

CCBC

skills to
build your
career

ways to
enrich
your life



The Community College of
Baltimore County

www.ccbcmd.edu

Continuing Education
Non-Credit Courses

June - August 2014

To register for Summer
Non-Credit Classes, call
443-840-4700

For more info about
Credit Classes, call
443-840-2222

CCBC Continuing Education

Hospitality Program

*The perfect choice for those who want to start a career or enhance their skills.
A key resource for businesses seeking service training for their staff.*



Guest Service

Guest Service GOLD® Hospitality Training takes your service above and beyond the ordinary.

Hotel Front Desk

This two-part training program lets you assess hospitality career options, and develop and enhance service skills. Successful completion earns you 2 national certifications from the Educational Institute of the American Hotel & Lodging Association.

Food & Beverage Management

The ManageFirst® Program (nationally managed by National Restaurant Association Solutions) is a management development program that equips you with the key competencies you need to begin or advance your management career in the hospitality industry.

ServSafe® Food Safety Training & Certification

Earn your ServSafe® Food Safety Certification - one of the industry's most well known and most in-demand certifications from the National Restaurant Association Educational Foundation. Learn about food safety systems, sanitation regulations and standards, accident prevention procedures, and procedures for proper purchasing and storage of food.

Bartending

More than learning how to mix drinks, Professional Bartending teaches you about alcohol laws and how to handle difficult situations that may arise. ServSafe® Alcohol Training is also available.

CDL - B Hospitality and Tourism

Commercial Driver's License (CDL) is an intensive 13-day course that leads you to a career in the operation of motor-coaches, charter and tour buses, rental car and airport shuttles and inter-urban shuttles.

Learn
the tools of today.



CCBC

www.ccbcmd.edu



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New and Improved Online Registration for Continuing Education Classes!

Surf and Select Classes > Log in > Pay > You're Registered!

Go to: www.ccbcmd.edu/flexreg.



Career Starters – Jump Start Your Career with CCBC Training!

Program:	Located in Section:	Expected Percentage Change in Maryland Job Openings (2013-2017)
Administrative Assistant	Workforce Development	3%
A+ Certified PC Repair Technician	Computers	3%
Animal Reiki Practitioner	Health, Fitness & Wellness	30%
Apprenticeships	Skilled Trades & Industrial Training	Varies
Bookkeeper	Business	10%
Cardiovascular Technician (CVT)	Health & Human Services	30%
Central Service Technician	Health & Human Services	20%
Child Care Provider	Health & Human Services	8%
Commercial Vehicle Operator	Skilled Trades & Industrial Training	9%
Construction Pre-Apprenticeship	Skilled Trades & Industrial Training	Varies
Dental Assistant	Health & Human Services	25%
Fitness Trainers	Health, Fitness & Wellness	25%
Home Inspector	Skilled Trades & Industrial Training	24%
Hospitality	Business	8%
HVAC/Refrigerator Technician	Skilled Trades & Industrial Training	20%
Machinist/Machine Tool Operator	Skilled Trades & Industrial Training	4%
Medical Assistant	Health & Human Services	24%
Medical Office Administrative Assistant	Health & Human Services	13%
Nursing Assistant	Health & Human Services	25%
Nursing Support Technician	Health & Human Services	18%
Ophthalmic Medical Assistant	Health & Human Services	19%
Pharmacy Technician	Health & Human Services	29%
Physical Therapy Tech/Aide	Health & Human Services	40%
Real Estate Appraiser	Business	3%
Sleep Technologist	Health & Human Services	N/A
Surgical Technologist	Health & Human Services	24%
Unit Clerk	Health & Human Services	12%
U.S. Coast Guard Captain's Licensing	Boating & Outdoor Activities	20%
Veterinary Assistant	Health & Human Services	7%

*Data based on information available through www.onetonline.org

Are You Workforce Ready?

Looking for a new career, but not sure what direction you're interested in? Get the training you need to get into the job market quick.

Please call 443-840-4700 for more options or scan QR code here.



Interested in a degree or transfer program?

Call 443-840-2222 or visit www.ccbcmd.edu/programs to view all of the degree and career-building options.

Are YOU Workforce Ready?



Career Enhancers

Business

Customer Service Management

A series of five courses designed not only to teach the fundamentals of customer service, but also management and more advanced techniques.

Hospitality

Choose from one of our new industry recognized certifications in Guest Service, Food Safety, or Bartending. Great for individuals as well as area employers.

Human Resources Management

A series of five courses offered in cooperation with the American Management Association.®

Leadership Development

A series of six classes designed to develop leadership skills in employees and managers.

Non-Profit Organization Management

A series of six courses designed to develop the skills needed to manage a non-profit organization.

Project Management

A series of classes to prepare for the Project Management Certification exam. PMI® approved.

Sales and Marketing

A series of five courses designed to develop improved sales and marketing techniques for business.

Strategic Business Management

A series of six courses designed to develop the skills needed to help guide an organization's strategic plan.

Supervisory Development

A series of six courses designed to help develop supervisory skills in new and experienced managers.

Supply Chain Management

CCBC offers a comprehensive series of programs to develop skills in Supply Chain Management, including: Certified Logistics Associate/Certified Logistics Technician Certifications, Supply Chain Management Certificate Program, CPSM Exam Review Course and Online Courses.

Computers

Microsoft Office

Getting a job today without up-to-date computer skills can be challenging. Word, Access, Excel are all offered through CCBC.

Health & Human Services

Health Information Technology

A series of eight courses designed to train students with health care and IT backgrounds for the transition from paper to electronic health records.

CPR

Many Health Care Professionals need CPR for Health Care Providers. CCBC offers class at a time and location that is convenient for you.



CALENDAR

CLOSINGS

Independence Day-July 4

OPEN HOUSE/ ORIENTATIONS

Commercial Vehicle Training (CDL)

May 17, 2014, 10am-12pm
CDL Training Center
1000 Kembo Road
Curtis Bay, MD 21226

Health Information Technology

May 20, 6:30-8pm
June 9, 6-8:30pm
CCBC Randallstown

Dental Assistant Orientation

June 5, June 17, August 21
CCBC Dundalk Dental Arts Center
6pm (no one will be admitted after 6:10pm)

Machine Tool Short-term Training Orientation

Fall orientation will be held in August.
For information email: dbellamy@ccbcmd.edu
or call 443-840-4712

Nursing Assistant and Nurse Support Technician Orientations

June 13, 10am-CCBC Essex
3pm-CCBC Randallstown
August 8, 10am-CCBC Essex
3pm-CCBC Randallstown

Venipuncture Orientations

May 21 and July 16, 1pm and 6pm -
CCBC Essex
June 18 and August 20, 1pm and 6pm -
CCBC Randallstown

CAMPUS EVENTS

Cockpit in Court Summer Theatre

Call 443-840-ARTS (2787) for ticket
information.

Peter Pan

June 13, 14, 20, 21, 26, 27, 28 at 8pm;
June 15, 22 and 29 at 3pm-
CCBC Essex

The Odd Couple

June 14, 20, 21, 27 and 28 at 8pm;
June 15, 22 and 29 at 3pm
CCBC Essex

Annie Jr. (Court Jesters Young People's Theatre)

July 11 and 18 at 7pm;
July 12, 13, 19 and 20 at 1pm;
July 15, 16 and 17 at 11am-
CCBC Essex

Legally Blonde

July 18, 19, 25, 26, 31, August 1 and 2 at 8pm;
July 20, 27 and August 3 at 3pm-
CCBC Essex

Tale of the Allergist's Wife

July 19, 25, 26 and August 1 and 2 at 8pm;
July 20, 27 and August 3 at 3pm
CCBC Essex

CHAUTAUQUA 2014 Creative Women: Breaking the Mold

July 11-13 at 7pm - CCBC Dundalk
July 11 Georgia O'Keeffe
July 12 Emily Dickinson
July 13 Frida Kahlo
Chautauqua is free and open to the public.

USER'S GUIDE

Course Number: PCP 860

Course Title: Manage, Plan, & Analyze Your Inventory Using Access **new** **G**

Icon for New Courses: new

Icon for Online Courses: G

Icon for Grant Eligible: G

CourseDescription: Learn how to use a variety of techniques in Access to analyze and manage inventory data. Prerequisites: Access Intermediate or equivalent knowledge.

Prerequisites: Course prerequisites are listed when appropriate

Cost = Tuition + Fees (such as registration, laboratory and/or administrative fees): Total Cost: \$99 (Tuition: \$37 Fees: \$62)

CRN# (Section): 74314

Days/Sessions: T (1)

Dates: 3/12-4/12

Class Time: 9am-4pm

Class Location: HV 126

Days of the Week Key:

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

Class Location: Abbreviation of Campus or Community Center Location or online course followed by room number. Location Key in back of book.

Business



- ▶ Administrative Assistant
- ▶ Business Communications
- ▶ Customer Service
- ▶ Hospitality Training Institute
- ▶ Human Resources
- ▶ Managers & Supervisors
- ▶ Non-Profit Organization Management
- ▶ Project Management
- ▶ Real Estate
- ▶ Sales & Marketing
- ▶ Small Business and Home Business
- ▶ Supervisory Development
- ▶ Supply Chain Management

CCBC OFFERS DEGREE PROGRAMS AND CREDIT CERTIFICATES.

Call 443-840-2222
or visit www.ccbcmd.edu
for more information.

ADMINISTRATIVE ASSISTANT G

CONTINUING EDUCATION CERTIFICATE

Administrative Assistant is one of the largest occupations nationwide; and in this field, you'll play an important role in managing the day-to-day operations of an office. Develop the fundamental business skills needed to earn a great income as an administrative professional. Prerequisite: All students must be computer literate and have Internet access. Keyboarding II requires use of Microsoft Word 2010.

Total Cost: \$1739 (Tuition: \$505 Fees: \$1,234)

Textbooks may be purchased at the Catonsville campus bookstore.

June 16-December 12

COURSE LISTING

- Keyboarding (online)
- Keyboarding II (online)
- Grammar Refresher (online)
- Effective Business Writing (online)
- Administrative Office Procedures (Catonsville campus)
- Microsoft Word (Catonsville campus)
- Microsoft Excel (Catonsville campus)
- Professional Development (Catonsville campus)

Employment placement assistance available.

For more information call
443-840-5846 or email:
gwachter@ccbcmd.edu

BUSINESS COMMUNICATIONS

WRI 047

Public Relations Writing: Writing to Persuade

Learn effective written communications to assist in promoting an organization, its products or services, or to build an organization's rapport with employees, customers, investors, or the general public. Topics to be covered include effective written communications, key messages, ethical, cultural, and legal influences, public relations documents, and public relations writing resources.

Total Cost: \$149 (Tuition: \$99 Fees: \$50)

CRN#	Day/Ses.	Dates	Time	Location
77282	S(1)	6/7	9am-4pm	HV

WRT 019

Writing for Better Business Results (PDH)

Obtain the basic skills necessary to write better business correspondence. Review the importance of correct grammar, punctuation and structure as well as the form, tone and style for business memos and correspondence.

