom

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/cbcconline.

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

CRN#	Day/Ses.	Dates	Time	Location
31803	Online	9/11–11/1	Arranged	ED2GO

SBA 968

Start a Pet Sitting Business

Discover how to translate your love of animals into a fun and profitable career. For details, go to ed2go.com/cbcconline.

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

CRN#	Day/Ses.	Dates	Time	Location
31806	Online	10/16–12/6	Arranged	ED2GO

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/cbcconline.

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

CRN#	Day/Ses.	Dates	Time	Location
31810	Online	9/11–11/1	Arranged	ED2GO
31812	Online	12/18–2/7	Arranged	ED2GO

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/cbcconline.

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

CRN#	Day/Ses.	Dates	Time	Location
31815	Online	11/13–1/3	Arranged	ED2GO

SBA 027

Side-Gig to Entrepreneur: A Crash Course to Turn Your Part Time Job into a Business

About one third of the workforce today is part of the gig economy as part-time workers putting in additional time to make ends meet, earn more cash, build up savings or test a business idea. Whether your gig is driving a car, working weekends in the trades, freelancing or earning income from a hobby, learn to take your hard work to the next level.

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

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

PROFESSIONAL LICENSURE

HOME INSPECTOR PRE-LICENSE

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

SBA 511

Home Inspection Pre-License Course

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

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

CRN#	Day/Ses.	Dates	Time	Location
31275	T/R(30)	9/3–12/17	6:30–9:25 p.m.	CC

MARYLAND HOME INSPECTION (CEUS)

REA 508

Home Inspection: Continuing Professional Education Part I

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

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

CRN#	Day/Ses.	Dates	Time	Location
31271	W(5)	9/4–10/2	6:30–9:30 p.m.	HV
31927	W(5)	11/13–12/18	6:30–9:30 p.m.	HV

REA 509

**Home Inspection:
Continuing Professional Education Part II**

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

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

CRN#	Day/Ses.	Dates	Time	Location
31274	W(5)	10/9–11/6	6:30–9:30 p.m.	EC

MHIC

VOC244

**Preparation for the Maryland
Home Improvement Exam**

Prepare for the Maryland home improvement exam (required by MHIC) and starting a home improvement business. Home Improvement Law, Door-to-Door Sales Act and a review of various business/employee laws included in the exam will be presented. Textbook required at first class, not included in the cost of the course.

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

CRN#	Day/Ses.	Dates	Time	Location
31413	M(4)	10/28–11/18	6–9 p.m.	Zoom
31414	W(4)	11/13–12/11	6–9 p.m.	Zoom

REAL ESTATE SALESPERSON

**CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE**

Class attendance is mandatory. Students will be prepared to sit for the Maryland 60-hour Real Estate Salesperson exam.

REA 294

**Real Estate Principles and
Practices for Salespersons**

Do you aspire to a career in the burgeoning real estate sales field? Prepare to pass the real estate salesperson's state licensing exam. Learn real estate concepts, Maryland real estate law, title transference, contracts, brokerage and agency, financing, lending principles, land use and environmental laws. Textbooks required at first class, not included in cost of the class. CRN: 31588, 31589 are also offered for credit as RLES 101.

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

CRN#	Day/Ses.	Dates	Time	Location
31588	M/W(13)	8/26–10/9	5:45–10:35 p.m.	Zoom
31589	T(15)	8/27–12/3	5:45–9:55 p.m.	Zoom
31356	M/W(15)	9/9–10/28	9 a.m.–1:15 p.m.	HV
31358	T/R(15)	9/10–10/29	5:45–10 p.m.	Zoom
31357	S(10)	10/5–12/14	10 a.m.–4:30 p.m.	HV
31590	M/W(14)	10/16–12/4	5:45–10:15 p.m.	Zoom

ADDITIONAL REAL ESTATE CLASSES

REA 307

Real Estate Law

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

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

CRN#	Day/Ses.	Dates	Time	Location
31799	Online	9/11–11/1	Arranged	ED2GO
31800	Online	12/18–2/7	Arranged	ED2GO

REA 100

Real Estate Salesperson Exam Prep Class

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

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

CRN#	Day/Ses.	Dates	Time	Location
31382	T/R(4)	11/5–14	6–9:15 p.m.	Zoom

REAL ESTATE APPRAISER

**CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE**

The following courses have been approved by the Appraisal Foundation and the MD Appraisers Commission. Attendance is mandatory; students must pass a final exam in each course. In addition, to the classroom requirements, each student must complete 2,000 hours of appraisal work experience before sitting for the state licensing exam. The college does not arrange for the work experience or administer the licensing exam. For more information on licensing requirements, contact the MD Appraiser's Commission at 410-230-6163 or dllr.state.md.us.

REQUIRED COURSES:

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

REA 019

Real Estate: Appraisal Principles and Procedures

Prepare to meet the education requirements of the Maryland Real Estate Appraisers Commission for the Licensed Real Estate Appraiser classification. Topics include real property concepts, legal considerations, factors affecting property values and more. A calculator is required; attendance is mandatory. A final examination will be given. Text available through the Appraisal Foundation and not included in the cost of the class.

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

CRN#	Day/Ses.	Dates	Time	Location
31192	M/W(15)	9/4–10/30	5:45–10 p.m.	HV

REA 173

Real Estate: Appraisal Standards and Ethics

Review laws, licensing and certification requirements with primary emphasis on the Uniform Standards of Professional Practice (USPAP). Attendance is mandatory. Prerequisite: Real Estate: Appraisal Principles and Procedures (REA 019). Textbook required and not included in the cost of the class.

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

CRN#	Day/Ses.	Dates	Time	Location
31200	F/S(2)	11/1–2	8:30 a.m.–5 p.m.	HV

REA 027

Supervisory Appraiser/Trainee Appraiser

Learn the requirements and responsibilities of both supervisory and trainee appraisers as specified by the Appraiser Qualifications Board (AQB) of The Appraisal Foundation. This course is mandatory for individuals applying for the trainee license as well as for all supervisory appraisers who mentor new trainee appraisers. May be used for continuing education credit.

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

CRN#	Day/Ses.	Dates	Time	Location
31199	W(1)	11/6	5:45–10 p.m.	HV

REA 020

**Real Estate:
Appraisal Practices and Analysis Part I**

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

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

CRN#	Day/Ses.	Dates	Time	Location
31194	M/W(8)	11/11–12/9	6–10 p.m.	HV

REA 021

**Real Estate:
Appraisal Practices and Analysis Part II**

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

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

CRN#	Day/Ses.	Dates	Time	Location
31198	M/W(12)	12/11–2/5	6–10 p.m.	HV

REAL ESTATE APPRAISAL (CEUS)

REA 517

The Well Documented Appraisal

Learn to prepare improved real estate appraisal reports. Designed for licensed realtors, topics include factual support, analytical support, documentation, USPAP reporting requirements, common errors in appraisals (and how to avoid them). (7 hours CE.)

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

CRN#	Day/Ses.	Dates	Time	Location
31202	W(1)	9/18	8:30 a.m.–4:30 p.m.	HV

REA 008

Real Estate: 7 Hour National USPAP Update

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

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

CRN#	Day/Ses.	Dates	Time	Location
31191	W(1)	10/9	8:30 a.m.–4:30 p.m.	HV

REA 503

The Valuation of Easements

Topics will include the legal aspects of easements, terms for easements and value considerations. (7 hours CE.)

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

CRN#	Day/Ses.	Dates	Time	Location
31926	W(1)	11/6	8:30 a.m.–4:30 p.m.	HV

REA 512

Highest and Best Use Analysis

Develop the knowledge and skills needed to utilize highest and best use analysis in one's appraisals. Topics include tests of and special highest and best use considerations and case studies. Designed for licensed real estate appraisers. (7 hours CE.)

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

CRN#	Day/Ses.	Dates	Time	Location
31201	W(1)	12/11	8:30 a.m.–4:30 p.m.	HV

CCBC ONLINE LEARNING PARTNERS

ED2GO

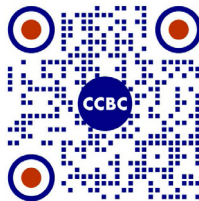
Working with our vendor, ed2go, we offer a variety of fully online career-focused programs including Microsoft Certification, Cybersecurity, Cloud Computing, Event Management and Design and Travel Agent Training. There's also a wide range of professional development and personal enrichment courses including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

FALL COURSE DATES:

- September 11
- October 22
- November 13
- December 18

LERN

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



COMPUTERS AND INFORMATION TECHNOLOGY

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



ADVANCE YOUR IT CAREER!

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

INFORMATION TECHNOLOGY

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

COMPUTER NETWORKING

A+ CERTIFIED PC REPAIR TECHNICIAN

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

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

PCA 644

A+ Certification PC Technician Module 1

Credit course# DCOM 141.

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

CRN#	Day/Ses.	Dates	Time	Location
31911	Arranged	8/26–10/13	Arranged	Online
32163	T(7)	8/27–10/8	11:10 a.m.–2:55 p.m.	Remote
32164	T(7)	8/27–10/8	5:45–9:15 p.m.	Remote

PCA 645

A+ Certification PC Technician Module 2

Credit course# DCOM 235.

Prerequisite: A+ Certification PC Technician Module 1.

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

CRN#	Day/Ses.	Dates	Time	Location
31913	Arranged	10/16–12/8	Arranged	Online

CISCO CERTIFIED NETWORK ASSOCIATE

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

Prepare for the Cisco Certified Network Associate (CCNA) certification exam. Learn to install, configure, operate and troubleshoot medium-size routed and switched networks. Gain an introduction to the architecture, components and operation of routers, including the principles of routing and the primary routing process. Three required courses.

PCO 270

Cisco I Introduction to Networks

Credit course# DCOM 217.

Prerequisite: Networking and Data Communications.

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

CRN#	Day/Ses.	Dates	Time	Location
31914	Arranged	8/26–12/15	Arranged	Online
31915	Arranged	10/16–12/8	Arranged	Online
31890	M/W(14)	10/16–12/4	11:10 a.m.–2:55 p.m.	EC
32168	M/W(14)	10/16–12/4	5:45–9:30 p.m.	Remote
32152	T/R(7)	10/16–12/8	11:10 a.m.–2:10 p.m.	CC–Blended
32150	S(7)	10/16–12/8	12:05–3 p.m.	EC–Blended

PCO 271

Cisco II: Switching, Routing and Wireless Essentials

Credit course# DCOM 218.

Prerequisite: Cisco I: Introduction to Networks.

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

CRN#	Day/Ses.	Dates	Time	Location
31916	Arranged	8/26–10/13	Arranged	Online
32157	M(6)	8/26–10/13	1:25–5:10 p.m.	CC–Blended
32155	R(7)	8/26–10/13	11:10 a.m.–2:05 p.m.	EC–Blended

PCO 272

Cisco III: Enterprise Networking, Security and Automation

Credit course# DCOM 219.

Prerequisite: Cisco II: Switching, Routing and Wireless Essentials.

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

CRN#	Day/Ses.	Dates	Time	Location
31917	Arranged	10/16–12/8	Arranged	Online
32159	M(7)	10/16–12/8	1:25–5:10 p.m.	CC–Blended
32158	R(7)	10/17–12/5	11:10 a.m.–2:55 p.m.	Remote

COMPTIA CLOUD+ CERTIFICATION TRAINING

CONTINUING EDUCATION

WORKFORCE TRAINING CERTIFICATE

PCA 800

CompTIA Cloud+ Certification Training

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
31607	Online	10/14–12/15	Arranged	E2GC

LINUX+ CERTIFICATION

CONTINUING EDUCATION

WORKFORCE TRAINING CERTIFICATE

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

Two required courses.

PCA 623

Linux Fundamentals

Prepare for the LPIC-1 junior-level certification for Linux administrators. Learn the fundamental concepts of Linux Operating Systems. Credit course# DCOM 142.

Prerequisite: Networking and Data Communications.

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

CRN#	Day/Ses.	Dates	Time	Location
31897	Arranged	8/26–12/15	Arranged	Online
31889	M/W(15)	8/26–12/9	9–10:30 a.m.	Online
31944	R(7)	8/26–12/15	11:10 a.m.–2:05 p.m.	OM–Blended
32172	T/R(31)	8/27–12/12	9:35–10:55 a.m.	Remote
32171	T(16)	8/27–12/10	5:45–8:25 p.m.	Remote
31898	Arranged	9/23–12/15	Arranged	Online
31899	Arranged	10/16–12/8	Arranged	Online

PCA 891

Advanced Linux Administration

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

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

CRN#	Day/Ses.	Dates	Time	Location
31900	Arranged	8/26–12/15	Arranged	Online
31947	W(7)	8/26–12/15	1:25–4:30 p.m.	CC–Blended
32166	R(15)	8/29–12/12	5:45–9:15 p.m.	Remote

NETWORK+ CERTIFIED TECHNICIAN

CONTINUING EDUCATION

WORKFORCE TRAINING CERTIFICATE

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

PCA 619

Networking and Data Communications

Gain an overview of computer networking including servers, switches, routers, LANs, WANs, network protocols, TCP/IP, DHCP, DNS, network topologies and wireless connections. You will also learn about design, security configuration, troubleshooting and more.

Credit course# DCOM 101.

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

CRN#	Day/Ses.	Dates	Time	Location
31894	Arranged	8/26–12/15	Arranged	Online
31895	Arranged	8/26–10/13	Arranged	Online
31936	M/W(8)	8/26–10/13	11:10 a.m.–12:40 p.m.	EC–Blended
31888	M/W(15)	8/26–12/11	11:15 a.m.–12:40 p.m.	Online
32174	M/W(13)	8/26–10/9	5:45–8:50 p.m.	Remote
31938	T/R(8)	8/26–10/13	11:10 a.m.–1:35 p.m.	CC–Blended
31933	S(6)	8/26–10/13	12:05–3 p.m.	EC–Blended
32175	T/R(14)	8/27–10/10	2:20–3:45 p.m.	Remote
31940	W(11)	9/25–12/11	1:25–2:50 p.m.	Remote
31896	Arranged	10/16–12/8	Arranged	Online

PCA 620

Network+ Technician Certification

Credit course# DCOM 251.

Prerequisite: Networking and Data Communications.

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

CRN#	Day/Ses.	Dates	Time	Location
31910	Arranged	8/26–12/15	Arranged	Online

PCO 438

VMware Virtualization and Cloud Computing Certification

Prepare for the VMware VCP certification exam. Learn to install, configure, manage, maintain and troubleshoot a virtual network infrastructure/cloud platform using VMware vSphere. Credit course# DCOM 263.

Prerequisite: Network and Data Communication

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

CRN#	Day/Ses.	Dates	Time	Location
32178	M(15)	8/26–12/9	6–9:45 p.m.	Remote

PCA 611

Windows Server Network Infrastructure

Learn how to implement and configure a secure network infrastructure that ensures reliable network connectivity. Credit course #DCOM 203. Prerequisite: Windows Server.

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

CRN#	Day/Ses.	Dates	Time	Location
31908	Arranged	8/26–12/15	Arranged	Online

CYBERSECURITY

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

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

PCO 276**Certified Information Systems Security Professional (CISSP) – Module 1**

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

CRN#	Day/Ses.	Dates	Time	Location
31608	Online	10/14–12/15	Arranged	E2GC

PCO 277**Certified Information Systems Security Professional (CISSP) – Module 2**

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

CRN#	Day/Ses.	Dates	Time	Location
31609	Online	12/16–2/16	Arranged	E2GC

PCO 388**Introduction to Cybersecurity**

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

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

CRN#	Day/Ses.	Dates	Time	Location
31902	Arranged	8/26–12/15	Arranged	Online

PCP 445**Introduction to Firewalls**

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

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

CRN#	Day/Ses.	Dates	Time	Location
31905	Arranged	8/26–10/13	Arranged	Online
31956	W(7)	8/26–10/13	5:45–8:50 p.m.	CC–Blended
32169	T/R(14)	8/27–10/10	9:05 a.m.–12 p.m.	Remote

INFORMATION SECURITY ANALYST (SECURITY+ CERTIFICATION)CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE**PCA 594****Introduction to Information Security**

Prepare for the CompTIA® Security+ Certification exam. Gain an introduction to the Information Security field and explore how it relates to other IT areas and specialized security fields. Credit course# DCOM 258. Prerequisite: Network+ Certification or coursework.

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

CRN#	Day/Ses.	Dates	Time	Location
31892	Arranged	8/26–12/15	Arranged	Online
31958	W(4)	9/4–9/25	1:25–4:20 p.m.	EC–Blended
31891	R(15)	8/29–12/12	5:45–8:40 p.m.	CC
31893	Arranged	10/16–12/8	Arranged	Online

PCP 261**Introduction to Intrusion Detection/Prevention Systems**

Learn about the design, implementation and administration of Intrusion Detection/Prevention Systems as well as practical, hands-on experience working with these systems. Credit course# DCOM 212. Prerequisite: Introduction to Firewalls.

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

CRN#	Day/Ses.	Dates	Time	Location
31904	Arranged	10/16–12/8	Arranged	Online
31952	W(7)	10/16–12/8	5:45–8:40 p.m.	CC–Blended
32170	T/R(14)	10/17–12/5	9:05 a.m.–12 p.m.	Remote

PENTEST+ CERTIFICATIONCONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE**PCO 302****PenTest+ Certification**

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

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

CRN#	Day/Ses.	Dates	Time	Location
31918	Arranged	8/26–12/15	Arranged	Online
32176	T(16)	8/27–12/10	12:45–4:15 p.m.	Remote

DIGITAL FORENSICS**PCP 779****Digital Forensics I**

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

Prerequisite: Networking and Data Communications.

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

CRN#	Day/Ses.	Dates	Time	Location
31906	Arranged	8/26–12/15	Arranged	Online
31949	M(7)	8/26–12/15	1:25–4:30 p.m.	CC–Blended

PCO 404**Mobile Forensics**

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

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

CRN#	Day/Ses.	Dates	Time	Location
32161	T(7)	8/26–12/15	1:25–4:30 p.m.	CC–Blended

IT AND CYBERSECURITY NEW HORIZONS ONLINE COURSES

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

AWS CERTIFIED CLOUD PRACTITIONERCONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE**PCO 444****AWS Cloud Practitioner Essentials**

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

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

CRN#	Day/Ses.	Dates	Time	Location
32192	T(1)	8/27	9 a.m.–5 p.m.	NHZ
32217	F(1)	11/15	9 a.m.–5 p.m.	NHZ

AWS CERTIFIED SOLUTIONS

ARCHITECT-ASSOCIATE

CONTINUING EDUCATION

WORKFORCE TRAINING CERTIFICATE

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

PCO 394

Architecting on AWS

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

Prerequisite: AWS Cloud Practitioner Essentials.

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

CRN#	Day/Ses.	Dates	Time	Location
32193	W/R/F(3)	8/28-30	9 a.m.-5 p.m.	NHZ
32211	M/T/W(3)	10/28-30	9 a.m.-5 p.m.	NHZ
32225	W/R/F(3)	12/11-13	9 a.m.-5 p.m.	NHZ

AWS CERTIFIED SYSOPS

ADMINISTRATOR-ASSOCIATE

CONTINUING EDUCATION

WORKFORCE TRAINING CERTIFICATE

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

PCO 445

AWS Technical Essentials

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

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

CRN#	Day/Ses.	Dates	Time	Location
32451	M(1)	9/16	9 a.m.-5 p.m.	NHZ
32452	R(1)	12/5	9 a.m.-5 p.m.	NHZ

PCO 446

Cloud Operations on AWS

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

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

CRN#	Day/Ses.	Dates	Time	Location
32448	W/R/F(3)	8/14-16	9 a.m.-5 p.m.	NHZ
32449	T/W/R(3)	11/12-14	9 a.m.-5 p.m.	NHZ

AWS

Course#	CRN	Course Title	Date/Time
PCO 370	32200	Designing and Implementing a Data Science Solution on Azure	9/30-10/3 9 a.m.-5 p.m.
Total Cost: \$1,965 (Tuition: \$100 Fees: \$1,865)			

AZURE

Course#	CRN	Course Title	Date/Time
PCO 369	32206	Designing and Implementing a Microsoft Azure AI Solution	10/15-18 9 a.m.-5 p.m.
Total Cost: \$2,495 (Tuition: \$200 Fees: \$2,295)			

PCO 369	32230	Designing and Implementing a Microsoft Azure AI Solution	12/17-20 9 a.m.-5 p.m.
Total Cost: \$2,495 (Tuition: \$200 Fees: \$2,295)			

PCO 366	32220	Designing and Implementing Microsoft Azure Networking Solutions	11/18-20 9 a.m.-5 p.m.
Total Cost: \$1,875 (Tuition: \$200 Fees: \$1,675)			

PCO 362	32204	Developing Solutions for Microsoft Azure	10/14-18 9 a.m.-5 p.m.
Total Cost: \$2,975 (Tuition: \$200 Fees: \$2,775)			

PCO 362	32222	Developing Solutions for Microsoft Azure	12/2-6 9 a.m.-5 p.m.
Total Cost: \$2,975 (Tuition: \$200 Fees: \$2,775)			

PCO 360	32191	Microsoft Azure Administrator	8/26-29 9 a.m.-5 p.m.
Total Cost: \$2,495 (Tuition: \$200 Fees: \$2,295)			

PCO 360	32197	Microsoft Azure Administrator	9/17-20 9 a.m.-5 p.m.
Total Cost: \$2,495 (Tuition: \$200 Fees: \$2,295)			

PCO 360	32207	Microsoft Azure Administrator	10/15-18 9 a.m.-5 p.m.
Total Cost: \$2,495 (Tuition: \$200 Fees: \$2,295)			

PCO 360	32215	Microsoft Azure Administrator	11/12-15 9 a.m.-5 p.m.
Total Cost: \$2,495 (Tuition: \$200 Fees: \$2,295)			

PCO 360	32224	Microsoft Azure Administrator	12/10-13 9 a.m.-5 p.m.
Total Cost: \$2,495 (Tuition: \$200 Fees: \$2,295)			

PCO 368	32205	Microsoft Azure AI Fundamentals	10/14 9 a.m.-5 p.m.
Total Cost: \$725 (Tuition: \$25 Fees: \$700)			

PCO 368	32228	Microsoft Azure AI Fundamentals	12/16 9 a.m.-5 p.m.
Total Cost: \$725 (Tuition: \$25 Fees: \$700)			

PCO 358	32201	Microsoft Azure Fundamentals	9/30 9 a.m.-5 p.m.
Total Cost: \$725 (Tuition: \$25 Fees: \$700)			

PCO 358	32210	Microsoft Azure Fundamentals	10/21 9 a.m.-5 p.m.
Total Cost: \$725 (Tuition: \$25 Fees: \$700)			

PCO 358	32214	Microsoft Azure Fundamentals	11/11 9 a.m.-5 p.m.
Total Cost: \$725 (Tuition: \$25 Fees: \$700)			

PCO 358	32229	Microsoft Azure Fundamentals	12/16 9 a.m.-5 p.m.
Total Cost: \$725 (Tuition: \$25 Fees: \$700)			

PCO 364	32194	Microsoft Azure Security Tech	9/9-12 9 a.m.-5 p.m.
Total Cost: \$2,495 (Tuition: \$200 Fees: \$2,295)			

PCO 364	32216	Microsoft Azure Security Tech	11/12-15 9 a.m.-5 p.m.
Total Cost: \$2,495 (Tuition: \$200 Fees: \$2,295)			

COMPTIA®

Course#	CRN	Course Title	Date/Time
PCO 400	32198	CompTIA Advanced Security Practitioner Certification (CASP+)	9/23-27 9 a.m.-5 p.m.
Total Cost: \$3,295 (Tuition: \$200 Fees: \$3,095)			

PCO 400	32218	CompTIA Advanced Security Practitioner Certification (CASP+)	11/18-22 9 a.m.-5 p.m.
Total Cost: \$3,295 (Tuition: \$200 Fees: \$3,095)			

PCO 401	32195	CompTIA Penetration Testing Certification (PenTest+)	9/16-20 9 a.m.-5 p.m.
Total Cost: \$3,295 (Tuition: \$200 Fees: \$3,095)			

PCO 401	32213	CompTIA Penetration Testing Certification (PenTest+)	11/11-15 9 a.m.-5 p.m.
Total Cost: \$3,295 (Tuition: \$200 Fees: \$3,095)			

PCO 402	32199	CompTIA Security+ Certification	9/23-27 9 a.m.-5 p.m.
Total Cost: \$2,475 (Tuition: \$200 Fees: \$2,275)			

PCO 402	32208	CompTIA Security+ Certification	10/21-25 9 a.m.-5 p.m.
Total Cost: \$2,475 (Tuition: \$200 Fees: \$2,275)			

PCO 402	32219	CompTIA Security+ Certification	11/18-22 9 a.m.-5 p.m.
Total Cost: \$2,475 (Tuition: \$200 Fees: \$2,275)			

PCO 402	32226	CompTIA Security+ Certification	12/16-20 9 a.m.-5 p.m.
Total Cost: \$2,475 (Tuition: \$200 Fees: \$2,275)			

EC-COUNCIL

Course#	CRN	Course Title	Date/Time
PCO 384	32203	EC-Council Certified Ethical Hacker (CEH) v.12	10/7-11 9 a.m.-5 p.m.
Total Cost: \$3,395 (Tuition: \$200 Fees: \$3,195)			

PCO 384	32212	EC-Council Certified Ethical Hacker (CEH) v.12	11/4-8 9 a.m.-5 p.m.
Total Cost: \$3,395 (Tuition: \$200 Fees: \$3,195)			

PCO 384	32223	EC-Council Certified Ethical Hacker (CEH) v.12	12/2-6 9 a.m.-5 p.m.
Total Cost: \$3,395 (Tuition: \$200 Fees: \$3,195)			

PCO 359	32196	EC-Council Certified Network Defender (C/ND) v.2	9/16-20 9 a.m.-5 p.m.
Total Cost: \$3,740 (Tuition: \$200 Fees: \$3,540)			

MICROSOFT

Course#	CRN	Course Title	Date/Time
PCO 367	32202	Administering Windows Server Hybrid Core Infrastructure	10/7-10 9 a.m.-5 p.m.
Total Cost: \$2,380 (Tuition: \$200 Fees: \$2,180)			

PCO 367	32221	Administering Windows Server Hybrid Core Infrastructure	12/2-5 9 a.m.-5 p.m.
Total Cost: \$2,380 (Tuition: \$200 Fees: \$2,180)			

PCO 390	32209	Configuring Windows Server Hybrid Advanced Services	10/21-24 9 a.m.-5 p.m.
Total Cost: \$2,380 (Tuition: \$200 Fees: \$2,180)			

PCO 390	32227	Configuring Windows Server Hybrid Advanced Services	12/16-19 9 a.m.-5 p.m.
Total Cost: \$2,380 (Tuition: \$200 Fees: \$2,180)			

IT AND CYBERSECURITY

ED2GO ONLINE COURSES

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

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

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

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

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

CCBC ARPA WORKFORCE PROGRAM

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COMPUTER PROGRAMMING

C++ PROGRAMMER

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

PCA 886

C++ Programmer

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

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

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

JAVA PROGRAMMER

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

PCA 799

Java Programmer

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

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

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

ORACLE SQL AND PL/SQL DEVELOPER

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

The Oracle SQL Developer program teaches you how to use SQL to build applications or generate business reports and helps you master SQL using an Oracle database. You will also learn PL/SQL extension language to write sophisticated queries against an Oracle database. Must register for both modules 1 and 2 at the same time.

PCA 806

Oracle SQL and PL/SQL Developer Module 1

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

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

PCA 807

Oracle SQL and PL/SQL Developer Module 2

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

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

PYTHON DEVELOPER

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

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

PCA 797

Python Developer Module 1

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

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

PCA 798

Python Developer Module 2

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

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

COMPUTER PROGRAMMING

ED2GO ONLINE COURSES

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

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

Course#	CRN#	Course Title	Dates
PCP 333	31652	Introduction to Programming	9/11–11/1
PCP 333	31685	Introduction to Programming	11/13–1/3
PCA 667	31649	Introduction to C++ Programming	9/11–11/1
PCA 667	31683	Introduction to C++ Programming	11/13–1/3
PCA 668	31648	Introduction to C# Programming	9/11–11/1
PCA 668	31681	Introduction to C# Programming	11/13–1/3
PCA 666	31651	Introduction to Java Programming	9/11–11/1
PCA 666	31684	Introduction to Java Programming	11/13–1/3
PCP 139	31643	Intermediate Java Programming	9/11–11/1
PCP 139	31672	Intermediate Java Programming	11/13–1/3
PCP 187	31654	Introduction to SQL	9/11–11/1
PCP 187	31689	Introduction to SQL	11/13–1/3
PCP 318	31644	Intermediate SQL	9/11–11/1
PCP 318	31677	Intermediate SQL	11/13–1/3
PCP 275	31653	Introduction to Python Programming	9/11–11/1
PCP 275	31686	Introduction to Python Programming	11/13–1/3
PCP 269	31655	Introduction to Visual Basic	9/11–11/1
PCP 269	31691	Introduction to Visual Basic	11/13–1/3
PCP 274	31646	Intermediate Visual Basic	9/11–11/1
PCP 274	31679	Intermediate Visual Basic	11/13–1/3

WEB DEVELOPMENT

JAVASCRIPT DEVELOPER

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

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

PCA 884

JavaScript Developer Module 1

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

CRN#	Day/Ses.	Dates	Time	Location
31610	Online	9/9–11/10	Arranged	E2GC

PCA 885

JavaScript Developer Module 2

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

CRN#	Day/Ses.	Dates	Time	Location
31611	Online	11/11–1/12	Arranged	E2GC

PCO 342

Introduction to Web Design

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

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

CRN#	Day/Ses.	Dates	Time	Location
31967	Online	9/3–28	Arranged	LERN

PCO 343

Intermediate Web Design

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

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

CRN#	Day/Ses.	Dates	Time	Location
31968	Online	10/7–11/1	Arranged	LERN

PCO 344

Advanced Web Design

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

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

CRN#	Day/Ses.	Dates	Time	Location
32633	Online	11/4–29	Arranged	LERN

WEB DEVELOPMENT ED2GO

ONLINE COURSES

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

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

Course#	CRN#	Course Title	Dates
PCA 567	31697	Creating Mobile Apps with HTML5	9/11–11/1
PCA 567	31710	Creating Mobile Apps with HTML5	11/13–1/3
PCO 105	31698	Creating Web Pages	9/11–11/1
PCO 105	31712	Creating Web Pages	11/13–1/3
PCP 480	31695	Advanced Web Pages	9/11–11/1
PCP 480	31708	Advanced Web Pages	11/13–1/3
PCA 658	31699	Creating WordPress Websites	9/11–11/1
PCA 658	31713	Creating WordPress Websites	11/13–1/3
PCA 569	31701	Creating WordPress Websites II	9/11–11/1
PCA 569	31714	Creating WordPress Websites II	11/13–1/3
PCP 186	31702	Designing Effective Web Sites	9/11–11/1
PCP 186	31715	Designing Effective Web Sites	11/13–1/3
PCA 606	31704	Introduction to CSS3 and HTML5	9/11–11/1
PCA 606	31716	Introduction to CSS3 and HTML5	11/13–1/3
PCP 748	31706	Introduction to JavaScript	9/11–11/1
PCP 748	31717	Introduction to JavaScript	11/13–1/3

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@cbbcmd.edu.

BASIC COMPUTERS

PCA 732

Windows 10 Introduction

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

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

CRN#	Day/Ses.	Dates	Time	Location
31723	S(1)	9/14	8:30 a.m.–4:30 p.m.	EC
31725	M/W(3)	11/4–11	6–8:30 p.m.	HV
31728	S(1)	12/7	8:30 a.m.–4:30 p.m.	CC

PCO 301

Computer Literacy

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

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

CRN#	Day/Ses.	Dates	Time	Location
31736	S(2)	10/5–12	8:30 a.m.–4:30 p.m.	OM
31737	M/W(6)	12/2–18	6–8:30 p.m.	DC

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 Microsoft Windows 10 and Microsoft Outlook to more specific applications like Microsoft Excel and Word. Also covers Office 365, Google Drive for storage and WebEx for meetings. Increase your knowledge of cybersecurity to keep information secure.

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

CRN#	Day/Ses.	Dates	Time	Location
31865	M/W(10)	9/16–10/16	6–9:15 p.m.	EC
	Online	9/16–10/20	Arranged	EC

BASIC COMPUTERS ED2GO ONLINE COURSES

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

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

Course#	CRN#	Course Title	Dates
PCP 660	32096	Keyboarding	9/11–11/1
PCP 660	32097	Keyboarding	11/13–1/3
PCP 660	32098	Keyboarding	12/18–2/7

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

Course#	CRN#	Course Title	Dates
PCA 681	32032	Computer Skills for the Workplace	9/11–4/5
PCA 681	32033	Computer Skills for the Workplace	12/18–2/7
PCP 044	32094	Introduction to Windows 10	10/16–12/6
PCP 044	32095	Introduction to Windows 10	12/18–2/7
PCP 436	31954	Introduction to Windows 11	9/11–11/1
PCP 436	31955	Introduction to Windows 11	10/16–12/6
PCP 436	31957	Introduction to Windows 11	12/18–2/7

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

Course#	CRN#	Course Title	Dates
PCP 957	32086	Introduction to Microsoft Outlook	9/11–11/1
PCP 957	32083	Introduction to Microsoft Outlook	12/18–2/7

MICROSOFT OFFICE

PCO 418

Microsoft Office Introduction Suite

Business professionals can learn the basics and new features of MS Office Word, Excel and PowerPoint with a step-by-step approach. Topics cover learning common features across Microsoft Office applications, creating/editing Word documents, producing an Excel spreadsheet and creating a PowerPoint presentation. Recommended: Windows Introduction or equivalent knowledge.

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

CRN#	Day/Ses.	Dates	Time	Location
31742	T/R(12)	9/10–10/17	6–8:30 p.m.	EC
32056	S(4)	11/2–23	8:30 a.m.–4:30 p.m.	CC

PCA 868

Microsoft Office 365 Essential Skills

Whether at your home or office, accessing Word, Excel, PowerPoint and Outlook applications has never been easier. Office 365 provides a collaborative experience with your classmates, colleagues and team members that makes sharing easy and convenient. Upon completion of this course, you'll be able to reach this online suite's potential. Recommended: Windows Introduction or equivalent knowledge.

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

CRN#	Day/Ses.	Dates	Time	Location
31729	S(1)	9/21	8:30 a.m.–4:30 p.m.	EC
31730	M/W(3)	11/4–11	6–8:30 p.m.	EC

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. Recommended: Windows Introduction or equivalent knowledge.

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

CRN#	Day/Ses.	Dates	Time	Location
31932	S(1)	10/12	8:30 a.m.–4:30 p.m.	EC

PCA 869

Microsoft Teams: From Configuration to Collaboration

In today's modern workplace landscape, being able to collaborate effectively with a geographically distributed team has never been more important. Learn how to take advantage of the Microsoft Teams application in the Office 365 suite to master the tools you need to take control of your ability to communicate across a broad menu of options and how to use Microsoft Teams to collaborate with your colleague using email, online meetings and sharing files. Recommended: Windows Introduction or equivalent knowledge.

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

CRN#	Day/Ses.	Dates	Time	Location
31731	M/W(3)	10/7–14	6–8:30 p.m.	OM

PCA 887

Excel Introduction for Office 365

Gain the basic concepts and skills needed to start being productive with Microsoft Excel Online. Learn how to create and save worksheets that contain various kinds of calculations and formatting. Recommended: Windows Introduction or equivalent knowledge.

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

CRN#	Day/Ses.	Dates	Time	Location
31732	T/R(3)	10/22–29	6–8:30 p.m.	EC

PCO 419

Microsoft Excel Introduction

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

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

CRN#	Day/Ses.	Dates	Time	Location
32057	M/W(3)	9/9–16	6–8:30 p.m.	EC
32058	T/R(3)	11/5–12	6–8:30 p.m.	HV

PCO 420

Microsoft Excel Intermediate

Learn how to manage complex workbooks, build more complex functions, use data analysis tools, make an impact with powerful chart and presentation features and collaborate with other users. Prerequisite: Microsoft Excel Introduction or equivalent knowledge.

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

CRN#	Day/Ses.	Dates	Time	Location
32059	M/W(3)	9/23–30	6–8:30 p.m.	EC
32060	M/W(3)	12/2–9	6–8:30 p.m.	HV

PCO 421

Microsoft Excel Advanced

Learn to perform real-world tasks such as handling and getting information from various sources of data. Learn to create output that varies according to conditions, manipulate dates and text and automate repetitive tasks. Prerequisite: Microsoft Excel Intermediate or equivalent knowledge.

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

CRN#	Day/Ses.	Dates	Time	Location
32061	M/W(3)	10/14–21	6–8:30 p.m.	EC

PCO 422

Microsoft Excel Complete

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

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

CRN#	Day/Ses.	Dates	Time	Location
32062	S(3)	11/23–12/14	8:30 a.m.–4:30 p.m.	OM

PCO 423

Microsoft Excel Certification Online Training

Earning Microsoft Office Specialist Expert certification sets your professional skill set apart from other Excel users. This course will prepare you for the Microsoft Office Specialist (MOS) Expert certification exam for Excel. Certified individuals will establish their ability to demonstrate the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions, creating charts and objects, using lists, importing and exporting data and other new features in the latest Microsoft Excel version.

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

CRN#	Day/Ses.	Dates	Time	Location
31960	Online	10/14–11/25	Arranged	E2GC
31962	Online	12/9–2/3	Arranged	E2GC

PCO 429

Microsoft Excel Certification Training

Prepare for the Microsoft Office Specialist Expert certification exam for Microsoft Excel. Certified individuals will establish their ability to utilize the fundamentals of creating and managing worksheets and workbooks, cells and ranges and tables. This instructor-led class will cover applying formulas and functions, creating charts and objects, using lists, importing/exporting data and other new features. Recommended: Window 10 or equivalent knowledge.

Total Cost: \$695 (Tuition: \$0 Fees: \$695)

CRN#	Day/Ses.	Dates	Time	Location
32063	M/W/F(9)	9/30–10/18	1–4:15 p.m.	EC
32190	S(4)	11/2–23	8:30 a.m.–4 p.m.	EC

PCO 286

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

Take advantage of the power of advanced PivotTable features to analyze your raw data and create PivotCharts. Recommended: Excel Advanced or equivalent knowledge.

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

CRN#	Day/Ses.	Dates	Time	Location
31734	T/R(2)	10/8–10	6–8:30 p.m.	EC

PCO 287

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

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

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

CRN#	Day/Ses.	Dates	Time	Location
31735	M/W(2)	12/9–11	6–8:30 p.m.	Zoom

PCO 417

Microsoft Outlook Certification Online Training

Prepare for the Microsoft Office Specialist Outlook Certification exam. Learn new Outlook features and best practices for working with ribbons, tabs, groups and commands and explore the backstage view. You will learn how to set up and work with multiple accounts, messages and manage your inbox, including filing, creating search folders and archiving.