Total Cost: \$229 (Tuition: \$169 Fees: \$60)

CRN#	Day/Ses.	Dates	Time	Location
30917	F(2)	7/11-18	9am-4pm	HV

(PDH) qualifies for continuing professional education for professional engineers

CUSTOMER SERVICE

MAN 909

Communication Skills and Interpersonal Interaction (PDH)

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

Total Cost: \$159 (Tuition: \$99 Fees: \$60)

CRN#	Day/Ses.	Dates	Time	Location
30920	T/R(2)	7/15-17	6-9pm	OM
30922	F(1)	7/18	9am-4pm	HV

WOS053

Customer Service Fundamentals (PDH)

Gain skills needed to handle customer problems and issues. Learn the tools and techniques to address common service issues facing businesses and organizations and how to increase customer satisfaction levels in balance with company needs.

Total Cost: \$159 (Tuition: \$99 Fees: \$60)

CRN#	Day/Ses.	Dates	Time	Location
30918	F(1)	7/18	9am-4pm	HV

SBA 824

Managing the Customer Service Function

Learn about the direction and control of the customer service area in a business or organization. The course examines customer service measurements and the importance of creating and sustaining a customer service focus and culture. Topics include measurements, culture, processes and performance improvement.

Total Cost: \$129 (Tuition: \$79 Fees: \$50)

CRN#	Day/Ses.	Dates	Time	Location
77284	S(1)	6/7	9am-4pm	HV 112A

(PDH) qualifies for continuing professional education for professional engineers

HOSPITALITY TRAINING INSTITUTE

It's always the right time to train for an exciting career in hospitality. Prepare for certification exams such as ServSafe® Food Safety and ServSafe® Alcohol Training. Become a ManageFirst® Professional with courses designed by the National Restaurant Association Educational Foundation, earn your Professional Bartending Certificate from our Hospitality Training Institute, or take our CCBC hotel training leading to American Hotel & Lodging Educational Institute Certifications.

- Food Service and Beverage Management
- Bartending
- Hotel Front Desk
- Guest Service
- Customized Training for corporate staff development

For more information contact:

Evelyn Weaver, Director of Hospitality Institute
eweaver@ccbcmd.edu
443-840-5840

Danielle Bennett, Program Support
dbennett@ccbcmd.edu
443-840-4925

GUEST SERVICE

Complete the two part series successfully and earn the Certified Front Desk Representative certification from the American Hotel & Lodging Educational Institute (AHLEI).

Guest Service Agent/Hotel Front Desk (a two part series)

Kick start your career in hospitality by preparing for a position as a guest service agent. Assess the various career options in hospitality and develop the skills necessary to excel as a guest service agent. You will be able to navigate Micros OPERA, the most widely used front desk management system in the world.

HSL 013

Guest Service Agent/Hotel Front Desk, Part One

Total cost: \$910 (Tuition: \$375 Fees: \$535)

CRN#	Day/Ses.	Dates	Time	Location
30953	M-F(10)	7/28-8/8	8:30am-3:30pm	OM

HSL 014

Guest Service Agent/Hotel Front Desk, Part Two

Total cost: \$1360 (Tuition: \$550 Fees: \$810)

CRN#	Day/Ses.	Dates	Time	Location
30954	M-F(15)	8/11-29	8:30am-3:30pm	OM

HSL 005

Guest Service GOLD® Hospitality Training

Focus on seven key elements required to consistently deliver the highest levels of guest service. Guest service that goes above and beyond should come from a desire to provide guests with the very best. Upon successful completion of this course and exam, students earn the Certified Guest Service Professional® (CGSP®) designation from the American Hotel & Lodging Educational Institute (AH&LEI).

Total Cost: \$129 (Tuition: \$30 Fees: \$99)

CRN#	Day/Ses.	Dates	Time	Location
73996	F(1)	6/27	9am-3pm	HV 112A
30948	M(1)	7/7	9am-3pm	HV
30949	F(1)	8/29	9am-3pm	OM

ManageFirst® RESTAURANT PROFESSIONAL

The ManageFirst Program (MFP), created by the National Restaurant Association Educational Foundation (NRAEF) is a management development program that equips students with the key competencies needed to begin or advance their management careers in the demanding food service industry.

To earn the MFP credential, students must pass the four Core Credential Topic exams and one Foundation/Elective Topic exam. 800 service hours in the food service industry are required for the MFP credential (not required for participation in the classes) and can be completed at any time. Students completing all three electives receive a Food and Beverage Management Professional Continuing Education Certificate from CCBC.

REQUIRED COURSES

- HSL 010 ManageFirst® Controlling Food Service Costs
- HSL 011 ManageFirst® Hospitality and Restaurant Management
- HSL 012 ManageFirst® Hospitality Human Resources Management
- HSL 016 ServSafe® Food Safety Training and Certification

ELECTIVES

(Choose one or more from the following list)

- HSL018 ManageFirst® Customer Service Certificate
- HSL015 ManageFirst®Principles of Food and Beverage Management
- HSL004 ServSafe® Alcohol Training Program

HSL 010

ManageFirst® Controlling Food Service Costs

Learn to overcome the challenge to create a menu and price points that will enable you to maximize profitability, satisfy diners, and grow the business and have fun in the menu design process. Focusing on the bottom line 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.

Total Cost: \$449 (Tuition: \$349 Fees: \$100)

CRN#	Day/Ses.	Dates	Time	Location
30951	M-F(5)	7/7-11	8am-3pm	OM

HSL 011

ManageFirst® Hospitality and Restaurant Management

Focus on activities required to meet key financial goals and quality standards. Leadership involves long-term planning and strategic directing of employees. Examine both the leadership and management tactics required to operate a successful hospitality establishment; one of four core requirements of the ManageFirst® Professional Credential offered by the National Restaurant Association Educational Foundation.

Total Cost: \$449 (Tuition: \$349 Fees: \$100)

CRN#	Day/Ses.	Dates	Time	Location
31020	M-F(5)	7/14-18	8am-3pm	OM

HSL 012

ManageFirst® Hospitality Human Resources Management

Learn how proper human resources management contributes greatly to the success of any hotel or food service operation. This course focuses on how critical this aspect of the industry is for hospitality leaders. This is one of four core requirements of the ManageFirst® Professional Credential offered by the National Restaurant Association Educational Foundation.

Total Cost: \$449 (Tuition: \$349 Fees: \$100)

CRN#	Day/Ses.	Dates	Time	Location
30952	M-F(5)	7/21-25	8am-3pm	OM

HSL 006

ManageFirst® Customer Service Certificate

Learn to treat guests with care and provide an exceptional place to enjoy a meal from the time they enter the restaurant until the time they walk out the doors. This, one of the reasons guests become regular customers for years is, perhaps, even more important than food quality. Upon successful completion of this course, students will receive a Customer Service Certificate from the National Restaurant Association.

Total Cost: \$229 (Tuition: \$129 Fees: \$100)

CRN#	Day/Ses.	Dates	Time	Location
30950	W/R(2)	7/30-31	8am-4:30pm	OM

HSL 015

ManageFirst® Principles of Food and Beverage Management

Examine the foundational principles necessary to successfully manage a restaurant, bar, catering business or other food service operation. This course is one of five electives which may be taken in order to earn the ManageFirst® Credential offered by the National Restaurant Association Educational Foundation.

Total Cost: \$449 (Tuition: \$349 Fees: \$100)

CRN#	Day/Ses.	Dates	Time	Location
30956	M-F(5)	8/4-8	8:30am-3:30pm	OM

PROFESSIONAL BARTENDING

HSL 083

Professional Bartending and ServSafe® Alcohol Certification

Learn the essentials of professional bartending. Additionally, successful completion of this course will qualify students to take the National Restaurant Association's advanced exam for alcohol service in order to earn an alcohol serving certificate for MD. Topics to be covered include bar preparation, beverage recipes and customer service as well as understanding alcohol laws and responsibilities, evaluating intoxication levels, checking identifications, and dealing with difficult situations.

Total Cost: \$389 (Tuition: \$275 Fees: \$114)

CRN#	Day/Ses.	Dates	Time	Location
74001	U/S(5)	6/7-21	9am-4pm	OM 502
30968	U/S(5)	7/12-26	9am-4pm	OM
30969	M-F(5)	8/4-8	9am-4pm	OM

ServSafe® FOOD & ALCOHOL SAFETY TRAINING

HSL 016

ServSafe® Food Safety Training and Certification

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

Total Cost: \$179 (Tuition: \$64 Fees: \$115)

CRN#	Day/Ses.	Dates	Time	Location
78418	S(2)	6/7-14	9am-6pm	HV
78420	M/T(2)	6/23-24	9am-6pm	HV
30957	S(2)	7/12-19	9am-6pm	OM
30958	M/T(2)	7/28-29	9am-6pm	HV
30960	M/T(2)	8/11-12	9am-6pm	OM
30961	S(2)	8/23-30	9am-6pm	HV

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: \$149 (Tuition: \$64 Fees: \$85)

CRN#	Day/Ses.	Dates	Time	Location
78419	S(1)	6/14	9am-6pm	HV
78421	T(1)	6/24	9am-6pm	HV
30962	S(1)	7/19	9am-6pm	OM
30963	T(1)	7/29	9am-6pm	HV
30964	T(1)	8/12	9am-6pm	OM
30965	S(1)	8/30	9am-6pm	HV

HSL 004

ServSafe® Alcohol Training Program

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 the National Restaurant Association Educational Foundation. Designed for bartenders, servers, hosts, and other front-of-house staff.

Total Cost: \$129 (Tuition: \$30 Fees: \$99)

CRN#	Day/Ses.	Dates	Time	Location
74025	S(1)	6/21	9am-3pm	OM 502
30946	S(1)	7/26	9am-3pm	OM
30947	F(1)	8/8	9am-3pm	OM

MANAGERS & SUPERVISORS

MGT 457

Introduction to Business Analysis (PDH)

Learn analytical techniques that can be used to provide data for business decisions. Topics to be covered include problem-solving techniques, probability, mean and standard deviation, qualitative and quantitative forecasting, and PERT and CPM planning techniques.

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

CRN#	Day/Ses.	Dates	Time	Location
79039	Arranged	6/18-8/8	Arranged	WWW
30938	Arranged	7/16-9/5	Arranged	WWW

MGT 599

Managing Across Generations

Develop a better understanding of the needs of the multi-generational workforce. Explore the differences between generations to improve understanding and workplace productivity. Topics include workplace attitudes and expectations, generational values, power structures and hierarchy and work ethics.

Total Cost: \$159 (Tuition: \$79 Fees: \$50)

CRN#	Day/Ses.	Dates	Time	Location
77289	S(1)	6/14	9am-4pm	HV 112A

MGT 297

Mastery of Business Fundamentals (PDH)

Gain an understanding of the significance of strategic planning and discover how external and internal environmental factors affect an organization. Acquire practical business experience in management and finance; learn key financial terms and cash flow management along with basic business law, contracts and the principle-agency relationship all without enrolling in an MBA program. Explore various organizational structures and determine how to use leadership, motivation, and control for maximum impact.