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

CRN#	Day/Ses.	Dates	Time	Location
31961	Online	11/11–12/9	Arranged	E2GC

PCO 416

Microsoft Outlook Certification Training

Prepare for the Microsoft Office Specialist Outlook certification exam. Learn technical skills as you work with the Outlook interface, work with messages, calendars, contacts, tasks and notes. Manage accounts, the inbox and utilize mail merge. Topics also cover managing and sharing multiple calendars, scheduling and setting up contact groups. Recommended: Window 10 or equivalent knowledge.

Total Cost: \$695 (Tuition: \$232 Fees: \$463)

CRN#	Day/Ses.	Dates	Time	Location
31739	M/T/W(6)	9/16–27	9 a.m.–12:15 p.m.	DC
31740	M/T/W(6)	12/9–20	9 a.m.–12:15 p.m.	EC

PCO 412

Microsoft PowerPoint Introduction

Gain a foundational understanding of the latest version of Microsoft PowerPoint to create and develop engaging multimedia presentations. Also, learn to develop a PowerPoint presentation that includes text, graphics, objects, tables and charts, create and format Smart Art, 3D models, apply transitions and print a presentation.

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

CRN#	Day/Ses.	Dates	Time	Location
32071	T/R(3)	9/3–10	6–8:30 p.m.	CC

PCO 413

Microsoft PowerPoint Advanced

Learn advanced-level Microsoft PowerPoint concepts and skills for power users such as formatting features, animation and transition techniques, adding and formatting media, tracking corrections, working with multiple presentations, creating custom slide slideshows, and working with security and sharing options.

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

CRN#	Day/Ses.	Dates	Time	Location
32072	T/R(3)	10/1–8	6–8:30 p.m.	CC

PCO 415

Microsoft PowerPoint Complete

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

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

CRN#	Day/Ses.	Dates	Time	Location
32189	T/R(6)	12/3–19	6–8:30 p.m.	DC

PCO 407

Microsoft Word Introduction

Learn the basic concepts and skills to start being productive with the most up-to-date version of Microsoft Word in this introduction class, including creating, formatting, setting up a document and adding graphics and tables. Recommended: Windows Introduction or equivalent knowledge.

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

CRN#	Day/Ses.	Dates	Time	Location
32068	T/R(3)	10/1–8	6–8:30 p.m.	DC

PCO 408

Microsoft Word Intermediate

Learn more advanced features in the Microsoft Word Intermediate level class, such as formats, styles and templates to create professional documents. Learn to use tables, charts and themes to add visual interest to your documents and use mail merge. Prerequisite: Microsoft Word Introduction or equivalent knowledge.

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

CRN#	Day/Ses.	Dates	Time	Location
32069	T/R(3)	10/22–29	6–8:30 p.m.	DC

PCO 409

Microsoft Word Advanced

Learn advanced formatting features, document management, references, data fields, sources, macros and forms from the latest version of Microsoft Word. Prerequisite: Microsoft Word Intermediate or equivalent knowledge.

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

CRN#	Day/Ses.	Dates	Time	Location
32070	T/R(3)	11/5–12	6–8:30 p.m.	DC

PCO 425

Microsoft Word Complete

Learn how to use Microsoft Word to create documents as well as tips and tricks to save time, improve document readability and enhance your Word experience. This course will also include instruction on the basic functions of a Word document, such as how to create a new document, how to save a document, how to open a saved document, how to locate saved documents, how to enhance your document with different fonts, font sizes, colors, indentations and more. Recommended: Window 10 or equivalent knowledge.

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

CRN#	Day/Ses.	Dates	Time	Location
32188	S(3)	9/7–21	8:30 a.m.–4:30 p.m.	CC

PCA 888

Word Introduction for Office 365

Learn the basic concepts and skills to start being productive with Microsoft Word Online and how to create, format and set up a document and how to add graphics and tables. Recommended: Windows Introduction or equivalent knowledge.

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

CRN#	Day/Ses.	Dates	Time	Location
31733	M/W(3)	9/11–18	6–8:30 p.m.	Zoom

PCO 411

Microsoft Word Certification Online Training

Prepare for the Microsoft Office Specialist (MOS) Word and Word Expert certification exams. Proficiency in Microsoft Word is one of the most requested workplace skills. Earning this credential will set you apart from casual Word users. Learn about documents, drawing tools, tables, tracking changes, mail merge and more.

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

CRN#	Day/Ses.	Dates	Time	Location
31959	Online	9/9–10/21	Arranged	E2GC

MICROSOFT OFFICE ED2GO ONLINE COURSES

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

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

Course#	CRN#	Course Title	Dates
PCA 826	32075	Introduction to Microsoft Access 2019	9/11–11/1
PCA 826	32073	Introduction to Microsoft Access 2019	12/18–2/7
PCA 822	32082	Introduction to Microsoft Excel 2019	9/11–11/1
PCA 822	32078	Introduction to Microsoft Excel 2019	12/18–2/7
PCA 823	32034	Intermediate Excel 2019	10/16–12/6
PCA 823	32035	Intermediate Excel 2019	12/18–2/7
PCA 824	32031	Advanced Microsoft Excel 2019	12/18–2/7
PCA 825	32281	Introduction to Microsoft PowerPoint 2019	9/11–11/1
PCA 825	32282	Introduction to Microsoft PowerPoint 2019	12/18–2/7
PCP 793	32099	Microsoft Excel – Pivot Tales	10/16–12/6
PCP 793	32102	Microsoft Excel – Pivot Tables	12/18–2/7
PCA 820	32090	Introduction to Microsoft Word 2019	12/18–2/7
PCA 821	32036	Intermediate Microsoft Word 2019	11/13–1/3
PCA 685	32110	Understanding Cloud Computing	9/11–11/1
PCA 685	32112	Understanding Cloud Computing	11/13–1/3

BUSINESS SOLUTIONS**PCO 285****Microsoft Project 2019**

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

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

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

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

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

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

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

PCO 341**Google Analytics™: Foundation**

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

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

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

PCO 340**Using Google G Suite**

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

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

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

MAR 015**Technology for Marketing Assistants**

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

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

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

DATA ANALYSIS**PCO 345****Introduction to Power BI**

Discover how to quickly extract, transform and load data with just a few clicks. Create interactive visualizations (charts, maps, KPIs) to provide you with insights into your organization's data to make informed decisions. Online course.

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

CRN#	Day/Ses.	Dates	Time	Location
31964	Online	9/3–28	Arranged	LERN

PCO 346**Intermediate Power BI**

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

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

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

PCO 347**Advanced Power BI**

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

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

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

BUSINESS SOLUTIONS ED2GO ONLINE COURSES

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

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

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

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

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

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

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

DESKTOP PUBLISHING AND GRAPHICS

PCA 484

InDesign CC Introduction

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

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

CRN#	Day/Ses.	Dates	Time	Location
31671	T/R(3)	12/3-10	6-8:30 p.m.	EC

PCA 675

InDesign CC Advanced

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

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

CRN#	Day/Ses.	Dates	Time	Location
31673	T/R(3)	12/12-19	6-8:30 p.m.	EC

PCA 485

Illustrator CC Introduction

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

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

CRN#	Day/Ses.	Dates	Time	Location
32064	M/W(3)	10/2-9	6-8:30 p.m.	EC

PCA 676

Illustrator CC Advanced

Learn how to use Illustrator CC to draw complex illustrations and enhance them by using various painting options. Use painting tools, manage colors, formatting type, work with effects. Set project requirements, prepare content for deployment, artwork for commercial printing and graphics for the web. Prerequisite: Illustrator CC Introduction or equivalent knowledge.

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

CRN#	Day/Ses.	Dates	Time	Location
31719	M/W(3)	10/23-30	6-8:30 p.m.	EC

DESKTOP PUBLISHING AND GRAPHICS ED2GO ONLINE COURSES

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

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

Course#	CRN#	Course Title	Dates
PCP 266	32039	Introduction to InDesign	12/18-2/7
PCP 720	32038	Intermediate InDesign	10/16-12/6
PCA 663	32040	Introduction to Lightroom	9/11-11/1
PCA 665	32285	Introduction to Microsoft Publisher	9/11-11/1
PCA 665	32286	Introduction to Microsoft Publisher	11/13-1/3
PCP 248	32091	Introduction to Photoshop CS	9/11-11/1

CRIMINAL JUSTICE AND LEGAL STUDIES

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



PRIVATE INVESTIGATOR

PRIVATE INVESTIGATOR
CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

REQUIRED COURSES:

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

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

SSP 259

Criminal Justice and the Constitution

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

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

CRN#	Day/Ses.	Dates	Time	Location
30796	Online	8/26-12/15	Arranged	Online

SSP 261

Criminal Law

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

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

CRN#	Day/Ses.	Dates	Time	Location
30798	T/R(31)	8/26-12/15	11:10 a.m.-12:30 p.m.	EC

SSP 260

Private Investigation

Get an introduction to the field of private investigation and its relationship to the criminal justice system. Learn local and national licensing regulations, scope of operations, legal considerations, civil law and professional ethics. This course also offered for credit as CRJU 153.

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

CRN#	Day/Ses.	Dates	Time	Location
30801	T(14)	8/26-12/15	12:45-2:10 p.m.	EC
	Online	8/26-12/14	Arranged	EC

SSP 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. This course also offered for credit as CRJU 273.

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

CRN#	Day/Ses.	Dates	Time	Location
30797	Online	8/26-12/15	Arranged	Online

SPECIAL POLICE OFFICER TRAINING

SPECIAL POLICE OFFICER (SPO)

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

SSP 288

Special Police Officer Initial Training

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

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

CRN#	Day/Ses.	Dates	Time	Location
32180	M/T/W/R/F(12)	10/7-22	8 a.m.-4 p.m.	DC

SPECIAL POLICE OFFICER TRAINING CONTINUING EDUCATION UNITS (CEUS)

SSP 312

SPO 12 Hour In-service Training

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

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

CRN#	Day/Ses.	Dates	Time	Location
32181	R/F(2)	11/14–15	9 a.m.–4 p.m.	DC

LEGAL STUDIES

LAW 047

Navigating Divorce, Custody and Child Support in Maryland

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

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

CRN#	Day/Ses.	Dates	Time	Location
31416	T/R(3)	9/17–24	7–9 p.m.	Zoom

LAW 023

The Ins and Outs of Social Security Disability Claims (NEW)

Want to learn an invaluable area of law that you actually don't have to be a licensed attorney to do? Social security disability is for you. Discover this crucial and often overlooked area of law. Learn how to skillfully build and present your case for approval, securing life-sustaining and life-changing benefits for your clients.

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

CRN#	Day/Ses.	Dates	Time	Location
32413	T/W/R(6)	11/5–14	9–11 a.m.	Zoom

SSP 375

Workers' Compensation Essentials for Adjusters

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

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

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

E-DISCOVERY SPECIALIST

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

REQUIRED COURSES:

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

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

SSP 376

E-Discovery: Discovery and Preserving Important Information

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

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

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

SSP 377

E-Discovery: Electronically Stored Information, Privileges and Sanctions

Efficiently and effectively searching for electronically stored information ("ESI") is a valuable skill for legal professionals. Get hands-on instruction on searching large amounts of ESI. Learn how to recognize and protect various types of privileges applicable to litigation and how and when sanctions are imposed on litigants or their counsel for discovery violations.

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

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

SSP 378

E-Discovery: Forensics, Social Media and Data Review

Learn how to conduct e-discovery using the latest in online technology. Get instruction in the legal, forensic and technological skills needed to preserve, request, transfer, receive and search electronically stored information in civil litigation.

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

CRN#	Day/Ses.	Dates	Time	Location
31324	S(1)	9/28	9 a.m.–3 p.m.	OM

HEALTH AND HUMAN SERVICES

Visit the [Health Professions Pathway web page](#) for a full list of credit and continuing education programs in this category.



PREREQUISITES FOR HEALTH AND HUMAN SERVICES

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

AHE 519

Anatomy and Physiology For Health Occupations

Obtain a basic overview of the structure and function of the human body and its systems, including an introduction to common diseases. Textbook required for first class. Prerequisite: Medical Terminology for Health Occupations (AHE 534).

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

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

AHE 672

Anatomy and Physiology for Healthcare Workers Online

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

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

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

AHL 217

Basic Math Skills for Healthcare Workers Online

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

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

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

CCBC ARPA WORKFORCE PROGRAM

HEALTHCARE PROGRAMS
STARTING FALL 2024

- Certified Nursing Assistant (CNA)
- Dental Assistant
- Medical Front Office (MFO)
- Patient Care Technician
- Pharmacy Technician
- Phlebotomy

Comprehensive, high demand skills training at no cost.

Baltimore County residents only.

For more information, email cehealthgrant@ccbcmd.edu.

Scan the QR code to get started today:



AHE 805

CPR for Health Care Providers

This American Heart Association course is designed for health care professionals. Topics include high-quality CPR, 1- and 2-rescuer CPR/AED, bag-mask techniques, rescue breathing and choking relief for adults, children and infants.

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

CRN#	Day/Ses.	Dates	Time	Location
31981	S(1)	9/21	9 a.m.–4:30 p.m.	EC
31977	U(1)	9/29	9 a.m.–4:30 p.m.	HV
31982	U(1)	10/20	9 a.m.–4:30 p.m.	EC
31979	S(1)	10/26	9 a.m.–4:30 p.m.	RAC
31978	S(1)	11/9	9 a.m.–4:30 p.m.	HV
31983	S(1)	11/16	9 a.m.–4:30 p.m.	EC
31980	S(1)	12/7	9 a.m.–4:30 p.m.	RAC
31984	S(1)	12/14	9 a.m.–4:30 p.m.	EC

AHL 166

Essential Skills for the Healthcare Provider

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

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

CRN#	Day/Ses.	Dates	Time	Location
30917	Arranged	9/16–10/20	Arranged	Online
30916	Arranged	10/14–11/17	Arranged	Online
30915	Arranged	11/11–12/15	Arranged	Online
30914	Arranged	12/2–22	Arranged	Online

AHL 246

Medical Terminology for Administrative Healthcare Professionals Online

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

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

CRN#	Day/Ses.	Dates	Time	Location
30908	M(6)	9/16–10/21	6–9:15 p.m.	Zoom
30909	W(6)	12/4–1/22	6–9:15 p.m.	Zoom

AHE 534

Medical Terminology for Health Occupations

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

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

CRN#	Day/Ses.	Dates	Time	Location
31970	M/W(10)	9/9–10/9	6–9:15 p.m.	EC
31971	T/R(10)	10/22–11/21	6–9:15 p.m.	RAC

AHE 124

Medical Terminology Online

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

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

CRN#	Day/Ses.	Dates	Time	Location
31972	T(10)	9/3–11/5	6–9:15 p.m.	Zoom
31973	Arranged	10/7–12/13	Arranged	Online

CHALLENGE EXAMS

You can test out of some prerequisite courses because of prior learning. Passing a challenge exam with an 80% or better allows students to waive out of the class. You may only take each exam one time.

Please contact cehealth@ccbcmd.edu with questions about challenge exams.

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

AHL 715

Challenge Exam for Anatomy and Physiology

CRN#	Day/Ses.	Dates	Time	Location
31990	S(1)	9/14	9:30–11:30 a.m.	EC

AHL 716

Challenge Exam for Basic Math for Health Care Workers

CRN#	Day/Ses.	Dates	Time	Location
31991	S(1)	9/14	9:30–11:30 a.m.	EC

AHL 717

Challenge Exam for Medical Terminology

CRN#	Day/Ses.	Dates	Time	Location
31992	S(1)	9/14	9:30–11:30 a.m.	EC

CENTRAL SERVICE TECHNICIAN

CENTRAL SERVICE TECHNICIAN
CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

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

COURSE SEQUENCE:

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

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

AHL 045

Central Service Technician – Classroom

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

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

CRN#	Day/Ses.	Dates	Time	Location
30816	T/R(24)	10/8–1/9	6–9:15 p.m.	EC

CHILD CARE/DAYCARE PROVIDER

CHILD CARE/DAYCARE PROVIDER

CONTINUING EDUCATION

WORKFORCE TRAINING CERTIFICATE

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

PROGRAM OVERVIEW:

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

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

CHI 043

Child Care I: Child Growth and Development (Online)

Online version of Child Care I: Growth and Development (CHI 019). Satisfy the child development half of the MSDE requirement of 90 hours of training for child care teachers and directors. Topics include growth and development of children from birth through 12 years, emotional development of young children and intellectual and physical development.

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

CRN#	Day/Ses.	Dates	Time	Location
30566	Arranged	8/31–10/26	Arranged	Online
31997	Arranged	9/7–10/19	Arranged	Online
31998	Arranged	10/12–11/23	Arranged	Online
31999	Arranged	11/2–1/4	Arranged	Online
32000	S(9)	11/23–2/8	9 a.m.–2:30 p.m.	Zoom

CHI 044

Child Care II: Activities for Young Children (Online)

Online version of Child Care II: Activities for Young Children (CHI 020). Satisfy the curriculum half of the MSDE requirement of 90 hours of training for child care teachers and directors working with preschoolers. Topics include activities for children birth through 6 years, principles of children's learning and learning environments.

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

CRN#	Day/Ses.	Dates	Time	Location
32003	Arranged	9/7–10/19	Arranged	Online
32004	S(9)	9/21–11/16	9 a.m.–2:30 p.m.	Zoom
32007	Arranged	11/2–1/4	Arranged	Online

CHI 015

Child Care: The School-Age Child (Online)

Gain the skills needed to work in school-age child care programs. Topics include curriculum planning and concepts of child development for ages 6–12 years.

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

CRN#	Day/Ses.	Dates	Time	Location
32041	Arranged	10/26–1/11	Arranged	Online

CHI 032

Group Care of Infants and Toddlers

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

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

CRN#	Day/Ses.	Dates	Time	Location
32124	Arranged	9/14–11/9	Arranged	Online

CHI 031

Communication Skills for Child Care Professionals

Learn basic concepts of developing strong communication skills in a child care center. Topics include speaking, writing, interpersonal communication strategies and critical reading techniques, with a focus on communication with parents and co-workers as well as typical communication issues within a child care center.

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

CRN#	Day/Ses.	Dates	Time	Location
32009	Arranged	9/21–28	Arranged	Online
32010	Arranged	10/26–11/2	Arranged	Online

CHI 096

Basic Health and Safety Training

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

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

CRN#	Day/Ses.	Dates	Time	Location
32045	S(1)	9/21	10 a.m.–2:15 p.m.	Zoom
32046	S(1)	10/26	10 a.m.–2:15 p.m.	Zoom

CHI 042

Medication Administration for Child Care Providers

This state-approved curriculum provides six clock hours of MSDE Core of Knowledge: Health, Safety and Nutrition and addresses NAEYC standards for program accreditation. Instruction provided by qualified health professionals. MSDE Medication Administration handbook provided.

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

CRN#	Day/Ses.	Dates	Time	Location
32042	U(1)	9/29	9 a.m.–3:30 p.m.	HV
32043	U(1)	10/27	9 a.m.–3:30 p.m.	HV
32044	U(1)	11/24	9 a.m.–3:30 p.m.	HV

FAMILY PROVIDER START-UP CLASSES

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

CHI 035

Family Child Care Pre-Service Module 1: Child Development

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

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

CRN#	Day/Ses.	Dates	Time	Location
32047	Arranged	9/21–28	Arranged	Online

CHI 036

Family Child Care Pre-Service Module 2: Curriculum

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

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

CRN#	Day/Ses.	Dates	Time	Location
32048	Arranged	10/5–12	Arranged	Online

CHI 037

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

Learn the basic concepts of health, safety and nutrition. 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)

CRN#	Day/Ses.	Dates	Time	Location
32049	Arranged	10/19–26	Arranged	Online

CHI 038

Family Child Care Pre-Service Module 4: Special Needs

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

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

CRN#	Day/Ses.	Dates	Time	Location
32050	Arranged	11/2–9	Arranged	Online

CHI 039

Family Child Care Pre-Service Module 5: Professionalism

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

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

CRN#	Day/Ses.	Dates	Time	Location
32051	Arranged	11/16–23	Arranged	Online

CHI 040

Family Child Care Pre-Service Module 6: Community

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

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

CRN#	Day/Ses.	Dates	Time	Location
32052	Arranged	11/30–12/7	Arranged	Online

PARTNERSHIP WITH THE BALTIMORE ALLIANCE FOR CAREERS IN HEALTHCARE (BACH)

SCHOLARSHIPS AVAILABLE

In addition to Continuing Education financial aid, CCBC's partnership with BACH is another source of student scholarships for careers in healthcare. Many Workforce Training Certificate programs are available. Visit the BACH website at baltimorealliance.org to register for an information session and learn more.

COMMUNITY HEALTH WORKER

COMMUNITY HEALTH WORKER CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

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

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

PREREQUISITE/CO-REQUISITE:

- Medical Terminology for Administrative Professionals

COURSE SEQUENCE:

- Community Health and Contact Tracing
- Expanded Concepts of Community Health
- Community Health Worker Practicum

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

AHL 233

Community Health and Contact Tracing

Gain an introduction to the Community Health Worker role and training in contact tracing.

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

CRN#	Day/Ses.	Dates	Time	Location
31774	T/R(10)	9/3–10/3	7–9 p.m.	Zoom

AHL 258

Expanded Concepts of Community Health

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

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

CRN#	Day/Ses.	Dates	Time	Location
31780	T/R(32)	10/8–2/6	7–9:30 p.m.	Zoom

DENTAL ASSISTANT

DENTAL ASSISTANT CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

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

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

PREREQUISITE:

- Dental Assistant Application (AHL 184)

COURSE SEQUENCE:

- Anatomy, Morphology, and Physiology for the Dental Assistant
- Dental Assistant Oral Radiography
- Essential Skills for the Health Care Professional
- CPR for Health Care Providers

AHL 275

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

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

AHL 938

Dental Assisting and Oral Radiography

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. Textbooks required. This course is delivered in a blended format (55% theory to be completed online and 45% clinical face-to-face).

AHE 792

Oral Radiography

Prepare to sit for the Dental Assisting National Board (DANB) certification to become a Dental Radiation Technologist (DRT). In order to take the stand-alone course, you must have either been employed as a clinical dental assistant for at least one year or have previously completed a comparable dental assisting program. This course is delivered in a blended format (55% theory to be completed online and 45% clinical face-to-face).

AHL 147

Maryland General Expanded Functions Online

Learn expanded dental assisting functions as approved by the Maryland Board of Dental Examiners. Current employment in a general practice dental office as a clinical dental assistant and supervising dentist skills sign-off required. Individuals are required to have successfully completed a basic dental assisting/oral radiography program or trained as a clinical dental assistant under a dentist for at least one year.

AHL 826

Radiation Safety Update

Renew your state certification as a dental radiation technologist as approved by the Maryland Board of Dental Examiners.

DISPENSARY TECHNICIAN

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

COURSE SEQUENCE:

- Dispensary Technician I
- Dispensary Technician II

AHL 327

Dispensary Technician I

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

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

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

AHL 328

Dispensary Technician II

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

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

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

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

CONTINUING EDUCATION

WORKFORCE TRAINING CERTIFICATE

Health IT professionals assist hospitals and medical practices in implementing and utilizing electronic health records (EHR's) to improve patient care and support the growing use of technology in healthcare. 175 hours of training prepares students to sit for the Certified Associate in Health Information Management Systems (CAHIMS) certification exam. Students need a background in health care or IT, including a degree, certification or 5 years work experience. Classes start in the fall and take about one year to complete.

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

PREREQUISITE:

- Medical Terminology for Health Occupations

COURSE SEQUENCE:

- Foundations of Health Information Technology
- Introduction to Healthcare Systems (for students with IT background)

– or –

- Introduction to IT and Computer Science (for students with healthcare background)
- Working in Teams
- Health Management Information Systems
- Quality Management
- IT Vendor Management
- EHR Process, Design and Implementation
- Public Health IT

AHL 867

Foundations of Health Information Technology

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

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

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

AHE 641

Introduction to Healthcare Systems

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

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

CRN#	Day/Ses.	Dates	Time	Location
31329	Arranged	11/15–12/15	Arranged	Online
	S(2)	11/23 and 12/7	9 a.m.–2:30 p.m.	EC

AHL 823

Introduction to IT and Computer Science

Learn the basic architecture of data organization, representation and structure. Prerequisite: Foundations of Health Information Technology (AHL 867).

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

CRN#	Day/Ses.	Dates	Time	Location
31330	Arranged	11/15–12/15	Arranged	Online
	S(2)	11/23 and 12/7	9 a.m.–2:30 p.m.	EC

AHL 827

Public Health IT

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

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

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

EMERGENCY MEDICAL SERVICES (EMS) SPECIALTY CERTIFICATIONS (CEU)

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

REQUIRED COURSES:

- Advanced Cardiovascular Life Support (ACLS)
- Advanced Cardiovascular Life Support (ACLS) Refresher
- Advanced Medical Life Support Provider (AMLS)
- Geriatric Education for EMS (GEMS) Core Provider
- Pediatric Advanced Life Support (PALS)
- Pediatric Advanced Life Support (PALS) Refresher
- Prehospital Trauma Life Support (PHTLS)
- Tactical Emergency Casualty Care (TECC)

MASSAGE THERAPIST

MASSAGE THERAPIST

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

PELL FUNDING AVAILABLE

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

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

COURSE SEQUENCE:

MODULE I

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

MODULE II

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

MODULE III

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

MODULE IV

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

Accredited by the Commission of Massage Therapy Association (COMTA), this program prepares students to take and pass the Massage and Bodywork Licensing Examination (MBLEx) as well as the MD Jurisprudence Examination, ultimately leading to Massage Therapy Licensure in the state of Maryland.

CERTIFIED MEDICINE AIDE

CERTIFIED MEDICINE AIDE

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

Medicine Aides are currently employed certified nursing assistants (CNA) or geriatric nursing assistants (GNA) that have been recommended by their director of nursing to pursue the Certified Medical Aide Training. Certified Medicine Aides assume the responsibility of safely administering non-parenteral medications under the supervision of a licensed nurse. This course meets the Maryland Board of Nursing (MBON) requirements which include instruction in both theory and the clinical setting. Applications are accepted year-round; cohort start dates are three times a year. This program has a selective admission process and an application fee of \$10. Students must meet the following MBON requirements to apply: current, unencumbered GNA certification with one year of full-time work experience in a long-term care setting, a letter of recommendation from your current director of nursing, medical clearance to attend clinical, current BLS and a background check. Contact cehealth@ccbcmd.edu for important information about how to apply and submit documents.

PREREQUISITE:

- Certified Medicine Aide Application (AHL 331)

COURSE SEQUENCE:

- Medicine Aide (AHL 281)

MEDICAL ASSISTANT

MEDICAL ASSISTANT

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

PELL FUNDING AVAILABLE

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

Medical assistants perform clinical duties and some administrative duties under the direction of a physician. Duties may include scheduling appointments, maintaining medical records, taking vital signs/medical histories and preparing patients for examination. This program prepares students to take the national certification exam to become a certified medical assistant (MA). Successful completion of each module is necessary to advance to the next module. Students must apply to be admitted into a cohort. The application fee is \$10. To apply, call 443-840-2222 and register for CRN# 31755 (CCBC Essex, evening class), which begin in February. Application will be open 10/1–12/15/24. Please contact cehealth@ccbcmd.edu with any questions about the application process.

COURSE SEQUENCE:

MODULE I

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

MODULE II

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

MODULE III

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

MODULE IV

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

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

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

AHC 381

Medical Assistant Series Application

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

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

CRN#	Day/Ses.	Dates	Time	Location
31755	Arranged	10/1–12/15	Arranged	Online



CCBC GRADS2CAREERS PROGRAMS

Get **FREE** job training and certification in **Phlebotomy** or **Child Care** through CCBC's Grads2Careers program.

Eligibility requirements:

- 18–21 years of age
- recent graduate of Baltimore City public school system or
- Baltimore City resident with a GED

Ready to get started?

Join us for one of our upcoming in-person information and assessment sessions.

Questions?

Contact Pattresa Leonard at **443-738-5578** or **pleonard3@ccbcmd.edu**.

GRADS2CAREERS
bmoreg2c.com



MEDICAL BILLING

MEDICAL BILLING CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Medical billers ensure that patients and insurance companies are properly billed for all medical procedures and services and that payments are received and processed promptly. Their work includes updating patient data, developing payment plans and preparing invoices. Please contact cehealth@ccbcmd.edu with any questions about the program.

COURSE SEQUENCE:

- Medical Terminology for Administrative Healthcare Professionals (AHL 149 or AHL 246)
- Comprehensive Medical Billing (AHE 130 or AHL 188)

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: \$899 (Tuition: \$270 Fees: \$629)

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

AHL 269

Medical Practice and Billing Management

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

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

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

MEDICAL CODING

MEDICAL CODING CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

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

PREREQUISITES:

- Medical Terminology for Health Occupations (AHE 534 or AHE 124)
- Anatomy and Physiology for Health Occupations (AHE 519 or AHE 672)

COURSE SEQUENCE:

- Medical Coding I (AHL 904 or AHL 829)
- Medical Coding II (AHL 905 or AHL 830)

MEDICAL FRONT OFFICE

MEDICAL FRONT OFFICE CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Medical front office staff coordinate the administrative activities of a medical office. They often register patients, schedule appointments, process communications and enter data into electronic health records. This program will train you to become a Certified Medical Administrative Assistant. Please contact cehealth@ccbcmd.edu with any questions about the program.

REQUIRED COURSES:

- Medical Terminology for Administrative Healthcare Professionals
- Essential Skills for the Health Care Professional
- Certified Medical Administrative Assistant

AHL 198

Certified Medical Administrative Assistant Online

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

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

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

NURSING ASSISTANT

NURSING ASSISTANT

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

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

COURSE SEQUENCE:

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

AHL 288

Certified Nursing Assistant Theory

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

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

CRN#	Day/Ses.	Dates	Time	Location
31868	T/R(22)	10/3–12/19	3–7:15 p.m.	DC
31866	T/R(22)	11/14–2/11	3–7:15 p.m.	EC

AHL 289

Nursing Assistant Clinical

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

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

CRN#	Day/Ses.	Dates	Time	Location
30725	S/U(6)	9/28–10/13	7 a.m.–3:30 p.m.	HOS
30726	S/U(6)	9/28–10/13	7 a.m.–3:30 p.m.	HOS

AHL 107

RN CM/DN Training in Assisted Living

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

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

CRN#	Day/Ses.	Dates	Time	Location
30728	F/S(2)	9/27–28	9 a.m.–6 p.m.	EC

NURSE REFRESHER

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

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

COURSE SEQUENCE:

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

NUR 005

Nurse Refresher – Part I: Theory

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

Total Cost: \$725 (Tuition: \$218 Fees: \$507)

CRN#	Day/Ses.	Dates	Time	Location
30814	W(8)	9/4–10/23	6–10:15 p.m.	EC
	S(7)	9/7–10/19	8 a.m.–4:30 p.m.	EC
	S(1)	10/26	8–10 a.m.	EC

AHE 793

Nurse Refresher Skills Lab

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

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

CRN#	Day/Ses.	Dates	Time	Location
30813	S(1)	11/2	8 a.m.–4:30 p.m.	EC

NUR 006

Nurse Refresher – Part II: Clinical

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

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

CRN#	Day/Ses.	Dates	Time	Location
30815	F(1)	11/8	9 a.m.–1:15 p.m.	HOS
	U/S(7)	11/9–12/8	7 a.m.–4 p.m.	HOS

PATIENT CARE TECHNICIAN

PATIENT CARE TECHNICIAN

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

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

PREREQUISITES:

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

COURSE SEQUENCE:

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

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

AHL 936

Patient Care Technician Theory and Skills

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

Prerequisite: CNA in good standing with MBON.

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

CRN#	Day/Ses.	Dates	Time	Location
30835	T/R(23)	9/17–12/5	6–10:15 p.m.	EC

PHARMACY TECHNICIAN

PHARMACY TECHNICIAN

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

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

PREREQUISITE:

- Basic Math Skills for the Health Care Worker

COURSE SEQUENCE:

- Pharmacy Technician Training I
- Pharmacy Technician Training II
- Pharmacy Technician Certifying Board Exam Review Course

AHE 739

Pharmacy Technician Training I

Learn the role of the pharmacy technician in a pharmaceutical setting. This is the first of three courses preparing students to sit for the nationally recognized Pharmacy Technician Certifying Board (PTCB) certification.

Total Cost: \$1,495 (Tuition: \$389 Fees: \$1,106)

CRN#	Day/Ses.	Dates	Time	Location
31438	W(10)	9/11–11/13	6–8 p.m.	Zoom
	Arranged	9/11–11/13	Arranged	Online
31439	M(10)	10/14–12/16	6–8 p.m.	Zoom
	Arranged	10/14–12/16	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: Pharmacy Technician I.

Total Cost: \$685 (Tuition: \$206 Fees: \$479)

CRN#	Day/Ses.	Dates	Time	Location
31440	W(10)	10/9–12/18	6–8 p.m.	Zoom
	Arranged	10/9–12/18	Arranged	Online
31441	W(10)	11/20–2/12	6–8 p.m.	Zoom
	Arranged	11/20–2/12	Arranged	Online

AHL 913

Pharmacy Technician Certifying Board Exam Review Course

Third in the course series to prepare students to sit for the nationally recognized Pharmacy Technician Certifying Board (PTCB) certification. Topics include review of national exam content, test-taking strategies, application for the PTCB exam, registration with the Maryland Board of Pharmacy and seeking employment as a pharmacy technician.

Total Cost: \$229 (Tuition: \$24 Fees: \$205)

CRN#	Day/Ses.	Dates	Time	Location
31436	M(3)	9/9–23	6–8 p.m.	Zoom
	Arranged	9/9–23	Arranged	Online
31437	W(3)	10/9–23	6–8 p.m.	Zoom
	Arranged	10/9–23	Arranged	Online
31442	M(3)	11/4–18	6–8 p.m.	Zoom
	Arranged	11/4–18	Arranged	Online

CCBC'S LEAP PROGRAM

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

BASIC ELIGIBILITY

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

TRAININGS PROVIDED

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

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

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

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

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



PHLEBOTOMY

PHLEBOTOMY

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

Phlebotomists are responsible for drawing blood for tests, research, transfusion or blood donation. They also may collect or process other specimens. The phlebotomist program combines classroom learning and lab skills practice so students learn how to draw blood safely and efficiently. Successful program completion required to sit for the national certification exam with the National Healthcareer Association. Students are required to attend an orientation prior to beginning AHE 126. Please contact cehealth@ccbcmd.edu with any questions about the program.

PREREQUISITES:

- Medical Terminology for Health Occupations
- CPR for Healthcare Providers or BLS Provider

COURSE SEQUENCE:

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

AHL 322

Phlebotomy Technician I

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

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

CRN#	Day/Ses.	Dates	Time	Location
31985	M/W(15)	9/4–10/23	6–9:15 p.m.	EC
32276	S(8)	10/5–11/23	9 a.m.–3:30 p.m.	RAC

AHL 323

Phlebotomy Technician II

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

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

CRN#	Day/Ses.	Dates	Time	Location
31986	M/W(15)	10/28–12/18	6–9:15 p.m.	EC

POLYSOMNOGRAPHIC (SLEEP) TECHNOLOGIST

POLYSOMNOGRAPHIC (SLEEP) TECHNOLOGIST

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

PELL FUNDING AVAILABLE

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

Sleep technologists work overnight and collect data using polysomnograms that measure bioelectrical sleep activity. They acquire and analyze signals from EEGs, EKGs, EMS, respiratory flow and effort sensors. Upon successful completion of the program, students will be prepared to take the national certification exam through the Board of Registered Polysomnographic Technologists. This program can be completed entirely online or in a blended format with some classes online and others in-person. Admission is selective and the application fee is \$10. Cohort start dates are February 1, July 1 and October 1 and the application is available three months prior to each start date. The current application for the fall 2024 cohort is open from 04/20/2024 to 08/20/2024, CRN# 78971. For additional information, please contact Rachel Newman Waddy at rnewmanwaddy@ccbcmd.edu.

MODULE I

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

MODULE II

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

MODULE III

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

MODULE IV

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

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

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

VETERINARY ASSISTANT

VETERINARY ASSISTANT

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

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

Please contact cehealth@ccbcmd.edu with any questions about the program.

COURSE SEQUENCE:

- Veterinary Assistant I
- Veterinary Assistant II
- Veterinary Assistant III
- Veterinary Assistant IV

AHE 752

Veterinary Assistant Training I

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

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

CRN#	Day/Ses.	Dates	Time	Location
31993	M(5)	10/21–11/18	6–9:15 p.m.	EC–Blended

AHE 753

Veterinary Assistant Training II

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

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

CRN#	Day/Ses.	Dates	Time	Location
31994	M(5)	11/25–1/6	6–9:15 p.m.	EC–Blended

AHE 754

Veterinary Assistant Training III

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

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

CRN#	Day/Ses.	Dates	Time	Location
31995	M(5)	9/9–10/7	6–9:15 p.m.	EC–Blended

AHE 755

Veterinary Assistant Training IV

Further expand your knowledge through clinical placement and practice what you have learned in the classroom.

Total Cost: \$220 (Tuition: \$66 Fees: \$154)

CRN#	Day/Ses.	Dates	Time	Location
31996	Arranged	10/14–12/16	Arranged	HOS

HOSPITALITY, CULINARY AND CASINO

Visit the Hospitality web page for a full list of continuing education programs in this category.



CASINO AND GAMING

CASINO DEALER

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

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
30311	M/T(16)	10/21–12/10	1–6:30 p.m.	OM

INFORMATION SESSIONS

Wednesdays, 3–4 p.m.

September 11, October 9, November 13 or December 11

Live via Zoom

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

FOOD AND BEVERAGE

CATERING PROFESSIONAL

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

HSL 060

Catering Professional Online

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

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

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

FOODWORKS BASIC CULINARY TRAINING

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

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

REQUIRED COURSES:

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

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

MANDATORY INFORMATION SESSIONS

IN-PERSON INFORMATION SESSIONS:

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

VIRTUAL INFORMATION SESSIONS:

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

FOOD SERVICE MANAGER

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

REQUIRED COURSES:

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

All ManageFirst® classes are offered in a blended online learning and in-person format. Students in these classes will attend an in-person class on the first day and will receive their book and assignment for the class. Arranged learning provided by the instructor will give added study tools. The last class is an opportunity to ask questions and then take the ManageFirst® exam that is included with each class. Contact 443-840-5840 or email hospitalitycareers@ccbcmd.edu.