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

CRN#	Day/Ses.	Dates	Time	Location
79040	Arranged	6/18-8/8	Arranged	WWW
30939	Arranged	7/16-9/5	Arranged	WWW

SBA 922

Six Sigma: Total Quality Fundamentals

Learn how to effectively apply the fundamentals of Six Sigma: Total Quality Fundamentals. Understand what quality is and learn about the histories of the quality movement with Six Sigma. Discover the role of customers in quality and determine the major elements of a quality system. Master key concepts such as the cost of non-quality, variation, and the total employee involvement (TEI). Increase your value to your company by learning about various motivational models, leadership, and teamwork. Determine how to effectively apply quality standards by creating and implementing internal and external auditing activities. Learn the in's and out's of ISO 9000, ISO 14000, and the Malcolm Baldrige National Quality Award.

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

CRN#	Day/Ses.	Dates	Time	Location
79047	Arranged	6/18-8/8	Arranged	WWW
30941	Arranged	7/16-9/5	Arranged	WWW

(PDH) qualifies for continuing professional education for professional engineers

NON-PROFIT ORGANIZATION MANAGEMENT

WRI 039

Grant Writing

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

Total Cost: \$149 (Tuition: \$99 Fees: \$50)

CRN#	Day/Ses.	Dates	Time	Location
77263	F(1)	6/13	9am-4pm	RAC

MGT 807

Selecting and Developing a Board of Directors

Develop the knowledge and skills needed to structure and work effectively with a board of directors. Designed to assist managers and staff of non-profits, topics include functions of the non-profit board, board structure and process, board selection and development, effective board and committee meetings, and managing board-staff relationships.

Total Cost: \$139 (Tuition: \$99 Fees: \$40)

CRN#	Day/Ses.	Dates	Time	Location
79017	S(1)	6/7	9am-4pm	RAC

MGT 801

Developing Your Grant Proposal

Learn the knowledge and skills needed to identify grant funding opportunities and draft a proposal to secure grant funding. Topics include a review of grant writing fundamentals; identifying funding sources; conceptualizing the project; developing a proposal summary; and drafting the application.

Total Cost: \$154 (Tuition: \$99 Fees: \$55)

CRN#	Day/Ses.	Dates	Time	Location
30924	F(1)	7/11	9am-6pm	RAC

MGT 683

Advanced Marketing for Non-Profits: Identifying New 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: \$99 Fees: \$50)

CRN#	Day/Ses.	Dates	Time	Location
30923	F(1)	7/25	9am-6pm	RAC

PROJECT G MANAGEMENT

MGT 334

PMP Certification Prep I

Develop the skills and strategies required to prepare for Project Management Institute's prestigious PMP certification exam. Learn to master the first six chapters of A Guide to the Project Management Body of Knowledge (PMBOK Guide), the most essential resource for the PMP certification exam. Topics to be covered include project management knowledge areas, five process groups, and 39 project management processes, tips and techniques, key terminology, concepts, and formulas.

Total Cost: \$150 (Tuition: \$20 Fees: \$130)

CRN#	Day/Ses.	Dates	Time	Location
78263	Arranged	6/18-8/8	Arranged	WWW

PCP 709

PMP Certification Prep II

Prepare to take the Project Management Institute's PMP certification exam. Topics include relationships between inputs, tools and techniques and outputs, earned value management, sensitivity analysis, and PMI's code of professional responsibility.

Total Cost: \$150 (Tuition: \$20 Fees: \$130)

CRN#	Day/Ses.	Dates	Time	Location
78270	Arranged	6/18-8/8	Arranged	WWW
30943	Arranged	7/16-9/5	Arranged	WWW

CRITICAL BUSINESS SKILLS

Continuing Education Certificates

Acquire the leadership and management skills needed for career development and enhancement. Earn continuing education certificates in a wide range of subject areas through a series of cost effective and time efficient one-day courses.

You can earn these continuing education certificates by completing all the courses listed under each certification.



Supervisory Development I (6 courses)

- Role of the Supervisor
- Communication Skills and Interpersonal Interaction
- Managing Multiple Priorities
- Collaborative Outcomes: Teams and Teamwork
- Managing Conflict and Confrontation
- Performance Management

Supervisory Development II (6 courses)

- Critical Business Thinking
- Finance for the Non-Financial Manager
- Coaching: Creating High Performance Employees
- Managing Organizational Change
- Managing Across Generations
- Business Ethics: Navigating the Gray Areas

Non-Profit Organization Management (6 courses)

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

Supply Chain Management (6 courses)

- Introduction to Supply Chain Management
- Fundamentals of Purchasing and Supply Management
- Advanced Supply Management Tools & Concepts
- Legal Considerations of Supply Management
- Modern Negotiation Concepts & Techniques
- 21st Century Inventory Management

CUSTOMIZED CONTRACT TRAINING

Courses in these programs (and others) can be customized and delivered onsite at your organization for groups of 8 or more.

For more information, call 443-840-4572 or contact Peter Naron, pnaron@ccbcmd.edu.

REAL ESTATE

REA 294

Real Estate Principles and Practices for Salespersons

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

Total Cost: \$399 (Tuition: \$261 Fees: \$138)

CRN#	Day/Ses.	Dates	Time	Location
79706	T/R(15)	6/3-7/24	5:45-10pm	TBA

CERTIFIED RESIDENTIAL APPRAISER

The following three courses provide the 50 hours needed to upgrade an appraisal license to "Certified Residential Appraiser" (they are also approved for continuing education hours for license renewal). The 3 courses do not need to be taken in order, but attendance is mandatory and a final exam will be given each. Successful completion of the educational requirements for appraiser trainee license (at the minimum) is required to enroll. The courses were originally developed by Hondros Learning and have been approved by The Appraisal Foundation and the Maryland Real Estate Appraisers and Home Inspectors Commission.

PLEASE NOTE: In addition to the 50-hour education requirement for the certification, a candidate must hold an AA degree (or 21 semester credits in specified subjects) and complete 500 additional experience hours. For more information contact the Appraisers Commission at www.dllr.state.md.us or 410-230-6165.

REA 485

Advanced Residential Applications

Ease the challenge of complex residential appraisal assignments. Learn to recognize and address location considerations, functional obsolescence and quantification issues for the more difficult appraisal. Case studies will be used extensively. You'll cover valuing unique and high-end residential dwellings, valuing partial interests and addressing changes in market conditions.

Total Cost: \$249 (Tuition: \$124 Fees: \$125)

CRN#	Day/Ses.	Dates	Time	Location
79109	F/S(2)	6/6-7	8:30am-5pm	HV

REA 486

Statistics, Modeling and Finance

Learn about the theory and practice of statistics in real estate appraisal, when statistics need to be used and relevant statistical methods. Topics include real estate finance and valuation modeling and their use in appraisals, terminology, practical applications of statistical analysis, financing terms and real world examples of how financing affects the value of real property.

Total Cost: \$249 (Tuition: \$124 Fees: \$125)

CRN#	Day/Ses.	Dates	Time	Location
79111	F/S(2)	6/20-21	8:30am-5pm	HV

REA 487

Mastering Unique and Complex Property Appraisal

Learn appraisal techniques for valuing mixed-use, unusual, income-producing and one-of-a-kind property types. Case studies will be used extensively. Discover what creates a complex and unique property, adaptation of valuation methods for complex appraisals and appraising historic residences.

Total Cost: \$279 (Tuition: \$149 Fees: \$130)

CRN#	Day/Ses.	Dates	Time	Location
30973	F/S(2)	7/11-12	8:30am-5:30pm	HV
	T(1)	7/15	6-10pm	HV

APPRAISAL LICENSE RENEWAL

The following course has been approved by the Maryland Real Estate Appraiser's Commission for license renewal.

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 at class (7 hours CE).

Total Cost: \$249 (Tuition: \$89 Fees: \$160)

CRN#	Day/Ses.	Dates	Time	Location
30970	R(1)	7/10	8:30am-4:30pm	HV

HUMAN RESOURCES MANAGEMENT



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For more information, call 443-840-4572



American Management Association

SALES & MARKETING

MAR 120

Essential Skills for Sales Professionals

Develop the skills and build the confidence needed to effectively promote a product or service and increase productivity in the sales process. Topics include setting goals, defining activities, time management, handling objections, effective negotiation and effective sales strategies. Intended for new or prospective sales professionals.

Total Cost: \$159 (Tuition: \$99 Fees: \$60)

CRN#	Day/Ses.	Dates	Time	Location
30919	S(1)	7/12	9am-4pm	OM

SMALL BUSINESS & HOME BUSINESS

MAR 135

Advanced Mobile Marketing

Develop your mobile marketing skills as you study mobile marketing metrics and review the elements of a successful mobile marketing campaign. Different types of apps, metrics, campaign design and execution are included.

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

CRN#	Day/Ses.	Dates	Time	Location
78273	Arranged	6/2-27	Arranged	WWW

SBA 439

Becoming a Notary: Learning the Rules and Regulations

Learn the rules, regulations and correct practices in performing the responsibilities of a notary public. Topics include a brief history, Maryland rules, practical advice, avoiding problems, new developments and performing competently as a notary.

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

CRN#	Day/Ses.	Dates	Time	Location
78766	S(1)	6/14	9am-3pm	OM
30427	S(1)	8/16	9am-3pm	HV

MGT 806

Business Etiquette Basics

Learn strong, professional social skills that include networking and conversational skills, business card etiquette, how to project a positive image, and more. Eighty-five percent of business is based on people skills, and relationships are critical to the success of your business. Do you have what it takes?

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

CRN#	Day/Ses.	Dates	Time	Location
30432	R(2)	7/24-31	6-8:30pm	HV

SBA 950

Customize Your Business Plan

Learn what it takes to create a customized business plan: how to create a forever changing document that will help you manage and build the business you want.

Total Cost: \$89 (Tuition: \$40 Fees: \$49)

CRN#	Day/Ses.	Dates	Time	Location
30420	T(2)	7/1-8	6-8:30pm	RAC
30421	R(2)	8/7-14	6-8:30pm	HV

MAR 127

eMarketing Essentials: Online Advertising

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

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

CRN#	Day/Ses.	Dates	Time	Location
78272	Arranged	6/2-27	Arranged	WWW

SBA 946

Franchising or Buying a Small Business: What Is the Difference?

Should you buy an independent business or franchise? How to decide? Learn the important differences that need to be considered when determining what type of business is the best fit for your goals.

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

CRN#	Day/Ses.	Dates	Time	Location
78487	S(1)	6/21	9am-4pm	CC
30417	S(1)	8/2	9am-4pm	HV

SBA 948

Funding Sources for Small Businesses

Learn how to get funding from different sources in order to start or grow your small business. Many different funding sources and options are available for financing your business opportunity.

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

CRN#	Day/Ses.	Dates	Time	Location
30418	T/R(2)	7/15-17	6-8:30pm	RAC
30419	T(2)	8/19-26	6-8:30pm	HV

REA 308

Home Inspection: Continuing Professional Education

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

Total Cost: \$179 (Tuition: \$95 Fees: \$84)

CRN#	Day/Ses.	Dates	Time	Location
78485	W(6)	6/11-7/16	6:30-9:30pm	CC

SBA 808

How to Start and Manage Your Own Small Business

Examine management issues and concerns in forming a small business enterprise. Discuss the advantages and disadvantages of self-employment, government resources, types of businesses, markets to explore, legalities and more.

Total Cost: \$105 (Tuition: \$36 Fees: \$69)

CRN#	Day/Ses.	Dates	Time	Location
78484	S(2)	6/14-21	9am-3pm	CC
30423	S(2)	7/12-19	9am-3pm	EC
30588	T(4)	7/22-8/12	6:30-9pm	OM
30424	S(2)	8/9-16	9am-3pm	HV

SBA 283

How to Start Your Own Consulting Business

Learn new ideas and information while discussing how to set up a consulting practice based on individual skills, knowledge and use of effective business practices. Topics include marketing, finances and business planning.

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

CRN#	Day/Ses.	Dates	Time	Location
30425	S(1)	7/26	9am-4pm	CC
30426	S(1)	8/23	9am-4pm	EC

MAR 140

Integrating Social Media in Your Organization

Learn how to use social media networks for internal communication and discuss how to develop a social networking strategy for an organization. Topics include using and creating social media network within an organization, different types of social media networks, and implementing social media in a business.

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

CRN#	Day/Ses.	Dates	Time	Location
78271	Arranged	6/2-27	Arranged	WWW

SBA 951

LinkedIn to Grow Your Business

Business is based on relationships, and LinkedIn is a great place to develop and maintain relationships that can help grow your business. Learn how to find prospective clients, and connect with existing clients and customers. Discover what the world's largest professional network can do for your business!

Total Cost: \$89 (Tuition: \$40 Fees: \$49)

CRN#	Day/Ses.	Dates	Time	Location
78489	W(2)	6/4-11	6:30-9pm	HV

MAR 118

Marketing Your Business on the Internet

Find out how to market your business on the Internet, even if you have little or no money to spend. In this practical, hands-on course, you'll learn little-understood secrets about the types of businesses that thrive on the web. Establishing an Internet presence, building online brand identity, and low-cost promotion strategies are included.

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

CRN#	Day/Ses.	Dates	Time	Location
30873	Arranged	7/16-9/5	Arranged	WWW

SBA 955

Planning for the Success of Your Small Business

Entrepreneurs and small business owners: what do you do? For whom do you do it? Are you on track to excel? When should you change your strategy? These are important questions that you should be able to answer about your business. Learn to define the goals of your business and lay out growth plans as you learn how to create and implement a strategic plan.

Total Cost: \$104 (Tuition: \$35 Fees: \$69)

CRN#	Day/Ses.	Dates	Time	Location
30422	S(2)	7/26-8/2	9am-4pm	HV

SBA 947

Sales: Improve Your Skills to Grow Your Business

Learn fundamental sales and marketing concepts, and develop confidence and skills to promote your products and/or services.

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

CRN#	Day/Ses.	Dates	Time	Location
78486	S(2)	6/7-14	9am-12pm	CC
30435	S(2)	8/2-9	9am-12pm	HV

SBA 526

Small Business Marketing on a Shoestring

Learn how to use the same marketing tricks the big companies employ—without making a big dent in your wallet. Discover how to attract target audiences, entice customers, and keep buyers coming back for more. In addition, you'll find out how to generate the referrals that are crucial to your company's success.

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

CRN#	Day/Ses.	Dates	Time	Location
30874	Arranged	8/20-10/10	Arranged	WWW

SBA 949

Small Office Organization

Learn to control the chaos and become less stressed with basic office management principles. Explore task and time management skills to increase your efficiency and improve your productivity.

Total Cost: \$94 (Tuition: \$45 Fees: \$49)

CRN#	Day/Ses.	Dates	Time	Location
30579	T(3)	7/1-15	6-7:30pm	OM

HSL 081

Special Events Basics

Discover the elements of effective special events planning. Learn what to consider when selecting a site and how to create an event timeline. Contracts, resources, and pricing are discussed.

Total Cost: \$109 (Tuition: \$30 Fees: \$79)

CRN#	Day/Ses.	Dates	Time	Location
78765	T(4)	6/3-24	6:30-9pm	RAC
30428	S(1)	8/16-23	9am-3pm	EC

VOD 035

Weddings - Coordinating - Part I

Learn the professional way to coordinate any size and type of wedding. Get the basics from start to finish and more. Intended for individuals considering a career in professional wedding coordinating. Materials fee of \$20 payable to instructor.

Total Cost: \$89 (Tuition: \$20 Fees: \$69)

CRN#	Day/Ses.	Dates	Time	Location
30586	S(1)	7/19	9am-4:30pm	OM

VOD 036

Weddings - Coordinating - Part II

Continue to learn the professional way to coordinate and plan weddings. Intended for individuals considering a career in professional wedding coordinating. Recommended: Weddings Part I.

Total Cost: \$89 (Tuition: \$20 Fees: \$69)

CRN#	Day/Ses.	Dates	Time	Location
30592	S(1)	7/26	9am-4:30pm	OM

SUPERVISORY DEVELOPMENT

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: \$159 (Tuition: \$99 Fees: \$60)

CRN#	Day/Ses.	Dates	Time	Location
30920	T/R(2)	7/15-17	6-9pm	OM
30922	F(1)	7/18	9am-4pm	HV

MAN 058

The Role of the Supervisor

Become acquainted with fundamental management principles and practices, and build a repertoire of effective supervisory skills.

Total Cost: \$129 (Tuition: \$79 Fees: \$50)

CRN#	Day/Ses.	Dates	Time	Location
79014	T/R(2)	6/10-12	6-9:05pm	OM
79012	F(1)	6/13	9am-4pm	HV

SUPPLY CHAIN MANAGEMENT

MGT 460

Distribution and Logistics Management

Designed to provide an understanding on how to analyze and improve distribution and logistics management in an organization. Topics to be covered include physical distribution, inventory management, production stores, returned goods, and enterprise resource planning.

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

CRN#	Day/Ses.	Dates	Time	Location
30940	Arranged	7/16-9/5	Arranged	WWW

MGT 332

Supply Chain Management Fundamentals



Learn how to develop the skills and strategies needed to succeed in the supply chain management field. Topics include strategic planning, sales and operations planning, new product introduction and operational plans, nonprofit organizations, executive director, board of directors, special event and meeting management, and public relations strategies.

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

CRN#	Day/Ses.	Dates	Time	Location
79049	Arranged	6/18-8/8	Arranged	WWW

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 Starting a Nonprofit
 Fundamentals of Supervision and Management
 Introduction to Business Analysis
 Mastery of Business Fundamentals
 Business Finance for Non-Finance Personnel
 Employment Law Fundamentals
 Understanding the Human Resources Function
 Real Estate Law
 Achieving Success with Difficult People
 Administrative Assistant Applications
 Building Teams That Work
 GMAT Preparation
 Leadership
 Distribution and Logistics Management
 Creating a Successful Business Plan
 Business Marketing Writing
 Effective Selling
 Marketing Your Business on the Internet
 Small Business Marketing on a Shoestring
 Becoming a Grant Writing Consultant
 Buying and Selling on eBay
 Growing Plants for Fun and Profit
 How to Get Started in Game Development
 Introduction to Internet Writing Markets
 Introduction to Statistics
 Publish and Sell Your E-Books
 Start a Pet Sitting Business
 Start and Operate Your Own Home-Based Business
 Start Your Own Arts and Crafts Business
 Start Your Own Consulting Practice
 Start Your Own Gift Basket Business
 Start Your Own Small Business
 Writing and Selling Self-Help Books

Cost of class: \$109 (\$89 seniors)

Course Dates:

• May 1 • June 18 • July 16 • August 20

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BASIC COMPUTERS

PCP 611

Computers Getting to Know Them

Learn the basic skills required to operate a computer through an overview of computers, input/output devices, managing and storing data and working with software applications.

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

CRN#	Day/Ses.	Dates	Time	Location
77018	S(1)	5/17	8:30am-4:30pm	HV
77032	T/R(3)	5/20-27	6-8:30pm	OM
78549	M/W(3)	6/2-9	6-8:30pm	CC
78578	S(1)	6/7	8:30am-4:30pm	RAC
78556	M/W(3)	6/16-23	6-8:30pm	EC
30460	S(1)	7/12	8:30am-4:30pm	CC
30537	T/R(3)	8/12-19	6-8:30pm	RAC
30513	S(1)	8/16	8:30am-4:30pm	HV

PCP 073

Keyboarding Level 1

Learn keyboard basics including specific key functions, proper finger placement, techniques to gain speed and accuracy and formatting of letters, memos and reports. Prerequisite: Computers Getting to Know Them or equivalent knowledge.

Total Cost: \$149 (Tuition: \$67 Fees: \$82)

CRN#	Day/Ses.	Dates	Time	Location
30538	T/R(10)	7/1-31	6-8pm	RAC

PCP 660

Keyboarding

Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77166	Arranged	5/21-7/11	Arranged	WWW
30611	Arranged	7/16-9/5	Arranged	WWW

PCP 386

Windows 7 Introduction

Learn the core features and functions of Windows 7 such as creating and managing files, folders, and libraries; managing content; customizing the environment; and using Internet Explorer. Prerequisite: Computers Getting to Know Them or equivalent knowledge.

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

CRN#	Day/Ses.	Dates	Time	Location
76989	T/R(3)	5/20-27	6-8:30pm	HV
77026	S(1)	5/31	8:30am-4:30pm	HV
78576	T/R(3)	6/3-10	6-8:30pm	OM
78579	S(1)	6/14	8:30am-4:30pm	RAC
78550	M/W(3)	6/16-23	6-8:30pm	CC
30461	S(1)	7/19	8:30am-4:30pm	CC
30514	S(1)	8/23	8:30am-4:30pm	HV
30545	T/R(3)	8/26-9/2	6-8:30pm	RAC

PCA 608

Navigating Windows 8 on a PC new

Navigate Windows 8 using a keyboard and mouse. Learn to use the Charms bar and search tools, install and use apps, use Internet Explorer, manage power options, browse folders, configure user accounts, use system security tools, work with tiles, and customize PC settings. Prerequisite: Working knowledge of a previous Windows version.

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

CRN#	Day/Ses.	Dates	Time	Location
30675	S(1)	7/12	8:30am-4:30pm	HV
30677	T/R(3)	7/22-29	6-8:30pm	EC
30676	S(1)	8/16	9am-5pm	OM
30682	T/R(3)	8/26-9/2	6-8:30pm	CC

PCA 613



Navigating Windows 8 on a Tablet

Learn to navigate Windows 8 using a touch screen. Students learn to use the Charms bar and search tools, install and use apps, use Internet Explorer, browse folders, use system security tools, work with tiles, and customize settings. Prerequisite: Working knowledge of a previous Windows version. Students need to bring their tablets to class.