HSL 059

ManageFirst® Controlling Food Service Costs

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

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

CRN#	Day/Ses.	Dates	Time	Location
30353	W(1)	9/18	12:45–2 p.m.	OM
	Arranged	9/18–10/16	Arranged	Online
	W(1)	10/16	10 a.m.–12:30 p.m.	OM

HSL 038

ManageFirst® Hospitality HR Management – Blended

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

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

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

HSL 040

ManageFirst® Customer Service – Blended

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

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

CRN#	Day/Ses.	Dates	Time	Location
30351	W(1)	10/16	12:45–2 p.m.	OM
	Arranged	Arranged	Arranged	Online
	W(1)	11/13	10 a.m.–12:30 p.m.	OM

HSL 058

ManageFirst® Principles of Food and Beverage Management

The foundational principles are necessary to successfully manage a restaurant, bar, catering business or other food service operation. ManageFirst Principles of Food and Beverage Management is one of two electives which may be taken to earn the ManageFirst Professional Credential offered by the National Restaurant Association Educational Foundation. A blend of online learning and face-to-face instruction, you must have dependable access to the internet while taking this class.

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

CRN#	Day/Ses.	Dates	Time	Location
30352	W(1)	11/13	12:45–2 p.m.	OM
	Arranged	11/13–12/11	Arranged	Online
	W(1)	12/11	10 a.m.–12:30 p.m.	OM

HSL 016

ServSafe® Food Safety Training and Certification

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

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

CRN#	Day/Ses.	Dates	Time	Location
30276	S(2)	9/14–21	9 a.m.–5 p.m.	HV
30278	S(2)	10/12–19	9 a.m.–5 p.m.	EC
30280	S(2)	11/9–16	9 a.m.–5 p.m.	OM
30282	S(2)	12/7–14	9 a.m.–5 p.m.	CC

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)

CRN#	Day/Ses.	Dates	Time	Location
30277	S(1)	9/21	9 a.m.–5 p.m.	HV
30279	S(1)	10/19	9 a.m.–5 p.m.	EC
31389	S(1)	11/16	9 a.m.–5 p.m.	OM
30283	S(1)	12/14	9 a.m.–5 p.m.	CC

FOOD TRUCK OPERATOR

**CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE**

Start your own food truck business! Develop the culinary and business strategies to start a food truck business in Maryland. Learn the pros and cons of operating a food truck business, menu planning and food cost management, marketing and branding, HACCP plan basics, and licensing and permitting needs. Upon completion of the last course in the series, you may become ServSafe® Manager certified with successful completion of the in-class exam.

REQUIRED COURSES:

- Starting Your Own Food Truck Business
- Controlling Costs for Food Truck Operators
- How to Start and Manage Your Own Small Business (see Entrepreneurship section for this class)
- ServSafe® Food Safety for Managers

SBA 036

Starting Your Own Food Truck Business

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

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

CRN#	Day/Ses.	Dates	Time	Location
30903	M/W(2)	10/7–9	6:30–9:45 p.m.	OM
30904	M/W(2)	12/9–11	6:30–9:45 p.m.	OM

SBA 037

Controlling Costs for Food Truck Operators

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

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

CRN#	Day/Ses.	Dates	Time	Location
30910	M/W(2)	10/14–16	6:30–9:45 p.m.	OM
30911	M/W(2)	12/16–18	6:30–9:45 p.m.	OM

PROFESSIONAL BARTENDING

**CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE**

HSL 103

Professional Bartending and Mixology

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

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

CRN#	Day/Ses.	Dates	Time	Location
30300	W/R(10)	10/2–31	6–9 p.m.	OM
30302	W/R(1)	11/13–12/18	6–9 p.m.	OM

HSL 101

TIPS® Training for Intervention Procedures

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

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

CRN#	Day/Ses.	Dates	Time	Location
30299	R(1)	9/19	5:30–10 p.m.	OM
30301	R(1)	10/31	5:30–10 p.m.	OM
30303	W(1)	12/18	5:30–10 p.m.	OM

HOSPITALITY

HSL 005

Guest Service GOLD® Hospitality Training

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

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

CRN#	Day/Ses.	Dates	Time	Location
30927	M(1)	10/7	5:45–9:45 p.m.	OM
30928	M(1)	11/4	5:45–9:45 p.m.	OM

CERTIFIED WEDDING PLANNER

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

This online program will enable students to learn the fundamentals of planning, orchestrating and delivering stunning weddings and parties. This is a four-part series toward earning the Certified Wedding Planner Certificate from the Lovegeivity Wedding Planning Institute (LWPI).

REQUIRED COURSES:

- Certified Wedding Planner Module 1
- Certified Wedding Planner Module 2
- Certified Wedding Planner Module 3
- Certified Wedding Planner Module 4

Students must register for all courses at the same time.

HSL 068

Certified Wedding Planner Module 1

Total Cost: \$625 (Tuition: \$50 Fees: \$575)

CRN#	Day/Ses.	Dates	Time	Location
31371	Online	9/9–12/8	Arranged	E2GC
31375	Online	11/11–2/9	Arranged	E2GC

HSL 069

Certified Wedding Planner Module 2

Total Cost: \$485 (Tuition: \$50 Fees: \$435)

CRN#	Day/Ses.	Dates	Time	Location
30404	Online	10/7–1/5	Arranged	E2GC
31372	Online	12/9–3/2	Arranged	E2GC

HSL 073

Certified Wedding Planner Module 3

Total Cost: \$245 (Tuition: \$35 Fees: \$210)

CRN#	Day/Ses.	Dates	Time	Location
30243	Online	9/9–10/31	Arranged	E2GC
30246	Online	11/11–12/31	Arranged	E2GC

HSL 074

Certified Wedding Planner Module 4

Total Cost: \$240 (Tuition: \$30 Fees: \$210)

CRN#	Day/Ses.	Dates	Time	Location
30211	Online	10/1–11/10	Arranged	E2GC
30244	Online	11/1–12/8	Arranged	E2GC

CORPORATE EVENT PLANNER

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

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

REQUIRED COURSES:

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

Students must register for all courses at the same time.

HSL 071

Corporate Event Planner Module 1

Total Cost: \$515 (Tuition: \$10 Fees: \$505)

CRN#	Day/Ses.	Dates	Time	Location
31378	Online	10/14–1/12	Arranged	E2GC
31381	Online	12/9–3/2	Arranged	E2GC

HSL 075

Corporate Event Planner Module 2

Total Cost: \$235 (Tuition: \$10 Fees: \$225)

CRN#	Day/Ses.	Dates	Time	Location
32318	Online	9/9–10/20	Arranged	E2GC
30408	Online	11/4–12/15	Arranged	E2GC

HSL 076

Corporate Event Planner Module 3

Total Cost: \$245 (Tuition: \$30 Fees: \$215)

CRN#	Day/Ses.	Dates	Time	Location
30250	Online	9/1–10/13	Arranged	E2GC
32319	Online	10/21–12/8	Arranged	E2GC
30409	Online	12/16–1/31	Arranged	E2GC

EVENT MANAGEMENT AND DESIGN

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

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

REQUIRED COURSES:

- Event Management and Design Module 1
- Event Management and Design Module 2

Students must register for both courses at the same time.

HSL 112

Event Management and Design Module 1

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

CRN#	Day/Ses.	Dates	Time	Location
31392	Online	9/9–12/8	Arranged	E2GC
31398	Online	11/11–2/9	Arranged	E2GC

HSL 113

Event Management and Design Module 2

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

CRN#	Day/Ses.	Dates	Time	Location
30413	Online	10/7–1/5	Arranged	E2GC
30415	Online	11/11–2/9	Arranged	E2GC
31395	Online	12/9–3/2	Arranged	E2GC

TRAVEL AGENT TRAINING

CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE

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

REQUIRED COURSES:

- Travel Agency Training Module 1
- Travel Agency Training Module 2

Students must register for both courses at the same time.

HSL 062

Travel Agent Module 1

Total Cost: \$1,200 (Tuition: \$25 Fees: \$1,175)

CRN#	Day/Ses.	Dates	Time	Location
31031	Online	10/14–12/8	Arranged	E2GC
31369	Online	12/9–2/2	Arranged	E2GC

HSL 063

Travel Agent Module 2

Total Cost: \$1,045 (Tuition: \$25 Fees: \$1,020)

CRN#	Day/Ses.	Dates	Time	Location
30400	Online	9/9–11/10	Arranged	E2GC
30402	Online	10/14–12/8	Arranged	E2GC
31032	Online	12/9–2/2	Arranged	E2GC

BUILDING AND INDUSTRIAL TECHNOLOGY

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



APARTMENT MAINTENANCE TECHNICIAN

CERTIFIED APARTMENT MAINTENANCE TECHNICIAN

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

These skills are used in a wide variety of apartment facilities and maintenance careers. Graduates receive a letter and provisional certificate from the National Apartment Association Education Institute (NAAEI) and are eligible for a certificate from NAAEI upon completion of one year of fieldwork. For more information, contact Dave Frey at 443-840-2793 or dfrey@ccbcmd.edu.

VOA 556

Certified Apartment Maintenance Technician with HVAC

Prepare for an entry-level position in the apartment maintenance industry. You will learn about the apartment business, basic electrical repair, appliance maintenance, basic plumbing and interior and exterior maintenance. You will also learn basic HVAC maintenance and troubleshooting as you prepare for your EPA 608 Type I certification exam.

Total Cost: \$1,699 (Tuition: \$510 Fees: \$1,189)

CRN#	Day/Ses.	Dates	Time	Location
31636	M/T/W(24)	9/23–11/13	5:45–9:25 p.m.	DC

VOA 520

Intermediate HVACR for Building Maintenance Techs

This course is designed to enable the student, who is a building or apartment maintenance technician, to learn about regulations, procedures and equipment used to recover refrigerant. Topics to be covered include reclaiming and recycling refrigerant.

Total Cost: \$499 (Tuition: \$200 Fees: \$299)

CRN#	Day/Ses.	Dates	Time	Location
31638	M/W(9)	11/18–12/16	5:30–9:30 p.m.	DC

VOA 998

Electrical and Appliance Maintenance and Repair

Gain a solid foundation in electrical work, especially when working with appliances. Topics include fundamentals of electrical work, electrical circuits, receptacles and fixtures, installation of apartment appliances, and diagnosing and troubleshooting apartment appliances.

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

CRN#	Day/Ses.	Dates	Time	Location
31637	T/W/R(9)	9/3–19	9 a.m.–12:40 p.m.	DC

APPRENTICESHIPS EARN WHILE YOU LEARN

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

CCBC PARTNERS WITH THE FOLLOWING TRADE COUNCILS AND MANY PRIVATE EMPLOYERS ACROSS MARYLAND:

- Associated Builders and Contractors (ABC) of Greater Metropolitan Baltimore
410-821-0351, abcaltimore.org
 - Electrical
 - Carpentry
 - HVACR
 - Plumbing
 - Sheet Metal
 - Sprinkler Fitting
- Baltimore Electricians, JATC LU #24
410-247-3313, jatc24.org
- Heat and Frost Insulators and Allied Workers Local #24
301-725-2400, insulators24.org
- Independent Electrical Contractors (IEC)
301-621-9545, iecchesapeake.com
- Ironworkers, LU #5
301-599-0960, ironworkers5.org
- Machinists
Must be working at and apply through, a registered employer.
443-840-4401
- Maryland Association of Plumbing, Heating and Cooling Contractors (MPHCC)
410-461-5977, marylandphcc.org
- Mid-Atlantic Carpenters (MACTC) LU #101
301-736-1696, mactc.net
 - Carpentry
 - Pile Driving
 - Trade Show
- Operating Engineers LU #37
443-242-6280, iuoe37.org
- Plumbers and Steamfitters LU #486
410-866-5313, getpipng.com
 - Plumbing
 - HVACR
- Sheet Metal Workers LU #100
301-568-8655, smart100.org

COMPUTER-AIDED DESIGN

COMPUTER-AIDED DESIGN (CAD)

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

TEC 504

Autodesk Revit Level 1

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

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

CRN#	Day/Ses.	Dates	Time	Location
31539	F(5)	9/6–10/4	8:30 a.m.–4:30 p.m.	CC
31538	T/R(12)	10/15–11/21	6–9:15 p.m.	CC

TEC 005

Basic Auto CAD

Learn the essential topics for a practical working knowledge of AutoCAD, from basic drawing skills and editing drawing elements to using dimensioning and detailing tools to create finished drawings.

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

CRN#	Day/Ses.	Dates	Time	Location
31537	T/R(7)	8/27–9/17	6–9:15 p.m.	CC
31536	F(3)	11/1–15	8:30 a.m.–4:30 p.m.	CC

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

VOA 564

Autodesk Inventor

Learn about 3D CAD techniques and applications with emphasis on increasing productivity in the creation and editing of 3D models using Inventor. Prerequisite: Introduction to CAD. Credit course# CADD 141.

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

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

VOA 560

CAD Applications – MicroStation

Explore applications in CAD and broaden your knowledge of graphics manipulation to create fully developed 3D designs and output using MicroStation. Prerequisite: Introduction to CAD. Credit course# CADD 111.

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

CRN#	Day/Ses.	Dates	Time	Location
31535	M/W(30)	8/26–12/11	5:45–7:35 p.m.	CC

VOA 561

CAD Building Information Modeling – Revit

Learn the concepts of architectural drawing using 3D BIM software for commercial and residential structures. The 3D BIM software is used for the visualization, interpretation and development of architectural floor plans, sectional, elevation and detail drawings. Prerequisite: Introduction to CAD. Credit course# CADD 202.

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

CRN#	Day/Ses.	Dates	Time	Location
31534	M/W(30)	8/26–12/11	5:45–7:35 p.m.	CC

VOA 563

Computer-Aided Civil Applications

Learn CAD civil engineering techniques and applications through the use of a customized package; includes subdivision design, grading, roads, parking lots, drainage, sewerage, water mains, erosion and sediment control, earthwork quantities (cut and fill) and cost estimation. Prerequisites: Introduction to CADD and two years of experience in civil engineering. Credit course# CADD 251.

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

CRN#	Day/Ses.	Dates	Time	Location
31533	S(14)	9/7–12/14	8 a.m.–12:15 p.m.	CC

VOA 559

Introduction to CAD

Learn basic two-dimensional drafting principles and practices utilizing Computer Aided Design (CAD) techniques. Focus on CAD structure and features, creation of CAD drawings using standard techniques, file maintenance and output, and plotting. Credit course# CADD 101.

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

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

VOA 562

Solid Modeling

Learn the nature of solid modeling as contrasted with traditional two-dimensional techniques emphasizing mechanical applications. Topics cover development and editing of solid entities, importing/exporting models and use of solid models in manufacturing situations. Prerequisite: current experience with two-dimensional software. Credit course# CADD 242.

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

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

CCBC ARPA WORKFORCE PROGRAM

BUILDING AND INDUSTRIAL TECHNOLOGY PROGRAMS STARTING FALL 2024

- Certified Apartment Maintenance Technician
- HVAC
- Welding

Comprehensive, high demand skills training at no cost.

Baltimore County residents only.

For more information, email arpagrnt@ccbcmd.edu.

Scan the QR code to get started today:



CONSTRUCTION

CONSTRUCTION TRADES

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

VOA 951

Basic Electricity

Learn terminology, how to use hand tools and materials, as well as techniques for small maintenance and/or new construction. Topics include single and 3-way switches, outlets and circuits.

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

CRN#	Day/Ses.	Dates	Time	Location
31606	T/R(10)	9/10–10/10	2:15–5:30 p.m.	DC

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

CRN#	Day/Ses.	Dates	Time	Location
31840	M/W(10)	11/4–12/4	9 a.m.–12:30 p.m.	DC

ENVIRONMENTAL

VISIBLE EMISSIONS EVALUATOR TRAINING

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

For more information, contact Kipp Snow at 443-840-3034 or ksnow@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: \$179 (Tuition: \$54 Fees: \$125)

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

ENV 370

Visible Emissions Field Test

Learn to evaluate and test the opacity of visible emissions and utilize the EPA's alternative to Method 9. Become certified to capture digital images of plumes for opacity determination.

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

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

HVAC/REFRIGERATION

BUILDING AUTOMATION SYSTEMS TECHNICIAN

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

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

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

REQUIRED COURSES:

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

CHOOSE ONE REQUIRED DATA COMMUNICATIONS ELECTIVE:

- A+ Certification PC Technician Module 1
- Windows Server

HVAC/REFRIGERATION TECHNICIAN

CONTINUING EDUCATION

WORKFORCE TRAINING CERTIFICATE

Achieve an industry-accepted Basic HVAC Certificate with just six classes! For more information, contact Dave Frey at 443-840-2793 or dfrey@cpcbcmd.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

VOA 656

Advanced HVAC Electricity

Explore motors, controls and other electrical devices as applied in air conditioning and refrigeration equipment while learning to read/interpret more complex electrical schematics. Prerequisite: Basic HVAC Electricity or approval by the program coordinator. Credit course# ELEI 201.

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

CRN#	Day/Ses.	Dates	Time	Location
31639	M/W(15)	10/16–12/4	5:45–9:30 p.m.	CC

VOA 970

Basic HVAC Electricity

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

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

CRN#	Day/Ses.	Dates	Time	Location
31641	M/W(14)	8/26–10/9	5:45–9:30 p.m.	DC
31640	M/W(14)	8/26–10/9	9:05 a.m.–12:50 p.m.	CC

VOC 953

Comfort Cooling Systems

Apply the theory and principles of refrigeration to comfort cooling systems and learn the proper use of electric heat pumps in residential and light commercial applications. Discuss regulations and procedures that apply to refrigerant recovery, recycling and reclaiming. Offers hands-on laboratory work in recovery and troubleshooting. Prerequisites: VOA 975 and VOA 970. Credit course# AIRC 210.

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

CRN#	Day/Ses.	Dates	Time	Location
31642	T/R(14)	8/27–10/10	1–4:35 p.m.	CC
31645	T/R(15)	10/17–12/5	5:45–9:30 p.m.	CC

VOA 801

Commercial HVAC Systems

Explore the technology used in commercial, institutional and industrial cooling systems, including analysis of system performance and diagnosis of problems. Examine equipment such as reciprocating and centrifugal chillers, absorption systems, cooling towers, fans and air handlers. Emphasis on psychometrics, pressure-enthalpy diagrams and commercial load calculations.

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

CRN#	Day/Ses.	Dates	Time	Location
31647	T/R(14)	8/27–10/10	5:45–8:40 p.m.	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/or walk-in coolers and freezers. Emphasis on light commercial type equipment. Prerequisites: VOA 969, VOA 970, VOC 953 and VOA 656 or approval of program coordinator.

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

CRN#	Day/Ses.	Dates	Time	Location
31650	M/W(15)	10/16–12/4	5:45–8:40 p.m.	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
31658	M/W(14)	8/26–10/9	8:30 a.m.–12:15 p.m.	CC
31659	M/W(15)	10/16–12/4	1–4:45 p.m.	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, combustion and its by-products, fuel used in heating, forced-air furnaces, monitoring and measuring manifold pressure on a gas furnace, major components of different types of furnaces and more. Credit course# AIRC 205.

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

CRN#	Day/Ses.	Dates	Time	Location
31660	T/R(14)	8/27–10/10	5:45–9:30 p.m.	CC
31661	T/R(15)	10/17–12/5	9 a.m.–12:45 p.m.	CC

VOA 969

HVAC Safety, Tools and Methods

Learn about identifying and using special HVAC tools involved with basic shop practices including hand tools and machines, fittings and components, duct installation, tubing, piping and fittings, threading pipe, drill press and post grinder. Credit course# AIRC 110.

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

CRN#	Day/Ses.	Dates	Time	Location
31663	M/W(14)	8/26–10/9	1:30–5:15 p.m.	CC
31666	T/R(15)	10/17–12/5	1:15–5 p.m.	CC
31669	T/R(15)	10/17–12/5	5:45–9:30 p.m.	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
31656	M/T/W(3)	12/2–4	5:45–9 p.m.	CC

VOC 991

Refrigerant Recovery Certification Test

This test is a corequisite with Preparation for Refrigerant Recovery Certification.

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

CRN#	Day/Ses.	Dates	Time	Location
31657	R(1)	12/5	5:45–7:45 p.m.	CC

CONSTRUCTION EDUCATION ACADEMY

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

MARYLAND STATIONARY ENGINEERING

VOA 590

Preparation for Maryland Stationary Engineer License – All Grades

Stationary engineers operate, maintain and repair mechanical equipment, including all types of boiler systems in a facility. Prepare to take the licensing test by registering for our preparation class.

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

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

MANUFACTURING, PRODUCTION AND AUTOMATION

CERTIFIED PRODUCTION TECHNICIAN (CPT) CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

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

CNC MACHINE TOOL TRAINING CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

PELL FUNDING AVAILABLE

Learn both manual and computer numerical control (CNC) machine tool technology with extensive hands-on and computer-based training at the CCBC Catonsville machine shop in this seven-part series. Start with essential workplace literacy skills in computers, plus work habits and work ethics. Foundational topics of safety, blueprint reading and trade math follow. Includes modules in quality and resume skills. Train three days a week, 8 a.m.–3:30 p.m., M/W/F. Finish in approximately nine months (September–May).

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

MANDATORY ORIENTATION:

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

INDUSTRIAL MAINTENANCE

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

FAB LAB TECHNOLOGY (DESIGN AND MAKE)

FAB LAB TECHNOLOGY (DESIGN AND MAKE) CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

At the CCBC Catonsville Fabrication Laboratory or Fab Lab (also known as Fab Lab Baltimore), use a 3D printer, laser cutter/engraver, vinyl cutter, CNC router and other equipment.

To use the Fab Lab, you must first take Fab Lab Introduction to learn basic safety and operating procedures. This introductory class makes you a lab member and gives you access to many of the lab resources. Most of the additional and machine-specific classes include design "how-tos", so no design experience is needed.

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

VOB 042

Fab Lab 3D Printer Applications Introduction

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

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

CRN#	Day/Ses.	Dates	Time	Location
31571	S(1)	9/7	9 a.m.–3:30 p.m.	CC
31573	M(2)	11/18–25	6–9:15 p.m.	CC

VOB 044

Fab Lab CNC Router Applications Introduction

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

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

CRN#	Day/Ses.	Dates	Time	Location
31569	M(2)	9/16–23	6–9:15 p.m.	CC
31567	S(1)	10/12	9 a.m.–3:30 p.m.	CC
31566	S(1)	11/23	9 a.m.–3:30 p.m.	CC
31565	M(2)	12/2–9	6–9:15 p.m.	CC

VOB 113

Fab Lab Design and Build Skills Workshop

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

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

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

MECHATRONICS CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Prepare for a career as a mechatronics engineer, mechatronics technician, automation engineer, automation specialist or a controls engineer and gain the skills you need to take your place in this rapidly growing field. You'll learn electrical systems, automation, mechanical systems, fluid systems, rigging and welding as it pertains to mechatronics. Online class. Must register for parts 1 and 2 at the same time.

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

VOA 577

Mechatronics – Part 1

Total Cost: \$998 (Tuition: \$50 Fees: \$948)

CRN#	Day/Ses.	Dates	Time	Location
31359	Online	9/9–11/10	Arranged	E2GC

VOA 578

Mechatronics – Part 2

Total Cost: \$998 (Tuition: \$50 Fees: \$948)

CRN#	Day/Ses.	Dates	Time	Location
31360	Online	11/11–1/12	Arranged	E2GC

ROBOTICS TECHNICIAN

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

Gain an intensive overview of the skills necessary for the robotics industry. Learn math, safety, quality, electrical systems, automation, mechanical systems, fluid systems and rigging to be on your way to a successful career. Robotic technology that mimics human movement is used in both distribution and manufacturing facilities. Online class. Must register for parts 1 and 2 at the same time. For more information, contact Kipp Snow at 443-840-3034 or ksnow@ccbcmd.edu.

VOA 579

Robotics Technician – Part 1

Total Cost: \$848 (Tuition: \$50 Fees: \$798)

CRN#	Day/Ses.	Dates	Time	Location
31362	Online	9/9–11/10	Arranged	E2GC

VOA 580

Robotics Technician – Part 2

Total Cost: \$848 (Tuition: \$50 Fees: \$798)

CRN#	Day/Ses.	Dates	Time	Location
31364	Online	11/11–1/12	Arranged	E2GC

XOMETRY SCHOLARS PROGRAM

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

Application required.

For more information, call 443-840-2222.

VOA 773

Fab Lab Design and Print on the Vinyl Cutter

Learn to design for the Roland Vinyl Cutter in Corel Draw. You'll learn to create files, print using the vinyl cutter and VersaWorks software and use transfer film so designs can be transferred to fabric and other media as found in the sign and custom fabric businesses.

Prerequisite: Fab Lab Introduction.

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

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

VOD 525

Fab Lab Introduction

Learn the safety and operating procedures of this lab. Instruction supports entry-level proficiency in fabrication/fundamental prototyping. Covers safety, materials, basic setup and operation of: laser engraver, 3D printer and vinyl cutter.

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

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

VOB 117

Fab Lab Introduction to Fusion 360

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

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

CRN#	Day/Ses.	Dates	Time	Location
31563	S(1)	10/5	9 a.m.–3:30 p.m.	CC
31561	S(1)	11/9	9 a.m.–3:30 p.m.	CC

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, exporting for 3D printing, CNC routing and laser cutting.

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

CRN#	Day/Ses.	Dates	Time	Location
31546	S(1)	9/14	9 a.m.–3:30 p.m.	CC
31544	M(2)	10/28–11/4	6–9:15 p.m.	CC
31543	S(1)	12/7	9 a.m.–3:30 p.m.	CC

VOB 045

Fab Lab Laser Cutter Applications Introduction

Learn applications using the laser cutter/engraver and vinyl cutter. Instruction includes an introduction to Corel Draw. Topics to be covered include safety procedures, machine setup and operation. Includes a comprehensive final project. Prerequisite: Fab Lab Introduction.

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

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

VOD 530

Introduction to 3D Scanning

Learn to use the Creaform Go!Scan 3D 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 Creaform Go!Scan 3D scanner is currently used in industry.

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

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

WELDING

WELDING

**CONTINUING EDUCATION
WORKFORCE TRAINING CERTIFICATE**

CCBC is offering a series of welding courses that will take you from beginning skills and techniques through additional courses in gas metal arc (MIG), shielded metal arc (Stick) and gas tungsten arc (TIG). For more information, contact Steve Ricketts at 443-840-4442 or sricketts@cbbcmed.edu.

APP 285

Welding Basics

Gain the basic knowledge and skills for MIG and Stick welding.

Total Cost: \$192 (Tuition: \$0 Fees: \$192)

CRN#	Day/Ses.	Dates	Time	Location
31049	S(1)	9/21	8 a.m.–12:15 p.m.	EGT
31014	S(1)	10/19	8 a.m.–12:15 p.m.	EGT
31183	S(1)	11/23	8 a.m.–12:15 p.m.	EGT
31197	S(1)	12/21	8 a.m.–12:15 p.m.	EGT

VOA 926

Fundamentals of Welding

Learn equipment set up, basic techniques and safety for oxy-fuel welding and cutting, STICK, MIG and TIG welding in this foundations course. In addition, discuss basic metallurgy, welding codes, welding inspection and welding symbols.

Total Cost: \$1,870 (Tuition: \$280 Fees: \$1,590)

CRN#	Day/Ses.	Dates	Time	Location
31050	M/W/F(6)	9/30–10/11	8 a.m.–3 p.m.	EGT
31178	M/W/F(6)	11/4–15	8 a.m.–3 p.m.	EGT

VOA 930

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: \$2,750 (Tuition: \$412 Fees: \$2,338)

CRN#	Day/Ses.	Dates	Time	Location
31045	M/W/F(7)	9/13–27	8 a.m.–3 p.m.	EGT
31012	M/W/F(7)	10/18–11/1	8 a.m.–3 p.m.	EGT
31058	M/W(14)	10/21–12/11	5:30–8:30 p.m.	EGT
31059	T/R(14)	10/22–12/12	5:30–8:30 p.m.	EGT
31182	M/W/F(7)	11/22–12/13	8 a.m.–3 p.m.	EGT

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: \$2,750 (Tuition: \$412 Fees: \$2,338)

CRN#	Day/Ses.	Dates	Time	Location
31042	M/W/F(9)	9/9–27	8 a.m.–3 p.m.	EGT
31051	M/W(18)	10/7–12/11	5:30–8:30 p.m.	EGT
31053	T/R(18)	10/8–12/12	5:30–8:30 p.m.	EGT
31008	M/W/F(9)	10/14–11/1	8 a.m.–3 p.m.	EGT
31179	M/W/F(9)	11/18–12/13	8 a.m.–3 p.m.	EGT

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: \$2,750 (Tuition: \$412 Fees: \$2,338)

CRN#	Day/Ses.	Dates	Time	Location
31044	M/W/F(8)	9/11–27	8 a.m.–3 p.m.	EGT
31055	M/W(16)	10/14–12/11	5:30–8:30 p.m.	EGT
31057	T/R(16)	10/15–12/12	5:30–8:30 p.m.	EGT
31010	M/W/F(8)	10/16–11/1	8 a.m.–3 p.m.	EGT
31181	M/W/F(8)	11/20–12/13	8 a.m.–3 p.m.	EGT

VOA 772

Intermediate GMAW – Aluminum

Advance your skills in the gas metal arc (MIG) process, specifically for welding aluminum. Emphasis placed preparing material and performing welding of fillet and groove welds on aircraft-quality aluminum in all positions. Practice is geared towards AWS D1.2, Structural Welding Code Aluminum. Passing the test provides an all position qualification to AWS D1.2.

Prerequisite: Intermediate MIG Welding.

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

CRN#	Day/Ses.	Dates	Time	Location
31046	M/W/F(4)	9/20–27	8 a.m.–3 p.m.	EGT
31017	M/W/F(4)	10/25–11/1	8 a.m.–3 p.m.	EGT
31184	M/W(8)	11/11–12/11	5:30–8:30 p.m.	EGT
31188	T/R(8)	11/12–12/12	5:30–8:30 p.m.	EGT
31193	M/W/F(4)	12/6–13	8 a.m.–3 p.m.	EGT

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: \$1,717 (Tuition: \$257 Fees: \$1,460)

CRN#	Day/Ses.	Dates	Time	Location
31047	M/W/F(4)	9/20–27	8 a.m.–3 p.m.	EGT
31018	M/W/F(4)	10/25–11/1	8 a.m.–3 p.m.	EGT
31185	M/W(8)	11/11–12/11	5:30–8:30 p.m.	EGT
31189	T/R(8)	11/12–12/12	5:30–8:30 p.m.	EGT
31195	M/W/F(4)	12/6–13	8 a.m.–3 p.m.	EGT

VOA 775

Intermediate GMAW – Stainless

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

Prerequisite: Intermediate MIG Welding.

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

CRN#	Day/Ses.	Dates	Time	Location
31048	M/W/F(4)	9/20–27	8 a.m.–3 p.m.	EGT
31019	M/W/F(4)	10/25–11/1	8 a.m.–3 p.m.	EGT
31186	M/W(8)	11/11–12/11	5:30–8:30 p.m.	EGT
31190	T/R(8)	11/12–12/12	5:30–8:30 p.m.	EGT
31196	M/W/F(4)	12/6–13	8 a.m.–3 p.m.	EGT

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: \$2,750 (Tuition: \$412 Fees: \$2,338)

CRN#	Day/Ses.	Dates	Time	Location
31043	M/W/F(8)	9/11–27	8 a.m.–3 p.m.	EGT
31054	M/W(16)	10/14–12/11	5:30–8:30 p.m.	EGT
31056	T/R(16)	10/15–12/12	5:30–8:30 p.m.	EGT
31009	M/W/F(8)	10/16–11/1	8 a.m.–3 p.m.	EGT
31180	M/W/F(8)	11/20–12/13	8 a.m.–3 p.m.	EGT

TRANSPORTATION, DISTRIBUTION AND LOGISTICS

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



AUTOMOTIVE

AUTOMOTIVE SAFETY INSPECTOR CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

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

ARP 294

Preparation for MD State Safety Inspection Test

Review the applicable Code of Maryland Regulation (COMAR) and test taking strategies. Review the handbook and the administrative responsibilities of an inspector.

Minimal out-of-class study required. Designed for automotive technicians seeking certification.

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

CRN#	Day/Ses.	Dates	Time	Location
32709	S(1)	10/12	9 a.m.–3:30 p.m.	CC
32705	M/T(2)	10/14–15	6–9:15 p.m.	CC
32710	S(1)	11/9	9 a.m.–3:30 p.m.	CC
32704	M/T(2)	12/9–10	6–9:15 p.m.	CC

ARP 732

Maryland State Inspection Hands-on Test Preparation

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

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

CRN#	Day/Ses.	Dates	Time	Location
32703	S(2)	9/14–21	8 am–4:30 p.m.	CC
32700	M/T/W/R(6)	10/16–24	6–9 p.m.	CC
32702	S(2)	12/7–14	8 a.m.–4:30 p.m.	CC
32699	M/T/W/R(6)	12/11–19	6–9 p.m.	CC

AVIATION

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

VOA 103

Drone Pilot Training for the Remote Pilot License

Earn your FAA Remote Pilot license and learn to legally fly small unmanned aircraft (drones) for commercial purposes. Learn airspace, regulations, meteorology, safety and flight operations. Experience hands-on flight training with drone aircraft. Instructor is FAA certified. Qualifying knowledge exam for the Commercial Drone Certification given at the conclusion of the course for an additional cost of \$175 (not included in tuition and fees) and must be paid separately at the time the exam is scheduled.

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

CRN#	Day/Ses.	Dates	Time	Location
31591	M(1)	9/23	6–9:30 p.m.	CC
	S(1)	9/28	9 a.m.–5 p.m.	CC
	U(1)	9/29	9 a.m.–1 p.m.	CC
31593	M(1)	10/28	6–9:30 p.m.	CC
	S(1)	11/2	9 a.m.–5 p.m.	CC
	U(1)	11/3	9 a.m.–1 p.m.	CC
31594	M(1)	12/2	6–9:30 p.m.	CC
	S(1)	12/7	9 a.m.–5 p.m.	CC
	U(1)	12/8	9 a.m.–1 p.m.	CC

PILOT SIMULATOR TRAINING

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

For more information or to schedule your flight simulator experience, contact Eric Venanzi at 443-840-5108 or evenanzi@cbbcmd.edu.

TRANSPORTATION, DISTRIBUTION AND LOGISTICS INSTITUTE (TDLI)

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

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

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

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

COMMERCIAL DRIVER'S LICENSE

COMMERCIAL DRIVER'S LICENSE

CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

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

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

Commercial Driver License Class-A

Total Cost: \$5,500

Day	Dates	Time	Location
M-F(40)	9/3-10/25	8 a.m.-4 p.m.	TTC
S/U(40)	9/7-2/2	8 a.m.-4 p.m.	TTC
M-F(60)	9/16-12/6	5-10 p.m.	TTC
M-F(40)	10/14-12/6	8 a.m.-4 p.m.	TTC
M-F(40)	11/18-1/24	8 a.m.-4 p.m.	TTC
M-F(60)	11/18-2/20	5-10 p.m.	TTC

Commercial Driver License Class-B

Total Cost: \$3,000

Day	Dates	Time	Location
M-F(14)	9/23-10/11	8 a.m.-4 p.m.	TTC
M-F(15)	10/14-11/8	5-10 p.m.	TTC
S/U(14)	10/26-12/15	8 a.m.-4 p.m.	TTC
M-F(14)	11/4-11/22	8 a.m.-4 p.m.	TTC
M-F(14)	12/2-12/20	8 a.m.-4 p.m.	TTC

PROCUREMENT AND PURCHASING MANAGEMENT

PROCUREMENT AND PURCHASING MANAGEMENT CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

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

VOA 783

Procurement and Purchasing Management – Part 1

Total Cost: \$765 (Tuition: \$40 Fees: \$725)

CRN#	Day/Ses.	Dates	Time	Location
31391	Online	9/9-11/10	Arranged	E2GC

VOA 784

Procurement and Purchasing Management – Part 2

Total Cost: \$765 (Tuition: \$40 Fees: \$725)

CRN#	Day/Ses.	Dates	Time	Location
31394	Online	11/11-11/12	Arranged	E2GC

VOA 785

Procurement and Purchasing Management – Part 3

Total Cost: \$765 (Tuition: \$40 Fees: \$725)

CRN#	Day/Ses.	Dates	Time	Location
31397	Online	01/13-03/16	Arranged	E2GC

SUPPLY CHAIN

CERTIFIED SUPPLY CHAIN PROFESSIONAL CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE

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

VOA 791

Certified Supply Chain Professional – Part 1

Total Cost: \$1,147 (Tuition: \$344 Fees: \$803)

CRN#	Day/Ses.	Dates	Time	Location
31366	Online	9/9-11/10	Arranged	E2GC

VOA 792

Certified Supply Chain Professional – Part 2

Total Cost: \$1,148 (Tuition: \$344 Fees: \$804)

CRN#	Day/Ses.	Dates	Time	Location
31385	Online	11/11-11/12	Arranged	E2GC

ACADEMIC PREPARATION

ADS 152

Mathematics for Success

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

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

CRN#	Day/Ses.	Dates	Time	Location
32693	M/W/F (18)	8/26-10/7	10:10 a.m.-12:40 p.m.	CC
32695	M/W (15)	8/26-10/16	9 a.m.-12:15 p.m.	Zoom/**EC
32697	T/R (15)	8/27-10/15	6-9:15 p.m.	Zoom/**CC
32694	M/W/F (18)	10/21-12/4	10:10 a.m.-12:40 p.m.	CC
32696	M/W (15)	10/21-12/11	9 a.m.-12:15 p.m.	Zoom/**EC
32698	T/R (15)	10/22-12/12	6-9:15 p.m.	Zoom/**CC

*last class takes place in-person

TEST PREPARATION

ADS 148

Comprehensive TEAS Strategies

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

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

CRN#	Day/Ses.	Dates	Time	Location
32018	T/R(6)	9/10-26	6-8 p.m.	Zoom
32019	M/W(6)	9/23-10/9	6-8 p.m.	Zoom

ADS 580

GRE Test Preparation – Part I (Verbal and Analytical)

Prepare for the GRE with comprehensive coverage of verbal and analytical sections. Learn time saving techniques for both paper-based and computer tests. Topics include reading comprehension, analogies, sentence completions, antonyms and logical reasoning. For details, go to ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
32242	Online	9/11-11/1	Arranged	ED2GO

ADS 581

GRE Test Preparation – Part II (Quantitative)

Learn a variety of useful techniques for tackling the quantitative reasoning sections of the computerized GRE revised General Test.

For details, go to ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
32243	Online	10/16–12/6	Arranged	ED2GO

ADS 678

LSAT Preparation – Part I

Learn about law school entrance procedures, developing analytical reasoning skills and improving your test-taking skills. For details, go to ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
32244	Online	9/11–11/1	Arranged	ED2GO

ADS 259

LSAT Preparation – Part II

Improve your reading comprehension and logical reasoning skills and discover proven approaches for selecting correct exam answers.