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

CRN#	Day/Ses.	Dates	Time	Location
30791	M/W(3)	7/14-21	6-8:30pm	OM
30793	S(1)	7/26	8:30am-4:30pm	CC
30792	M/W(3)	8/11-18	6-8:30pm	HV
30794	S(1)	8/23	8:30am-4:30pm	EC

PCA 969

Today's Internet: Wikis, Blogs, Clouds and More

Explore many useful and interesting websites and online applications to learn details of what each does, why you want to use it, and how to get started. Launch your own blog, explore virtual worlds, collaborate with others, get in the cloud, improve your network security, and much more. Prerequisite: Computers Getting to Know Them or equivalent knowledge.

Total Cost: \$159 (Tuition: \$64 Fees: \$95)

CRN#	Day/Ses.	Dates	Time	Location
78577	T/R(4)	6/17-26	6-9pm	OM
30510	S(2)	7/19-26	9am-4pm	HV
30544	T/R(4)	8/12-21	6-9pm	CC

PCA 968

Cloud Computing

Learn how the cloud is revolutionizing how we create, store, and share data. Discover what it is, how it works, and what it can do for you. Each of the key concepts about cloud computing is covered including: using computer applications; storing and sharing files; creating photo galleries, calendars, and notes; staying safe; and more. Prerequisite: Computers Getting to Know Them or equivalent knowledge.

Total Cost: \$159 (Tuition: \$64 Fees: \$95)

CRN#	Day/Ses.	Dates	Time	Location
78558	T/R(4)	6/17-26	6-9pm	EC
30474	T/R(4)	8/12-21	6-9pm	OM

PCP 194

Computer Skills for the Workplace

Learn the fundamental computer competencies needed to succeed in today's workplace and focus on the practical applications for software most common in a technological environment. Topics include practical applications for email, word processors, spreadsheets, databases, using menus, shortcuts, and desktop features. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77156	Arranged	5/21-7/11	TBA	WWW
30601	Arranged	7/16-9/5	TBA	WWW

MICROSOFT OFFICE

PCP 329

Microsoft Office 2010 Introduction

Learn the basics of MS Office 2010 Word, Excel, PowerPoint, and Access by doing hands-on projects. Create and edit Word documents, produce an Excel spreadsheet with basic formulas and functions, create a PowerPoint presentation, and develop an Access database. Prerequisite: Windows Intro or equivalent knowledge.

Total Cost: \$399 (Tuition: \$170 Fees: \$229)

CRN#	Day/Ses.	Dates	Time	Location
78559	S(4)	6/7-28	9am-4pm	HV
30462	S(4)	8/2-23	9am-4pm	CC
30539	T/R(8)	8/5-28	6-9pm	EC

PCP 296

Access 2010 Introduction

Learn the basic functions and features of Access 2010. Gain an introduction to database concepts, the Access environment, and the Help systems, and then learn how to design and create databases and create queries, forms, and reports. Prerequisite: Windows Intro or equivalent knowledge.

Total Cost: \$159 (Tuition: \$64 Fees: \$95)

CRN#	Day/Ses.	Dates	Time	Location
78562	T/R(3)	6/3-10	6-8:30pm	HV
30471	T/R(3)	7/1-8	6-8:30pm	CC
30477	S(1)	7/19	8:30am-4:30pm	EC
30687	T(1)	7/22	8:30am-4:30pm	OM

PCP 307

Access 2010 Intermediate

Learn how to normalize data, manage table relationships, and enforce referential integrity; work with Lookup fields and subdatasheets; create join queries, calculate fields, and summary values; add objects to forms and create advanced form types; print reports and labels; create and modify charts; and use PivotTables and PivotCharts. Prerequisite: Access 2010 Intro or equivalent knowledge.

Total Cost: \$159 (Tuition: \$64 Fees: \$95)

CRN#	Day/Ses.	Dates	Time	Location
76935	S(1)	5/17	8:30am-4:30pm	CC
76992	R(1)	5/22	8:30am-4:30pm	HV
30519	T/R(3)	7/1-8	6-8:30pm	HV
30472	T/R(3)	7/29-8/5	6-8:30pm	CC
30481	S(1)	8/9	8:30am-4:30pm	EC
30686	T(1)	8/19	8:30am-4:30pm	OM

PCP 304

Access 2010 Advanced

Learn how to query with SQL; create crosstab, parameter, and action queries; create macros; import, export, and link database objects; interact with XML documents; create hyperlink fields; optimize, split, and backup databases; password protect and encrypt databases; and set Access options and properties. Prerequisite: Access 2010 Intermediate or equivalent knowledge.

Total Cost: \$159 (Tuition: \$64 Fees: \$95)

CRN#	Day/Ses.	Dates	Time	Location
78555	M/W(3)	6/2-9	6-8:30pm	EC
78546	S(1)	6/7	8:30am-4:30pm	CC
30521	T/R(3)	7/29-8/5	6-8:30pm	HV

PCP 116

Introduction to Microsoft Access

Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77160	Arranged	5/21-7/11	Arranged	WWW
30605	Arranged	7/16-9/5	Arranged	WWW

PCP 710

Intermediate Microsoft Access 

Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77157	Arranged	5/21-7/11	Arranged	WWW
30602	Arranged	7/16-9/5	Arranged	WWW

PCP 298

Excel 2010 Introduction

Learn the basic functions and features of Excel 2010. Gain an introduction to spreadsheet terminology, the Excel 2010 environment, and the Help system. Then learn how to create, edit, format, and print basic Excel 2010 worksheets. Prerequisite: Windows Intro or equivalent knowledge.

Total Cost: \$159 (Tuition: \$64 Fees: \$95)

CRN#	Day/Ses.	Dates	Time	Location
77047	S(1)	5/17	8:30am-4:30pm	RAC
78560	M/W(3)	6/2-9	6-8:30pm	HV
78580	S(1)	6/21	8:30am-4:30pm	RAC
30476	S(1)	7/12	8:30am-4:30pm	EC
30690	T(1)	7/15	8:30am-4:30pm	OM
30464	M/W(3)	7/21-28	6-8:30pm	CC

PCP 301

Excel 2010 Intermediate

Learn how to use multiple worksheets and workbooks efficiently, and start working with more advanced formatting options including styles, themes, backgrounds, outlines and subtotals, cell names, and tables. Save workbooks as Web pages, insert and edit hyperlinks, and learn to share workbooks by email. Also covered are advanced charting techniques, worksheet auditing and protection, file sharing and merging, and workbook templates. Prerequisite: Excel 2010 Intro or equivalent knowledge.

Total Cost: \$159 (Tuition: \$64 Fees: \$95)

CRN#	Day/Ses.	Dates	Time	Location
78581	S(1)	6/28	8:30am-4:30pm	RAC
30515	M/W(3)	7/7-14	6-8:30pm	HV
30479	S(1)	8/2	8:30am-4:30pm	EC
30688	T(1)	8/12	8:30am-4:30pm	OM
30467	M/W(3)	8/18-25	6-8:30pm	CC

PCP 306

Excel 2010 Advanced

Learn advanced formulas, lookup functions, data validation and database functions, importing and exporting data, and how to query external databases. Also learn about the analytical features of Excel, running and recording macros, SmartArt graphics, and conditional formatting with graphics. Prerequisite: Excel 2010 Intermediate or equivalent knowledge.

Total Cost: \$159 (Tuition: \$64 Fees: \$95)

CRN#	Day/Ses.	Dates	Time	Location
76949	T/R(3)	5/20-27	6-8:30pm	EC
77004	R(1)	5/29	8:30am-4:30pm	HV
76938	S(1)	5/31	8:30am-4:30pm	CC
30517	M/W(3)	8/4-11	6-8:30pm	HV
30685	S(1)	8/23	8:30am-4:30pm	EC

PCP 118

Introduction to Microsoft Excel 

Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77161	Arranged	5/21-7/11	TBA	WWW
30606	Arranged	7/16-9/5	TBA	WWW

PCP 128

Intermediate Microsoft Excel 

Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77158	Arranged	5/21-7/11	TBA	WWW
30603	Arranged	7/16-9/5	TBA	WWW

PCP 683

Advanced Microsoft Excel 

Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77155	Arranged	5/21-7/11	TBA	WWW
30598	Arranged	7/16-9/5	TBA	WWW

PCP 328

Excel 2010 Pivot Tables

Learn to create and work with PivotTables to increase productivity and produce reports in minutes instead of hours. Go from creating basic PivotTables to building a dynamic PivotTable reporting system. Prerequisite: Excel 2010 Advanced.

Total Cost: \$249 (Tuition: \$105 Fees: \$144)

CRN#	Day/Ses.	Dates	Time	Location
78547	S(2)	6/14-21	9am-4pm	CC

PCA 573

Excel 2010 VBA Programming

Gain proficiency in creating procedures that run in response to specific events, working with control structures, developing user forms to accept or display data, validating the data entry in user forms, and debugging and handling errors in code. Prerequisite: Excel 2010 Advanced or equivalent knowledge.

Total Cost: \$159 (Tuition: \$64 Fees: \$95)

CRN#	Day/Ses.	Dates	Time	Location
78548	S(1)	6/28	8:30am-4:30pm	CC

PCP 299

PowerPoint 2010 Introduction

Learn the basic functions and features of PowerPoint 2010 to create, save, and rearrange presentations. Format text, use drawing objects, work with graphics, and insert tables and charts then learn to use templates and themes, slide masters, and transition effects. Finally, learn to proof, run, and print presentations. Prerequisite: Windows Intro or equivalent knowledge.

Total Cost: \$159 (Tuition: \$64 Fees: \$95)

CRN#	Day/Ses.	Dates	Time	Location
78563	T/R(3)	6/17-24	6-8:30pm	HV
30541	T/R(3)	7/15-22	6-8:30pm	CC
30535	S(1)	7/19	8:30am-4:30pm	RAC

PCP 305

PowerPoint 2010 Advanced

Learn to customize PowerPoint by modifying the Ribbon and changing application settings, apply themes and templates, and work with SmartArt graphics and tables. Also learn how to add multimedia content and interactive elements to slides, and learn about presentation distribution options including PDF, HTML, and online broadcasts. Finally, integrate PowerPoint with Word and Excel. Prerequisite: PowerPoint 2010 Introduction or equivalent knowledge.

Total Cost: \$159 (Tuition: \$64 Fees: \$95)

CRN#	Day/Ses.	Dates	Time	Location
30520	T/R(3)	7/15-22	6-8:30pm	HV

PCP 249

Introduction to Microsoft PowerPoint 

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

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

CRN#	Day/Ses.	Dates	Time	Location
77163	Arranged	5/21-7/11	Arranged	WWW
30608	Arranged	7/16-9/5	Arranged	WWW

PCP 300

Word 2010 Introduction

Learn the basic functions and features of Word 2010; learning to enter/edit text, create/save documents, and how to enhance the appearance of a document by using various formatting options. Also create tables, insert headers/footers, proof/print documents, and insert graphics. Prerequisite: Windows Intro or equivalent knowledge.

Total Cost: \$159 (Tuition: \$64 Fees: \$95)

CRN#	Day/Ses.	Dates	Time	Location
78561	M/W(3)	6/16-23	6-8:30pm	HV
30463	M/W(3)	7/7-14	6-8:30pm	CC
30692	T(1)	7/8	8:30am-4:30pm	OM
30536	S(1)	7/12	8:30am-4:30pm	RAC
30478	S(1)	7/26	8:30am-4:30pm	EC

PCP 303

Word 2010 Intermediate

Learn how to work with styles, sections, and columns and use the Navigation pane to work with outlines. Also, format tables, print labels and envelopes, work with graphics, use document templates, manage document revisions, and work with Web features. Prerequisite: Word 2010 Intro or equivalent knowledge.

Total Cost: \$159 (Tuition: \$64 Fees: \$95)

CRN#	Day/Ses.	Dates	Time	Location
77013	R(1)	5/15	8:30am-4:30pm	HV
78557	T/R(3)	6/3-10	6-8:30pm	EC
30516	M/W(3)	7/21-28	6-8:30pm	HV
30465	M/W(3)	8/4-11	6-8:30pm	CC
30691	T(1)	8/5	8:30am-4:30pm	OM
30484	S(1)	8/16	8:30am-4:30pm	EC

PCP 302


Word 2010 Advanced

Learn how to perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. Also learn to create macros, customize the ribbon and Quick Access toolbar, and work with XML documents. Prerequisite: Word 2010 Intermediate or equivalent knowledge.

Total Cost: \$159 (Tuition: \$64 Fees: \$95)

CRN#	Day/Ses.	Dates	Time	Location
30518	M/W(3)	8/18-25	6-8:30pm	HV

PCP 950

Introduction to Microsoft Word 

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

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

CRN#	Day/Ses.	Dates	Time	Location
77165	Arranged	5/21-7/11	Arranged	WWW
30610	Arranged	7/16-9/5	Arranged	WWW

PCP 286

Intermediate Microsoft Word 

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

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

CRN#	Day/Ses.	Dates	Time	Location
77159	Arranged	5/21-7/11	Arranged	WWW
30604	Arranged	7/16-9/5	Arranged	WWW

MICROSOFT OFFICE SPECIALIST CERTIFICATION(ONLINE)

Microsoft Certification can take you from the start of your career to its pinnacle. Certification sets you apart in today's competitive job market with greater earning potential and career advancement, and brings you recognition for your knowledge and skills. Certify your productivity! Add Microsoft Office Specialist to your resume!

PCA 601

Microsoft Word I 

Get started toward Microsoft Office Specialist Certification! Learn Introductory and Intermediate features of Microsoft Word needed to create and edit business documents such as memos, letters, reports, and tables. Upon successful completion of this course and Microsoft Word II, students will have learned the skill sets needed to pass the Word Microsoft Office Specialist (MOS) Certification Exam. You must be computer literate and have Internet access. Students must have experience working in Microsoft Windows and have Windows version of Microsoft Office 2010 installed on your computer. Textbook may be purchased at CCBC Catonsville bookstore.

Cost: \$279 (Tuition: \$75 Fees: \$204)

CRN#	Day/Ses.	Dates	Time	Location
79281	Arranged	6/23-8/16	Arranged	WWW

PCA 602

Microsoft Word II 

Learn advanced features of MS Word including columns, advanced tables, styles, graphics, macros, typesetting features, outlines, sorting and advanced merging techniques. This course along with skills presented in Word I prepares students to take the Word Microsoft Office Specialist (MOS) Certification Exam. Prerequisites: Word I or equivalent knowledge. You must have Internet access and have Windows version of Microsoft Office 2010 installed on your computer. Textbook may be purchased at CCBC Catonsville bookstore.

Cost: \$279 (Tuition: \$75 Fees: \$204)

CRN#	Day/Ses.	Dates	Time	Location
79287	Arranged	6/23-8/16	Arranged	WWW

PCA 604

Microsoft Excel I



Get started toward Microsoft Office Specialist Certification! Learn Introductory and Intermediate features of Microsoft Excel needed to create and format spreadsheets and to perform basic financial operations. Topics to be covered include creating and manipulating data, formatting data and content, creating and modifying formulas, presenting data visually, and collaborating and securing data. Upon successful completion of this course and Microsoft Excel II, you will have learned the skill sets needed to pass the Microsoft Excel Office Specialist certification exam. You must have Internet access and have Windows version of Microsoft Office 2010 installed on your computer. Prerequisites: experience working in Microsoft Windows; understanding of mathematical concepts. Textbook may be purchased at CCBC Catonsville bookstore.

Cost: \$279 (Tuition: \$75 Fees: \$204)

CRN#	Day/Ses.	Dates	Time	Location
78008	Arranged	6/2-8/9	Arranged	WWW

PCA 976

Microsoft Excel II



Expand on basic Excel skills and learn how to create meaningful spreadsheets built on sound mathematical constructs to enable you to organize data, calculate data, audit worksheets, and transform data into information for presentation and decision-making. Learn advanced analysis and reference functions and advanced features such as macros, data linking, and pivot tables. This course along with skills presented in Excel I prepares you to take the Excel Microsoft Office Specialist (MOS) Certification Exam. Prerequisite: Excel I or equivalent knowledge. You must have Internet access and have Windows version of Microsoft Office 2010 installed on your computer. Textbook may be purchased at CCBC Catonsville bookstore.

Cost: \$279 (Tuition: \$75 Fees: \$204)

CRN#	Day/Ses.	Dates	Time	Location
79291	Arranged	6/23-8/16	Arranged	WWW

PCA 974

Introduction to Microsoft PowerPoint



Learn the basics of planning, creating, designing, editing, and printing an electronic presentation. Upon successful completion of this course, you will be prepared to take the PowerPoint Microsoft Office Specialist (MOS) Certification Exam. Prerequisite: experience working in Microsoft Windows. You must have Internet access and have Windows version of Microsoft Office 2010 installed on your computer. Textbook may be purchased at CCBC Catonsville bookstore.

Cost: \$279 (Tuition: \$75 Fees: \$204)

CRN#	Day/Ses.	Dates	Time	Location
79290	Arranged	6/2-8/9	Arranged	WWW

PCA 973

Database Management Using Access



Learn the fundamentals of database management using Access. Upon successful completion of this course, you will be prepared to take the Access Microsoft Office Specialist (MOS) Certification Exam. Prerequisite: experience working in Microsoft Windows. You must have Internet access and have Windows version of Microsoft Office 2010 installed on your computer. Textbook may be purchased at CCBC Catonsville bookstore.

Cost: \$279 (Tuition: \$75 Fees: \$204)

CRN#	Day/Ses.	Dates	Time	Location
79288	Arranged	6/23-8/16	Arranged	WWW

MICROSOFT OFFICE

Back to Work Series

Are you entering the workforce for the first time? Returning after a long absence? Starting a new career? Get a thorough introduction to Microsoft Office Applications used in most businesses, learn touch-typing skills to improve your productivity, and learn effective techniques and strategies to get the job you want. Take one course or the entire series. Take your time, get instructor feedback, go at a slower pace. Lots of practice time.

Computer Keyboarding

A Simplified Guide to Windows File Management

Word Simplified

Excel Simplified

PowerPoint Simplified

For details on these classes, or for information about Back to Work Series classes at the Eastpoint Workforce Development Center call 443-840-5846 or email: gwachter@cCBCmd.edu

PCP 498

A Simplified Guide to Windows File Management - (6 hours)

Create and organize folders just as you would in a file cabinet. Practice moving and copying files from one folder to another and/or a flash drive. Find out how to rename, delete, and restore deleted files. Learn how to create icons on your desktop to gain quick access to files, folders, and programs you use frequently. Comprehensive handouts provided.

Total Cost: \$89 (Tuition: \$10 Fees: \$79)

CRN#	Day/Ses.	Dates	Time	Location
30974	T(1)	7/8	9am - 3:45pm	HV

PCP 949

Word Simplified - (24 hours)

Start at the beginning and learn Introductory and Intermediate Microsoft Word skills in a slower paced environment with plenty of practice projects and instructor feedback. Discover how to create, save, and edit documents. Practice formatting text, paragraphs, and documents. Generate envelopes and labels during in class practice exercises. Comprehensive handouts provided.

Total Cost: \$359 (Tuition: \$80 Fees: \$279)

CRN#	Day/Ses.	Dates	Time	Location
30979	T/R(4)	7/22-7/31	9am – 3:45pm	HV

PCP 946

Excel Simplified - (24 hours)

Establish a foundation and learn Introductory and Intermediate Microsoft Excel skills in a slower paced environment with plenty of practice projects and instructor feedback. Learn to create, save, and edit spreadsheets. Discover how to format cells, add borders and shading, move and copy data. Find out how to insert formulas, sort, and filter data in a list, and create charts. Comprehensive handouts provided.

Total Cost: \$412 (Tuition: \$133 Fees: \$279)

CRN#	Day/Ses.	Dates	Time	Location
31058	M/W(8)	7/7-7/30	6-9pm	HV
30977	T/R(4)	8/5-8/14	6-9pm	HV

PCA 585

Microcomputer Keyboarding

Start at the beginning and learn to type without looking at the keys and improve your speed and accuracy! You must be computer literate and have Internet access. Textbook may be purchased at CCBC Catonsville bookstore. (This course satisfies the Keyboarding I requirement within the Administrative Assistant and Medical Office Administrative Assistant Continuing Education Certificate programs)

Total Cost: \$165 (Tuition: \$55 Fees: \$110)

CRN#	Day/Ses.	Dates	Time	Location
79289	Arranged	6/16-8/2	Arranged	WWW

BUSINESS SOLUTIONS

PCP 957

Introduction to Microsoft Outlook

Gain an introduction to the essentials of Microsoft Outlook to increase work productivity. Topics include email basics, contacts, using calendars, security basics, tasks, folders and rules. Online course offered in partnership with ed2go. For details go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77162	Arranged	5/21-7/11	Arranged	WWW
30607	Arranged	7/16-9/5	Arranged	WWW

PCP 489

Microsoft Project 2010

Learn how to develop and manage project plans using Microsoft Project 2010. Create and modify task lists, establish a project schedule, create calendars, assign resources to tasks, track costs, and work with different views and tables. Also apply filters and groups, and sort task and resource data and learn how to resolve resource conflicts. Then work with templates, create baseline plans, monitor and update projects, analyze project statistics, handle delays and conflicts, create reports, consolidate project files, share resources, and customize Project. Prerequisites: Windows Intro or equivalent knowledge and an understanding of project management concepts.