For details, go to ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
32245	Online	10/16–12/6	Arranged	ED2GO

CEC 030

Praxis I Preparation

Develop the knowledge and skills you need to pass the Praxis Core Exam as you review and prepare for everything the test includes.

For details, go to ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
32246	Online	10/16–12/6	Arranged	ED2GO

ART, DESIGN AND PHOTOGRAPHY

PAINTING AND DRAWING

ART 274

Discover Oil Painting

Gain an overview of oil painting techniques, application, brushes, paints and basic color theory as you prepare for more serious study. Bring basic painting supplies to first class: canvas pad, three nylon brushes, palette and primary paint colors.

Total Cost: \$108 (Tuition: \$0 Fees: \$108)

CRN#	Day/Ses.	Dates	Time	Location
32154	S(5)	9/14–10/12	10 a.m.–12 p.m.	OM
32153	S(5)	11/2–12/7	10 a.m.–12 p.m.	HV

ART 963

Intermediate Oil Painting:**Techniques of the Old World Masters (NEW)**

This class will use proven oil painting techniques to add depth and "internal light" to student work. Students will explore the four stylistic pillars of the Renaissance: *Unione*, *Cangiante*, *Sfumato* and *Chiaroscuro*. Easily learn and adapt these master techniques for your own practice.

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

CRN#	Day/Ses.	Dates	Time	Location
32313	M(8)	10/14–12/2	10–11:55 a.m.	OM

ART 964

New Painting Approaches For Beginners (NEW)

Explore diverse painting techniques regardless of skill level. Learn various media, fresh approaches to subjects and effective limited palette usage. Ideal for admirers of Impressionists, Renaissance, or contemporary art.

Total Cost: \$124 (Tuition: \$0 Fees: \$124)

CRN#	Day/Ses.	Dates	Time	Location
32156	R(7)	9/26–11/7	6:30–8:30 p.m.	HV

ARB 182

Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be! For details, go to ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
32237	Online	10/16–12/6	Arranged	ED2GO

ART 264

Introduction to Drawing

Understand line, shape, contour, value, composition, perspective, spatial relationships, measuring, proportion, light and shadow while working from still-life. Bring an 18 x 24" drawing pad and a pencil to first class, supply list will be provided then.

Total Cost: \$108 (Tuition: \$0 Fees: \$108)

CRN#	Day/Ses.	Dates	Time	Location
32151	R(6)	10/3–11/7	6:30–9 p.m.	HV

CERAMICS

ART 486

Basic Pottery Wheel

Learn to use stoneware clay and electric wheels to create basic shapes. Explore clay properties, basic design and glazing techniques. Ideal for beginners. Initial clay and firings included. Bring a bucket, sponge and apron and wear old clothes and closed-toe shoes to class.

Total Cost: \$188 (Tuition: \$0 Fees: \$188)

CRN#	Day/Ses.	Dates	Time	Location
32310	S(6)	9/21–10/26	1–3:30 p.m.	CC

ART 263

Introductory Ceramics

Learn hand-building and wheel throwing techniques, culminating in a class project. Topics include types and uses of clay, pinch pots and their use in creating sculptural forms, coiling, slab construction, decorating, glazing and *intaglio*. Course cost includes materials.

Total Cost: \$188 (Tuition: \$0 Fees: \$188)

CRN#	Day/Ses.	Dates	Time	Location
32119	W(6)	9/18–10/23	7–9:30 p.m.	EC
32120	W(6)	10/30–12/11	7–9:30 p.m.	EC

ARB 07

Intermediate Ceramics

Build on skills learned in introductory clay class through in-depth exploration of hand-building and wheel throwing skills using both high and low-fire clays. Develop more complex construction and glazing techniques. Course cost includes materials.

Total Cost: \$370 (Tuition: \$111 Fees: \$259)

CRN#	Day/Ses.	Dates	Time	Location
32122	M(12)	9/23–12/9	7–9:30 p.m.	EC

PHOTOGRAPHY

ART 492

Get to Know Your Camera Basics

Unlock the mysteries of your SLR or DSLR camera. Learn about aperture, iris diaphragm and more in this informative class. Bring a working camera, owner's manual and questions. Limited seating for personalized instruction.

Total Cost: \$55 (Tuition: \$0 Fees: \$55)

CRN#	Day/Ses.	Dates	Time	Location
32013	T(1)	10/1	6–8:30 p.m.	CC
32014	S(1)	10/19	10 a.m.–12:30 p.m.	EC

ARB 183

Introduction to Digital (SLR) Photography

Learn to understand your digital single lens reflex (SLR) camera, how it works, basic set-up/operation, shutter speed, ISO, focal length and flash photography. Bring some existing photos, your digital SLR camera and instruction manual to class.

Total Cost: \$112 (Tuition: \$0 Fees: \$112)

CRN#	Day/Ses.	Dates	Time	Location
32011	T(4)	10/15–11/5	6–8 p.m.	CC
32012	S(4)	11/2–23	10 a.m.–12 p.m.	EC

ART 966

Fundamentals of Digital Photography (NEW)

Explore digital photography fundamentals beyond point and shoot settings. Learn elements, camera exposure and Adobe Lightroom editing. Topics include light, composition and portraiture. Bring digital camera with manual functions, memory card and battery. Meets continuing photography course requirements.

Total Cost: \$228 (Tuition: \$0 Fees: \$228)

CRN#	Day/Ses.	Dates	Time	Location
32297	S(6)	10/26–12/7	10 a.m.–2 p.m.	EC

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

CRN#	Day/Ses.	Dates	Time	Location
32235	Online	10/16–12/6	Arranged	ED2GO

ARTS – PERFORMING

DANCE

DAN 015

Ballet for Adults

Explore barre, floor work and alignment exercises in a structured ballet class for all levels. Wear comfortable attire and ballet shoes.

Total Cost: \$95 (Tuition: \$0 Fees: \$95)

CRN#	Day/Ses.	Dates	Time	Location
31483	S(8)	10/5–11/23	9–10 a.m.	EC

DAN 004

Ballet I

Introduction to the technique and discipline of classical ballet: barre work, body alignment, center and locomotor skills, dynamic variety and musicality. No previous dance training needed. This class is also offered for credit as DANC 214.

Total Cost: \$129 (Tuition: \$0 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
31601	M/W(30)	8/26–12/15	11:15 a.m.–12:45 p.m.	EC

DAN 011

Ballroom and Social Dancing (Beginner/Intermediate)

Learn or improve skills for the swing, waltz, foxtrot and cha-cha. Improve muscle tone, memory and social self-confidence. Partner required. Wear non-rubber soled shoes.

Total Cost: \$124 (Tuition: \$0 Fees: \$124)

CRN#	Day/Ses.	Dates	Time	Location
31476	M/W(10)	9/9–10/9	7–9 p.m.	EC
31475	U(10)	9/15–11/17	10 a.m.–12 p.m.	CC
31477	T(10)	9/17–11/19	7–9 p.m.	EC
31474	T(10)	9/17–11/19	7–9 p.m.	OM
31478	M/W(10)	10/21–11/20	7–9 p.m.	EC

DAN 013

Basic Belly Dancing (Beginning)

Quality belly dancing instruction focusing on toning and posture improvement. Open to all women. Comfortable attire recommended, bare feet or ballet slippers preferred.

Total Cost: \$79 (Tuition: \$0 Fees: \$79)

CRN#	Day/Ses.	Dates	Time	Location
31499	T(6)	10/1–11/5	6:30–7:45 p.m.	EC

DAN 001

Beginning Tap

This course is designed to teach tap dancing fundamentals to students with little to no experience. Topics to be covered include basic steps, musicality and vocabulary. Tap shoes required.

Total Cost: \$109 (Tuition: \$0 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
31484	S(8)	9/21–11/9	12–1:30 p.m.	EC

DAN 005

Contemporary/Modern Dance I

Introduction to the fundamentals of modern dance technique: floor work, body alignment and integration, locomotor skills, dynamic variety and musicality. No previous dance training needed. This class is also offered for credit as DANC 220.

Total Cost: \$129 (Tuition: \$0 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
31602	T/R(31)	8/26–12/15	11:10 a.m.–12:40 p.m.	EC

DAN 017

Easy Dance, Fun Fitness for the Novice Mover

Explore rhythmic, low-impact exercises to boost heart health, balance and endurance. Suitable for all, including those with physical limitations. Seated option available. No prior experience needed.

Total Cost: \$79 (Tuition: \$0 Fees: \$79)

CRN#	Day/Ses.	Dates	Time	Location
31500	T(6)	10/1–11/5	4:30–5:30 p.m.	EC

DAN 021

Intermediate/Advanced Contemporary Dance

Dancers with 3+ years of training will enhance their contemporary dance technique. Explore modern dance, ballet and jazz styles focusing on musicality and energy. Wear comfortable clothing with bare feet or socks.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
31486	W(10)	9/18–11/20	6–7 p.m.	EC

DAN 002

Intermediate/Advanced Tap

Hone your technique as a tapper with 3+ years of training. Master the similarities and differences between Broadway and hoofing styles with intricate rhythmic patterns. Tap shoes required.

Total Cost: \$109 (Tuition: \$0 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
31487	S(8)	9/21–11/9	1:45–3:15 p.m.	EC

DAN 007

Intro to Jazz

Introduction to the technique and discipline of jazz dance: floor work, body alignment, center and locomotor skills, dynamic variety and musicality. No previous dance training needed. This class is also offered for credit as DANC 132.

Total Cost: \$129 (Tuition: \$0 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
31604	T/R(31)	8/26–12/15	12:45–2:10 p.m.	CC

DAN 008

Intro to Tap

Introduction to the technique and discipline of tap: body alignment, center and locomotor skills, dynamic variety and musicality. No previous dance training needed. Tap shoes required. This class is also offered for credit as DANC 130.

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

CRN#	Day/Ses.	Dates	Time	Location
31605	T/R(31)	8/26–12/15	12:45–2:10 p.m.	EC

DAN 023

Introduction to Dance: A Survey of Dance Styles (NEW)

Introduction to various dance genres and styles, includes body alignment and integration, locomotor skills, dynamic variety and musicality. No previous dance training needed. This class is also offered for credit as DANC 159.

Total Cost: \$129 (Tuition: \$0 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
31603	T/R(31)	8/26–12/15	9:35–11:05 a.m.	EC

DAN 014

Latin Social Dancing – Salsa, Merengue, Bachata

Learn the basic dance steps of Latin dance. No partner required. Wear non-rubber soled shoes.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
31479	F(6)	9/20–10/25	8–9:30 p.m.	EC
31480	F(6)	11/1–12/13	8–9:30 p.m.	EC

DAN 012

Modern Dance

Increase your flexibility and muscle tone, acquire a sense of body alignment and enjoy the pleasure of improved self-confidence. Dance attire: bare feet and comfortable clothing. No previous dance training needed.

Total Cost: \$95 (Tuition: \$0 Fees: \$95)

CRN#	Day/Ses.	Dates	Time	Location
31488	S(8)	10/5–11/23	10–11 a.m.	EC

DAN 020

Poi Spinning and Dancing

Learn poi, a Māori dance form using weights on strings to create stunning air patterns, enhancing coordination and mind-body connection.

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

CRN#	Day/Ses.	Dates	Time	Location
31501	T(6)	10/1–11/5	8–9:15 p.m.	EC

DAN 019

Swinging Ballroom

Enjoy beginner-friendly instruction on club and single swing ballroom dance styles, basic and variation steps. Learn follower and leader roles in a fun, energetic setting. No partner required. Wear non-rubber soled shoes.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
31502	S(10)	9/21–11/23	10–11 a.m.	EC

DAN 022

Tango, Argentine Tango and Rumba

Learn tango, Argentine tango and rumba basics as both leader and follower, including music selection. Partner preferred. Wear non-rubber soled shoes.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
31592	W(10)	9/18–11/20	5–6 p.m.	EC

DAN 018

Turn Improvisation Into Choreography

Explore fun and unique improvisation prompts and games to create unique choreography. Open to anyone from novice movers to experienced dancers.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
31485	S(10)	9/21–11/23	11 a.m.–12 p.m.	EC

MUSIC

MUS 119

Adult Piano

Master keyboard basics, from finger positions to note-reading and rhythmic patterns, culminating in a beginner performance. Develop sight-reading and practice techniques. Bring earphones.

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

CRN#	Day/Ses.	Dates	Time	Location
31665	S(12)	9/7–11/23	9:30–10:30 a.m.	Zoom
31662	R(12)	9/12–12/12	7–8 p.m.	EC
31664	W(12)	9/18–12/11	7–8 p.m.	OM

MUS 117

Adult Piano II

Continue your study with additional training for beginning/intermediate piano students. Further explore and develop rhythmic, sight-reading and music theory skills in more complex combinations. Bring earphones.

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

CRN#	Day/Ses.	Dates	Time	Location
31667	W(12)	9/18–12/11	8–9 p.m.	OM

XXX 857

Baltimore Symphonic Band

Learn music written for concert band and enjoy giving community performances. Open to all experienced musicians. This class is also offered for credit as MUSC 178.

Total Cost: \$129 (Tuition: \$0 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
31775	T(12)	9/24–12/10	7:20–10:55 p.m.	EC

MUS 046

Bass Guitar Basics

Learn bass guitar fundamentals, playing techniques and how to tune and maintain a bass guitar. Discover how to purchase appropriate music, strings and equipment. Bass guitar required.

Total Cost: \$105 (Tuition: \$0 Fees: \$105)

CRN#	Day/Ses.	Dates	Time	Location
31675	R(10)	9/5–11/14	7–8 p.m.	CC

MUS 051

Connect Your Music-Making to Your Soul (NEW)

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

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

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

MUS 045

Fingerstyle Acoustic Guitar for Advanced Beginners

Learn finger-picking with your thumb and fingers to master the "Travis" style in folk, blues, pop, rock and country. Requires basic chords knowledge. Bring an acoustic guitar.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
31676	S(6)	10/12–11/16	9–10 a.m.	CC

MUS 131

Flute Ensemble

Discover flute mastery at your pace. Reignite skills and musicianship. It's time to polish your flute and create beautiful music. Perfect for refreshing talents. Flute required for class.

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

CRN#	Day/Ses.	Dates	Time	Location
31688	W(10)	9/18–11/20	7–8 p.m.	EC

MSC 050

Guitar Basics

Learn basic chord progressions, hand positions, strumming and how to tune and maintain a guitar. Discover how to purchase appropriate music, strings and equipment. Guitar required.

Total Cost: \$105 (Tuition: \$32 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
31678	R(10)	9/5–11/14	6–7 p.m.	CC

ART 935

History of Music Notation

Explore the evolution of music notation across four sessions, from its origins to tonal composition, complemented by period music listening.

Total Cost: \$65 (Tuition: \$20 Fees: \$45)

CRN#	Day/Ses.	Dates	Time	Location
31690	F(4)	11/1–22	7–8 p.m.	Zoom

MUS 050

Intro to Native American Flute

The Native American flute is simple to learn and after just one class students will begin playing simple melodies. Students will learn basic technique, breath control, fingering and elements of style. All levels of musical experience are welcome and registration fees include a handmade flute. Registration is limited to 10 students and closes one week prior to the class start date. Please call 443-840-2428 if you wish to repeat this class.

Total Cost: \$257 (Tuition: \$0 Fees: \$257)

CRN#	Day/Ses.	Dates	Time	Location
31693	W(8)	9/4–10/23	7–9 p.m.	Zoom

MUS 044**Introduction to Clawhammer Banjo**

Master traditional banjo rhythmic styles, hand techniques and familiar tunes through ear learning and tab notation. Bring a 5-string banjo.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
31674	S(6)	10/12–11/16	10–11 a.m.	CC

PDV 396**Music and Mindfulness (NEW)**

Learn to combat stress using music-based mindfulness for enhanced focus, calm and relaxation. A vital step towards better health and well-being.

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

CRN#	Day/Ses.	Dates	Time	Location
31692	W(4)	10/30–11/20	7:30–9 p.m.	Zoom

HIT 929**Nights at the Opera**

Explore and discuss iconic 19th and 20th-century opera through Mozart, Puccini, Verdi, Strauss and Britten, enhanced by key recordings, videos and literature.

Total Cost: \$325 (Tuition: \$98 Fees: \$227)

CRN#	Day/Ses.	Dates	Time	Location
31668	T(14)	9/3–12/3	1–4 p.m.	HV

MUS 052**"Power House" Big Band (NEW)**

Provides an opportunity for students to learn and perform works composed for big band jazz ensemble. This class is also offered for credit as MUSC 171.

Total Cost: \$129 (Tuition: \$0 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
31776	M(12)	9/23–12/9	7:20–9:50 p.m.	EC

MUS 041**Songwriting 101**

Discover songwriting basics, how to meld melody with words and craft original songs in a supportive setting. Instrument accompaniment welcome. No experience needed.

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

CRN#	Day/Ses.	Dates	Time	Location
31682	S(4)	9/28–10/19	10–11:30 a.m.	CC

MUS 048**Soprano Recorder Class**

Learn the basics of written pitch, rhythm and music performance skills on the recorder. Earn "belts" as you progress through difficulty levels. Call 443-840-1646 before registering for info on purchasing a recorder. Open to all ages, 8+, but this class is for all ages.

Total Cost: \$105 (Tuition: \$0 Fees: \$105)

CRN#	Day/Ses.	Dates	Time	Location
31694	F(8)	10/4–11/22	5:30–6:30 p.m.	EC

ART 750**Ukulele I**

Through selected popular songs, gain a beginning proficiency on the ukulele. Learn to play melodies and common chord progressions.

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

CRN#	Day/Ses.	Dates	Time	Location
31680	R(5)	9/26–10/24	7–9 p.m.	CC

HIT 899**Time Travel Through Broadway Musicals**

Explore the evolution of musical theatre from Gilbert and Sullivan to LinManuel Miranda, through historic photos, headlines and era-defining music samples.

Total Cost: \$135 (Tuition: \$41 Fees: \$94)

CRN#	Day/Ses.	Dates	Time	Location
31670	W(6)	10/30–12/11	7–8:30 p.m.	CC

MUS 118**Vocal Basics for Adults**

Master vocal expression and fundamental techniques in a supportive setting, covering breathing, posture, warm-ups, scales and group singing essentials.

Total Cost: \$105 (Tuition: \$0 Fees: \$105)

CRN#	Day/Ses.	Dates	Time	Location
31696	R(6)	9/12–10/24	7–8:30 p.m.	CC

PRIVATE LESSONS

Private music lessons available for ages 6+ on piano, 8+ for other instruments, 13+ for voice and adult students. Tailored one-on-one instruction for all levels. Instruments not provided. Call 443-840-1646 for placement.

XXX 961**1/2 Hour (6 Weeks/Lessons)**

Total Cost: \$145 (Tuition: \$0 Fees: \$145)

CRN#	Day/Ses.	Dates	Time	Location
31599	Arranged	9/9–10/21	Arranged	Arranged
31598	Arranged	10/28–12/9	Arranged	Arranged

XXX 965**One Hour (6 Weeks/Lessons)**

Total Cost: \$275 (Tuition: \$0 Fees: \$275)

CRN#	Day/Ses.	Dates	Time	Location
31596	Arranged	9/9–10/21	Arranged	Arranged
31595	Arranged	10/28–12/9	Arranged	Arranged

MUS 120**1/2 Hour (14 Weeks/Lessons)**

Total Cost: \$315 (Tuition: \$0 Fees: \$315)

CRN#	Day/Ses.	Dates	Time	Location
31600	Arranged	9/9–12/16	Arranged	Arranged

XXX 801**One Hour (14 Weeks/Lessons)**

Total Cost: \$625 (Tuition: \$0 Fees: \$625)

CRN#	Day/Ses.	Dates	Time	Location
31597	Arranged	9/9–12/16	Arranged	Arranged

THEATER**DRB 004****Acting Basics**

Learn basic/intermediate acting techniques and vocabulary through a variety of theatrical exercises, including improvisation, voice, diction and monologues. Learn about creating a character and creative performance.

Total Cost: \$115 (Tuition: \$0 Fees: \$115)

CRN#	Day/Ses.	Dates	Time	Location
31870	W(8)	9/25–11/13	7–8:30 p.m.	EC

ART 876**Acting For the Board Room**

Build professional skills and confidence speaking in front of others. Learn basic acting and vocal techniques to communicate powerfully and dynamically. No acting experience necessary.

Total Cost: \$85 (Tuition: \$0 Fees: \$85)

CRN#	Day/Ses.	Dates	Time	Location
31871	S(1)	10/5	9 a.m.–4 p.m.	EC

ART 960**Acting for the Camera (NEW)**

Introduces students to the performance demands and technical aspects of acting in front of the camera for film, video, television and other media. This class is also offered for credit as THTR 135 and MCOM 135.

Total Cost: \$129 (Tuition: \$0 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
31769	M/W(30)	8/26–12/11	12:20–1:45 p.m.	EC

ART 961**Acting I (NEW)**

Introduces the basic skill of acting based on the actor's inner and outer resources and concentrates on the characterization development explored in Stanislavski's Method of Physical Action. Theories and techniques of creating and scoring a role are introduced. Students explore solo work, scene study, lab work, acting etudes and performance. This class is also offered for credit as THTR 111.

Total Cost: \$129 (Tuition: \$0 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
31923	T/R(31)	8/26–12/15	11:10 a.m.–12:35 p.m.	CC
31773	T/R(31)	8/26–12/15	12:45–2:05 p.m.	EC

ART 874**Intro to Acting**

Join an energetic acting class perfect for beginners. Learn improv techniques, warm-up exercises and scene study. Ideal for those curious about acting or looking to develop new skills.

Total Cost: \$105 (Tuition: \$0 Fees: \$105)

CRN#	Day/Ses.	Dates	Time	Location
31963	W(10)	9/18–11/20	5:30–6:45 p.m.	EC

ART 788**Monologue Intensive**

This intensive class will include a step-by-step approach on monologue preparation. Focus will be on encouraging instincts, cultivating freedom in body/voice and exploration of character. Cold readings will also be practiced.

Total Cost: \$49 (Tuition: \$0 Fees: \$49)

CRN#	Day/Ses.	Dates	Time	Location
31907	S(1)	9/21	9 a.m.–3:30 p.m.	EC

ART 962**Stagecraft (NEW)**

A practical study of technical production, including scenic design, construction, rigging, painting and operating lighting equipment. Students will attend lecture, shop hours and participate in productions as technical crew. This class is also offered for credit as THTR 131 and MCOM 131.

Total Cost: \$129 (Tuition: \$0 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
31778	M/W(30)	8/26–12/15	12:20–2:10 p.m.	CC
31924	M/W(30)	8/26–12/15	10:10 a.m.–12:10 p.m.	EC

ART 910**Stand Up!: An Introduction to Stand-Up Comedy**

Explore stand-up comedy history. Topics include joke mechanics, writing, performance theory and practice. Create and perform a five-minute routine. Required reading, "Born Standing Up: A Comic's Life" by Steve Martin.

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

CRN#	Day/Ses.	Dates	Time	Location
31909	F(8)	10/4–11/22	7–9 p.m.	EC

ART 929**The Play is the Thing: Acting Techniques for Adults**

Through individual and group exercises, students will explore their creative abilities, character portrayal techniques and put together scene presentations. Includes regional theater trip. Required reading, "Respect for Acting" by Uta Hagan.

Total Cost: \$215 (Tuition: \$0 Fees: \$215)

CRN#	Day/Ses.	Dates	Time	Location
31912	T(12)	9/10–11/26	7:30–9 p.m.	EC

HIT 899**Time Travel Through Broadway Musicals**

Explore the evolution of musical theatre from Gilbert and Sullivan to Lin-Manuel Miranda, through historic photos, headlines and era-defining music samples.

Total Cost: \$135 (Tuition: \$41 Fees: \$94)

CRN#	Day/Ses.	Dates	Time	Location
31670	W(6)	10/30–12/11	7–8:30 p.m.	CC

HEALTH AND WELLNESS**BEAUTY/PERSONAL CARE****HAIR BRAIDING****CONTINUING EDUCATION WORKFORCE TRAINING CERTIFICATE**

Professional Hair Braiders are service providers in the beauty industry who care for natural hair and create braids, plaits as well as other techniques. Classes can be taken individually, but all four must be completed to receive the certificate. Financial aid may be available.

REQUIRED COURSES:

- Hair Braiding Professional – Level I
- Hair Braiding Professional – Level II
- Hair Braiding Professional – Level III
- Hair Braiding Professional – Level IV

PDV 320**Hair Braiding Basics I**

Learn how to braid and care for natural hair. Topics include shampooing, hair drying, moisturizing, detangling procedures and styling techniques. Practice the plait, cornrows and three-strand braiding. Mannequin, stand and hair-braiding kit included.

Total Cost: \$144 (Tuition: \$44 Fees: \$100)

CRN#	Day/Ses.	Dates	Time	Location
31160	M/T/W(3)	9/16–18	5:30–8:30 p.m.	EC

PDV 316**Hair Braiding Professional – Level I**

Learn how to braid hair and open your own business. Gain practical knowledge and business expertise.

Total Cost: \$260 (Tuition: \$78 Fees: \$182)

CRN#	Day/Ses.	Dates	Time	Location
31158	S(3)	10/5–19	9 a.m.–3:20 p.m.	EC

PDV 317**Hair Braiding Professional – Level II**

Explore types of hair, experience product demonstrations and practice basic braid/plait. Continue learning French braid techniques and learn fishtail, flat twist and two-stand twist braids. Prerequisite: Hair Braiding Professional – Level I

Total Cost: \$260 (Tuition: \$78 Fees: \$182)

CRN#	Day/Ses.	Dates	Time	Location
31159	S(6)	11/2–12/14	9 a.m.–12:10 p.m.	EC

PDV 328**Makeup Artistry Professional**

Learn advanced makeup techniques for beauty enhancement, including contouring, color theory and airbrushing. This course explores the make-up industry and allows for plenty of hands-on practice. Bring your makeup kit on the first day if you have one.

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

CRN#	Day/Ses.	Dates	Time	Location
31121	S(8)	9/21–11/9	9 a.m.–1:15 p.m.	OM

CARDIO AND AEROBICS**FIT 479****Cardio Fitness**

Participate in this intensive aerobic workout through the use of traditional methods and high-tech equipment. Progress will be monitored and assessed to evaluate cardiovascular fitness levels. This class is also offered for credit as PELF 124.

Total Cost: \$240 (Tuition: \$0 Fees: \$240)

CRN#	Day/Ses.	Dates	Time	Location
31558	M/W/F(45)	8/26–12/13	8–8:55 a.m.	CC
31559	T/R(31)	8/27–12/12	11:10 a.m.–12:30 p.m.	CC

FIT 179**Hula Hoop Fitness (NEW)**

Discover hula hooping for improved core strength, balance and cardio. Cost includes a fitness grade hoop to keep! Bring a water bottle. All levels welcome.

Total Cost: \$149 (Tuition: \$0 Fees: \$149)

CRN#	Day/Ses.	Dates	Time	Location
31157	S(6)	9/28–11/2	9–10:30 a.m.	EC

FIT 039**Mixed Martial Arts Fitness**

Use resistance training and various physical fitness routines from a variety of martial arts to improve cardiovascular endurance, muscular strength and endurance, flexibility and body composition. Course also offered for credit as PELF 150.

Total Cost: \$240 (Tuition: \$0 Fees: \$240)

CRN#	Day/Ses.	Dates	Time	Location
31407	M/W(14)	10/16–12/4	1:25–4:20 p.m.	DC

HEALTH AND FITNESS CERTIFICATIONS

FIT 180

Older Adult Fitness Certification (NEW)

Prepare to earn your certification in this one-day course leading to the International Sports Medicine Association Older Adult Fitness certification exam. CEUs awarded. Visit aaai-ismafitness.com to order the "Older Adult Fitness" study guide. Read before class.

Total Cost: \$155 (Tuition: \$47 Fees: \$108)

CRN#	Day/Ses.	Dates	Time	Location
31109	S(1)	12/7	9 a.m.–5 p.m.	EC

FIT 627

Personal Fitness Trainer Certification

Prepare to earn your certification in this one-day course leading to the International Sports Medicine Association Personal Fitness Trainer certification exam. CEUs awarded. Visit aaai-ismafitness.com to order the "Personal Fitness Trainer" study guide. Read before class.

Total Cost: \$155 (Tuition: \$47 Fees: \$108)

CRN#	Day/Ses.	Dates	Time	Location
31110	S(1)	9/7	9 a.m.–5 p.m.	EC
31111	S(1)	11/9	9 a.m.–5 p.m.	EC

FIT 745

Personal Fitness Trainer: Phase II (Master Personal Trainer)

Learn skills to work safely and effectively with individuals with special needs or medical conditions, including the elderly. Includes certification exam. CEUs awarded. Visit aaai-ismafitness.com to order the "Personal Fitness Trainer: Phase II" study guide. Read before class.

Total Cost: \$155 (Tuition: \$47 Fees: \$108)

CRN#	Day/Ses.	Dates	Time	Location
31118	S(1)	11/23	9 a.m.–5 p.m.	EC

FIT 696

Sports Nutrition Certification

Prepare to earn your certification in this one-day course leading to the International Sports Medicine Association Sports Nutrition certification exam. CEUs awarded. Visit aaai-ismafitness.com to order the "Sports Nutrition" study guide. Read before class.

Total Cost: \$155 (Tuition: \$47 Fees: \$108)

CRN#	Day/Ses.	Dates	Time	Location
31112	S(1)	10/5	9 a.m.–5 p.m.	EC

CIRCUIT AND WEIGHT TRAINING

FIT 130

Intermediate Weight Training

Improve your fitness level using more advanced concepts of weight training. Learn advanced techniques of machine-based, free weight and body weight training, as well as exercise programming and progressions based on individual needs and abilities.

Total Cost: \$176 (Tuition: \$0 Fees: \$176)

CRN#	Day/Ses.	Dates	Time	Location
31406	M/W(12)	8/28–10/9	1:25–3:25 p.m.	DC

PDV 095

Strength Training for Total Fitness

Explore the principles, science and benefits of developing skeletal-muscular and cardiovascular-aerobic fitness via intensive exercise with resistive weights equipment. This course is also offered for credit as PELF 115.

Total Cost: \$235 (Tuition: \$0 Fees: \$235)

CRN#	Day/Ses.	Dates	Time	Location
31404	M/W(12)	8/28–10/9	1:25–4:30 p.m.	DC

FIT 829

Weight Stack Machine Training for Fitness 1

This course offers a self-paced, individualized fitness program using weight stack machines. Students discover their fitness levels and use periodization to develop a scientifically progressive training plan to achieve individual fitness goals. This course is also offered for credit as PELF 130.

Total Cost: \$240 (Tuition: \$0 Fees: \$240)

CRN#	Day/Ses.	Dates	Time	Location
31560	M/W/F(45)	8/26–12/13	8–8:55 a.m.	CC
31562	T/R(45)	8/27–12/12	11:10 a.m.–12:30 p.m.	CC

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 PELF 116.

Total Cost: \$172 (Tuition: \$0 Fees: \$172)

CRN#	Day/Ses.	Dates	Time	Location
31405	M/W(12)	8/28–10/9	1:25–3:25 p.m.	DC

MEDITATION

FIT 404

Meditation Practice

Experience the benefits of reduced stress, spiritual awakening, vitality and clarity. Meditation produces profound results on all levels of your being: physical, mental, emotional and spiritual.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
31167	W(5)	9/11–10/9	6:30–8 p.m.	DC
31269	M(5)	10/21–11/18	6:30–8 p.m.	Zoom
31168	W(5)	11/13–12/11	6:30–8 p.m.	OM

PDV 385

Sound Healing and Meditation: Finding the Balance Within (NEW)

Discover self-healing through sound vibrations with experiential exercises, guided meditations and class discussions. Bring a mat or blanket and an instrument if you have one.

Total Cost: \$129 (Tuition: \$0 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
31164	W(6)	9/18–10/23	5–6:30 p.m.	CC
31165	S(6)	9/21–10/26	11 a.m.–12:30 p.m.	CC

FIT 933

Zen Meditation

Learn 'Mindful' posture and breathing techniques. Be mindful of your innate intelligence and natural compassion.

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

CRN#	Day/Ses.	Dates	Time	Location
31174	W(6)	9/25–10/30	6:30–8 p.m.	OM

RED CROSS/CPR

CPR 013

CPR/First Aid Training

Learn basic cardiopulmonary resuscitation (CPR), how to use an automatic external defibrillator (AED) and first aid techniques. Become certified by the American Red Cross (ARC).

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

CRN#	Day/Ses.	Dates	Time	Location
31586	M/W(2)	9/16–18	5:30–9 p.m.	EC
31928	U(1)	9/29	8:30 a.m.–3:30 p.m.	CC
31584	S(1)	10/19	8:30 a.m.–3:30 p.m.	EC
31930	S(1)	10/26	8:30 a.m.–3:30 p.m.	RAC
31587	M/W(2)	11/11–13	5:30–9 p.m.	EC
31931	S(1)	11/23	8:30 a.m.–3:30 p.m.	RAC
31585	S(1)	12/7	8:30 a.m.–3:30 p.m.	EC
31929	U(1)	12/15	8:30 a.m.–3:30 p.m.	CC

AHE 147

CPR Recertification

Designed for someone who needs to review their CPR certification. Topics include new methods in CPR, one and two-man CPR, infant resuscitation and management of obstructed airways.

Total Cost: \$69 (Tuition: \$21 Fees: \$48)

CRN#	Day/Ses.	Dates	Time	Location
31582	R(1)	9/19	5:30–9:30 p.m.	EC
31583	R(1)	11/14	5:30–9:30 p.m.	EC

FIT 455

Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help. For more information, go to ed2go.com/cbcconline.

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

CRN#	Day/Ses.	Dates	Time	Location
31461	Online	9/11–11/1	Arranged	ED2GO

REIKI

FIT 805

Kundalini Reiki I

Learn the history of this alternative healing method and how to give a healing treatment on yourself and others. Successful students will receive a First Degree Kundalini Reiki I Certificate. Wear comfortable clothing.

Total Cost: \$90 (Tuition: \$0 Fees: \$90)

CRN#	Day/Ses.	Dates	Time	Location
31574	S(2)	9/28–10/5	9:30 a.m.–1:45 p.m.	EC
31575	S(2)	10/19–26	9:30 a.m.–1:45 p.m.	CC
31576	S(2)	11/9–16	9:30 a.m.–1:45 p.m.	OM

FIT 706

Usui Reiki I

Receive a Usui Reiki I attunement and learn how to give a healing treatment on yourself and others. Upon successful completion of the course, receive a First Degree Usui Reiki Certificate.

Total Cost: \$85 (Tuition: \$0 Fees: \$85)

CRN#	Day/Ses.	Dates	Time	Location
31171	S(2)	9/28–10/5	9 a.m.–1 p.m.	EC

FIT 707

Usui Reiki II

Receive a Usui Reiki II attunement and prepare for the Master or Master/Teacher certification. Upon successful completion, you'll receive a Second Degree Usui Reiki Certificate and will learn how to set up a Usui Reiki healing practice.

Total Cost: \$85 (Tuition: \$0 Fees: \$85)

CRN#	Day/Ses.	Dates	Time	Location
31172	S(2)	11/9–16	9 a.m.–1 p.m.	EC

SELF DEFENSE

FIT 925

Self-Defense for Protection

Learn essential self-defense: blocks, strikes, kicks and using everyday objects as weapons. Increase awareness and self-confidence. Suitable for all abilities. Wear comfortable clothes.

Total Cost: \$110 (Tuition: \$0 Fees: \$110)

CRN#	Day/Ses.	Dates	Time	Location
31577	R(10)	9/19–11/21	7:30–9 p.m.	EC

SWIMMING AND AQUA FITNESS

FIT 581

Aqua Fitness

Learn to perform low impact activities, improve cardiorespiratory and muscular strength, endurance and flexibility. This class is also offered for credit as PEAQ 106.

Total Cost: \$172 (Tuition: \$0 Fees: \$172)

CRN#	Day/Ses.	Dates	Time	Location
31344	M/W(31)	8/26–12/11	8–8:55 a.m.	EC
31345	M/W(31)	8/26–12/11	12:10–1:05 p.m.	EC
31346	T/R(31)	8/27–12/12	8–8:55 a.m.	EC
31347	T/R(31)	8/27–12/12	5–5:55 p.m.	EC
31403	T/R(31)	8/27–12/12	5:45–6:40 p.m.	DC
31348	T/R(31)	8/27–12/12	6–6:55 p.m.	EC
31555	T/R(31)	8/27–12/12	6:35–7:30 p.m.	CC

FIT 619

Introductory Swimming

Learn essential swimming and safety skills, including strokes, dives and rescues. Suitable for adult beginners looking to feel comfortable in the water. Also available for credit as PEAQ 125.

Total Cost: \$240 (Tuition: \$0 Fees: \$240)

CRN#	Day/Ses.	Dates	Time	Location
31349	M/W(30)	8/26–12/11	1:25–2:50 p.m.	EC
31549	S(14)	9/7–12/14	9 a.m.–12:05 p.m.	CC

FIT 503

Intermediate Swimming

Develop a high level of proficiency in fundamental swimming strokes. This class is also offered for credit as PEAQ 126.

Total Cost: \$240 (Tuition: \$0 Fees: \$240)

CRN#	Day/Ses.	Dates	Time	Location
31551	S(14)	9/7–12/14	9 a.m.–12:05 p.m.	CC

FIT 512

Advanced Swimming

Develop a high level of proficiency in fundamental swimming strokes. This class is also offered for credit as PEAQ 127.

Total Cost: \$240 (Tuition: \$0 Fees: \$235)

CRN#	Day/Ses.	Dates	Time	Location
31553	S(14)	9/7–12/12	9 a.m.–12:05 p.m.	CC

FIT 508

Swimming Level I

Learn elementary swimming skills, water safety and survival swimming. Intended for non-swimmers or those who cannot swim 25 yards. This class is also offered for credit as PEAQ 100.

Total Cost: \$172 (Tuition: \$0 Fees: \$172)

CRN#	Day/Ses.	Dates	Time	Location
31333	M(15)	8/26–12/9	6–7:50 p.m.	EC
31337	T/R(31)	8/27–12/12	10:10–11:05 a.m.	EC
31545	T/R(31)	8/27–12/12	12:45–1:40 p.m.	CC
31399	W(15)	8/28–12/11	10:10 a.m.–12 p.m.	DC
31334	S(14)	9/7–12/14	9–11 a.m.	EC
31335	S(14)	9/7–12/14	11:10 a.m.–1:10 p.m.	EC

FIT 504

Swimming Level II

Covers intermediate aquatics skills, competitive swim strokes, water safety and fitness concepts. Prerequisite: FIT 508. This class is also offered for credit as PEAQ 101.

Total Cost: \$172 (Tuition: \$0 Fees: \$172)

CRN#	Day/Ses.	Dates	Time	Location
31339	M(15)	8/26–12/9	6–7:50 p.m.	EC
31342	T/R(31)	8/27–12/12	10:10–11:05 a.m.	EC
31547	T/R(31)	8/27–12/12	12:45–1:40 p.m.	CC
31400	W(15)	8/28–12/11	10:10 a.m.–12 p.m.	DC
31340	S(14)	9/7–12/14	9–11 a.m.	EC
31341	S(14)	9/7–12/14	11:10 a.m.–1:10 p.m.	EC

FIT 804

Swimming Level III

This class is for advanced level swimmers who have completed FIT 504 or have equivalent skills to swim 100 yards in good form using most competitive strokes. Emphasis is on skill refinement and endurance. This class is also offered for credit as PEAQ 102

Total Cost: \$172 (Tuition: \$0 Fees: \$172)

CRN#	Day/Ses.	Dates	Time	Location
31548	T/R(31)	8/27–12/12	12:45–1:40 p.m.	CC
31402	W(15)	8/28–12/11	10:10 a.m.–12 p.m.	DC
31343	S(14)	9/7–12/14	9–11 a.m.	EC

FIT 071

Water Aerobics

Learn how to attain and maintain physical fitness through water exercises, water jogging and rhythmic movements in the water. The nine fundamental swim strokes will be introduced in a routine set to music. This course is also offered for credit as PEAQ 145.

Total Cost: \$240 (Tuition: \$0 Fees: \$240)

CRN#	Day/Ses.	Dates	Time	Location
31556	M/W/F(45)	8/26–12/13	8–8:55 a.m.	CC
31557	M/W/F(45)	8/26–12/13	11:15 a.m.–12:10 p.m.	CC

YOGA AND TAI CHI

FIT 087

Gentle Yoga

This gentle yoga class offers a softer, nurturing approach with restorative practices. Ideal for people with limited flexibility and coordination. Bring comfortable clothes, a yoga mat, a strap and a blanket.

Total Cost: \$110 (Tuition: \$0 Fees: \$110)

CRN#	Day/Ses.	Dates	Time	Location
31156	T(8)	10/1–11/19	6:30–7:45 p.m.	Zoom
31166	W(8)	10/16–12/11	6:30–7:45 p.m.	DC

FIT 252

Tai Chi for Beginners

Experience this traditional form of martial arts, an excellent low impact exercise that improves coordination, balance and flexibility. Wear comfortable clothing.

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

CRN#	Day/Ses.	Dates	Time	Location
31568	S(10)	10/5–12/14	9–10:15 a.m.	OM
31572	T(10)	10/8–12/10	6:30–7:45 p.m.	CC

FIT 177

Yoga Exploration (NEW)

Explore asana, pranayama, yoga nidra and more. Immerse yourself in yoga traditions, philosophy, mythology and guided meditations for a holistic experience. All skill levels welcome. Bring a mat and water bottle.

Total Cost: \$129 (Tuition: \$0 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
31107	S(8)	9/14–11/2	9–10:30 a.m.	DC
31108	U(8)	9/15–11/3	9–10:30 a.m.	EC

FIT 586

Yoga I

Develop techniques which enhance strength, flexibility and body/mind awareness. Includes breathing, yoga postures, concentration and relaxation. This class is also offered for credit as PELF 100.

Total Cost: \$172 (Tuition: \$0 Fees: \$172)

CRN#	Day/Ses.	Dates	Time	Location
31386	M/W(30)	8/26–12/11	5–5:55 p.m.	EC
31351	R(15)	8/29–12/12	6–7:50 p.m.	EC
31352	S(14)	9/7–12/14	9–11 a.m.	EC

FIT 036

Yoga Teacher Training Part 2

Elevate your yoga with teaching skills for basic to intermediate classes. Become a RYT200 certified yoga instructor. Materials fee due first class. Prerequisite: Yoga Teacher Training: Part 1 (100 hours).

Total Cost: \$1,524 (Tuition: \$458 Fees: \$1,066)

CRN#	Day/Ses.	Dates	Time	Location
30605	W(6)	9/11–10/16	4:30–9:30 p.m.	Zoom
30605	F(6)	9/13–10/18	4:30–9:30 p.m.	Zoom
30605	S(6)	9/14–10/19	12–8 p.m.	Zoom

HOLISTIC HEALTH AND METAPHYSICAL STUDIES

FIT 670

Healing with Gemstones and Crystals

Discover the benefits of gemstones and crystals for first aid, emotional healing, meditation, space clearing and psychic protection. Learn ways to program, cleanse, charge and intuitively select personal healing stones.

Total Cost: \$94 (Tuition: \$0 Fees: \$94)

CRN#	Day/Ses.	Dates	Time	Location
31170	S(1)	11/2	9 a.m.–12 p.m.	EC

FIT 758

Advanced Crystals:

Healing with Crystals and Gemstones

Explore healing techniques with stones, crystals and feng shui. Recommended to take Introduction to Crystals or Healing with Gemstones and Crystals first. Materials fee due first class.

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

CRN#	Day/Ses.	Dates	Time	Location
31173	S(1)	11/30	9 a.m.–12 p.m.	EC

AHL 129

Certificate in Holistic and Integrative Health

Comprehensive training for all on holistic and integrative health. Topics include stress management, meditation, healing practices and more. Endorsed by AHNA. For more information, go to ed2go.com/ccbconline.

Total Cost: \$469 (Tuition: \$20 Fees: \$449)

CRN#	Day/Ses.	Dates	Time	Location
31458	Online	10/16–12/6	Arranged	ED2GO

FIT 464

Herbs and Health

Gain hands-on experience making wonderful herbal infusions, decoctions and salves. Learn the basic skills to concoct personal herbal remedies.

Total Cost: \$110 (Tuition: \$0 Fees: \$110)

CRN#	Day/Ses.	Dates	Time	Location
31169	R(6)	11/7–12/19	6–7:30 p.m.	EC

PDV 367

How the Moon Phases Us

Explore lunar phases to transform your self-care, align goals and unlock the moon's healing potential through intentional learning and self-reflection.

Total Cost: \$94 (Tuition: \$0 Fees: \$94)

CRN#	Day/Ses.	Dates	Time	Location
31161	W(5)	10/2–30	6:30–8 p.m.	Zoom

PDV 377

Introduction to Holistic Health

Explore holistic well-being through history, terminology and diverse health practices. Learn to apply personalized methods for a healthier lifestyle.

Total Cost: \$129 (Tuition: \$0 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
31163	R(6)	9/19–10/24	6–7:30 p.m.	Zoom

AHL 701

Introduction to Natural Health and Healing

Gain an introduction to concepts and principles of natural health and healing in a holistic approach to well-being. For more information, go to ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
31460	Online	9/11–11/1	Arranged	ED2GO

PDV 126

Past Life Regression:

A Journey through Many Lifetimes

Unlock spiritual wellness and find your life's purpose through past life regression, intuitive trust, chakra cleansing, forgiveness and guided meditation.

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

CRN#	Day/Ses.	Dates	Time	Location
31579	S(2)	11/9–16	10 a.m.–2 p.m.	OM

PDV 153

Simple Aromatherapy

Discover the art and science of aromatherapy. Examine 12 popular essential oils and learn recipes for making simple aromatherapy products.

Total Cost: \$80 (Tuition: \$0 Fees: \$80)

CRN#	Day/Ses.	Dates	Time	Location
31175	S(1)	10/19	9 a.m.–1 p.m.	EC

ENV 033

Therapeutic Horticulture – Cultivating Wellness (NEW)

Discover the plant and health connection through lectures, walks and fieldwork. Ideal for healthcare professionals, educators and wellness enthusiasts. A small materials fee applies.

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

CRN#	Day/Ses.	Dates	Time	Location
31100	S(6)	9/14–10/19	9–11 a.m.	CC

PERSONAL GROWTH AND DEVELOPMENT

VOB 103

Certified Professional Life Coach

Gain essential life coaching skills and CPC certification from International Association of Professional Recovery Coaches upon successful completion. Topics include core competencies, ethics, tools and business launch strategies. For more information, go to ed2go.com/ccbconline.

Total Cost: \$1,895 (Tuition: \$50 Fees: \$1,845)

CRN#	Day/Ses.	Dates	Time	Location
31415	Online	9/9–2/10	Arranged	ED2GO

AHL 130

Continuing Education Certificate in Food, Nutrition and Health

Explore the link between food, nutrition and holistic health in this AHNA-endorsed program, uncovering diet impacts and food origins. For more information, go to ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
31456	Online	10/16–12/6	Arranged	ED2GO

PDV 390

Diabetes Management and Prevention for a Healthier You (NEW)

Unlock the secrets to managing and preventing diabetes with personalized lifestyle strategies. Delve into risk factors, dietary essentials and behavioral changes tailored to your goals. Bring a notebook.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
31124	W(6)	9/18–10/23	6–7 p.m.	HV

PDV 392

Find Your Calm – Breathwork for Better Health (NEW)

Learn how to transition quickly from stress to calm. Explore a variety of breathwork practices to help achieve a state of balance, gain perspective and improve overall mental and physical well-being.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
31125	W(6)	11/6–12/18	6–7 p.m.	HV

PDE 916

Get Assertive

Find out how you can stop others from intimidating you or treating you poorly. For more information, go to ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
31455	Online	9/11–11/1	Arranged	ED2GO

PDE 956

Get Funny

Learn how to use humor to speak more effectively, write better and increase your popularity. For more information, go to ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
31453	Online	10/16–12/6	Arranged	ED2GO

FIT 113

Healthy Weight Loss and Management

Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime. For more information, go to ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
31448	Online	10/16–12/6	Arranged	ED2GO

PDV 384

Working on Wellness (NEW)

Discover personal growth and overall well-being by exploring the Eight Dimensions of Wellness. Interactive sessions and exercises will provide insights for a balanced life. Bring a journal and pen.

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

CRN#	Day/Ses.	Dates	Time	Location
31122	T(8)	9/10–10/29	6–7:30 p.m.	CC

FAMILY EDUCATION AND EMPOWERMENT

CEC 035

Empowering Students with Disabilities

Explore common disabilities you'll encounter in the classroom and master techniques for promoting academic, behavioral and social skills in students with special needs. For more information, go to ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
31452	Online	10/16–12/6	Arranged	ED2GO

PDV 386

Navigating the IEP Process (NEW)

Empower your family with essential skills for navigating the IEP process. Class topics include IEP basics, law and legal rights, advocacy strategies, school collaboration and building support networks.

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

CRN#	Day/Ses.	Dates	Time	Location
31123	R(6)	9/12–10/17	6:30–7:30 p.m.	Zoom

EDU 070

Supporting Your Child's Mathematical Mind (NEW)

Discover the secrets of elementary math and become a supportive guide in your child's mathematical journey. Join in on an exciting adventure packed with games and tricks designed to boost your child's math skills.

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

CRN#	Day/Ses.	Dates	Time	Location
31099	W(6)	11/6–12/18	6:30–7:30 p.m.	Zoom

CHA 077

Teaching Students with Autism: Strategies for Success

Equip educators with strategies for teaching students with autism, covering their characteristics, learning styles, socialization and focusing techniques. For more information, go to ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
31450	Online	9/11–11/1	Arranged	ED2GO

CET 056

Working Successfully with Learning Disabled Students

Learn how to successfully meet the diverse needs of students with learning disabilities in your classroom. For more information, go to ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
31451	Online	9/11–11/1	Arranged	ED2GO

WELLNESS FOR ANIMALS

FIT 760

Animal Reiki I

Learn Japanese Reiki techniques for animal wellbeing, behavior and health. Earn your first Shoden Reiki Level I certification. Comfortable attire recommended.

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

CRN#	Day/Ses.	Dates	Time	Location
31119	S(1)	9/14	10 a.m.–6 p.m.	CC

FIT 761

Animal Reiki II

Advance in Animal Reiki, exploring distance healing and supplementary techniques. Prerequisite: Level I. Comfortable attire recommended.

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

CRN#	Day/Ses.	Dates	Time	Location
31155	S(1)	11/9	10 a.m.–6 p.m.	CC

COOKING, HOBBIES AND HOME IMPROVEMENT

COOKING

CKG 024

Fall Soups and Stews

Learn how to enhance the flavor of soups with stock, fresh vegetables, herbs and seasonings. Bring a chef's knife and cutting board to the first class. Materials fee due first class.

Total Cost: \$98 (Tuition: \$0 Fees: \$98)

CRN#	Day/Ses.	Dates	Time	Location
32020	S(3)	10/5-19	12:30-3 p.m.	OM

CKG 017

Luscious, Low-Fat, Lightning-Quick Meals

Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious! For more information, go to ed2go.com/cbcbonline.

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

CRN#	Day/Ses.	Dates	Time	Location
32241	Online	10/16-12/6	Arranged	ED2GO

FLORAL DESIGN

FLR 022

Floral Design I

Discover fresh and/or silk floral arranging basics: tools, design techniques, table arrangements, wreaths and wall decorations. Create a new design weekly. Materials fee due first class.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
32111	W(4)	9/18-10/9	7-9 p.m.	CC
32113	M(4)	9/23-10/14	7-9 p.m.	EC
32115	R(4)	9/26-10/17	7-9 p.m.	OM

FLR 020

Floral Design – Seasonal and Holiday

Work on wreaths and table decorations for the fall and winter holidays. Materials fee due first class.

Total Cost: \$98 (Tuition: \$0 Fees: \$98)

CRN#	Day/Ses.	Dates	Time	Location
32106	W(6)	10/16-12/11	6-8 p.m.	EC
32107	F(6)	10/18-12/13	6-8 p.m.	EC
32104	W(6)	10/23-12/4	6-8 p.m.	CC
32109	S(6)	10/26-12/7	10 a.m.-12 p.m.	OM

HOME IMPROVEMENT

PDV 388

Home Improvement: Getting Started (NEW)

This course is designed to introduce basic concepts to assess, plan and budget for home repairs and provide hands-on skills needed for improvement projects. Topics include creating a repair checklist, basic power tool use and safety, simple repairs, project planning and estimating costs.

Total Cost: \$149 (Tuition: \$0 Fees: \$149)

CRN#	Day/Ses.	Dates	Time	Location
32125	R(4)	9/5-26	6-9 p.m.	DC
32126	S(4)	11/16-12/14	10 a.m.-1 p.m.	DC

PDV 391

Home Improvement: Tile, Trim and Floors (NEW)

Learn the basic skills needed to update floors, tackle simple tile projects and install decorative trims. Hands-on projects include choosing and measuring materials, making mitered and irregular cuts and basic installation. Material fee due first class.

Total Cost: \$149 (Tuition: \$0 Fees: \$149)

CRN#	Day/Ses.	Dates	Time	Location
32135	S(4)	9/14-10/5	10 a.m.-1 p.m.	DC
32132	R(4)	10/10-31	6-9 p.m.	DC

PDV 389

Home Improvement: Walls, Electricity and Plumbing (NEW)

Gain hands-on experience with basic plumbing and practical electrical knowledge. In-class projects include framing and drywall basics, replacing light fixtures and installing a window. Material fee due first class.

Total Cost: \$149 (Tuition: \$0 Fees: \$149)

CRN#	Day/Ses.	Dates	Time	Location
32128	S(4)	10/26-11/16	10 a.m.-1 p.m.	DC
32127	R(4)	11/14-12/12	6-9 p.m.	DC

INTERIOR DESIGN

VOA 897

Introduction to Interior Design

Explore a career in interior design as you learn how to transform any room into a beautiful and functional space. For details, go to ed2go.com/cbcbonline.

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

CRN#	Day/Ses.	Dates	Time	Location
32238	Online	10/16-12/6	Arranged	ED2GO

CERTIFIED RESIDENTIAL INTERIOR DESIGNER

Topics include design fundamentals and styles, ethical practices, concept portfolio development and designing a family room. Prepare to take the Residential Interior Design Education (R.I.D.E.) exam, endorsed by the Designer Society of America. This program does not meet the requirements necessary to be certified by the Maryland State Board of Certified Interior Designers. Students must register for Part 1 and 2 at the same time. For more information, go to ed2go.com/cbcbonline.

VOB 101

Certified Residential Interior Designer Part 1

Total Cost: \$1,072 (Tuition: \$25 Fees: \$1,047)

CRN#	Day/Ses.	Dates	Time	Location
32289	Online	08/12-12/2	Arranged	ED2GO

VOB 102

Certified Residential Interior Designer Part 2

Total Cost: \$1,072 (Tuition: \$25 Fees: \$1,047)

CRN#	Day/Ses.	Dates	Time	Location
32290	Online	12/9-3/31	Arranged	ED2GO

VOD 234

Upholstery

This hands-on course will teach upholstery techniques. Learn how to strip and repair frames and springs, select and measure fabric and cut and apply the upholstery. Bring a small upholstered item to each class. Storage is unavailable.

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

CRN#	Day/Ses.	Dates	Time	Location
32138	R(5)	9/19-10/17	6-9 p.m.	CC
32140	R(5)	11/7-12/12	6-9 p.m.	CC

JEWELRY MAKING

PDE 953

Jewelry Soldering

Learn how to use a torch, a variety of soldering techniques and how to work with different metals while creating metal jewelry, bezels and findings. Materials fee due first class.

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

CRN#	Day/Ses.	Dates	Time	Location
32293	U(1)	9/22	10 a.m.-5:30 p.m.	CC

ART 970

Making Jewelry with a Hydraulic Press (NEW)

Enhance your jewelry making skills with metalwork techniques. Texture metal using a rolling mill and shape it with a hydraulic press. Hand finish with files and buffing wheel. Projects include bracelets and earrings. Materials fee due first class.

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

CRN#	Day/Ses.	Dates	Time	Location
32292	U(1)	10/6	10 a.m.–4:20 p.m.	CC

ART 971

Stamping the Navajo Way (NEW)

Learn to use traditional hand-made Navajo metal stamps to decorate metal. Students will make a bracelet in copper and a pair of earrings in silver. Materials fee due first class.

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

CRN#	Day/Ses.	Dates	Time	Location
32295	U(1)	11/3	10 a.m.–4:20 p.m.	CC

ARB 137

Wire Work for Jewelry – Introduction

Learn wire jewelry basics such as tool usage, wire selection for projects, creating clasps, links and beads. Materials fee due first class.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
32291	S(4)	10/12–11/2	10:30 a.m.–12:30 p.m.	HV

SEWING

XXC 213

Sewing – Beginning

Discover essential sewing skills such as notion selection, sewing terminology, pattern usage, and sewing machine operation/maintenance. Bring a functional sewing machine, scissors, thread and ½ yard of canvas fabric to class.

Total Cost: \$125 (Tuition: \$0 Fees: \$125)

CRN#	Day/Ses.	Dates	Time	Location
32015	M(5)	9/23–10/21	6–8:50 p.m.	RAC

PDE 866

Sewing Continuing

Improve sewing skills by learning to insert a zipper, apply interfacing and elastic, applique and put in buttonholes on several projects. Bring a functional sewing machine, scissors, thread and ½ yard of canvas fabric to class.

Total Cost: \$120 (Tuition: \$0 Fees: \$120)

CRN#	Day/Ses.	Dates	Time	Location
32017	M(4)	10/28–11/18	6–9 p.m.	RAC

ART 959

Knit Socks From the Toe Up (NEW)

Small group class for continuing knitters of all levels. Learn techniques for casting on and off, how to construct a sock, working heels and toes, making size adjustments as well as the history of sock knitting. Bring yarn and needles to first class.

Total Cost: \$129 (Tuition: \$0 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
32016	U(5)	10/6–11/3	1–3:45 p.m.	EC

ART 973

Cosplay: Mold Making and Casting (NEW)

This class will delve into the world of mold making and its use in costume creation. Participants will examine basic one- and two-part silicone molds and casting epoxy resin and urethane plastic. During the class, participants will make their own one-part mold and use it to cast urethane plastic. Supply list will be provided.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
33086	S/2	9/28–10/5	2:30–5:30 p.m.	DC

ART 972

Cosplay: Sculpture 101 (NEW)

This course is designed to introduce students to sculpture and its relevance to costume creation. Topics include various techniques to craft 3D elements and props for cosplay using materials such as foam clay, thermoplastic, cardboard, paper mache and mixed media. By the end of the course, participants will be equipped with a diverse skill set to create sculptural elements for their next cosplay. Supply list will be provided.

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

CRN#	Day/Ses.	Dates	Time	Location
33085	S/5	10/19–11/16	2:30–5:30 p.m.	DC

OUTDOOR ACTIVITIES

VOA 333

Maryland Basic Boating Certification Course

Meet the certification requirements of the Maryland Department of Natural Resources Police through classroom instruction in basic boating. Discuss types of vessels, navigational aids, marine weather, regulations, emergency situations, personal watercraft and maneuvering.

Total Cost: \$59 (Tuition: \$18 Fees: \$41)

CRN#	Day/Ses.	Dates	Time	Location
30794	R(2)	8/29–9/5	6–10:20 p.m.	HV

FIT 045

Basketball

Master basketball fundamentals, from dribbling and shooting to team strategies and rules, in an immersive course also available for credit as PETA 101.

Total Cost: \$172 (Tuition: \$0 Fees: \$172)

CRN#	Day/Ses.	Dates	Time	Location
31355	M/W(14)	10/16–12/4	1:25–3:15 p.m.	EC

FIT 588

Beginning Tennis

Get in the game! Learn the fundamental principles of single and doubles play and basic tennis strokes. Develop and practice serving techniques and coordinated swings. Also offered for credit as PEIA 140.

Total Cost: \$172 (Tuition: \$0 Fees: \$172)

CRN#	Day/Ses.	Dates	Time	Location
31350	M/W(13)	8/26–10/9	1:25–3:25 p.m.	EC

PDV 394

Introduction to Fly Fishing (NEW)

Learn fly fishing basics, practice casting techniques and explore the aquatic ecosystem. Refine your skills and appreciate fly fishing's tradition through practical sessions and discussions. Bring a fly rod if you have one.

Total Cost: \$149 (Tuition: \$0 Fees: \$149)

CRN#	Day/Ses.	Dates	Time	Location
31126	M(6)	9/9–10/14	6:30–8 p.m.	EC

FIT 946

Pickleball

Have fun playing Pickleball, America's fastest growing sport, created for students of all ages and skill levels. The rules are simple and the game is easy for beginners to learn, but can develop into a quick, fast-paced game. Pickleball combines many elements of tennis, badminton and ping-pong using a modified tennis net, a paddle and a plastic ball.

Total Cost: \$179 (Tuition: \$0 Fees: \$179)

CRN#	Day/Ses.	Dates	Time	Location
31353	M/W(13)	8/26–10/9	5:30–7:30 p.m.	EC

CRN#	Day/Ses.	Dates	Time	Location
31564	T/R(14)	8/27–10/10	5:30–7:20 p.m.	CC

FIT 076

Playing Better Golf

Master golf fundamentals and learn strategies for all levels, covering swing, club choice and more. Classes on the range, clubs provided or bring your own. Ball fee: \$10–\$15.

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

CRN#	Day/Ses.	Dates	Time	Location
30965	R(5)	9/19–10/17	6:30–8 a.m.	TDF

PERSONAL DEVELOPMENT

EDU 071

Engaging Learning Experiences in the Community (NEW)

Explore instructional design's application in informal learning settings. Learn principles to create impactful projects, programs and workshops, beneficial for artists, community leaders and volunteers. Topics include collaborative planning, audience adaption, delivery methods and diverse learning needs.

Total Cost: \$78 (Tuition: \$0 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
32144	M(6)	10/14–11/18	6:30–8 p.m.	EC

HSL 122

Intro to Travel Planning (NEW)

This course will teach you techniques on how to budget for traveling, plan itineraries, research new destinations and more. The goal of this course is to make travel more affordable, accessible and enjoyable.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
32299	M(8)	9/30–11/18	6:30–7:55 p.m.	Zoom

FINANCE

FIN 059

Investment Financial Literacy

Have you wanted to learn about planning for your financial future? This class will help you understand terms like stocks, bonds, mutual funds, retirement plans and annuities. Use this knowledge to make wise financial decisions and ask questions.

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

CRN#	Day/Ses.	Dates	Time	Location
32145	M(5)	9/23–10/21	7–8 p.m.	EC

FIN 060

Investment Financial Literacy 2

Discover different ways to evaluate and pick investments. Look at two different methods to examine stocks: fundamental and technical analysis. Find out how to pick bond investments and mutual funds for your portfolio.

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

CRN#	Day/Ses.	Dates	Time	Location
32146	M(4)	11/4–25	7–8 p.m.	EC

FIN 061

Stock Options for Fun and Profit

Unlock Warren Buffet's success secret: stock options. Often misunderstood, they're powerful tools for investors, reducing risk and enhancing returns. Demystify options and equip yourself with investment strategies for your portfolio.

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

CRN#	Day/Ses.	Dates	Time	Location
32147	R(4)	10/3–24	7–8 p.m.	EC

WRITING

WLT 412

The Keys to Effective Editing

If you aspire to be an editor, this course will teach you the fundamentals of top-notch editing for both fiction and nonfiction. For details, go to ed2go.com/cbcconline.

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

CRN#	Day/Ses.	Dates	Time	Location
32236	Online	10/16–12/6	Arranged	ED2GO

WRI 160

Creating Content Using Professional and Technical Writing (NEW)

Explore fundamentals of professional and technical writing. Topics include crafting online reviews and profiles, writing clear and concise instructions, promotional and marketing materials and overall readability. Whether it is writing a recipe for your blog or a letter of complaint, this class will supply the skills to be successful.

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

CRN#	Day/Ses.	Dates	Time	Location
32148	W(4)	10/2–23	6:30–8 p.m.	EC

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/cbcconline.

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

CRN#	Day/Ses.	Dates	Time	Location
32239	Online	10/16–12/6	Arranged	ED2GO

WRI 219

Romance Writing

Learn how to effectively craft the specific elements of a romance novel. For details, go to ed2go.com/cbcconline.

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

CRN#	Day/Ses.	Dates	Time	Location
32233	Online	10/16–12/6	Arranged	ED2GO

WLT 240

Writing for Children

Touch the hearts of children through writing. Turn your book idea into a finished product and explore new opportunities and markets. You'll cover fiction and nonfiction manuscript, children's literature, niche players/tools and resources for writers. For more information, go to ed2go.com/cbcconline.

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

CRN#	Day/Ses.	Dates	Time	Location
32231	Online	10/16–12/6	Arranged	ED2GO

HST 099

British Literature: The Romantics to Post-Colonial

This course provides an in-depth exploration of British literature in an academic environment. Students will learn about the cultural, historical and literary influences on popular Romantic authors (e.g. William Blake and Jane Austin), as well as Victorian, Modern and Post-Colonial authors (e.g. Alfred Tennyson and Virginia Woolf). This course is content equivalent to ENGL 202 British Literature II.

Total Cost: \$298 (Tuition: \$89 Fees: \$209)

CRN#	Day/Ses.	Dates	Time	Location
32294	Online	8/26–10/15	Arranged	Online

WRI 162

Introduction to Creative Writing: Fiction

Build your creative writing skills and pen your own portfolio of short stories. Topics include writing as a process, point of view, character development, setting, plot, dialogue and revising. Students will also examine the work of modern and contemporary short story writers and the forms and techniques essential to fiction. This course is content equivalent to ENGL 211.

Total Cost: \$298 (Tuition: \$89 Fees: \$209)

CRN#	Day/Ses.	Dates	Time	Location
32298	M/W/F(46)	8/26–12/13	9:05–10 a.m.	TEM

WRI 161

Introduction to Creative Writing: Poetry

Deepen your understanding of poetry and build a portfolio of original work. Topics include using imagination as a source for writing, writing as a process, imagery, poetic meter and poetic form and revising. Students will also examine the work of modern and contemporary poets through reading and discussion. This course is content equivalent to ENGL 210.

Total Cost: \$298 (Tuition: \$89 Fees: \$209)

CRN#	Day/Ses.	Dates	Time	Location
32296	M/W/F(46)	8/26–12/13	9:05–10 a.m.	TEM

PWL 179

Writing Fiction

Learn how to write fiction from an experienced author. Investigate plot, characterization, point of view and theme. Acquire information regarding publication and how to prepare a manuscript for submission. Works in progress encouraged.

Total Cost: \$118 (Tuition: \$36 Fees: \$82)

CRN#	Day/Ses.	Dates	Time	Location
32149	T(8)	9/24–11/12	7–9 p.m.	Zoom

WORLD LANGUAGES

ARABIC

FLC 569

Arabic Language 1A

Develop basic skills while learning short sentences and sentence structure, basic verb conjugation, short beginning dialogs and elements of Arabic-speaking cultures. Textbook required for first class.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31789	T(11)	9/24–12/3	7–9 p.m.	HV

FLA 231

Arabic I: An Intensive Study (NEW)

Delve into an intensive study of introductory Arabic at a novice level. Gain reading, writing, listening and speaking skills while studying Arabic-speaking groups' cultural contributions and examining sociopolitical contexts. This class is also offered as credit course WLAR 101.

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

CRN#	Day/Ses.	Dates	Time	Location
32100	Online	9/23–12/15	Arranged	Online

FRENCH

FLA 081

Getting Started with French

Develop basic conversational skills including simple vocabulary, greetings/salutations and introductions. Covers cultural aspects of French speaking countries and the surname system. Course cost includes e-text and audio file for practice.

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

CRN#	Day/Ses.	Dates	Time	Location
31754	M(8)	9/30–11/18	7–8:30 p.m.	Zoom

FLC 427

Basic French 1A

Emphasizes pronunciation, reading and conversational skills, including present tense, sentence construction and negative and interrogative forms. Textbook required for first class.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31827	R(11)	10/3–12/19	7–9 p.m.	Zoom

FLC 428

Basic French 1B

Continued study of pronunciation, reading and writing, with more emphasis on conversational skills using the present tense of regular and irregular verbs. May be used as a refresher course. Textbook required for first class.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31796	W(11)	9/18–12/4	7–9 p.m.	Zoom

FLA 211

Intermediate French – Part I

Advanced French course enhancing verbal skills and grammatical understanding, including subjunctive tense. Prerequisite: Basic French parts 1–3 or similar understanding. Text not included in cost.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31223	W(11)	9/18–12/4	5–7 p.m.	Zoom

FLA 212

Intermediate French – Part II

Strengthen your oral and written skills. Requires knowledge of the present, past and future tenses of regular, irregular and reflexive verbs. Be familiar with the concept of the subjunctive before taking this course.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31220	R(11)	9/19–12/5	5–7 p.m.	Zoom
31218	S(11)	9/21–12/7	9:30–11:30 a.m.	Zoom

FLC 075

Advanced French Language

Broaden vocabulary and improve command of the language by building on a solid background in French. Review of advanced grammatical structures. New students should consult with the foreign language advisor before enrolling in this course.

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

CRN#	Day/Ses.	Dates	Time	Location
31216	W(11)	9/18–12/4	7:30–9:30 p.m.	Zoom
31213	R(11)	9/19–12/5	7:30–9:30 p.m.	Zoom

FLA 230

French I: An Intensive Study (NEW)

Embark on an intensive study of introductory French at a novice level. Gain reading, writing, listening and speaking skills while studying French-speaking groups' histories, perspectives and traditions. This class is also offered as credit course WLFR 101.

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

CRN#	Day/Ses.	Dates	Time	Location
32103	Online	9/23–12/15	Arranged	Online

FLA 014

Beginning Conversational French

The course will encompass simple pronunciation with phonetic spelling for every word and phrase included in the instruction. Topics to be covered in audio, culture tips, currency and food.

For details, go to ed2go.com/cbcbonline.

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

CRN#	Day/Ses.	Dates	Time	Location
32129	Online	9/11–11/1	Arranged	ED2GO
32130	Online	11/13–1/3	Arranged	ED2GO

GERMAN

FLA 115

Basic German 1A

Topics include basic pronunciation, present tense of regular verbs, common irregular verbs and sentence construction with affirmative, negative and interrogative. Textbook required for first class.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31757	M(11)	9/23–12/2	7–9 p.m.	HV

FLA 140

Basic German 1B

Basic pronunciation, present tense of regular verbs, irregular verbs and sentence construction with affirmative, negative and interrogative will be covered. A good refresher course. Textbook required for first class.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31791	W(11)	9/18–12/4	7–9 p.m.	HV

ITALIAN

FLA 078

Getting Started with Italian

Address basic conversational needs including simple vocabulary, greetings, salutations, common cultural aspects of Italy. Also includes surname system and language development strategies.

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

CRN#	Day/Ses.	Dates	Time	Location
31753	M(8)	9/30–11/18	7–8:30 p.m.	Zoom

FLA 112

Basic Italian 1A

Topics include basic pronunciation, present tense of regular verbs, common irregular verbs and sentence and dialog construction with the affirmative, negative and interrogative. No previous experience necessary. Textbook required for first class.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31811	R(11)	9/26–12/12	7–9 p.m.	HV

FLA 113

Basic Italian 1B

Topics include basic pronunciation, in-depth exploration of present tense of regular verbs, exploration of common irregular verbs and sentence and dialog construction with affirmative, negative and interrogative. May be used as a refresher course. Textbook required for first class.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31790	W(11)	9/18–12/4	7–9 p.m.	HV

FLA 119

Basic Italian 2A

Continued development skills in pronunciation, vocabulary, reading, writing and conversation. Topics include additional present tense of regular verbs, sentence construction with affirmative, negative and interrogative and present tense of stem-changing verbs. Textbook required for first class.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31785	T(11)	9/17–11/26	7–9 p.m.	HV

FLC 436

Instant Italian

Learn Italian from the comfort of your home in this fun online course. For details, go to ed2go.com/cbcconline.

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

CRN#	Day/Ses.	Dates	Time	Location
32131	Online	9/11–11/1	Arranged	ED2GO

FLA 229

Italian I: An Intensive Study

Enjoy an intensive study of introductory Italian at a novice level. Gain Italian language reading, writing, listening and speaking skills while studying Italian-speaking groups' histories, perspectives and traditions.

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

CRN#	Day/Ses.	Dates	Time	Location
32101	Online	9/23–12/15	Arranged	Online

JAPANESE

FLC 521

Elementary Japanese Language I

Explore basic elements of Japanese language structure by listening, reading, writing, conversing and discussing. Experience the art, artifacts, music and overall contributions of Japanese society to world civilization. Textbook required for first class.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31836	M(11)	9/23–12/2	7–9 p.m.	HV

FLA 057

Elementary Japanese Language II

Review, practice and further develop skills in writing, reading and oral communications. Additional Japanese cultural elements will be explored in art, music and history.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31779	T(11)	9/24–12/3	7–9 p.m.	Zoom

FLA 232

Japanese: An Intensive Study (NEW)

Enjoy an intensive study of introductory Japanese at a novice level. Gain reading, writing, listening and speaking skills while studying Japanese-speaking groups' cultural contributions and examining socio-political contexts. This course also offered as credit WLJP 101.

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

CRN#	Day/Ses.	Dates	Time	Location
32105	Online	9/23–12/15	Arranged	Online

FLA 137

Conversational Japanese

Learn introductory Japanese through topics including vocabulary, pronunciation and cultural knowledge. For details, go to ed2go.com/cbcconline.

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

CRN#	Day/Ses.	Dates	Time	Location
32133	Online	10/16–12/6	Arranged	ED2GO

KOREAN

FLA 117

Introduction to Korean

Master Korean basics: alphabet, pronunciation, simple vocabulary, greetings, identification, numbers and days of week, use of indefinite article and overview of Korean cultural insights. No Korean language experience needed. Textbook required.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31758	M(11)	9/23–12/2	7–9 p.m.	CC

FLA 209

Basic Korean Language II

Topics include advanced reading practice, writing sentences, interpreting phrases, grammar, conversational skills, building, culture, history and society. Textbook required for first class.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31792	W(11)	9/18–12/4	7–9 p.m.	CC

FLA 030

Basic Korean Language III

Continue to build fluency in Korean. Engage in advanced discussions regarding Korean current events, daily living, history and society and apply advanced grammatical structures in conversation.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31777	T(11)	9/17–11/26	7–9 p.m.	CC

PERSIAN

FLA 420

Elementary Persian I

Learn basic vocabulary, pronunciation, grammar, sentence structure and everyday conversation. This class covers the writing of Persian letters and phrases. Persian culture and customs will also be reviewed. Textbook required for first class.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31832	T(11)	10/1–12/10	7–9 p.m.	CC

PORTUGUESE

FLC 573

Basic Portuguese 1A

Topics include basic pronunciation, present tense of regular verbs, common irregular verbs and sentence construction, affirmative, negative and interrogative. Textbook required for first class.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31763	M(11)	9/30–12/9	7–9 p.m.	HV

FLA 076

Basic Portuguese 1B

Continue the study of pronunciation, reading and writing, but with more emphasis on conversational skills using the present tense of regular and irregular verbs. A good refresher course for individuals with some prior language experience. Textbook required for first class.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31781	T(11)	9/17–11/26	7–9 p.m.	HV

RUSSIAN

**FLA 398
Basic Russian 1A**

Focus on essential speaking and listening skills, as well as practicing basic reading and writing skills. This is a hands-on, communication-based class and students will learn to speak and understand simple Russian. Textbook required for first class.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31787	T(11)	9/24–12/3	7–9 p.m.	CC

**FLA 400
Basic Russian 1B**

Continue to expand vocabulary, develop competence in typical situations. Explore contemporary advances in Russian language and culture through real-life situations and formal/informal speech. Students with prior Russian experience may use this as a refresher. Textbook required.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31793	W(11)	9/18–12/4	5–7 p.m.	CC

**FLA 399
Basic Russian 2A**

Students will expand their reading and listening comprehension in this advanced basic Russian course. Topics include complex interactions, case systems (prepositional, accusative and dative) and formal/informal speech etiquette. For those with foundational Russian knowledge. Textbook required for first class.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31816	R(11)	9/19–12/5	7–9 p.m.	CC

SIGN LANGUAGE

**FLC 431
Sign Language 1**

Learn basic signs, finger spelling, numbers and nonverbal communication associated with American Sign Language. Textbook required for first class.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31783	T(11)	9/24–12/3	7–9 p.m.	CC

**FLA 193
Sign Language II**

Topics include review of previously learned signs, new vocabulary, improving finger spelling and receptive language. Prerequisite: Sign Language I.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31784	W(11)	9/18–12/4	7–9 p.m.	CC

**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/cbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
32134	Online	9/11–11/1	Arranged	ED2GO
32136	Online	11/13–1/3	Arranged	ED2GO

**PDV 281
Self-Care for Interpreters**

Learn to engage in appropriate self-care as a professional interpreter and the importance of maintaining both psychological and physiological health. Examine the warning signs of trauma and learn how to engage in healthy self-advocacy practices while on assignment.

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

CRN#	Day/Ses.	Dates	Time	Location
31482	Arranged	10/16–12/8	Arranged	Online

**PDV 289
Ethical Decisions in Interpreting**

Guide students through a critical analysis of ethics and ethical decision making in the field of sign language interpreting through a social justice framework. Ethical dilemmas are analyzed in a variety of specialized settings and through various stakeholder perspectives.