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

CRN#	Day/Ses.	Dates	Time	Location
30540	T/R(6)	8/12-28	6-8:30pm	HV

PCP 278

Introduction to Microsoft Project

Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77205	Arranged	5/21-7/11	Arranged	WWW
30660	Arranged	7/16-9/5	Arranged	WWW

PCA 986

QuickBooks 2014 Introduction

Learn the fundamentals of using QuickBooks 2014 to track the finances of a small business. Learn how to set up a company, work with lists, set up inventory, sell your product, invoice for services, process payment, work with bank accounts, and enter and pay bills. Prerequisite: Windows Intro or equivalent knowledge.

Total Cost: \$189 (Tuition: \$81 Fees: \$108)

CRN#	Day/Ses.	Dates	Time	Location
30543	T/R(3)	7/8-15	6-8:30pm	OM
30511	S(1)	8/2	8:30am-4:30pm	HV

PCA 987

QuickBooks 2014 Advanced

Go beyond the fundamentals of using QuickBooks 2014 to track the finances of a small business. Learn to memorize transactions, customize forms, use other QuickBooks accounts, create reports, create graphs, track and pay sales tax, and prepare payroll with QuickBooks. Prerequisite: QuickBooks 2014 Intro or equivalent knowledge.

Total Cost: \$189 (Tuition: \$81 Fees: \$108)

CRN#	Day/Ses.	Dates	Time	Location
30542	T/R(3)	7/22-29	6-8:30pm	OM
30512	S(1)	8/9	8:30am-4:30pm	HV

PCA 423

Introduction to QuickBooks

Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77213	Arranged	5/21-7/11	Arranged	WWW
30665	Arranged	7/16-9/5	Arranged	WWW

PCA 564

Intermediate QuickBooks

Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77194	Arranged	5/21-7/11	Arranged	WWW
30651	Arranged	7/16-9/5	Arranged	WWW

PCA 574

SharePoint Foundation 2010 Introduction

Learn how to navigate and add content to a SharePoint site. Designed for the office worker who has been assigned contribute permissions to a SharePoint Foundation Team Web site, topics include: lists, libraries, team communication, views, account information, and notifications. Prerequisite: Windows Introduction or equivalent knowledge.

Total Cost: \$189 (Tuition: \$81 Fees: \$108)

CRN#	Day/Ses.	Dates	Time	Location
30524	S(1)	7/12	9am-5pm	OM

PCA 575

SharePoint Foundation 2010 Advanced

Learn how to customize your SharePoint Foundation 2010 website, beyond the Team website template, to meet the specific needs of your users. Topics include: adding components, changing the look and feel, customizing a site, controlling information display, creating workflows, and adding to site galleries. Prerequisite: SharePoint Foundation 2010 Introduction or equivalent knowledge.

Total Cost: \$189 (Tuition: \$81 Fees: \$108)

CRN#	Day/Ses.	Dates	Time	Location
30526	S(1)	7/26	9am-5pm	OM

DESKTOP PUBLISHING & GRAPHICS

PCP 282

Introduction to Adobe Acrobat

Learn how to use Adobe Acrobat to create PDF files and take advantage of its many time-saving features, communication options, and forms. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77195	Arranged	5/21-7/11	Arranged	WWW
30652	Arranged	7/16-9/5	Arranged	WWW

PCA 581

Illustrator CS6 Introduction

Learn to create a simple illustration by creating and manipulating shapes and by drawing and editing paths. Also learn to apply color, gradients, transparency and work with text and layers. Taught on a PC. Prerequisite: Windows Intro or equivalent knowledge.

Total Cost: \$189 (Tuition: \$81 Fees: \$108)

CRN#	Day/Ses.	Dates	Time	Location
78551	S(1)	6/7	8:30am-4:30pm	EC
78575	M/W(3)	6/16-23	6-8:30pm	OM
30528	S(1)	8/9	9am-5pm	OM

PCA 582

Illustrator CS6 Advanced

Learn to do perspective drawing, live and image trace, work with symbols, adjust color, and work with painting. Also learn to work with type styles, apply effects optimize and export images for the Web and work adjust print settings. Taught on a PC. Prerequisite: Illustrator CS6 Intro or equivalent knowledge.

Total Cost: \$189 (Tuition: \$81 Fees: \$108)

CRN#	Day/Ses.	Dates	Time	Location
77039	S(1)	5/17	9am-5pm	OM
78552	S(1)	6/14	8:30am-4:30pm	EC
30531	M/W(3)	7/21-28	6-8:30pm	OM
30529	S(1)	8/23	9am-5pm	OM

PCP 271

Introduction to Illustrator CS

Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77201	Arranged	5/21-7/11	Arranged	WWW
30657	Arranged	7/16-9/5	Arranged	WWW

PCA 577

InDesign CS6 Introduction

Learn how to create documents, place text and graphics, modify and transform objects, and work with master pages and multi-page documents. Also learn to format text, apply styles, adjust graphic formatting, and prepare documents for final output. Taught on a PC. Prerequisite: Windows Intro or equivalent knowledge.

Total Cost: \$189 (Tuition: \$81 Fees: \$108)

CRN#	Day/Ses.	Dates	Time	Location
77043	S(1)	5/31	9am-5pm	OM
78553	S(1)	6/21	8:30am-4:30pm	EC
30532	M/W(3)	8/4-11	6-8:30pm	OM

PCA 578

InDesign CS6 Advanced

Learn how to import and edit text; add special characters, columns, frames and page breaks; and link files and content. Also learn to create complex document structures, create tint and gradient swatches, use object libraries and snippets to work more efficiently, create vector paths, and create and format tables. Taught on a PC. Prerequisite: InDesign CS6 Intro or equivalent knowledge.

Total Cost: \$189 (Tuition: \$81 Fees: \$108)

CRN#	Day/Ses.	Dates	Time	Location
78571	S(1)	6/7	9am-5pm	OM
78554	S(1)	6/28	8:30am-4:30pm	EC
30533	M/W(3)	8/18-25	6-8:30pm	OM

PCP 266

Introduction to InDesign CS

Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77202	Arranged	5/21-7/11	Arranged	WWW
30658	Arranged	7/16-9/5	Arranged	WWW

PCA 579

Photoshop CS6 Introduction

Learn to navigate the Photoshop CS6 environment and how to use Adobe Bridge. Explore various methods of selecting image areas and learn how to modify and manipulate selections. Also learn how to work with layers, and layer effects; and how to adjust, retouch, and resize images. Taught on a PC. Prerequisite: Windows Intro or equivalent knowledge.

Total Cost: \$189 (Tuition: \$81 Fees: \$108)

CRN#	Day/Ses.	Dates	Time	Location
76967	S(1)	5/17	8:30am-4:30pm	EC
78574	M/W(3)	6/2-9	6-8:30pm	OM
30525	S(1)	7/19	9am-5pm	OM

PCA 580

Photoshop CS6 Advanced

Enhance Images using color fills, gradients, patterns, and overlays. Create masks to show or hide various parts of an image. Create vector shapes and edit vector paths. Adjust image colors and apply a variety of creative effects. Taught on a PC. Prerequisite: Photoshop CS6 Intro or equivalent knowledge.

Total Cost: \$189 (Tuition: \$81 Fees: \$108)

CRN#	Day/Ses.	Dates	Time	Location
76966	S(1)	5/31	8:30am-4:30pm	EC
30530	M/W(3)	7/7-14	6-8:30pm	OM
30527	S(1)	8/2	9am-5pm	OM

PCP 248

Introduction to Photoshop CS

Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77210	Arranged	5/21-7/11	Arranged	WWW
30662	Arranged	7/16-9/5	Arranged	WWW

PCP 254

Intermediate Photoshop CS

Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77190	Arranged	5/21-7/11	Arranged	WWW
30648	Arranged	7/16-9/5	Arranged	WWW

PCP 606

Photoshop Elements for the Digital Photographer

Discover the basics of this award winning package specifically designed for photo enthusiasts. Designed for those with no image editing experience. Go from a novice to an accomplished user. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77218	Arranged	5/21-7/11	Arranged	WWW
30669	Arranged	7/16-9/5	Arranged	WWW

PCO 116

Introduction to Microsoft Publisher

Learn how to design professional publications, including newsletters, fliers, and brochures, with Microsoft Publisher. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77164	Arranged	5/21-7/11	Arranged	WWW
30609	Arranged	7/16-9/5	Arranged	WWW

WEB DEVELOPMENT

PCA 583

Dreamweaver CS6 Introduction

Learn how to plan and define a website; create pages and format text; define structural elements; create and apply CSS style rules; insert and modify images, multimedia, and links; work with HTML code; and publish a site. Taught on a PC. Prerequisite: Windows Intro or equivalent knowledge.

Total Cost: \$189 (Tuition: \$81 Fees: \$108)

CRN#	Day/Ses.	Dates	Time	Location
30506	M/W(3)	7/7-14	6-8:30pm	EC

PCA 584

Dreamweaver CS6 Advanced

Learn how to design pages with CSS, create and apply templates and server-side includes, and build accessible forms that validate user information. Also learn to create tables, integrate XML-based data, transform XML with XSLT, and collaborate with other site developers. Taught on a PC. Prerequisite: Dreamweaver CS6 Intro or equivalent knowledge.

Total Cost: \$189 (Tuition: \$81 Fees: \$108)

CRN#	Day/Ses.	Dates	Time	Location
30508	M/W(3)	8/4-11	6-8:30pm	EC

PCP 255

Introduction to Dreamweaver CS

Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77199	Arranged	5/21-7/11	Arranged	WWW
30655	Arranged	7/16-9/5	Arranged	WWW

PCP 259

Intermediate Dreamweaver CS

Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77181	Arranged	5/21-7/11	Arranged	WWW
30647	Arranged	7/16-9/5	Arranged	WWW

PCP 287

Introduction to Flash CS

Outline the various applications of Flash software. Topics include creating animations, photo management, video integration, and presentation uploading. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77200	Arranged	5/21-7/11	Arranged	WWW
30656	Arranged	7/16-9/5	Arranged	WWW

PCA 589

Web Design with HTML5 and CSS3 Introduction

Learn to use HTML5 to create and design web pages. Topics to be covered include creating a basic web page, structuring content, applying styles using CSS, working with tables, and navigating a website. Prerequisite: Windows Intro or equivalent knowledge.

Total Cost: \$189 (Tuition: \$81 Fees: \$108)

CRN#	Day/Ses.	Dates	Time	Location
78572	S(1)	6/14	9am-5pm	OM
30507	M/W(3)	7/21-28	6-8:30pm	EC

PCA 590

Web Design with HTML5 and CSS3 Advanced

Learn to create advanced web pages and test their validity. Topics include creating web page layouts, managing CSS, testing a website, creating advanced navigation, incorporating metacontent and multimedia and creating basic forms. Prerequisite: Web Design with HTML5 and CSS3 Intro or equivalent knowledge.