Total Cost: \$249 (Tuition: \$0 Fees: \$249)

CRN#	Day/Ses.	Dates	Time	Location
31481	Online	8/26–10/13	Arranged	Online

SPANISH

**FLA 083
Getting Started with Spanish**

Learn simple vocabulary, greetings and salutations, introductions, common cultural aspects of Spanish-speaking countries and more. Course cost includes online resources, PDF file and audio file.

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

CRN#	Day/Ses.	Dates	Time	Location
31756	M(8)	9/30–11/18	7–8:30 p.m.	HV
31782	T(8)	10/1–11/19	7–8:30 p.m.	Zoom

**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.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31794	W(11)	9/25–12/11	7–9 p.m.	HV
31788	T(11)	10/1–12/10	7–9 p.m.	EC
31818	R(9)	10/3–12/5	6:30–9 p.m.	Zoom

**FLC 418
Basic Spanish 1B**

Enhance conversational skills in pronunciation, reading, with more emphasis on conversational skills using present tense verbs. Good refresher course for those with some prior language experience. Textbook required for first class.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31823	R(11)	9/19–12/5	7–9 p.m.	Zoom
31760	M(11)	9/23–12/2	7–9 p.m.	HV

**FLC 419
Basic Spanish 2A**

Intended for individuals comfortable using present tense of regular verbs and common irregular verbs in the affirmative, negative and interrogative forms. Introduces the present tense of stem changing verbs. Prerequisites: Spanish 1A and 1B. Textbook required for first class.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31795	W(11)	9/18–12/4	7–9 p.m.	Zoom

**FLC 420
Basic Spanish 2B**

Learn the present tense of reflexive verbs and the preterit. Prerequisite: Spanish 2A. Textbook required for first class.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31824	R(11)	9/19–12/5	7–9 p.m.	Zoom

**FLA 213
Intermediate Spanish – Part I**

Continuation of Advanced Beginning Spanish. Emphasis is on verbal ability and understanding basic structures. Knowledge of present, past (preterit and imperfect) and future tenses of regular, stem-changing, reflexive and irregular verbs is required. The subjunctive is introduced.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31226	M(11)	9/16–11/25	7:30–9:30 p.m.	Zoom

**FLA 214
Intermediate Spanish – Part II**

Strengthen your oral and written communication skills. Requires knowledge of the present, past, conditional and future tenses of regular, stem-changing, irregular and reflexive verbs and the concept of the subjunctive.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31225	M(11)	9/16–11/25	5–7 p.m.	Zoom

FLC 043

Advanced Spanish

Broaden 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: \$225 (Tuition: \$68 Fees: \$157)

CRN#	Day/Ses.	Dates	Time	Location
31212	T(11)	9/17–11/26	5–7 p.m.	Zoom

WLT 218

Speed Spanish

Learn conversational Spanish by utilizing syntactical strategies to build sentences. Topics include: engaging in conversational Spanish, describing six strategies for comprehension and explaining grammatical rules. For details, go to ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
32137	Online	9/11–11/1	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: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
32139	Online	10/16–12/6	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: \$159 (Tuition: \$20 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
32141	Online	11/13–1/3	Arranged	ED2GO

FLA 161

Spanish for Medical Professionals

Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases. For details, go to ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
32142	Online	9/11–11/1	Arranged	ED2GO
32143	Online	11/13–1/3	Arranged	ED2GO

TAGALOG

FLA 162

Introduction to Tagalog

Begin to develop skills in the Tagalog (Filipino) language. Students will develop reading, speaking and listening skills and develop an understanding of Filipino culture.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31903	W(10)	10/2–12/11	7–9 p.m.	CC

FLA 191

Tagalog I

Topics include basic grammar, practicing simple conversations, development of the student's speaking, listening, reading and writing skills, as well as aspects of Filipino culture. Textbook required. Prerequisite: Introduction to Tagalog.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31829	R(11)	10/3–12/12	7–9 p.m.	CC

TESOL

ADS 184

Foundations of TESOL

This course introduces theories and principles of teaching English to speakers of other languages (TESOL). Topics include the process of language acquisition, English language teaching approaches and the roles of culture and technology in the English language classroom. Co-requisite: ADS 186.

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

CRN#	Day/Ses.	Dates	Time	Location
32123	W(7)	8/28–10/9	6:15–9:15 p.m.	Zoom

ADS 186

TESOL Practicum I

Observe and evaluate English language classes and tutor or assist in teaching English language learners. Co-requisite: ADS 184.

Total Cost: \$61 (Tuition: \$18 Fees: \$43)

CRN#	Day/Ses.	Dates	Time	Location
32121	Online	8/28–10/9	Arranged	Zoom

ADS 185

TESOL Methods: Classroom and Curriculum

This course prepares you to design and deliver ESL or EFL instruction that targets specific needs. Topics include instructional design and instructional technology, assessment, support for diverse learners and administrative matters in TESOL. Co-requisite: ADS 187.

Total Cost: \$325 (Tuition: \$98 Fees: \$227)

CRN#	Day/Ses.	Dates	Time	Location
32108	M(14)	8/26–12/2	6:15–9:15 p.m.	Zoom

ADS 187

TESOL Practicum II

Observe English language classes and tutor or assist in teaching English language learners for up to 12.5 hours. Co-requisite: ADS 185.

Total Cost: \$98 (Tuition: \$30 Fees: \$68)

CRN#	Day/Ses.	Dates	Time	Location
32114	Online	8/26–12/2	Arranged	Zoom

ADS 189

TESOL Methods: Principles in Practice

Prepare to teach ESL or EFL. Topics include instructional principles, teaching methods, lesson planning and literacy. Co-requisite: ADS 191.

Total Cost: \$195 (Tuition: \$60 Fees: \$135)

CRN#	Day/Ses.	Dates	Time	Location
32117	W(7)	10/16–12/4	6:15–9:15 p.m.	Zoom

ADS 191

TESOL Practicum IB

Observe and evaluate English language classes and tutor or assist in teaching English language learners. Co-requisite: ADS 189.

Total Cost: \$58 (Tuition: \$15 Fees: \$43)

CRN#	Day/Ses.	Dates	Time	Location
32118	Online	10/16–12/4	Arranged	Zoom

SENIORS

ART

ART 957

Art History: A Project–Based Approach (NEW)

Explore art history uniquely! Engage in studio projects from different eras—become a cave painter, interpret portraits, make frescoes and design collages. \$20 materials fee due first class. Instructor: Daniel Shapiro.

Total Cost: \$99 (Tuition: \$21 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
31101	W(10)	10/2–12/11	1–2:30 p.m.	OM

ART 927

Basic Acrylic Painting Part 2

Advance your intermediate acrylic skills with techniques in perspective, spatial relationships, composition, colorwork, brushwork and portrait painting while receiving expert critiques. Instructor: Alan Fink.

Total Cost: \$84 (Tuition: \$0 Fees: \$84)

CRN#	Day/Ses.	Dates	Time	Location
31516	F(10)	9/27–12/13	10 a.m.–12 p.m.	Zoom

ART 839

Acrylic Painting #2

Elevate your acrylic painting prowess! Explore underpainting, tackle complex subject matter and receive personalized guidance and constructive critiques to perfect your art. Prerequisite: Basic Acrylic Painting. Instructor: Alan Fink.

Total Cost: \$84 (Tuition: \$0 Fees: \$84)

CRN#	Day/Ses.	Dates	Time	Location
31528	R(10)	9/26–12/12	10 a.m.–12 p.m.	OM

ART 955

A Day in the Art Journal (NEW)

Explore life through an artist's eye. During supportive Zoom sessions, you'll craft unique journal pages inspired by quotes using pencils, markers, watercolors and more. All levels welcome. Instructor: Alina Kurbiel.

Total Cost: \$84 (Tuition: \$0 Fees: \$84)

CRN#	Day/Ses.	Dates	Time	Location
31232	M(10)	9/30–12/2	1–3 p.m.	Zoom

ART 494

Adventures with Watercolor

Explore watercolors in this introductory course. Learn color theory, color mixing, still-life painting techniques and differences in tools/materials. Perfect for beginners. Instructor: Karen Ruberry.

Total Cost: \$78 (Tuition: \$0 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
31503	R(10)	10/3–12/12	9:30–11 a.m.	EC

ART 080

Art in Photography

Master photographic techniques such as rule of thirds, photojournalistic eye and design principles, to infuse your photos with a wow factor. Instructor: Marcia Bornfriend.

Total Cost: \$76 (Tuition: \$0 Fees: \$76)

CRN#	Day/Ses.	Dates	Time	Location
31515	F(7)	10/11–11/22	10 a.m.–12 p.m.	OM

ART 181

Drawing and Painting for the Senior Adult

Learn basic techniques for creating two-dimensional media, focusing on media use, techniques for desired effects and essential equipment for completing projects.

Total Cost: \$99 (Tuition: \$15 Fees: \$84)

CRN#	Day/Ses.	Dates	Time	Location
30936	F(8)	9/6–10/25	11:35 a.m.–1:35 p.m.	HV Instructor: Joseph Cassar
30935	F(8)	9/6–10/25	9:30–11:30 a.m.	HV Instructor: Joseph Cassar
31504	T(10)	10/1–12/3	1:30–3:30 p.m.	HV Instructor: Nan Howard

ART 902

Drawing Class Level 1

Enhance your drawing skills in a supportive environment for beginners. Learn core principles, materials, simplifying shapes, perspective and straight-line techniques. Instructor: Negin Nejad Mohseni.

Total Cost: \$84 (Tuition: \$0 Fees: \$84)

CRN#	Day/Ses.	Dates	Time	Location
30807	M(10)	9/30–12/2	10 a.m.–12 p.m.	HV

ART 903

Drawing Class Level 2

Completed Drawing Level 1? Now, put your knowledge to work. Create a drawing project using either mechanical pencil and/or PanPastel and charcoal pencil. Instructor: Negin Nejad Mohseni.

Total Cost: \$84 (Tuition: \$0 Fees: \$84)

CRN#	Day/Ses.	Dates	Time	Location
30791	M(10)	9/30–12/2	1–3 p.m.	HV

ART 043

Drawing for Beginners

Unlock your drawing talent by learning to use lines, shapes, form, contour and perspective. Bring a 9"x12" or larger drawing pad, pencil and eraser. Supply list to follow. Instructor: Marcia Bornfriend.

Total Cost: \$84 (Tuition: \$0 Fees: \$84)

CRN#	Day/Ses.	Dates	Time	Location
31093	T(10)	10/8–12/10	10 a.m.–12 p.m.	OM

ART 954

Enchanting Watercolor Journeys: Unleash Your Imagination (NEW)

During supportive Zoom sessions, explore and create whimsical themes in watercolor, such as a mushroom world, where towering fungi and unique creatures come to life. All levels welcome. Instructor: Alina Kurbiel.

Total Cost: \$84 (Tuition: \$0 Fees: \$84)

CRN#	Day/Ses.	Dates	Time	Location
31243	M(10)	9/30–12/2	9–11 a.m.	Zoom

ART 956

Fused Glass Art 101 (NEW)

Discover the ancient art of kiln glass fusing from 1500 BC. Learn its history, vocabulary, (e.g. dichroic glass) and create stunning art pieces. \$55 materials fee due first class, payable to instructor. Instructor: Sally Shapiro-Gould.

Total Cost: \$79 (Tuition: \$0 Fees: \$79)

CRN#	Day/Ses.	Dates	Time	Location
31076	W(7)	9/4–10/16	11 a.m.–1 p.m.	HV

ART 074

Intermediate Drawing

After "Drawing for Beginners," advance your skills with pen/ink, charcoal and pastels. Explore portrait, landscape and still-life techniques. Bring a pencil and an art pad, supply list to follow. Instructor: Marcia Bornfriend.

Total Cost: \$84 (Tuition: \$0 Fees: \$84)

CRN#	Day/Ses.	Dates	Time	Location
31065	T(10)	10/8–12/10	1–3 p.m.	OM

HIT 825

Introduction to Calligraphy (NEW)

Discover the art of calligraphy for creative invitations, business cards and announcements. Learn about calligraphy techniques, styles, history and cultural impact. Instructor: Katie Guida.

Total Cost: \$96 (Tuition: \$20 Fees: \$76)

CRN#	Day/Ses.	Dates	Time	Location
30939	M(7)	10/14–11/25	1–3 p.m.	HV

ART 944

Landscape Painting for Everyone (NEW)

Unleash your inner artist through landscape painting. Explore oil, watercolor and drawing. Master composition, set up and enjoy "en plein air" sessions, weather permitting. Knowledge of basic drawing skills required. Supply list will be discussed first class. Instructor: Jennifer Murtha.

Total Cost: \$84 (Tuition: \$0 Fees: \$84)

CRN#	Day/Ses.	Dates	Time	Location
30821	W(10)	10/2–12/11	10 a.m.–12 p.m.	HV

ART 958

Mixed Media Mosaics (NEW)

Learn mixed-media mosaics, combining mosaic and collage techniques and using materials like glass, ceramics and memorabilia to create art. Bring your collection to add to materials provided by the instructor. \$45 materials fee due first class, payable to instructor. Instructor: Sally Shapiro-Gould.

Total Cost: \$79 (Tuition: \$0 Fees: \$79)

CRN#	Day/Ses.	Dates	Time	Location
31238	W(7)	9/4–10/16	2–4 p.m.	HV

ART 891

Portrait and Oil Painting Combo

Refine portrait and oil painting skills, focusing on lighting, posing and techniques. Bring a drawing pad, graphite pencils, kneaded eraser and a portrait photo to first class. Knowledge of basic drawing skills required. Supply list will be discussed first class. Instructor: Jennifer Murtha.

Total Cost: \$84 (Tuition: \$0 Fees: \$84)

CRN#	Day/Ses.	Dates	Time	Location
30900	R(10)	10/3–12/12	10 a.m.–12 p.m.	HV

ART 904

Portrait Drawing Level 1

Explore portrait drawing basics with Loomis and Reilly methods. Learn measuring techniques for portraiture and anatomy nuances for drawing lifelike portraits. Beginners welcome. Instructor: Negin Nejad Mohseni.

Total Cost: \$84 (Tuition: \$0 Fees: \$84)

CRN#	Day/Ses.	Dates	Time	Location
30811	T(10)	10/1–12/3	10 a.m.–12 p.m.	HV

ART 905

Portrait Drawing Level 2

Level up your skills! Create a portrait drawing project using a mechanical pencil and/or PanPastel and a charcoal pencil. Instructor: Negin Nejad Mohseni.

Total Cost: \$84 (Tuition: \$0 Fees: \$84)

CRN#	Day/Ses.	Dates	Time	Location
30938	F(10)	10/4–12/13	2:30–4:30 p.m.	HV

ART 926

Realism in Pastels and Oils Part 2

Master realistic art with charcoal, pastel and oil. Deepen skills in materials, composition, techniques and layering. Instructor: Alan Fink.

Total Cost: \$84 (Tuition: \$0 Fees: \$84)

CRN#	Day/Ses.	Dates	Time	Location
31129	R(10)	9/26–12/12	1–3 p.m.	OM

ART 321

Watercolor Painting – Beginners/Intermediate

Learn painting skills, including wash, dry brush and masking techniques for subjects such as landscapes, still life and portraits. Knowledge of basic drawing skills required. Supply list will be discussed first class.

Total Cost: \$99 (Tuition: \$15 Fees: \$84)

CRN#	Day/Ses.	Dates	Time	Location
30810	T(10)	10/1–12/3	10 a.m.–12 p.m.	HV

30931	R(10)	10/3–12/12	1–3 p.m.	HV
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ART 949

Watercolor Pencil Painting

Explore watercolor pencil techniques, learn color theory and complementary colors and practice blending, mixing and shadowing to add texture and dimension. Instructor: Trish Presley.

Total Cost: \$70 (Tuition: \$0 Fees: \$70)

CRN#	Day/Ses.	Dates	Time	Location
31066	T(6)	10/8–11/12	1–2:30 p.m.	OM

COMPUTERS

PCA 696

Android Phones and Tablets

Learn how to purchase and confidently use an Android smart device, including how to install and use apps, take photos, shoot videos and download books. Each student MUST bring their own devices to each class session. Instructor: Jason Knauer.

Total Cost: \$88 (Tuition: \$20 Fees: \$68)

CRN#	Day/Ses.	Dates	Time	Location
30805	M(5)	10/21–11/18	10 a.m.–12 p.m.	HV

PCO 336

Basic iPad and iPhone for Seniors

Use your iPad and iPhone with ease! Learn to navigate the software, updates and apps. Explore your camera and iCloud to get the most from your devices. Instructor: Dona Rucci.

Total Cost: \$99 (Tuition: \$15 Fees: \$84)

CRN#	Day/Ses.	Dates	Time	Location
32054	R(10)	10/3–12/12	10 a.m.–12 p.m.	HV

PCO 406

Communicating with your Grandchildren Online

Learn to use social media to connect with the younger generation. Learn to find family, use private messages and keep accounts safe. Instructor: Holli Friedland.

Total Cost: \$73 (Tuition: \$20 Fees: \$53)

CRN#	Day/Ses.	Dates	Time	Location
31068	T(4)	10/8–29	10:30 a.m.–12 p.m.	OM

PCO 260

Computers: Getting to Know Them #1

Gain computer basics in a relaxed class setting. Learn how to personalize and back up your device, use a mouse, access files, create emails, navigate browsers and set up security. Instructor: Lee Klima.

Total Cost: \$88 (Tuition: \$20 Fees: \$68)

CRN#	Day/Ses.	Dates	Time	Location
31070	S(5)	10/5–11/2	10 a.m.–12 p.m.	HV

30831	W(5)	11/6–12/11	10 a.m.–12 p.m.	CC
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PCO 261

Computers: Getting to Know Them #2

Building on skills learned in Computers: Getting To Know Them #1, learn email operation, text modification, attachments, toolbar controls, text size, columns, stationery, signatures and receipts. Instructor: Lee Klima.

Total Cost: \$88 (Tuition: \$20 Fees: \$68)

CRN#	Day/Ses.	Dates	Time	Location
31071	S(5)	11/9–12/14	10 a.m.–12 p.m.	HV

PCO 293

Computers: Getting to Know Email

Manage email accounts effectively by learning how to use text formatting, attachments, customizations, toolbars and block spam. Recommended, but not mandatory: Computers: Getting to Know Windows 10. Instructor: Lee Klima.

Total Cost: \$88 (Tuition: \$20 Fees: \$68)

CRN#	Day/Ses.	Dates	Time	Location
31062	M(5)	11/11–12/9	10 a.m.–12 p.m.	OM

PCO 295

Computers: Getting to Know Microsoft Excel

Learn Microsoft Excel formulas, headers, passwords, timestamps, paintbrush, row and column resizing, cell formatting, freeze frames and more. Bring a flash drive to save work weekly. Instructor: Lee Klima.

Total Cost: \$88 (Tuition: \$20 Fees: \$68)

CRN#	Day/Ses.	Dates	Time	Location
30926	S(5)	10/5–11/2	1–3 p.m.	HV

31529	R(5)	11/7–12/12	1–3 p.m.	OM
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PCO 294

Computers: Getting to Know Microsoft Word

Use Microsoft Word effectively to create documents. Explore the toolbar, dropdown menus and email merging. Prerequisites: Computers: Getting to Know Windows 10 and Computers: Getting to Know Email. Instructor: Lee Klima.

Total Cost: \$88 (Tuition: \$20 Fees: \$68)

CRN#	Day/Ses.	Dates	Time	Location
31531	R(5)	9/26–10/31	10 a.m.–12 p.m.	OM

PCO 292

Computers: Getting to Know Windows 10

Learn to effectively use Windows 10 by personalizing your computer with screensavers and backgrounds, using a mouse, accessing files and programs, exploring back-up solutions and adding internet security. Instructor: Lee Klima.

Total Cost: \$88 (Tuition: \$20 Fees: \$68)

CRN#	Day/Ses.	Dates	Time	Location
31061	M(5)	9/30–10/28	10 a.m.–12 p.m.	OM

PCO 428

Family History Research with Familysearch.org

Learn to use Familysearch.org for family history research. Understand how to access historical records, expand your family tree and ensure online security. Instructor: Dave Powell.

Total Cost: \$93 (Tuition: \$20 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
30930	R(8)	10/3–11/21	1–2:30 p.m.	HV

PCO 435

Introduction to Artificial Intelligence (NEW)

Explore the world of AI, from virtual assistants to self-driving cars. Understand AI's impact on daily life and industries through engaging lectures and hands-on activities. No prior technical knowledge needed. Instructor: Ope Amodu.

Total Cost: \$96 (Tuition: \$20 Fees: \$76)

CRN#	Day/Ses.	Dates	Time	Location
31509	W(9)	10/2–12/4	1–2:30 p.m.	HV

PCA 782

Selling Online Successfully

Learn to upload product information and sell products on eBay and Etsy, focusing on visual presentation, pricing, transaction security and shipping for successful online sales. Instructor: Dixie Cook.

Total Cost: \$93 (Tuition: \$20 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
30822	W(8)	10/2–11/20	10–11:30 a.m.	HV

PCO 405

Understanding Artificial Intelligence

Artificial intelligence (AI) has evolved into one of the fastest-growing technologies. Examine its advantages and disadvantages in today's uses and its potential for the future. Instructor: Don Finkelstein.

Total Cost: \$73 (Tuition: \$20 Fees: \$53)

CRN#	Day/Ses.	Dates	Time	Location
31131	R(4)	10/10–31	1–2:30 p.m.	OM

PCO 426

Understanding Microsoft Outlook

Learn Microsoft Outlook's latest features, including the new navigation bar, collaboration tools, email signatures, @mention, tips for an enhanced experience and basic messaging functions. Instructor: Carol Yingling.

Total Cost: \$73 (Tuition: \$20 Fees: \$53)

CRN#	Day/Ses.	Dates	Time	Location
30973	S(1)	10/19	9:30 a.m.–3:30 p.m.	EC

COOKING

CKG 287

Breakfast Anytime (NEW)

Learn to prepare breakfast dishes for any meal. Learn cooking terms and ingredient selection. Observe, assist and taste recipes like cinnamon roll French toast and asparagus casserole. \$35 materials fee due first class, payable to instructor. Instructor: Michelle Sapp.

Total Cost: \$66 (Tuition: \$0 Fees: \$66)

CRN#	Day/Ses.	Dates	Time	Location
31530	R(6)	10/24–12/5	10:30 a.m.–12 p.m.	OM

CKG 291

Deck the Halls with Holiday Appetizers (NEW)

In this demo class, learn to make easy, delicious holiday appetizers, including French onion soup bites and mini-palmiers. The instructor will cook with students' involvement. Check for food allergies before registering. Instructor: Chef Michelle Sapp.

Total Cost: \$35 (Tuition: \$0 Fees: \$35)

CRN#	Day/Ses.	Dates	Time	Location
31034	M(1)	12/9	10:30 a.m.–12 p.m.	HV

CKG 286

Jewish Holiday Cooking and More

Learn to make matzah balls, apple cake, brisket and more while learning about Jewish holidays and where to find key ingredients. \$40 materials fee due first class, payable to instructor. Instructor: Michelle Sapp.

Total Cost: \$66 (Tuition: \$0 Fees: \$66)

CRN#	Day/Ses.	Dates	Time	Location
30427	R(6)	8/29–10/10	10:30 a.m.–12 p.m.	OM

CKG 289

Thai Spices and Herbs (NEW)

Learn Thai cooking basics, from spices to sauces. Enjoy a field trip to H-Mart for ingredients. Check for allergies before registering. \$15 food fee due at first session. IMPORTANT NOTE: 10/10 session will meet at Hunt Valley Extension Center. 10/17 session will meet at the H-Mart Asian Grocery Store located at 800 North Rolling Road, Catonsville, MD 21228. Instructor: Ang Robinson.

Total Cost: \$35 (Tuition: \$0 Fees: \$35)

CRN#	Day/Ses.	Dates	Time	Location
31249	R(2)	10/10	6–8 p.m.	HV
31249	R(2)	10/17	12–2 p.m.	HV

CKG 290

Thanksgiving Leftovers (NEW)

Learn to transform Thanksgiving leftovers into delicious dishes like mini turkey pot pies, broccoli walnut casserole and cranberry bars in this cooking class. Also covers recipe reading and kitchen safety. Instructor: Chef Michelle Sapp.

Total Cost: \$35 (Tuition: \$0 Fees: \$35)

CRN#	Day/Ses.	Dates	Time	Location
31035	F(1)	11/8	10:30 a.m.–12 p.m.	HV

ESSENTIAL INFORMATION SERIES FOR SENIORS

PDV 357

Identity Theft: How to Recognize it and Avoid it

Protect yourself from identity theft by learning how it happens, how to spot red flags, how to reduce your risk and when to report suspicious activity. Instructor: Patrick Heline.

Total Cost: \$15 (Tuition: \$0 Fees: \$15)

CRN#	Day/Ses.	Dates	Time	Location
31284	T(1)	9/24	10:30–11:45 a.m.	HV

PDV 362

Informational Seminar for Seniors: CPR (NEW)

Join our CPR seminar to learn life-saving techniques, including chest compressions and rescue breaths and when to use CPR. Lunch at Barrett's Grill. Instructor: Trisheea Presley.

Total Cost: \$25 (Tuition: \$0 Fees: \$25)

CRN#	Day/Ses.	Dates	Time	Location
31277	R(1)	9/26	11:30 a.m.–12:45 p.m.	HV

FIN 063

Online Banking for Seniors (NEW)

Unlock the potential of online banking while keeping your finances secure. Join our senior-focused course to delve into the advantages and pitfalls of the digital landscape, gaining comfort and competence along the way. Instructor: Dona Rucci.

Total Cost: \$30 (Tuition: \$0 Fees: \$30)

CRN#	Day/Ses.	Dates	Time	Location
31279	R(1)	9/26	1–2:30 p.m.	HV

PDV 387

Safety Tips for Seniors (NEW)

Stay alert and safe! Boost your personal safety with effective tips for home and public settings. Learn to improve nighttime safety, hydrate properly, navigate your home, prevent falls and more. Instructor: Dona Rucci.

Total Cost: \$25 (Tuition: \$0 Fees: \$25)

CRN#	Day/Ses.	Dates	Time	Location
31278	R(1)	9/26	10–11:15 a.m.	HV

PDV 358

Scams: How to Recognize Them and Deal with Them

Become scam-aware! Recognize and protect against scams targeting seniors online, on the phone or in-person. Instructor: Patrick Heline.

Total Cost: \$15 (Tuition: \$0 Fees: \$15)

CRN#	Day/Ses.	Dates	Time	Location
31283	T(1)	9/24	2:30–3:45 p.m.	HV

PDV 359

Senior Informational Series: Social Security, Medicare and Protecting Your Identity and Assets

Explore the perks and risks of entering the Golden Years by providing an in-depth look at Social Security, Medicare, identity theft and scams.

Total Cost: \$50 (Tuition: \$5 Fees: \$45)

CRN#	Day/Ses.	Dates	Time	Location
31326	T(1)	9/24	9 a.m.–3:30 p.m.	HV

PDV 343

Demystifying Long-Term Care (NEW)

Explore long-term care costs and planning in Maryland, focusing on insurance, Continuing Care at Home programs, policy coverage, premium options and industry trends to make informed decisions. Instructor: Amanda Young.

Total Cost: \$25 (Tuition: \$0 Fees: \$25)

CRN#	Day/Ses.	Dates	Time	Location
31276	F(1)	9/20	9:30 a.m.–12 p.m.	HV

PDV 356

Explaining Medicare and How It Works (NEW)

Learn about Medicare health coverage for seniors, which includes Parts A and B. Understand costs, additional coverage, enrollment periods, Medicare Advantage and supplement insurance to avoid penalties. Instructor: Linda Hamill.

Total Cost: \$15 (Tuition: \$0 Fees: \$15)

CRN#	Day/Ses.	Dates	Time	Location
31281	T(1)	9/24	1–2:15 p.m.	HV

FIN 062

Explaining Social Security and How it Works (NEW)

Discover how to maximize Social Security benefits. Learn about tax law changes, crucial filing deadlines, spouse and survivor issues and retirement planning, including Medicare's role in healthcare expenses. Instructor: Linda Hamill.

Total Cost: \$15 (Tuition: \$0 Fees: \$15)

CRN#	Day/Ses.	Dates	Time	Location
31280	T(1)	9/24	9–10:15 a.m.	HV

CRAFTS AND HOBBIES

PDV 350

Beginning Mahjong

Learn to play Mahjong! Explore the game's history and rules. Practice playing while receiving expert tips. Purchase a mahjong card at nationalmahjonggleague.org. Instructor: Geri Willen.

Total Cost: \$66 (Tuition: \$0 Fees: \$66)

CRN#	Day/Ses.	Dates	Time	Location
31095	T(6)	10/8–11/12	10–11:30 a.m.	OM

PDV 393

Games Gallery (NEW)

Discover a fun, healthy lifestyle with Games Gallery! Enjoy board games, trivia, cards and more. Develop skills, test your knowledge and socialize. Bring your favorite games to share! Instructor: Kim Bartosz.

Total Cost: \$68 (Tuition: \$0 Fees: \$68)

CRN#	Day/Ses.	Dates	Time	Location
31141	T(10)	10/1–12/3	11 a.m.–12 p.m.	CC
31142	W(10)	10/2–12/11	7–8 p.m.	CC

ART 967

Holiday Floral Arranging – Thanksgiving Table Centerpiece (NEW)

"Make your Thanksgiving table festive this holiday season by creating your own fresh floral table arrangement. Learn the basics of floral arranging and necessary tools. Materials fee due at first class, payable to instructor. Instructor: Mary Hansen.

Total Cost: \$15 (Tuition: \$0 Fees: \$15)

CRN#	Day/Ses.	Dates	Time	Location
32280	R(1)	11/14	10:30 a.m.–12 p.m.	HV

ART 968

Holiday Floral Arranging – Deck Out Your Christmas Table (NEW)

Dress up your table with your own Christmas floral arrangement! Learn floral arrangement basics, use tools and supplies and enjoy guided instruction. Materials fee due first class, payable to instructor. Instructor: Mary Hensen.

Total Cost: \$15 (Tuition: \$0 Fees: \$15)

CRN#	Day/Ses.	Dates	Time	Location
32279	T(1)	12/17	10:30 a.m.–12 p.m.	HV

ART 817

Introduction to Crochet

Master the essentials for crochet success! Learn hook/yarn selection, pattern reading and stitch mastery. Work on a semester project. Materials will be discussed in the first session. Instructor: Colleen Harbison.

Total Cost: \$84 (Tuition: \$0 Fees: \$84)

CRN#	Day/Ses.	Dates	Time	Location
30833	W(10)	10/2–12/11	10 a.m.–12 p.m.	Zoom

ART 901

Jewelry Making with Wire Work: Make Your Own Accessories

Join our jewelry-making class to learn wire work basics, tool uses and design your own pieces with clasps, links and beads. Discover the correct wire for every project. Materials fee: \$40, due first class, payable to instructor. Instructor: Jackie Orsini.

Total Cost: \$78 (Tuition: \$0 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
30893	W(6)	10/2–11/6	1–3:30 p.m.	HV

ART 953

Knitting for Beginners

Master knitting basics, including terminology, knit/purl stitches, casting on and binding off. Understand needle sizes and yarn types. \$18 materials fee due first class, payable to instructor. Instructor: Margie Granek.

Total Cost: \$66 (Tuition: \$0 Fees: \$66)

CRN#	Day/Ses.	Dates	Time	Location
31514	M(6)	10/7–11/11	1–2:30 p.m.	OM

PDV 383

Learn to Play Canasta (NEW)

Master Canasta rules, scoring and strategic play with us! Learn with a partner, practice different hands and have fun! Instructor: Geri Willen.

Total Cost: \$66 (Tuition: \$0 Fees: \$66)

CRN#	Day/Ses.	Dates	Time	Location
31063	M(6)	10/7–11/11	10–11:30 a.m.	OM

ART 914

Making Beautiful and Fun Greeting Cards

Craft unique greeting cards! Learn techniques, styles and materials to create cards for all occasions. Bring scissors, ruler, pencils and tape. Materials fee: \$10, due first class. Instructor: Christine Tripson.

Total Cost: \$53 (Tuition: \$0 Fees: \$53)

CRN#	Day/Ses.	Dates	Time	Location
31154	M(4)	10/7–28	1–2:30 p.m.	OM

ART 936

Next Step: Beyond the Basics – Jewelry Making with Wire Work: Make Your Own Accessories (NEW)

Advance your jewelry designs by mastering complex wirework techniques and tool usage. Personalize your pieces with clasps, links and beads. Basic wirework skills required. Materials fee due first class, payable to instructor. Instructor: Jackie Orsini.

Total Cost: \$74 (Tuition: \$0 Fees: \$74)

CRN#	Day/Ses.	Dates	Time	Location
30894	W(5)	11/13–12/18	1–3:30 p.m.	HV

PDV 374

The Ins and Outs of Counted Cross Stitch

Master cross-stitching fundamentals. Learn basic stitches, complete a project and prepare for future creations. \$10 materials fee due first class. Instructor: Barbara Ezratty.

Total Cost: \$53 (Tuition: \$0 Fees: \$53)

CRN#	Day/Ses.	Dates	Time	Location
31152	W(4)	10/9–30	1–2:30 p.m.	OM

GENEALOGY

HIT 997

Finding your Family Roots – Beginners

Research your family tree by exploring genealogy forms, techniques and sources, including digital tools. Learn about citations, pedigree charts and naming variations for thorough documentation. Instructor: Dave Powell.

Total Cost: \$93 (Tuition: \$20 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
31228	T(8)	10/1–11/19	1–2:30 p.m.	HV

HIT 990

Genealogy Research Using Land Records (NEW)

Enrich your ancestral history by exploring online land records. Lecture will take place at the Historical Society of Baltimore County located at 9811 Van Buren Lane, Cockeysville, MD 21030. Instructor: Dave Powell.

Total Cost: \$35 (Tuition: \$0 Fees: \$35)

CRN#	Day/Ses.	Dates	Time	Location
31229	F(1)	12/6	1:30–3 p.m.	HSB

HIT 989

Genealogy Research Using Newspapers (NEW)

Explore historical narratives, articles and obits in online media to enrich your ancestral story. Lecture will take place at the Historical Society of Baltimore County located at 9811 Van Buren Lane, Cockeysville, MD 21030. Instructor: Dave Powell.

Total Cost: \$35 (Tuition: \$0 Fees: \$35)

CRN#	Day/Ses.	Dates	Time	Location
31230	F(1)	11/15	1:30–3 p.m.	HSB

HST 085

Understanding Genealogy Research (NEW)

In this course, learn genealogy basics, start your research, receive guided individual instruction, explore major and lesser-known websites and enhance your family tree. Instructor: Dave Powell.

Total Cost: \$78 (Tuition: \$20 Fees: \$58)

CRN#	Day/Ses.	Dates	Time	Location
31227	F(4)	10/4–25	10 a.m.–12 p.m.	HV

HISTORY, POLITICS AND EVENTS

HIS 043

1692: The Salem Witch Trials (NEW)

Explore the Salem Witch Trials: a blend of superstition, fear and conflict leading to accusations, trials and executions. Examine a brief history of witchcraft and the Puritan belief system. Instructor: Dona Rucci.

Total Cost: \$99 (Tuition: \$26 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
31077	T(6)	10/8–11/12	10 a.m.–12 p.m.	HV

WRI 223

20th Century American Literature

Explore the work of notable 20th-century American writers like F. Scott Fitzgerald, Kurt Vonnegut and others. Discover how history shaped their timeless writings. Instructor: Kris Faatz.

Total Cost: \$60 (Tuition: \$10 Fees: \$50)

CRN#	Day/Ses.	Dates	Time	Location
30975	F(10)	10/4–12/13	10–11:30 a.m.	Zoom

HST 090

A Century of Humanity: Jimmy Carter (NEW)

Explore Jimmy Carter's life, from his early years to his presidency, covering his naval service, governorship, impactful humanitarian efforts and his enduring legacy. Class will be held simultaneously in-person and on Zoom. Instructor: Patrick Heline.

Total Cost: \$73 (Tuition: \$20 Fees: \$53)

CRN#	Day/Ses.	Dates	Time	Location
31368	T(4)	10/1–22	1–2:30 p.m.	Zoom
31246	T(4)	10/1–22	1–2:30 p.m.	HV

HIT 991

A Knight Without Armor: The American TV Western (NEW)

Explore the evolution of TV westerns and how they evolved. Discover classics like Roy Rogers and Hopalong Cassidy and learn western themes of alcohol, women, cowboys and gunfighters. Instructor: John Anderson, MD.

Total Cost: \$73 (Tuition: \$20 Fees: \$53)

CRN#	Day/Ses.	Dates	Time	Location
31517	F(3)	10/11–25	10 a.m.–12 p.m.	OM

POS 057

A Pivotal Presidential Election (NEW)

Assess the final weeks of the 2024 U.S. elections. Explore candidates, key issues, legal challenges and threats to democracy. Examine policies and their implications on the country's future. Class will be held simultaneously in-person and on Zoom. Instructor: Barry Rascovar.

Total Cost: \$78 (Tuition: \$20 Fees: \$58)

CRN#	Day/Ses.	Dates	Time	Location
31127	R(4)	10/17–11/14	1–2:30 p.m.	OM
31128	R(4)	10/17–11/14	1–2:30 p.m.	Zoom

HST 098

American Icons and Legends: 1700s Unsung Heroes of Colonial America (NEW)

Uncover the unsung icons and legends of the era, including remarkable figures like John Woolman, Judith Sargent Murray, Peter Francisco and Nancy Hart. Class will be held simultaneously in-person and on Zoom. Instructor: Patrick Heline.

Total Cost: \$99 (Tuition: \$21 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
32277	R(9)	10/3–12/5	9:45–11:15 a.m.	Zoom
32278	R(9)	10/3–12/5	9:45–11:15 a.m.	HV

HST 082

American Trivia: A Social History of the U.S. (NEW)

Join us for a time-traveling adventure through U.S. society and culture. Uncover the evolution of language, food, drink, clothing, comics, radio, travel and more across eras in the nation's history. Instructor: David Hatch.

Total Cost: \$99 (Tuition: \$21 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
31233	M(10)	9/30–12/2	7–8:30 p.m.	Zoom

HIT 982

Archaeology Today: New Answers to Old Questions #2 (NEW)

Explore recent archaeological finds, how they shape our understanding of the past and the threats to preserving our heritage. Study Egypt, Greece, Vikings, Colonial America, Pre-Columbian cultures and more. Instructor: Robert Baer, PhD.

Total Cost: \$78 (Tuition: \$20 Fees: \$58)

CRN#	Day/Ses.	Dates	Time	Location
31060	M(5)	10/28–11/25	10:30 a.m.–12 p.m.	Zoom

HST 083

Baltimore Stories: Scandals, Fire, Labor and More (NEW)

Explore Baltimore's history through first-hand accounts of the great fire, local scandals, child labor and spy stories. Join us for a unique glimpse into the city's past. Instructor: Jennifer Liles.

Total Cost: \$93 (Tuition: \$20 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
31237	M(8)	10/7–11/25	1–2:30 p.m.	HV

HIT 996

Broadcasting Through Time: A History of Radio and Television (NEW)

Explore radio and television's evolution from inception to the digital age, highlighting technological advancements, cultural significance and their continuing impact on global communication and entertainment. Instructor: Clara Malafarina.

Total Cost: \$96 (Tuition: \$20 Fees: \$76)

CRN#	Day/Ses.	Dates	Time	Location
31134	T(7)	10/22–12/3	10 a.m.–12 p.m.	HV

HST 084

Civil Discourse: A Lesson in Civility (NEW)

Civil discourse is essential in a democracy, fostering respect, understanding and compromise. This class explores its role and application in constructive communication within a pluralistic society. Instructor: Matthew Harding.

Total Cost: \$99 (Tuition: \$15 Fees: \$84)

CRN#	Day/Ses.	Dates	Time	Location
31036	W(10)	10/2–12/11	10 a.m.–12 p.m.	Zoom

HIS 143

First Ladies of the United States

Explore the diverse roles of first ladies, from their personal lives to public duties, revealing their multifaceted contributions as spouses, mothers, ambassadors, hostesses and supportive partners. First Ladies to cover: Martha Washington to Dolly Madison. Class will be held simultaneously in-person and on Zoom. Instructor: Patrick Heline.

Total Cost: \$86 (Tuition: \$20 Fees: \$66)

CRN#	Day/Ses.	Dates	Time	Location
30933	R(6)	10/3–11/14	1:30–3 p.m.	Zoom
30932	R(6)	10/3–11/14	1:30–3 p.m.	HV

HIT 983

The History of Baltimore Schools: Public and Private (NEW)

Discover Baltimore's school history, roles and influence. Compare public and private schools, explore their growth and discuss their community context. Share your own experiences! Instructor: Jennifer Liles.

Total Cost: \$93 (Tuition: \$20 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
31067	T(8)	10/8–11/26	1–2:30 p.m.	OM

HIT 985

History of Soviet Russia 1917–1992 (NEW)

Trace Soviet Russia's rise and fall. Examine the causes of the Russian Revolution and Civil War, military emergence and Stalin's police state. Compare Imperial Russia, the Soviet Union and the current state. Instructor: Richard Caballero.

Total Cost: \$99 (Tuition: \$21 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
31104	W(10)	10/2–12/11	1–2:30 p.m.	OM

HIT 998

History of the New York Times (NEW)

Explore the remarkable journey and editorial development of The New York Times, from its roots in Chattanooga to its iconic status in New York City, as well as the newspaper's global expansion. Instructor: Harry Ezratty, Esq.

Total Cost: \$73 (Tuition: \$20 Fees: \$53)

CRN#	Day/Ses.	Dates	Time	Location
31105	W(4)	10/9–30	1–2:30 p.m.	OM

HST 086

History of The Renaissance (NEW)

Explore the European Renaissance (1300–1600), analyzing its impacts on modern culture, politics and trade through key events, figures and development. Instructor: Syed Uddin-Ahmed.

Total Cost: \$99 (Tuition: \$21 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
31235	W(10)	10/2–12/11	4–5:30 p.m.	Zoom

HST 093

Hopkins Heroes (NEW)

Explore the founding of the world-renowned Johns Hopkins Hospital in Baltimore. Learn about the hospital's great discoveries and examine the impact of key figures, such as the four founding doctors. Instructor: Paula Mister.

Total Cost: \$78 (Tuition: \$20 Fees: \$58)

CRN#	Day/Ses.	Dates	Time	Location
31247	M(4)	11/11–12/2	10 a.m.–12 p.m.	HV

HIT 986

Important Players in History Part X (NEW)

Explore the compelling stories of Frederick Olmsted, Coco Chanel, the Borgias, Alice Roosevelt and Charles Dickens. Discover their achievements, setbacks and the enigmas surrounding those who disappeared. Instructor: Nancy Lotz.

Total Cost: \$90 (Tuition: \$20 Fees: \$70)

CRN#	Day/Ses.	Dates	Time	Location
31241	W(7)	10/2–11/13	10:30 a.m.–12 p.m.	HV

ART 845

Peggy Guggenheim and the Art of Collecting

Explore Peggy Guggenheim's extraordinary life, travels and renowned art collection, crafted from globetrotting adventures and in consultation with art luminaries, showcasing diverse international masterpieces. Instructor: Joseph Cassar, PhD.

Total Cost: \$93 (Tuition: \$20 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
31151	T(8)	9/3–10/22	9:30–11 a.m.	Zoom

HIT 984

Public Lens Photojournalism and Documentary Photography in America (NEW)

Explore photography's impact on American life since 1839 and its influence on war, the Great Depression, elections and civil rights. Discover how images are used to narrate compelling stories. Instructor: David Lavine.

Total Cost: \$99 (Tuition: \$21 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
31103	W(10)	10/2–12/11	11 a.m.–12:30 p.m.	OM

HST 094

Rock-N-Roll Series: Billboard #1 Hits from 1974, 1964 and 1954 (NEW)

Explore the evolution of rock-n-roll over three decades, analyzing Billboard #1 hits of 1974, 1964 and 1954, their stories, artists' influence and the genre's founding elements. Instructor: Patrick Heline.

Total Cost: \$53 (Tuition: \$0 Fees: \$53)

CRN#	Day/Ses.	Dates	Time	Location
31338	S(3)	11/9–23	10 a.m.–12 p.m.	HV

HST 091

Survey of Classical Music Part I (NEW)

Gain an introduction to Western classical music, from the 12th century to the present. Learn about Medieval, Renaissance and Baroque music, how music has changed, composers' styles and popular instruments. Instructor: Kris Faatz.

Total Cost: \$88 (Tuition: \$20 Fees: \$68)

CRN#	Day/Ses.	Dates	Time	Location
31078	W(5)	10/9–11/6	10 a.m.–12 p.m.	HV

HIT 988

The American Civil Rights Movement (NEW)

The 20th-century Civil Rights movement transformed America. Learn how sit-ins and legal victories left a lasting legacy of social justice and lessons for contemporary society. Instructor: Robert Baer, PhD.

Total Cost: \$93 (Tuition: \$20 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
30990	F(8)	10/4–11/22	10–11:30 a.m.	HV

ART 622

The Genius of Pablo Picasso

Learn about the art world genius who remains relevant with his distinct style and periods: Blue, Rose, Cubism, African-Influenced, Crystal and Neoclassical. Instructor: Joseph Cassar, PhD.

Total Cost: \$93 (Tuition: \$20 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
31150	R(8)	9/5–10/24	9:30–11 a.m.	Zoom

HST 096

Unions on the Railroad 1827–2024 (NEW)

All aboard! Explore the evolution of railroads and the development of unions. Examine the early construction, challenges and triumphs of railroad workers. Instructor: Bill Barry.

Total Cost: \$93 (Tuition: \$20 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
31580	R(7)	10/17–12/5	10–11:30 a.m.	Zoom

HIT 978

U.S. Supreme Court and Its Decisions for Term 2023 and 2024

Step into the heart of judicial decision-making at the U.S. Supreme Court! Delve into recent cases on constitutional rights like gun ownership, abortion and voting rights. Engage in lively discussions, dissecting justices' opinions and exploring the court's historic rulings and judicial philosophies. Instructor: Deena Dugan.

Total Cost: \$78 (Tuition: \$20 Fees: \$58)

CRN#	Day/Ses.	Dates	Time	Location
31532	R(5)	10/10–11/7	10–11:30 a.m.	OM

POS 056

The Wild, Wild White House: History of Presidential Pets

Whether traditional pets, like cats, dogs, fish or birds or more exotic, even absurd ones like goats, snakes, cows, turkeys, raccoons or even a parrot that swore, examine the wild side of the presidency and the pets that have been forgotten to history. Class will be held simultaneously in-person and on Zoom. Instructor: Patrick M. Heline.

Total Cost: \$88 (Tuition: \$20 Fees: \$68)

CRN#	Day/Ses.	Dates	Time	Location
30978	R(9)	10/3–12/5	11:30 a.m.–12:30 p.m.	HV
30983	R(9)	10/3–12/5	11:30 a.m.–12:30 p.m.	Zoom

HIT 818

The Scottish-American Identity

Explore the impact on America as Scottish culture spreads around the world. Learn about those Scots who were instrumental in the American Revolution and the War of 1812. Investigate the absorption of Scottish music, language and folklore into American culture.

Total Cost: \$94 (Tuition: \$20 Fees: \$74)

CRN#	Day/Ses.	Dates	Time	Location
30929	W(10)	9/11–11/20	1:30–2:45 p.m.	HV

HIS 158

U.S. Supreme Court and the Bill of Rights

Examine the 10 amendments within the U.S. Constitution's Bill of Rights and their effect on Supreme Court Decisions in history. In addition, students will examine and discuss various Supreme Court decisions that attempted to define and redefine in clear terms what these amendments mean and how they are interpreted. Instructor: Deena Dugan.

Total Cost: \$86 (Tuition: \$20 Fees: \$66)

CRN#	Day/Ses.	Dates	Time	Location
31240	T(6)	10/8–11/12	1–2:30 p.m.	HV

HIS 738

The History and Value of Antiques (NEW)

Learn about the fundamentals and historic periods of antiques including discussions of artwork, collectables, porcelain, glassware, sterling silver and furniture. Explore the difference between an antique and a reproduction and assess the historic changes in styles. Discover research tools, care and maintenance of antiques and how and where to liquidate antiques. Instructor: Dixie Cook.

Total Cost: \$99 (Tuition: \$21 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
30901	R(10)	10/3–12/12	10–11:30 a.m.	HV

HUMANITIES AND CULTURE

PDV 346

50 Ways to Leave Your Clutter

So long, clutter! Develop decision-making skills and strategies to help you create a more organized and relaxing home. Discover resources that will take your unneeded items. Instructor: Cindy Bernstein.

Total Cost: \$53 (Tuition: \$0 Fees: \$53)

CRN#	Day/Ses.	Dates	Time	Location
31132	R(4)	10/24–11/14	1–2:30 p.m.	Zoom

POS 050

Comparative Political Theology of Christianity, Islam and Judaism (NEW)

Explore the fusion of religious ethics and political values in Christianity, Judaism and Islam, focusing on law, social justice, diversity and more for a thought-provoking exploration of faith and governance. Instructor: Jose Lopez-Gonzalez.

Total Cost: \$99 (Tuition: \$15 Fees: \$84)

CRN#	Day/Ses.	Dates	Time	Location
31242	M(10)	9/30–12/2	10:30 a.m.–12:30 p.m.	HV

HST 087

Cultural Geography: People, Places and Society (NEW)

Analyze and explore the principles of human geography and how it shapes world regions today. This course covers migration, language, religion, economics, culture and more. Instructor: Syed Uddin-Ahmed.

Total Cost: \$93 (Tuition: \$20 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
31234	M(8)	10/7–11/25	4–5:30 p.m.	Zoom

HST 081

Exploring the Bible Through Kabbala (NEW)

Examine several stories of the Bible and Jewish customs through the lens of Kabbalistic principles and tenets, using the 19th-century text "Likutei Moharan" as a guide. Class will be held simultaneously in-person and on Zoom. Instructor: Charles Hanna.

Total Cost: \$99 (Tuition: \$21 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
31525	M(10)	10/7–12/9	10:30 a.m.–12 p.m.	OM
31526	M(10)	10/7–12/9	10:30 a.m.–12 p.m.	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.

Total Cost: \$99 (Tuition: \$21 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
30828	M(10)	9/30–12/2	10:30 a.m.–12 p.m.	Zoom
Instructor: Matthew Harding				
30824	T(10)	10/8–12/10	10:30 a.m.–12 p.m.	HV
Instructor: Deena Dugan				

HIT 994

The Transcendentalist Writers: Emerson, Thoreau and Whitman (NEW)

Join us as we investigate America's first truly counterculture movement: The Transcendentalist. In this course, students will read and discuss several of the most notable members of this movement such as Ralph Waldo Emerson, Henry David Thoreau, Margaret Fuller, Walt Whitman and more. Students will learn about the long-term influence of the Transcendentalists had on other great minds such as Gandhi, Leo Tolstoy, Martin Luther King, Jr. and more. Instructor: Rob Jacobs.

Total Cost: \$99 (Tuition: \$21 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
31079	W(10)	10/2–12/11	10–11:30 a.m.	HV

HIT 957

World Cultures: Diversity of Ethnicity (NEW)

Immerse in global cultures, cuisines, and traditions to reduce misrepresentation and ease ethnic tensions. Explore communication's role in cultural conflict and explore strategies for harmony. Instructor: Sudeep Mohandas.

Total Cost: \$93 (Tuition: \$20 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
31040	M(6)	9/30–11/4	10 a.m.–12 p.m.	HV

LANGUAGES

FLA 426

Spanish for Beginners I

Learn conversational Spanish, including basic conversational skills, reading comprehension, grammar and writing responses, such as greetings. Practice vocabulary, pronunciation and common expressions while exploring Spanish culture. Workbook recommended, will be discussed in class. Instructor: Bertha Narvaez-Ortiz.

Total Cost: \$93 (Tuition: \$20 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
31507	T(6)	9/10–10/15	1–3 p.m.	EC

FLA 224

Spanish for Beginners Part II

Advance your Spanish conversational, reading and writing skills by practicing pronunciation, vocabulary and the proper use of adjectives, adverbs, verbs, prepositions and more. Learn what makes the Spanish language distinctive. Workbook recommended and will be discussed during first class. Instructor: Bertha Narvaez-Ortiz.

Total Cost: \$99 (Tuition: \$21 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
31508	T(7)	10/22–12/3	1–3 p.m.	EC

FLA 088

Conversational Spanish for Beginners

Learn basic conversational Spanish for greetings, introductions, conversations, travel, shopping and expressing needs and feelings. Gain an awareness of the cultural diversity of Latin America. Instructor: Jean Meyer.

Total Cost: \$99 (Tuition: \$21 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
31094	W(10)	10/2–12/11	10–11:30 a.m.	OM

FLA 093

Conversational Spanish for Beginners Part 2

Advance your Spanish skills to express needs and feelings, expand vocabulary, recognize items and engage in longer conversations. Prerequisite: FLA 088. Instructor: Jean Meyer.

Total Cost: \$99 (Tuition: \$21 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
31102	T(10)	10/8–12/10	10–11:30 a.m.	OM

CCBC AT MANOR MILL

ART 923

Broom Making (NEW)

Explore the traditional Appalachian art of crafting a Turkey Wing and Fan Whisk broom. Materials fee due first class. Location: Manor Mill Educational Center located at 2029 Monkton Road, Monkton, MD 21111.

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

CRN#	Day/Ses.	Dates	Time	Location
31511	M(1)	11/4	10 a.m.–12:30 p.m.	MME

ART 919

Ceramic Ornaments (NEW)

Craft clay ornaments using cookie cutters, stamps and texture tools and finish by applying underglaze. They will be fired for holiday pickup. Create 8–12 ornaments to gift or keep. Class will take place at the Manor Mill Educational Center located at 2029 Monkton Road, Monkton, MD 21111.

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

CRN#	Day/Ses.	Dates	Time	Location
31512	M(1)	12/2	10 a.m.–12 p.m.	MME

ART 920

Evergreen Wreaths (NEW)

Enjoy a wreath-making workshop. Learn techniques, watch a demo and create your holiday masterpiece with fresh local evergreens and accents. Location: Manor Mill Educational Center located at 2029 Monkton Road, Monkton, MD 21111. Instructor: Courtney from Spore and Seed.

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

CRN#	Day/Ses.	Dates	Time	Location
31513	M(1)	12/9	10 a.m.–12 p.m.	MME

ART 951

Plein Air Outdoor Painting (NEW)

Enjoy a painting lesson outdoors at Manor Mill and gain beginner techniques. Choose landscapes, houses or flowers on the property as your subject. All materials included. Class will take place at the Manor Mill Educational Center located at 2029 Monkton Road, Monkton, MD 21111.

Total Cost: \$60 (Tuition: \$0 Fees: \$60)

CRN#	Day/Ses.	Dates	Time	Location
30286	M(1)	9/23	1–3 p.m.	MME

ART 952

Stained Glass for Beginners (NEW)

Explore the joy of making stained glass. Learn about colors, textures, design rules and the process. No experience needed, materials included. Location: Manor Mill Educational Center located at 2029 Monkton Road, Monkton, MD 21111.

Total Cost: \$180 (Tuition: \$0 Fees: \$180)

CRN#	Day/Ses.	Dates	Time	Location
31510	M(2)	10/14–21	10 a.m.–1:15 p.m.	MME

LEARN LECTURES

POS 051

Current Status of Reproductive Rights in the United States (NEW)

Explore U.S. reproductive rights, analyzing Supreme Court rulings such as Roe v. Wade and Dobbs and assessing the impact on women's healthcare and reproductive freedom. Instructor: Deena Dugan.

Total Cost: \$35 (Tuition: \$0 Fees: \$35)

CRN#	Day/Ses.	Dates	Time	Location
31245	F(1)	11/15	10 a.m.–12 p.m.	HV

HIT 894

John Lennon: The Dakota Years (NEW)

Explore John Lennon's "Dakota Years" (1973–1980) in NYC, his life as a "househusband" and his return to music before his tragic death. Instructor: Amy Andrews.

Total Cost: \$35 (Tuition: \$0 Fees: \$35)

CRN#	Day/Ses.	Dates	Time	Location
31072	S(1)	12/7	10:30 a.m.–12 p.m.	HV

HST 088

The Marvelous Dr. Mutter and the Mutter Museum (NEW)

Dr. Thomas Mutter was a lesser-known pioneer of medical techniques and compassionate care that reshaped American medicine. Explore his life and legacy, which is preserved at Philadelphia's Mutter Museum. Instructor: Paula Mister.

Total Cost: \$35 (Tuition: \$0 Fees: \$35)

CRN#	Day/Ses.	Dates	Time	Location
31074	F(1)	11/8	10:30 a.m.–12 p.m.	HV

LUNCH AND LEARN

CKG 288

Lunch with Bobby Flay

Explore Chef Bobby Flay's rise from culinary student to TV star and 43-time chef winner, known for his Southwestern-style cooking, including signature dishes like flank steak tacos. \$20 materials fee due first class, payable to instructor. Instructor: Michelle Sapp.

Total Cost: \$30 (Tuition: \$0 Fees: \$30)

CRN#	Day/Ses.	Dates	Time	Location
31327	M(1)	12/12	10:30 a.m.–12:30 p.m.	OM

HIT 976

Lunch with Emeril Lagasse

Learn about Emeril Lagasse, the famed chef who popularized New Orleans cuisine. View a demo of his shrimp creole and banana cream pie recipes, then savor these dishes for lunch. \$20 materials fee due first class, payable to instructor. Instructor: Chef Michelle Sapp.

Total Cost: \$30 (Tuition: \$0 Fees: \$30)

CRN#	Day/Ses.	Dates	Time	Location
30507	M(1)	9/9	10:30 a.m.–12:30 p.m.	OM

WRI 159

Mysteries of Merlin the Magician

Discover Merlin, the legendary sorcerer, seer and shapeshifter of Arthurian lore who was pivotal in King Arthur's ascent to Camelot's throne and holds a complex portrayal in Western civilization's imagination. Lunch to follow at Glyndon Grill. Instructor: Robert Baer, PhD.

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

CRN#	Day/Ses.	Dates	Time	Location
31522	M(1)	12/2	10:30 a.m.–12:30 p.m.	OM

HIT 979

Old Hickory: Andrew Jackson (NEW)

Learn about Andrew Jackson, who was shaped by frontier life and the Revolution. Despite military successes, policies harmful to Native Americans marred his presidency. Lunch to follow at BlueStone Restaurant. Instructor: Dr. Lester Brooks.

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

CRN#	Day/Ses.	Dates	Time	Location
31039	F(1)	9/20	10:30 a.m.–12 p.m.	HV

HST 080

Paul Robeson, Unsung Renaissance Man

Learn about Paul Robeson, of "Old Man River" fame. The American artist, actor, athlete and activist was celebrated in Europe and Africa, but faced humiliation in the U.S. Lunch to follow at the Glyndon Grill. Instructor: Bettye Holt-Haskins.

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

CRN#	Day/Ses.	Dates	Time	Location
31521	W(1)	10/16	10:30 a.m.–12 p.m.	OM

POS 054

Presidential Evaluation: Martin Van Buren (NEW)

Explore the life and legacy of Martin Van Buren, America's 8th president and "first career politician." Uncover his pivotal contributions, leadership and impact. Lunch to follow at Pappa's Restaurant in Cockeysville. Instructor: Dr. Lester Brooks.

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

CRN#	Day/Ses.	Dates	Time	Location
30988	F(1)	12/6	10 a.m.–12 p.m.	HV

HIT 980

Presidential Evaluation: Rutherford B. Hayes (NEW)

Explore the nuanced legacy of Rutherford B. Hayes, the 19th U.S. president. Amid rampant political corruption, his integrity and leadership stand out, highlighting a figure often overshadowed in American history. Lunch to follow at BlueStone Restaurant. Instructor: Patrick Heline.

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

CRN#	Day/Ses.	Dates	Time	Location
30986	F(1)	10/4	10 a.m.–12 p.m.	HV

HIT 993

Stained Glass of Baltimore

Join the author of "Through a Glass Darkly: The Social History of Stained Glass in Baltimore" to explore how these windows reflect Baltimore's history of racial, ethnic and religious segregation. Lunch to follow at Glyndon Grill. Instructor: Linda Rabben.

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

CRN#	Day/Ses.	Dates	Time	Location
31523	W(1)	10/23	10:30 a.m.–12 p.m.	OM

HIT 972

The Race for President Hits High Gear

Explore the 2024 election, dissecting candidates' agendas, key issues and polls. Analyze battleground states, media influence and threats to democracy, including abortion debates and electoral predictions. Lunch to follow at Glyndon Grill. Instructor: Barry Rascover.

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

CRN#	Day/Ses.	Dates	Time	Location
30509	T(1)	9/3	10:30 a.m.–12 p.m.	OM

POS 058

What Happened on Election Day?

Assess the results of the 2024 election. Explore key swing-vote issues, policy impacts and Electoral College influence amid significant post-election legal and political disputes. Lunch to follow at Glyndon Grill. Instructor: Barry Rascover.

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

CRN#	Day/Ses.	Dates	Time	Location
31520	T(1)	11/12	10:30 a.m.–12 p.m.	OM

POS 053

The Golden Age of Athens (NEW)

Dive into the Golden Age of Athens, 5th century BCE, marked by extraordinary advancements in philosophy, drama and architecture and epitomized by the Parthenon, Socrates, statesman Pericles and notable playwrights. Lunch to follow at Barrett's Grill. Instructor: Dr. Bob Baer.

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

CRN#	Day/Ses.	Dates	Time	Location
31038	F(1)	9/27	10 a.m.–12 p.m.	HV

MUSIC

HIT 949

A History of Broadway and Broadway Musicals Part I

Explore Broadway's history, focusing on early days, iconic musicals and the explosive growth during the Roaring '20s. Instructor: Ellen Katz.

Total Cost: \$78 (Tuition: \$20 Fees: \$58)

CRN#	Day/Ses.	Dates	Time	Location
30136	W(5)	11/6–12/11	10–11:30 a.m.	HV

HST 097

Clarinetists of the Swing Era

Explore the clarinet's impact on jazz in the Swing era through figures like Goodman and Shaw. Use recordings, discussions and live performances to uncover its influence in 20th century American music. Instructor: Seth Kibel.

Total Cost: \$93 (Tuition: \$20 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
31581	F(7)	10/11–11/22	10:30 a.m.–12 p.m.	OM

HIT 896

Concert Piano Performance with Kris Faatz

Join a classical piano adventure with Kris Faatz, who will showcase pieces from the Renaissance to Modern eras and discuss the music's history. Q&A to follow. Instructor: Kris Faatz.

Total Cost: \$30 (Tuition: \$0 Fees: \$30)

CRN#	Day/Ses.	Dates	Time	Location
30804	M(1)	12/9	10–11:30 a.m.	HV

HIT 923

Music Revolution: Dick Clark's U.S. American Bandstand

Explore Dick Clark's legacy as host of American Bandstand, where he was among the first to integrate live audiences racially and he introduced iconic music artists to America. Class will be held simultaneously in-person and on Zoom. Instructor: Jackie Dailey.

Total Cost: \$73 (Tuition: \$20 Fees: \$53)

CRN#	Day/Ses.	Dates	Time	Location
30898	R(4)	10/3–24	10:30 a.m.–12 p.m.	Zoom
30897	R(4)	10/3–24	10:30 a.m.–12 p.m.	CC

HIT 943

Windows into Jazz and Improvised Music (NEW)

This course explores jazz history and practice, highlighting key recordings, improvisation, instrument evolution and its influence on genres like Brazilian choro and South African jazz. Instructor: Paul Faatz.

Total Cost: \$99 (Tuition: \$21 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
30827	T(10)	10/1–12/3	1–2:30 p.m.	HV

PHOTOGRAPHY

ART 704

Introduction to Digital Photography

Become a confident digital camera user in this class. Learn the various symbols and buttons, organizing, printing, storing and sharing images. Bring your camera to class. Instructor: Lee Klima.

Total Cost: \$88 (Tuition: \$20 Fees: \$68)

CRN#	Day/Ses.	Dates	Time	Location
31177	M(5)	9/30–10/28	1–3 p.m.	OM
30832	W(5)	10/2–30	10 a.m.–12 p.m.	CC

ART 821

Digital Photograph Enhancement

Learn how to enhance, edit and touch-up digital images and restore faded and torn photographs with Photoshop and other free programs. Prerequisite: ART 704. Instructor: Lee Klima.

Total Cost: \$88 (Tuition: \$20 Fees: \$68)

CRN#	Day/Ses.	Dates	Time	Location
31176	M(5)	11/11–12/9	1–3 p.m.	OM

PCA 899

Photography for Mobile Devices

Master photography with your smartphone. Explore camera functions, composition, lighting, focus, editing and develop a photographer's mindset through practical exercises. Each student MUST bring their own device to each class session. Instructor: Jason Knauer.

Total Cost: \$73 (Tuition: \$0 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
30792	M(8)	10/7–11/25	1–2:30 p.m.	HV

TOURS

HIT 744

Green Mount Cemetery Walking Tour

During a two-hour walking tour, discover the history of the Green Mount Cemetery, constructed in 1838 with Gothic Revival architecture. Meet at the main entrance, 1501 Greenmount Avenue, Baltimore. Parking available.

Total Cost: \$30 (Tuition: \$0 Fees: \$30)

CRN#	Day/Ses.	Dates	Time	Location
30080	S(1)	9/28	9:30–11:30 a.m.	OSX

HIT 912**Out of the Ashes:****Walking Tour of the Great Baltimore Fire of 1904**

Take a walking tour on the devastating path of Baltimore's great 1904 fire. Learn about heroic firefighting efforts and the drive to rebuild. Instructor: Bev Rosen.

Total Cost: \$30 (Tuition: \$0 Fees: \$30)

CRN#	Day/Ses.	Dates	Time	Location
30513	T(1)	9/17	10:30 a.m.–12 p.m.	CVS

HST 079**Tour the Inner Harbor:****Planning and Architecture**

Experience Baltimore's Inner Harbor! Explore original plans, iconic architecture, the rich history of Federal Hill, the Rouse Company and more. Join us at the Science Center's waterfront for an unforgettable journey. Instructor: David Gleason.

Total Cost: \$30 (Tuition: \$0 Fees: \$30)

CRN#	Day/Ses.	Dates	Time	Location
31524	W(1)	10/9	10:30 a.m.–12 p.m.	OSX

HIT 788**Walking Tour of Little Italy**

Explore Little Italy's rich history, architecture and notable figures. Visit St. Leo's Church and enjoy a traditional Italian lunch at Sabatino's. Instructor: Sally Johnston.

Total Cost: \$64 (Tuition: \$0 Fees: \$64)

CRN#	Day/Ses.	Dates	Time	Location
31331	W(1)	10/30	10:30 a.m.–12 p.m.	SBR

HIT 973**Walking Tour of Patterson Park**

Explore the history of Baltimore's oldest city park, including its impactful design, Pagoda centerpiece, plus it's role in the War of 1812 and the Civil War. Instructor: Johns Hopkins.

Total Cost: \$30 (Tuition: \$0 Fees: \$30)

CRN#	Day/Ses.	Dates	Time	Location
30525	W(1)	8/28	10:30 a.m.–12 p.m.	OSX

WELLNESS AND FITNESS**FIT 073****Aerobics for the Senior Adult:****A Low Impact Routine**

Keep fit with our low-impact workout blending cardio and body toning. Ideal for beginners seeking a fun, safe routine. Instructor: Nina Bazemore.

Total Cost: \$68 (Tuition: \$0 Fees: \$68)

CRN#	Day/Ses.	Dates	Time	Location
30902	R(10)	10/3–12/12	12–1 p.m.	HV

FIT 047**Basic Self Defense**

Learn how to effectively protect yourself and develop valuable self-defense techniques while you get in shape. All skills and ability levels are welcome. Instructor: Paul Jakubowski.

Total Cost: \$68 (Tuition: \$0 Fees: \$68)

CRN#	Day/Ses.	Dates	Time	Location
31133	T(10)	10/1–12/3	9:30–10:30 a.m.	HV

FIT 169**Beginners Tennis for Seniors (NEW)**

Learn tennis basics, including strokes, scoring, doubles positioning and safety rules. Experience not required, racquets provided. Wear comfortable, weather-appropriate clothes and tennis shoes to class and bring water. Class will take place at the Pine Valley Swim and Tennis Club located at 4638 White Marsh Road, Baltimore, MD. 21237. Tennis Courts are located at the top of the hill.

Total Cost: \$110 (Tuition: \$0 Fees: \$110)

CRN#	Day/Ses.	Dates	Time	Location
31251	W(8)	9/11–10/30	10–11 a.m.	PVS
31250	S(8)	9/14–11/2	9–10 a.m.	PVS

PDV 379**Brain Health Strategies**

Enhance brain health through memory and brain games, stress reduction, nutritious foods, social activities and laughter. Learn mental techniques for brain aging reversal and incorporate weekly fun activities. Instructor: Joanna Brandt.

Total Cost: \$99 (Tuition: \$21 Fees: \$78)

CRN#	Day/Ses.	Dates	Time	Location
31518	F(10)	9/27–12/13	10:30 a.m.–12 p.m.	OM

FIT 083**Chair Pilates**

Improve core strength, balance, posture and flexibility with chair yoga. Exercises support muscle strength, mental clarity, stress reduction and joint pain relief and are designed to boost independence and life quality. Instructor: Sandi Rubin.

Total Cost: \$68 (Tuition: \$0 Fees: \$68)

CRN#	Day/Ses.	Dates	Time	Location
30976	F(10)	10/4–12/20	10:30–11:30 a.m.	Zoom
31052	M(10)	10/7–12/16	9:30–10:30 a.m.	OM

FIT 120**Chair Yoga**

Learn how to adapt traditional yoga asanas (postures) to be performed with a chair, without any pressure on your hands, wrists or knees. Designed for anyone with limited mobility.

Total Cost: \$68 (Tuition: \$0 Fees: \$68)

CRN#	Day/Ses.	Dates	Time	Location
30808	T(10)	10/1–12/10	9:30–10:30 a.m.	Zoom
Instructor: Sandi Rubin				
30820	W(10)	10/2–12/11	10–11 a.m.	HV
Instructor: Maura-Leigh Ingegno				

FIT 830**Drummin' in the Valley (NEW)**

Discover drumming as a fun, effective program that offers therapeutic benefits, stress relief and joy. Perfect for all ages, equipment provided. Just bring a positive attitude! Instructor: Al Muehberger.

Total Cost: \$58 (Tuition: \$0 Fees: \$58)

CRN#	Day/Ses.	Dates	Time	Location
31336	S(10)	10/5–12/14	10–11 a.m.	HV

FIT 123**Gentle Yoga**

Stretch your way to health! Learn and practice basic poses and breathing exercises for enhanced well-being, joint alignment and relaxation. Bring a yoga mat and wear comfy clothes.

Total Cost: \$68 (Tuition: \$0 Fees: \$68)

CRN#	Day/Ses.	Dates	Time	Location
31153	M(10)	10/7–12/9	11 a.m.–12 p.m.	OM
Instructor: Debbie Vojik				
32685	M(10)	9/30–12/2	5–6 p.m.	DC
Instructor: Angie Carpenter				
32684	W(10)	10/2–12/11	12–1 p.m.	HV
Instructor: Maura-Leigh Ingegno				

PDV 395**How to Avoid Medication Errors**

Learn to prevent medication errors using strategies, communication techniques and tools. Create a detailed medication list and use online resources to enhance medication safety. Instructor: Denise Baugh.

Total Cost: \$73 (Tuition: \$20 Fees: \$53)

CRN#	Day/Ses.	Dates	Time	Location
31519	F(4)	10/18–11/8	10:30 a.m.–12 p.m.	OM

FIT 149**Introduction to Tap Dancing for Seniors**

Step into the world of dance. Learn basic tap-dancing skills, rhythms and simple routines. Tap shoes optional. Amazon has affordable options. Instructor: Kathy Lally.

Total Cost: \$68 (Tuition: \$0 Fees: \$68)

CRN#	Day/Ses.	Dates	Time	Location
31231	R(10)	10/3–12/12	1–2 p.m.	EC



Baltimore County Department of Aging

5K Run/Walk 1 Mile Walk

Race proceeds support BCDA's wellness programs for older adults.



Sunday, September 15, 2024 • 8 a.m.

CCBC Essex Campus 7201 Rossville Blvd., Baltimore, MD 21237
Roads close at 8 a.m., Warm-Up is at 8:15 a.m. and 5K begins at 8:30 a.m.



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Baltimore County Executive John A. Okzewski, Jr.
and the County Council



For event or sponsorship/vendor information, call 410-887-2002.

FIT 150

Line Dancing for Seniors

Embrace line dancing fearlessly! Master basic steps for five or more diverse line dances, perfect for beginners. No partner required. Instructor: Joseph Leskovar.

Total Cost: \$68 (Tuition: \$0 Fees: \$68)

CRN#	Day/Ses.	Dates	Time	Location
30971	F(10)	10/4–12/13	10–11 a.m.	EC

FIT 145

Lively Drumming for Better Health and Wellness

Join our fun exercise program! Dance to the beat, improve health and relieve stress. All equipment included. Dress comfortably. Instructor: Rachael Fuller.

Total Cost: \$68 (Tuition: \$0 Fees: \$68)

CRN#	Day/Ses.	Dates	Time	Location
32722	M(10)	9/30–12/2	1:30–2:30 p.m.	HV
30812	T(10)	10/1–12/3	11:30 a.m.–12:30 p.m.	HV

FIT 125

Low Impact Cardio, Mobility and Strength Exercises

Learn low-impact aerobic exercises, cardio workout techniques, strength building and gentle stretching for improved mobility and fitness. Instructor: Debbie Vojik.

Total Cost: \$68 (Tuition: \$0 Fees: \$68)

CRN#	Day/Ses.	Dates	Time	Location
31527	R(10)	9/26–12/12	10–11 a.m.	OM

PDV 301

Mindfulness Meditation

Embrace the calm. Discover techniques to quiet your mind, reduce stress and boost your emotional, physical and mental health. Instructor: Eva Sivan, Ph.D.

Total Cost: \$58 (Tuition: \$0 Fees: \$58)

CRN#	Day/Ses.	Dates	Time	Location
31097	T(8)	10/8–11/26	10–11 a.m.	Zoom

FIT 162

Pickleball for Beginners

Learn pickleball in eight weeks! Master hitting, serving, rallying, scoring and rules. Get expert instruction, in-game feedback and safety tips. Court attire required. Bring water. Equipment provided.

Total Cost: \$110 (Tuition: \$0 Fees: \$110)

CRN#	Day/Ses.	Dates	Time	Location
31143	T(8)	9/3–10/22	1–2 p.m.	CC
Instructor: Kim Bartosz				
31144	R(8)	9/5–10/24	1–2 p.m.	CC
Instructor: Kim Bartosz				
30896	T(8)	9/10–10/29	9–10 a.m.	PVS
Pine Valley Tennis and Swim Club located at 4638 White Marsh Road, Baltimore, MD 21237				
31505	W(8)	9/18–11/6	9–10 a.m.	CMR
Coppermine Racquet and Fitness Club located at 1726 Reisterstown Road, Pikesville, MD 21208				

FIT 163

Pickleball Skills and Drills: Beyond Beginners

Enhance your pickleball skills in eight weeks. Refine dinking, serving, positioning and strategy. Court attire required. Bring water and paddles. Prerequisite: Beginner's course or equivalent skills.

Total Cost: \$110 (Tuition: \$0 Fees: \$110)

CRN#	Day/Ses.	Dates	Time	Location
30895	T(8)	9/10–10/29	10:30–11:30 a.m.	PVS
Pine Valley Tennis and Swim Club located at 4638 White Marsh Road, Baltimore, MD 21237				

CRN#	Day/Ses.	Dates	Time	Location
31506	W(8)	9/18–11/6	1–2 p.m.	CMR
Coppermine Racquet and Fitness Club located at 1726 Reisterstown Road, Pikesville, MD 21208				

FIT 962

Qigong Flow

Discover balance and harmony with Qigong Flow! Learn guided meditative movements to enhance your balance, strength and focus and create a higher sense of well-being and energy. Instructor: Jackie Dailey.

Total Cost: \$66 (Tuition: \$0 Fees: \$66)

CRN#	Day/Ses.	Dates	Time	Location
30803	M(9)	10/7–12/2	11:30 a.m.–12:30 p.m.	CC

FIT 143

Standing Pilates

Let's get vertical! Improve your core by adapting mat Pilates to standing exercises. Enhance your posture, flexibility and functionality with a low-impact workout perfect for seniors and beginners. Instructor: Jackie Dailey.

Total Cost: \$66 (Tuition: \$0 Fees: \$66)

CRN#	Day/Ses.	Dates	Time	Location
30806	M(9)	10/7–12/2	10–11 a.m.	CC

FIT 178

Standing Pilates

Boost your core strength and balance with standing Pilates! Improve your coordination, posture, flexibility and mobility to reduce fall risk. Develop a regular Pilates routine for home. Instructor: Jackie Dailey.

Total Cost: \$48 (Tuition: \$0 Fees: \$48)

CRN#	Day/Ses.	Dates	Time	Location
31130	R(4)	10/31–11/21	12–1 p.m.	OM

FIT 094

Tai Chi I

Reclaim vitality with "Dance of Life!" Tai Chi enhances coordination and balance through gentle movements. Suitable for all ages. Wear comfortable clothes and flat shoes.

Total Cost: \$68 (Tuition: \$0 Fees: \$68)

CRN#	Day/Ses.	Dates	Time	Location
30899	R(10)	10/3–12/12	9:30–10:30 a.m.	EC
Instructor: Jeff Zukor				
30992	F(10)	10/4–12/13	9:30–10:30 a.m.	HV
Instructor: Paul Jakubowski				
31069	F(10)	10/4–12/13	9:30–10:30 a.m.	DC
Instructor: Jeff Zukor				
30972	S(10)	10/5–12/14	9–10 a.m.	EC
Instructor: Ed Livingston				

FIT 091

Tai Chi II

Deepen your Tai Chi practice for advanced mastery of breathing, weight shifts and movement. Prerequisite: FIT 094. Instructor: Paul Jakubowski.

Total Cost: \$68 (Tuition: \$0 Fees: \$68)

CRN#	Day/Ses.	Dates	Time	Location
30993	F(10)	10/4–12/13	11 a.m.–12 p.m.	HV

FIT 144

Walking Around Baltimore: Exploring the NCR Trail

Explore the Northern Central Railroad Trail for exercise, history and fun during 3-hour walks over five Saturdays. Orientation is on the first Saturday at Wegman's in the Hunt Valley Towne Centre. Instructor: Robin Minor.

Total Cost: \$66 (Tuition: \$0 Fees: \$66)

CRN#	Day/Ses.	Dates	Time	Location
30180	S(6)	9/14–11/9	10–11:30 a.m.	OSX

XXX 841

Water Aerobics

Wade into the shallow end! Use water resistance for effective exercise without swimming or getting your head wet.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
30997	W(14)	9/4–12/11	6:30–7:30 p.m.	DC
Instructor: Angie Carpenter				
31136	W(14)	9/4–12/11	9:30–10:30 a.m.	CC
Instructor: Debbie Warner				
30994	F(14)	9/6–12/13	10–11 a.m.	DC
Instructor: Linda Watson				
31140	F(14)	9/6–12/13	11:50 a.m.–12:50 p.m.	EC
Instructor: Buchie Lynch				
31139	F(14)	9/6–12/13	10:40–11:40 a.m.	EC
Instructor: Barb Cochnar				
30995	M(14)	9/9–12/9	6:30–7:30 p.m.	DC
Instructor: Angie Carpenter				
31135	M(14)	9/9–12/9	9:30–10:30 a.m.	CC
Instructor: Debbie Warner				
32931	M(14)	9/9–12/9	11:10 a.m.–12:10 p.m.	EC
Instructor: Ruth Lynch				
30996	T(14)	9/10–12/10	10–11 a.m.	DC
Instructor: Linda Watson				

WRITING

WRI 158

Just Write! Let the Prompts Be Your Guide (NEW)

Uncover your untold stories with timed free-writing exercises and prompts. Learn and practice writing techniques, with optional critiques and sharing. All levels welcome. Instructor: Debroah Amland.

Total Cost: \$93 (Tuition: \$20 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
31244	S(8)	10/5–11/23	10–11:30 a.m.	Zoom

WRI 156

Magical Microcosms:**Exploring Speculative Fiction (NEW)**

Study stories of fantasy, sci-fi and magical realism through the works of Neil Gaiman, Isabel Allende and more. Learn how these genres captivate and engage through characters, conflict and the unexpected.

Instructor: Kris Faatz.

Total Cost: \$93 (Tuition: \$20 Fees: \$73)

CRN#	Day/Ses.	Dates	Time	Location
30977	R(8)	10/3–11/21	10–11:30 a.m.	Zoom

WRI 133

Writing a Book

Learn to write a book of any genre. Explore material use, capturing and communicating ideas, essential details, beginning-to-end processes, editing and printing paths.

Instructor: Leslie Atkins.

Total Cost: \$94 (Tuition: \$20 Fees: \$74)

CRN#	Day/Ses.	Dates	Time	Location
31096	T(8)	10/8–11/26	10 a.m.–12 p.m.	Zoom

WRI 118

Writing Intriguing Stories

This class boosts your creative writing, offering strategy, inspiration and insights into publishing, with guidance on crafting stories or book-length works.

Instructor: Leslie Atkins.

Total Cost: \$99 (Tuition: \$20 Fees: \$79)

CRN#	Day/Ses.	Dates	Time	Location
30834	W(8)	10/2–11/20	10 a.m.–12 p.m.	Zoom

SAMPLING DAY EVENT

HIT 752

A Sampling of All Areas:**Experience the Ultimate Sampling Day**

Join our daylong SAIL program sampler! Explore art, tech, history, exercise, writing and photography. Register with this CRN#. Bring lunch for the hour-long break.

Total Cost: \$25 (Tuition: \$0 Fees: \$25)

CRN#	Day/Ses.	Dates	Time	Location
31257	W(1)	9/18	9 a.m.–4 p.m.	HV

ART 879

A Sampling of Art: Unleash Your Creativity

Experience art with a 50-minute demo class, offering basic drawing and painting skills, a small artwork creation and info on other SAIL program classes.

Instructor: Nan Howard.

Total Cost: \$6 (Tuition: \$0 Fees: \$6)

CRN#	Day/Ses.	Dates	Time	Location
31252	W(1)	9/18	9–9:50 a.m.	HV

FIT 146

A Sampling of Exercise:**Exercise Your Way to Fun and a Healthy Lifestyle**

Join our 50-minute demo class to try fun exercise routines, learn safety tips and explore SAIL's full class offerings. Wear comfy clothes and shoes and bring water.

Instructor: Maura-Leigh Ingegno.

Total Cost: \$6 (Tuition: \$0 Fees: \$6)

CRN#	Day/Ses.	Dates	Time	Location
31256	W(1)	9/18	3–3:50 p.m.	HV

HST 089

A Sampling of History: Hopkins Heroes

Experience local history at CCBC with a 50-minute demo of our new course, Hopkins Heroes. Join lively discussions on William Halstead and explore more through the SAIL program. Instructor: Paula Mister.

Total Cost: \$6 (Tuition: \$0 Fees: \$6)

CRN#	Day/Ses.	Dates	Time	Location
31254	W(1)	9/18	11–11:50 a.m.	HV

PCO 434

A Sampling of Photography:**Capturing Memories With Digital Photography**

Learn photography basics in a 50-minute demo class. Enhance photos with your digital camera. Discover more photography classes through the SAIL program. Bring your camera. Instructor: Lee Klima.

Total Cost: \$6 (Tuition: \$0 Fees: \$6)

CRN#	Day/Ses.	Dates	Time	Location
31255	W(1)	9/18	2–2:50 p.m.	HV

PCO 337

A Sampling of Technology:**Bring Out Your Inner Techie**

Discover the world of computing with our 50-minute demo class. Learn about computers, keyboards and functions and get hands-on practice. Explore more classes offered by SAIL. Instructor: Lee Klima.

Total Cost: \$6 (Tuition: \$0 Fees: \$6)

CRN#	Day/Ses.	Dates	Time	Location
31253	W(1)	9/18	10–10:50 a.m.	HV

FRIENDLY SENIORS AT CCBC ESSEX**FALL 2024 SEMESTER**

Wednesdays, October 2–December 11

In-person, CCBC Essex, AHUM Building, Room 211

History of Soviet Russia 1917–1992

10–11:30 a.m.

Instructor: Richard Caballero.

Better Health and Wellness for the Senior Adult

11:45 a.m.–1 p.m.

Instructor: Nina Bazemore.

Windows into Big Band Jazz

1:30–3 p.m.

Instructor: Paul Faatz.

For more information, contact

Patrick Heline at 443-840-1036.

**SAIL: SENIOR ADVENTURES
IN LEARNING AT CCBC****OPEN HOUSE EVENT AT CCBC HUNT VALLEY**

Saturday, January 11

10 a.m.

Join us at our FREE Open House to learn about the exciting and fun educational opportunities the Senior Adventures in Learning program provides for senior citizens around Baltimore County. Find classes that interest you, meet instructors, learn about our Lunch and Learn program and much more. Registration will be available on-site. To attend the open house, you must register for CRN #30196. Please call 443-840-5830 to register by January 3, 2025.

KIDS@CCBC**ART**

ART 544

Art: Cartooning (Ages 10–15)

Calling future cartoonists! Explore basic design, enhance your drawing skills and master the art of storytelling. Learn fundamental techniques for drawing people, animals and objects. Supplies included in cost.

Total Cost: \$205 (Tuition: \$0 Fees: \$205)

CRN#	Day/Ses.	Dates	Time	Location
32087	S(6)	10/19–11/23	11 a.m.–1:30 p.m.	OM

ART 716

Children's Clay: Intro to Ceramics Studio (Ages 8–12)

Discover clay art through various techniques: hand-building with pinching, coiling, slab construction; create a pinch pot; explore decorating techniques like embossing, glazing, and surface decoration. Build a class project. Supplies included in cost.

Total Cost: \$169 (Tuition: \$0 Fees: \$169)

CRN#	Day/Ses.	Dates	Time	Location
32081	W(8)	10/9–12/4	9–10:30 a.m.	CC

ARB 005

Children's Drawing (Ages 7–11)

Build visual skills, increase self-confidence and be creative through a fun, exploratory, skills-building class focusing on drawing. Explore basic drawing techniques through a variety of materials and exercises. Supplies included in cost.

Total Cost: \$165 (Tuition: \$0 Fees: \$165)

CRN#	Day/Ses.	Dates	Time	Location
32085	S(5)	9/14–10/12	9–10:30 a.m.	EC
32092	S(5)	10/19–11/16	9–10:30 a.m.	OM

ART 115

Japanese Anime and Manga (Ages 10–15)

Learn drawing techniques, character and story development, plus get an insight into Japanese culture. You'll come to understand and appreciate Asian mythology, symbolism, martial arts and Zen philosophy. Supplies included in cost.

Total Cost: \$205 (Tuition: \$0 Fees: \$205)

CRN#	Day/Ses.	Dates	Time	Location
32084	S(6)	9/7–10/12	11 a.m.–1:30 p.m.	EC

COOKING

CKG 279

Breakfast: Your Best Meal of the Day! (Ages 7–13)

Cook your favorite breakfast dishes from scratch: omelets, pancakes, muffins, French toast, crepes, bacon and sausages. Enjoy tasting your creations! Food fee included in the course cost.

Total Cost: \$95 (Tuition: \$0 Fees: \$95)

CRN#	Day/Ses.	Dates	Time	Location
32609	S(2)	11/2–9	8:30–11:15 a.m.	OM

CKG 198

Creepy Cupcakes (Ages 7–13)

Learn basic cupcake baking and decorating with a spooky theme just in time for Halloween! Have fun, be creative and take home your delicious and scary cupcakes. Food fee included in the course cost.

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

CRN#	Day/Ses.	Dates	Time	Location
32535	S(1)	10/26	8:30–11:30 a.m.	OM

CKG 201

Holiday Cupcakes (Ages 7–13)

Explore the fun of baking and decorating personalized cupcakes just in time for the holiday. Parent and child will take home beautifully-decorated cupcakes to show and share. Food fee is included in the course cost.

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

CRN#	Day/Ses.	Dates	Time	Location
32536	S(1)	12/7	8:30–11:30 a.m.	OM

DANCE

DAN 003

Ballet and Tap (Ages 7–11)

Learn basic ballet and tap techniques, terminology and etiquette. Gain body awareness, strength, flexibility, endurance and balance, as well as an understanding of musicality. Bring ballet and tap shoes.

Total Cost: \$95 (Tuition: \$0 Fees: \$95)

CRN#	Day/Ses.	Dates	Time	Location
31700	T(8)	10/1–11/19	11:30 a.m.–12:30 p.m.	EC

HOME SCHOOL DESTINATIONS @ CCBC

WRI 087

Academic Writing for Middle School (Ages 11–13)

Advance your writing skills. Practice techniques for introductions/conclusions, essay composition and timed writing. Elevate your grasp of sentence structure, punctuation and word usage to easily spot and fix grammatical errors. Supplies included in cost.

Total Cost: \$215 (Tuition: \$0 Fees: \$215)

CRN#	Day/Ses.	Dates	Time	Location
32089	S(6)	10/5–11/16	9–11:30 a.m.	OM

WRI 088

Academic Writing for High School (Ages 14–17)

Master powerful writing. Explore techniques for introductions/conclusions, essay composition and timed writing. Elevate your grasp of sentence structure, punctuation and word usage to easily spot and fix grammatical errors. Supplies included in cost.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31919	S(6)	10/5–11/16	12–2:30 p.m.	CC

SCI 132

Anatomy, Body and CPR (Ages 12–17)

Embark on an exploration of life! Learn biology fundamentals, delve into human anatomy and deepen your wonder in medical science. Explore non-organic specimens like the heart, brain, eyes and kidneys and learn life-saving CPR. Supplies included in cost.

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

CRN#	Day/Ses.	Dates	Time	Location
32074	R(7)	9/26–11/14	1–3 p.m.	CC

PDV 234

Study Skills (Ages 8–15)

Topics include time management, note taking, memory retention, test taking and outlining. Find out how to work and study smarter. Supplies included in cost.

Total Cost: \$115 (Tuition: \$0 Fees: \$115)

CRN#	Day/Ses.	Dates	Time	Location
32076	S(5)	9/21–10/26	10 a.m.–12 p.m.	OM Ages 8–11
32077	S(5)	9/21–10/26	12:30–2:30 p.m.	OM Ages 12–15
32079	S(5)	11/2–12/7	10 a.m.–12 p.m.	OM Ages 12–15

HOMESCHOOL DESTINATIONS @ CCBC FALL 2024

CLASSES SCHEDULED IN YOUR AREA:

CCBC Catonsville

32074	Anatomy, Body and CPR	(Ages 12–17)
31771	Acting Techniques	(Ages 10–14)
31709	General Music Class for Homeschoolers	(Ages 9–12)
31920	Design and Make 101	(Ages 12–17)
32081	Children's Clay: Intro to Ceramics	(Ages 8–12)

CCBC Essex

32610	Creative Camera Phone Photography	(Ages 10–15)
31700	Ballet and Tap	(Ages 7–11)
31711	Intro to Piano	(Ages 9–12)

CCBC Owings Mills

32637	Conversational Spanish	(Ages 7–11)
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MUSIC

ART 728

Everybody Sing (Ages 7–11)

Learn breathing, diction, projection and song interpretation. Practice mock auditions with your favorite song.

Total Cost: \$165 (Tuition: \$0 Fees: \$165)

CRN#	Day/Ses.	Dates	Time	Location
31707	W(14)	9/4–12/11	6–7 p.m.	CC

MUS 026

Intro to the Piano (Ages 9–11)

Gain basic keyboard skills such as basic finger positions, rhythmic patterns and learn to perform a beginner's–level piece of music. Work on a full-sized keyboard. Bring earphones.

Total Cost: \$105 (Tuition: \$0 Fees: \$105)

CRN#	Day/Ses.	Dates	Time	Location
31711	T(8)	10/1–11/19	12–1 p.m.	EC

XXX 799

Child's Piano Class (Ages 7–11)

Work with a full-sized electronic keyboard and learn keyboard basics, including finger work and note reading in a supportive group setting. Bring earphones.

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

CRN#	Day/Ses.	Dates	Time	Location
31703	R(12)	9/12–12/12	6–7 p.m.	EC
31705	W(12)	9/18–12/11	6–7 p.m.	OM

ART 086

General Music Class for Homeschoolers (Ages 9–12)

Explore percussion instruments and recorders, sing folk songs and seasonal literature and employ music games to learn the elements of rhythm, harmony and note reading. Perfect for beginners.

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

CRN#	Day/Ses.	Dates	Time	Location
31709	R(8)	10/3–11/21	10–11 a.m.	CC

MUS 048

Soprano Recorder Class (Ages 8+)

Learn the basics of written pitch, rhythm and music performance skills on the recorder. Earn "belts" as you progress through difficulty levels. Call 443-840-1646 before registering for info on purchasing a recorder. Ages 8+, but this class is for all ages!

Total Cost: \$105 (Tuition: \$0 Fees: \$105)

CRN#	Day/Ses.	Dates	Time	Location
31694	F(8)	10/4–11/22	5:30–6:30 p.m.	EC

PRIVATE LESSONS

Private music lessons for ages 6+ on piano, 8+ for other instruments, 13+ for voice and adult students. Tailored one-on-one instruction for all levels. Instruments not provided. Call 443-840-1646 for placement.

XXX 961

1/2 Hour (6 Weeks/Lessons)

Total Cost: \$145 (Tuition: \$0 Fees: \$145)

CRN#	Day/Ses.	Dates	Time	Location
31599	Arranged	9/9–10/21	Arranged	Arranged
31598	Arranged	10/28–12/9	Arranged	Arranged

XXX 965

One Hour (6 Weeks/Lessons)

Total Cost: \$275 (Tuition: \$0 Fees: \$275)

CRN#	Day/Ses.	Dates	Time	Location
31596	Arranged	9/9–10/21	Arranged	Arranged
31595	Arranged	10/28–12/9	Arranged	Arranged

MUS 120

1/2 Hour (14 Weeks/Lessons)

Total Cost: \$315 (Tuition: \$0 Fees: \$315)

CRN#	Day/Ses.	Dates	Time	Location
31600	Arranged	9/9–12/16	Arranged	Arranged

XXX 801

One Hour (14 Weeks/Lessons)

Total Cost: \$625 (Tuition: \$0 Fees: \$625)

CRN#	Day/Ses.	Dates	Time	Location
31597	Arranged	9/9–12/16	Arranged	Arranged

PERSONAL DEVELOPMENT

WRI 059

A Writing Workshop for Children (Ages 9–11)

Use theater games and imagination to create memorable characters and incorporate conflict into relationships. Learn to write great stories and take home a comprehensive journal of your work.

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

CRN#	Day/Ses.	Dates	Time	Location
31921	S(6)	10/5–11/16	9–11 a.m.	EC

PCP 437

Computer Keyboarding for Young People (Ages 9–12)

Learn correct keyboarding techniques and avoid the "hunt and peck" method while having fun with Microsoft.

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

CRN#	Day/Ses.	Dates	Time	Location
32088	S(7)	9/14–11/2	10 a.m.–12 p.m.	OM

ART 969

Creative Camera Phone Photography (NEW) (Ages 10–15)

Learn foundational composition skills with a camera phone: framing, rule-of-thirds, leading lines, perspective, compression/expansion, abstract photography, editing and curating. Includes weekly challenges, field shoot and critique sessions. Culminates in a gallery exhibition. Bring a camera phone. Materials fee due first class.

Total Cost: \$185 (Tuition: \$0 Fees: \$185)

CRN#	Day/Ses.	Dates	Time	Location
32610	T(8)	10/1–11/20	11 a.m.–12:50 p.m.	EC

TEC 002

Design and Make 101 (Ages 12–17)

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 fee due first class. Bring a 4GB USB flash drive to class.

Total Cost: \$215 (Tuition: \$65 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
31920	R(8)	10/3–11/21	12–2 p.m.	CC

FIN 019

Young Investors Club (Ages 10–15)

Finance is fun! Master money management and wise investing basics through interactive games, discussions and activities, as well as insights from exciting guest speakers.

Total Cost: \$169 (Tuition: \$0 Fees: \$169)

CRN#	Day/Ses.	Dates	Time	Location
32080	S(6)	11/2–12/14	12:30–3 p.m.	OM

SWIMMING

FIT 174

Learn to Swim – Beginner (Ages 6–15)

Get comfortable and feel safe in the water! Level 1 and 2 swimmers will learn basic water, aquatic and swim skills. Upon course completion, participants will receive an American Red Cross swim certificate. Swim attire: flip flops/water shoes, goggles and a towel. Swim caps are optional. Parent or guardians are required to stay on the premises.

Total Cost: \$149 (Tuition: \$0 Fees: \$149)

CRN#	Day/Ses.	Dates	Time	Location
32691	S(7)	9/7–10/19	1:15–2 p.m.	EC
32676	S(7)	9/7–10/19	1:15–2 p.m.	EC
32677	S(7)	9/7–10/19	2:01–2:46 p.m.	EC

FIT 175

Learn to Swim – Intermediate (Ages 6–15)

Dive in! Level 3 and Level 4 swimmers will learn intermediate aquatic skills, including stroke development and improvement, headfirst entry, survival floating and treading. Upon course completion, participants will receive an American Red Cross swim certificate. Swim attire: flip flops/water shoes, goggles and a towel. Swim caps are optional. Parent or guardians are required to stay on the premises.

Total Cost: \$149 (Tuition: \$0 Fees: \$149)

CRN#	Day/Ses.	Dates	Time	Location
32678	S(7)	9/7–10/19	2:01–2:46 p.m.	EC

THEATRE

DRB 040

Acting Techniques (Ages 10–14)

Learn improvisation techniques, monologue preparation and staging/performing skills.

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

CRN#	Day/Ses.	Dates	Time	Location
31771	R(8)	10/3–11/21	10–11 a.m.	CC

BASIC EDUCATION AND ENGLISH LANGUAGE SERVICES

HIGH SCHOOL DIPLOMA OPTIONS

Students have two options for completing their high school equivalency. Upon registration and completion of an onsite assessment, it will be determined which option is best for you. The two options are:

- **GED® Test** – Students take classes at CCBC to prepare to take the GED®, the high school equivalency test.
- **National External Diploma Program® (NEDP)** – Maryland state-approved method to earn a high school diploma. NEDP® is designed as a confidential, self-paced program for adults that takes between 6 and 15 months to complete. There is no instruction, but there is ongoing guidance and support through weekly appointments with trained CCBC staff. All work is completed through online assignments.

In-person and remote learning options available.

GETTING STARTED

1) Schedule appointments for assessment and registration.

- Call 443-840-3456 or scan QR code to schedule an appointment for an assessment session.



2) Attend assessment appointment.

- Arrive on time for the scheduled appointment. No one will be admitted to the assessment without an appointment or after testing has begun.
- Take reading and math assessments and view diploma options presentation. Receive orientation and registration dates.

3) Return for scheduled orientation and registration.

- Learn more about program details, class sequence and student expectations.
- Meet with a CCBC advisor who will register you for a GED-prep class based on your assessment results and demonstrated skills level, or refer you to the National External Diploma Program (NEDP).
- Although these options are grant-funded, some fees may apply. You will be advised of any additional costs before placement.

Important notes:

- Students must be at least 18 years of age to enroll. Students under 19 must provide a copy of official withdrawal papers from the last school attended.
- No copies can be made at appointments.
- Please do not bring children with you to intake appointments.
- Reasonable accommodations for disability are available upon request. Please call 443-840-3428 to discuss availability.

ENGLISH LANGUAGE SERVICES

REGISTRATION INFORMATION:

- All students MUST attend a “WALK-IN ESOL PLACEMENT AND REGISTRATION LOCATION.”
- You can come to ANY registration location to register for ANY open class.
- Registration is in-person only. No advanced online, phone or mail-in registration.
- Students are registered on a first-come, first-served basis. Classes fill up quickly. Arrive on time.
- Only registering students are allowed during the registration process. For safety precautions, family members or friends must wait in another area.
- All new students MUST take a test.
- Returning students should bring or show on their phone a picture of paperwork, the referral form or a certificate from the previous class semester.
- Test procedures are subject to change.
- Once you are enrolled, you will receive a Registration Welcome Packet.

Students must be at least 18 years of age and not enrolled or planning to attend high school to register.

Students with an F-1 or J-1 visa are not eligible for LABOR grant-funded* classes.

ESOL Adult Beginning Life Skills, Intermediate Civics and Upper-level ESOL Reading and Writing classes are offered on-campus, in-person and online via Zoom. For online Zoom classes, students must have a computer, with a camera and microphone and unlimited internet access.

Family Literacy ESOL classes are offered in-person at some Baltimore County Public and Private schools and Baltimore County Public Libraries. All students will need a smart phone. To participate in this program, the student must have a child 0–16 years old enrolled in Baltimore County Public School, select private schools or the Judy Center of Baltimore County.

If you need accommodations for a disability, please call 443-840-3428 and allow two weeks for arrangements.

For information on cancellations, visit ccbcmcmd.edu for any cancellations due to weather conditions or other emergencies.

WALK-IN ESOL PLACEMENT AND REGISTRATION LOCATIONS

ESOL ADULT BEGINNING LIFE SKILLS, INTERMEDIATE CIVICS, UPPER-LEVEL ESOL READING AND WRITING OR FAMILY LITERACY ESOL

LOCATION	ROOM	DAY	DATE	TIME
CCBC Owings Mills	6th floor	Friday	August 9	9 a.m.
CCBC Catonsville	Humanities Hall, room 100	Monday	August 12	9 a.m.
CCBC Dundalk	Career Building, 2nd floor	Tuesday	August 13	9 a.m.
CCBC Essex	Business, Education and Social Sciences Hall, 3rd floor	Wednesday	August 14	1 p.m. 5 p.m.
CCBC Owings Mills	6th floor	Thursday	August 15	5 p.m.
CCBC Dundalk	Career Building, 2nd floor	Friday	August 16	5 p.m.
CCBC Catonsville	Humanities Hall, room 100	Monday	August 19	5 p.m.
CCBC Essex	Business, Education and Social Sciences Hall, 3rd floor	Tuesday	August 20	5 p.m.
CCBC Owings Mills	6th floor	Wednesday	August 21	5 p.m.
CCBC Dundalk	Career Building, 2nd floor	Thursday	August 22	5 p.m.

ADDITIONAL FAMILY LITERACY ESOL

LOCATION	ROOM	DAY	DATE	TIME
Sacred Heart School	2nd floor	Wednesday	August 28	6 p.m.
CCBC Essex	Carol Diane Eustis Center for Health Professions, room 214	Thursday	August 29	9 a.m.
CCBC Dundalk	Roy N. Staten Building, room 206	Tuesday	September 3	9 a.m.

ADDITIONAL INTENSIVE ESOL ADULT HIGH BEGINNING LIFE SKILLS AND INTERMEDIATE CIVICS

LOCATION	ROOM	DAY	DATE	TIME
CCBC Catonsville	Health Careers and Technology Building, room 001E	Wednesday	October 9	9 a.m.
CCBC Essex	Business, Education and Social Sciences Hall, 3rd floor	Thursday	October 10	1 p.m. 5 p.m.
CCBC Owings Mills	6th floor	Tuesday	October 15	5 p.m.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) BEGINNING LIFE SKILLS AND INTERMEDIATE CIVICS CLASSES

- Classes help students learn English language skills for life, work and civics.
- No cost for class. Grant-funded.*
- You will need to purchase a student textbook and workbook at any CCBC campus bookstore.

ESOL BEGINNING LIFE SKILLS AND INTERMEDIATE CIVICS CLASSES CLASS SCHEDULE

Morning 8:30–11:45 a.m.
Tuesday and Thursday: CCBC Dundalk
Morning 9 a.m.–12:15 p.m.
Monday and Wednesday: CCBC Owings Mills
Year-round intensive; Monday–Thursday: online via Zoom (test at CCBC Catonsville)
Afternoon 12:15–3:30 p.m.
Year-round intensive; Monday–Thursday: CCBC Essex
Evening 6:30–9:45 p.m.
Monday and Wednesday: CCBC Catonsville, CCBC Dundalk, CCBC Essex or online via Zoom (test at CCBC Owings Mills)
Tuesday and Thursday: CCBC Dundalk, CCBC Essex or CCBC Owings Mills
Year-round intensive; Monday–Thursday: Online via Zoom (test at CCBC Essex)

- Classes are offered in-person on campus and online via Zoom. Online (Zoom) classes require a computer with a camera, microphone and unlimited internet.
- Both in-person and online class run September–November.
- Class schedule varies depending on the location and the type of class. Class schedules and locations will be provided at registration. For online (Zoom) classes, students must attend a CCBC campus on the last class day to take a test.

ESOL UPPER-LEVEL READING AND WRITING CLASS SCHEDULE

Morning 9 a.m.–1:15 p.m.
Saturday: CCBC Owings Mills, CCBC Dundalk or CCBC Essex

- ESOL expanded reading and writing skills.
- ESOL transition reading and writing.
- 15 class sessions, in-person.
- September 7–January 4th, 2025.

For more information or questions, email jwhite4@ccbcmd.edu or call 443-840-3070.

FAMILY LITERACY PROGRAM ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) CLASSES

- Classes are for non-native English speaking adults. These classes are designed to help parents or primary caregivers learn English language skills for life, work and to fully partner in their child’s education.
- To participate in this program, the student must have a child 0–16 years old enrolled in Baltimore County Public School, select private schools or the Judy Center of Baltimore County.
- No cost for class. Grant-funded.*
- All students will need a smart phone.

FAMILY LITERACY PROGRAM ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) CLASS SCHEDULE

Morning
Monday and Wednesday: Chadwick Elementary School, Holabird Middle School or Colgate Elementary School
Tuesday and Thursday: Chadwick Elementary School, Cockeysville Library, Essex Library, Logan Elementary School or Riverview Elementary School
Evening 6–9 p.m.
Monday and Wednesday: Sacred Heart School of Glyndon
Tuesday and Thursday: Colgate Elementary School, Lansdowne Middle School or Owings Mills Elementary School

- These classes are offered in-person.
- Class schedule varies depending on the location and the type of class.
- Classes start mid-September.

For more information, call 443-840-3456 or email esolfamilyliteracy@ccbcmd.edu.

** These classes are offered at no cost as they are supported by grant funding from Maryland Department of Labor.*

ESOL REGISTRATION, TESTING AND CLASS LOCATIONS

CCBC Catonsville
800 South Rolling Road
Catonsville, MD 21228

CCBC Dundalk
7200 Sollers Point Road
Dundalk, MD 21222

CCBC Essex
7201 Rossville Boulevard
Rosedale, MD 21237

CCBC Owings Mills
10300 Grand Central Avenue
Owings Mills, MD 21117

FAMILY LITERACY ESOL CLASS LOCATIONS

Chadwick Elementary School
1918 Winder Road
Windsor Mill, MD 21244

Cockeysville Library
9833 Greenside Drive
Cockeysville, MD 21030

Colgate Elementary School
7735 Gough Street
Dundalk, MD 21224

Essex Library
1110 Eastern Blvd.
Essex, MD 21221

Holabird Middle School
1701 Delvale Avenue.
Dundalk, MD 21222

Lansdowne Middle School
2400 Lansdowne Road
Halethorpe, MD 21227

Logan Elementary School
7601 Dunmanway
Dundalk, MD 21222

Owings Mills Elementary School
10824 Reisterstown Road
Owings Mills, MD 21117

Riverview Elementary School
3298 Kesler Road
Halethorpe, MD 21227

Sacred Heart of Glyndon
63 Sacred Heart Lane
Glyndon, MD 21071

Rosedale Area TBA

SPECIAL PROGRAMS FOR INDIVIDUALS WITH DISABILITIES

The Center for Alternative and Supported Education (CASE) provides education and training to adults with disabilities through two programs: Single Step and ACCESS.

ACCESS

CASE contracts with DDA-certified and other agencies to provide classes onsite and on campus. These classes cover vocational skills, basic math and reading, personal expression (e.g., art, pottery, movement, sewing, drama and music) and a variety of living and coping skills (e.g. anger management, stress management, independent and community living, assertiveness training, health and wellness, cooking and nutrition, basic sign language, money management and decision making).

For more information, visit ccbcmd.edu/CASE or call 443-840-3262.

SINGLE STEP

- Academic skills
- Arts and humanities courses
- Independent living skills
- Career and vocational programs
- Remote courses (Zoom)

Before enrolling, students participate in an assessment and interview. To schedule an appointment please contact CASE@ccbcmd.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

- Basic Computer Literacy
- Exploring Artists with Disabilities
- Real World Math Applications

FEATURED COURSES

- **Foundations of Video Game Design/ Video Game Animation**
6th grade reading comprehension level, computer literacy, proficiency in Google applications.
- **Healthy Relationships and Social Skills**
- **Sustainable Art: Creativity, Conservation and Your Clean Community**
- **Your Life in Pictures: Developing Narrative Skills Through Photography**

Academic Skills

- Reading (Intensive and Levels 1, 2, 3)
- Written Communication (Levels 1, 2, 3)
- Math (Levels 1, 1.5, 2, 3)

Arts and Humanities

- Music and The History of Civilization
- Theater Techniques for Emotional Awareness and Self-Awareness

Self-Awareness

- How Government Works: Participating as an Informed Citizen

Independent Living Skills

- Building Skills for an Independent Life
- Your Money and Technology
- Physical Fitness for Wellness and Stress Management

CAREER AND VOCATIONAL PREPARATION PROGRAMS

Child Care Certificate

(satisfies Maryland 90-hour certification)
2 semesters, 6th grade reading comprehension level, able to lift 50 lbs.

Infant and Toddler Care

(satisfies Maryland 45-hour certification)
Prerequisite: successful completion of 90-hour Child Care Certificate, 6 weeks.

Child Care Assistant

Learn basic skills for working with small children.
1 semester, 4th grade reading comprehension level.

Office Skills

Learn general office skills and how to use basic technology. 1 semester, 6th grade reading comprehension level.

Professional Animal Workers (PAWS)

Learn practical skills needed for entry level work in the field of animal care. 1 semester, 6th grade reading comprehension level, able to lift 50 lbs. and willing to work with all animals.

Veterinary Assistant

Prerequisite: Successful completion of Professional Animal Workers. Learn advanced skills for animal care. 1 semester, 8th grade reading comprehension level, 5th grade math level.

Warehouse Technician

Learn warehouse work and how to operate a forklift. 1 semester, 5th grade reading comprehension and math level, able to lift 50 lbs.

All vocational programs, except Veterinary Assistant, include a mandatory internship.

REFUND POLICY:

Students wishing to drop a course must either log into their SIMON account to drop the course or notify CCBC Continuing Education Registration Office at 443-840-2222 at least one business day prior to, and excluding, the start date of the course to receive a refund. (Monday–Friday, excluding holidays). Refunds are processed to the original payment method form.



DON'T MISS MEALS! BUYING FOOD IS A SNAP.

SNAP helps provide a consistent means to purchase food.

CCBC's partnership with the Department of Human Services provides a CCBC Benefit Eligibility Specialist to assist you with the following:

- filing your application
- completing the benefit review form
- processing your re-determination

Contact us today!

Still undecided?

Reasons to work with a Benefit Eligibility Specialist:

1. Food is the key to good health. Individuals with enough to eat perform better at home, work or school.
2. Applying for SNAP is discreet and private. Information is kept confidential.

For assistance contact:

443-840-4122 or SNAPbenefits@ccbcmd.edu.



WAYS TO REGISTER



MAIL

Send registration form and payment to:

Student Center – Virtual Services
CCBC Catonsville, CLLB 030
800 S. Rolling Road
Baltimore, MD 21228-5317

Method of payment:
credit card, money order or check



TELEPHONE

Ready to register?

We take registrations by phone.
Please have your credit card and expiration date ready. Only credit cards are accepted as payment.

Hours: Monday–Friday
8:30 a.m.–5 p.m.

Call: 443-840-2222



ONLINE

Looking for a class?

Check out all our Continuing Education class offerings.

Visit: ccbcmd.edu/quickreg.

To register for class:

If you have previously taken a class at CCBC, you can register online by following the directions at ccbcmd.edu/quickreg.

New students:

New to CCBC?

Create an account at ccbcmd.edu/quickreg.

For students outside Baltimore County, retirees/employees from CCBC or those over 60 years old, please call 443-840-2222 to ensure your discounts are applied.

Need additional information?

Call: 443-840-2222



IN-PERSON

Walk-in registrations are accepted.

Visit an Enrollment Service Center at:

CCBC Catonsville
CCBC Dundalk
CCBC Essex
CCBC Owings Mills

When registering, please bring a completed registration form and payment.

Hours:

Monday–Tuesday: 8:30 a.m.–5 p.m.

Wednesday–Thursday: 8:30 a.m.–7 p.m.

Friday: 8:30 a.m.–4:30 p.m.

Registrations also accepted:

Monday–Friday: 8:30 a.m.–5 p.m.
CCBC Hunt Valley

Monday–Friday: 8:30 a.m.–4 p.m.
CCBC Owings Mills and
CCBC Randallstown

LOCATION KEY

MAIN CAMPUSES

- CC **CCBC Catonsville**
800 South Rolling Road, 21228
- DC **CCBC Dundalk**
7200 Sollers Point Road, 21222
- EC **CCBC Essex**
7201 Rossville Boulevard, 21237

COLLEGE-EXTENSION CENTERS

- HV **CCBC Hunt Valley**
11101 McCormick Road, 21031
- OM **CCBC Owings Mills**
10300 Grand Central Avenue, 21117
- RAC **CCBC Randallstown**
3637 Offutt Road, 21133

OTHER LOCATIONS

- HOS **Hospital**
- MFB **Maryland Food Bank**
Charles T. Bauer Community Kitchen
2200 Halethorpe Farms Road, 21227
- OSX **Off-site**
- TTC **CCBC Transportation Training Center at Tradepoint Atlantic**
2007 Reservoir Road, 21219
- Zoom **Zoom class**
- ED2GO **ed2go.com/ccbconline**
- E2GC **Ed2go Careers**
- ONLINE **Online Course**
- LERN **Learning Resource Network**
- EGT **Earlbeck Gases and Technology**
8024 Pulaski Highway, 21237
- CMR **Coppermine**
1726 Reisterstown Road, 21208
- MME **Manor Mill Education Center**
2029 Monkton Road, 21111
- PVS **Pine Valley Tennis and Swim Club**
4638 White Marsh Road, 21237
- TEM

YOUR FUTURE STARTS HERE

Choose from hundreds of degree programs that easily transfer to four-year schools or over 90 non-credit workforce certifications that help you build practical skills—in a fraction of the time.

Plus, with seven locations and over 70 fully online programs, CCBC easily fits your life.

SEE WHAT YOU CAN BE AT CCBC

Early College Access Programs

BCPS, private school and homeschool high school students can get a head start on college coursework through the Early College Access Program at CCBC.

ccbcmd.edu/earlycollege

Degrees to Succeed

Earn your associate degree at CCBC and be dually admitted to one of our eight partner schools. Two institutions supporting your journey to success.

ccbcmd.edu/degreestosucceed

Honors College

CCBC's Honors College is set to enrich, elevate and enhance the academic experience.

ccbcmd.edu/honors

Workforce development and training

With over 90 programs to choose from, take your career to the next level.

ccbcmd.edu/work

Apply at ccbcmd.edu/apply.



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Honors Alum



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Baltimore, MD 21228-5317
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HVAC TECHNICIAN
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PARALEGAL
WENT HERE.



LAUNCH your future at CCBC.

ENROLL NOW for Fall 2024

FALL CREDIT START DATES:

Aug. 26, Sept. 23 and Oct. 16

Continuing Education courses are offered
on an ongoing basis.

CCBCMD.EDU/REGISTER



PLEASE RECYCLE.