Total Cost: \$189 (Tuition: \$81 Fees: \$108)

CRN#	Day/Ses.	Dates	Time	Location
78573	S(1)	6/21	9am-5pm	OM
30509	M/W(3)	8/18-25	6-8:30pm	EC

PCA 606

Introduction to CSS3 and HTML5 

Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77198	Arranged	5/21-7/11	Arranged	WWW
30654	Arranged	7/16-9/5	Arranged	WWW

PCP 245

Intermediate CSS3 and HTML 

Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77180	Arranged	5/21-7/11	Arranged	WWW
30643	Arranged	7/16-9/5	Arranged	WWW

PCO 105

Creating Web Pages 

Learn to design, create and post a personal Web site. Topics include content development, structure and layout of the site, page creation, building links between the site and the outside world and adding graphics, hot buttons and animations. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77173	Arranged	5/21-7/11	Arranged	WWW
30619	Arranged	7/16-9/5	Arranged	WWW

PCP 105

Advanced Web Pages 

Take your Web pages to the next level with professional-level HTML skills. Use small, fast-loading images. Add audio and video clips to your Web Pages. Create attractive page layouts with tables. Use forms to get data from users. Add Javascript and third-party tools to enliven your site. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77167	Arranged	5/21-7/11	Arranged	WWW
30614	Arranged	7/16-9/5	Arranged	WWW

PCP 186

Designing Effective Web Sites 

Learn to design effective web sites utilizing user interface design techniques that allow site visitors to navigate with ease. Topics include page layout, navigation, aesthetics, color, typography, readability, graphics, multimedia, interactivity, and animation. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77178	Arranged	5/21-7/11	Arranged	WWW
30623	Arranged	7/16-9/5	Arranged	WWW

PCP 481

Creating WordPress Web Sites 

Build an attractive, sophisticated blog or website without the need to learn any special coding. Topics include creation of a WordPress site and blog, practice adding images and videos to a website, demonstration of the ease of using WordPress design themes in expressing creativity, and implementation of improved website positioning for enhanced search engine results. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77174	Arranged	5/21-7/11	Arranged	WWW
30621	Arranged	7/16-9/5	Arranged	WWW

PCA 569

Creating WordPress Web Sites II 

Learn to build content management websites and blogs with WordPress.org. Topics include obtaining a domain name and hosting company, inserting images, navigation systems, and more advanced techniques to customize your WordPress site. How to add e-commerce features and search engine optimization are also included. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77176	Arranged	5/21-7/11	Arranged	WWW
30622	Arranged	7/16-9/5	Arranged	WWW

PCA 607

Blogging and Podcasting for Beginners 

Learn to create, manage, and promote your own blog and audio and video podcast. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77169	Arranged	5/21-7/11	Arranged	WWW
30615	Arranged	7/16-9/5	Arranged	WWW

PROGRAMMING

PCP 293

Introduction to Ajax Programming 

Learn about website presentation and usability improvements. Topics include composition of Ajax technology, development of web applications similar to desktop applications, creation of time-saving Ajax applications, and concentration on JavaScript as it relates to Ajax. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77197	Arranged	5/21-7/11	Arranged	WWW
30653	Arranged	7/16-9/5	Arranged	WWW

PCP 176

C++ for the Absolute Beginner 

Learn the basic technical skills required for C++. Topics include Borland C++ Builder, object-oriented techniques, windows and forms, and programming. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77171	Arranged	5/21-7/11	Arranged	WWW
30617	Arranged	7/16-9/5	Arranged	WWW

PCP 613

C# Programming for the Absolute Beginner

Learn the fundamentals of computer programming with the hot new C# programming language. Begin with an exploration of input/output operations, decision making, looping, and object oriented programming principles. Then, gain hands-on experience using sequential data files, and build your very own Graphical User Interface (GUI) application. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77170	Arranged	5/21-7/11	Arranged	WWW
30616	Arranged	7/16-9/5	Arranged	WWW

PCP 233

Intermediate C# Programming

Learn to write Graphical User Interface applications in the C# programming language. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77179	Arranged	5/21-7/11	Arranged	WWW
30642	Arranged	7/16-9/5	Arranged	WWW

PCP 173

Introduction to Java Programming

Learn the technical skills required to add animated presentations, interactive tutorials, computer based simulations, or games to a web site. Topics include Sun's Web language, Java, fundamentals of Web programming with Java, and Java applets. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77203	Arranged	5/21-7/11	Arranged	WWW
30659	Arranged	7/16-9/5	Arranged	WWW

PCP 139

Intermediate Java Programming

Deepen your understanding of the Java Programming language and start writing programs that are more sophisticated and professional. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77182	Arranged	5/21-7/11	Arranged	WWW
30645	Arranged	7/16-9/5	Arranged	WWW

PCP 158

Introduction to Oracle

Learn to use the Oracle database management system to plan, organize, and manage data. Topics include data definition language statements, data manipulation language statements, Structured Query Language (SQL), Oracle's SQL*Plus, and other valuable tools used to develop, manage, and reference an Oracle database. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77207	Arranged	5/21-7/11	Arranged	WWW
30661	Arranged	7/16-9/5	Arranged	WWW

PCP 634

Intermediate Oracle

Learn to use Oracle's PL/SQL programming language, at the intermediate level to write powerful and flexible programs. Topics include expressions, various iterations, built-in functions, procedures, packages, debugging routines, database structures, triggers, and cursor processing. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77188	Arranged	5/21-7/11	Arranged	WWW
30646	Arranged	7/16-9/5	Arranged	WWW

PCP 693

Introduction to PHP and MySQL

Learn to master essential programming concepts by designing and building a full-featured website powered by PHP and MySQL. Topics include variable definition, loops, arrays, and programming logic. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77211	Arranged	5/21-7/11	Arranged	WWW
30663	Arranged	7/16-9/5	Arranged	WWW

PCP 956

Intermediate PHP and MySQL

Learn to create a dynamic, interactive online store using advanced PHP techniques and a MySQL database server. Topics include storing product information, displaying product images, tracking customer orders, and creating an online shopping cart. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77191	Arranged	5/21-7/11	Arranged	WWW
30649	Arranged	7/16-9/5	Arranged	WWW

PCP 275

Introduction to Python Programming

Learn the fundamentals of computer programming in Python. Topics include basic decisions and loops, advanced data structures, object-oriented programming, and graphical user interfaces. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77212	Arranged	5/21-7/11	Arranged	WWW
30664	Arranged	7/16-9/5	Arranged	WWW

PCP 267

Introduction to Ruby Programming

Gain instruction on developing blogs using Ruby programming. Topics include Ruby programming language, data management, object-oriented code, scaffolding code, search form creation, and testing methods. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77214	Arranged	5/21-7/11	Arranged	WWW
30666	Arranged	7/16-9/5	Arranged	WWW

PCP 187

Introduction to SQL

Learn the key concepts of Structured Query Language (SQL), a universal database programming language. Topics include structure of relational databases, SQL statements, and advanced data manipulation techniques. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77215	Arranged	5/21-7/11	Arranged	WWW
30667	Arranged	7/16-9/5	Arranged	WWW

PCP 318

Intermediate SQL



Learn about the professional use of the industry standard database programming language, Structured Query Language (SQL). Topics to be covered include writing queries that perform advanced searches and sorts on data; performance of advanced techniques for updating various types of data stored in tables; usage of advanced insertion techniques to add data to tables and how to create, query, and modify temporary tables; and implementation of date and time functions to insert and extract portions of a date. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77192	Arranged	5/21-7/11	Arranged	WWW
30650	Arranged	7/16-9/5	Arranged	WWW

PCA 567

Creating Mobile Apps with HTML5



Learn to design, build, and optimize a cross-platform mobile app using HTML5. The result will be a mobile app that's fast and runs on just about any smartphone or tablet. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77172	Arranged	5/21-7/11	Arranged	WWW
30618	Arranged	7/16-9/5	Arranged	WWW

PCA 568

Mac, iPhone, and iPad Programming



Learn to use the free Xcode compiler and the Objective-C programming language to program your own apps and create programs for Mac, iPhone, and iPad. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77217	Arranged	5/21-7/11	Arranged	WWW
30668	Arranged	7/16-9/5	Arranged	WWW

NETWORKING & SECURITY

PCA 425

Introduction to PC Troubleshooting



Learn to navigate step by step through the typical hardware and operating system problems encountered by technicians, teaching troubleshooting techniques to decipher any problem, and giving you the skills you need to solve them. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77153	Arranged	5/21-7/11	Arranged	WWW
30594	Arranged	7/16-9/5	Arranged	WWW

PCP 107

Introduction to Networking



Gain an understanding of computer networking basics in terms that are easily understood. A brief introduction to networking history provides context, explaining how networks have become so important to businesses and individuals. Emphasis on networking fundamentals, explanation of the software and hardware that makes networking possible. Focus on understanding how and why networks work, rather than focus on memorization of terms or numbers. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77151	Arranged	5/21-7/11	Arranged	WWW
30587	Arranged	7/16-9/5	Arranged	WWW

PCP 464

Introduction to Linux



Learn to use the Linux graphical environment to manipulate files and folders, create user accounts, and set up hardware devices. Also learn to use OpenOffice.org office productivity software, Linux multimedia programs including audio-editing tools and finally learn to connect to the internet. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77150	Arranged	5/21-7/11	Arranged	WWW
30585	Arranged	7/16-9/5	Arranged	WWW

PCP 626

Wireless Networking



Learn the skills required to plan a wireless network including drawing before and after wireless network topologies and how to shop wisely for wireless networking equipment. Topics include computers, hand-helds, cell phones, digital cameras, wireless devices, wireless standards, wireless security, satellite Internet, and cellular phone technology. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
78300	Arranged	5/21-7/11	Arranged	WWW
30596	Arranged	7/16-9/5	Arranged	WWW

PCA 970

Security Awareness

Security continues to be a major concern of computer users today. Yet knowing how to make a computer secure and keep it safe is still a mystery to most computer users. This class provides you with the knowledge and tools you need to make your computer and related technology equipment (tablets, laptops, smart phones, and wireless networks) secure.

Total Cost: \$299 (Tuition: \$120 Fees: \$179)

CRN#	Day/Ses.	Dates	Time	Location
30505	T/R(6)	7/1-17	6-8:30pm	EC

PCP 655

Intro to PC Security



Learn why you are at risk and what you can do to protect your precious personal and business data from the outside world. This course, taught by a security expert, will quickly bring you up to speed on the fundamentals of PC and network security. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77152	Arranged	5/21-7/11	Arranged	WWW
30589	Arranged	7/16-9/5	Arranged	WWW

PCP 879

Advanced PC Security 

Explore ethical hacking techniques to locate and close holes in computer networks. Topics to be covered include types of hackers - white, black, grey, hacking techniques, understanding the OSI 7 Layer Network Model, looking for signs you have been hacked, hidden ports and rootkits, conducting a security audit, and an overview of computer forensics. Online course offered in partnership with ed2go. For details, go to www.ed2go.com/ccbconline.

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

CRN#	Day/Ses.	Dates	Time	Location
77149	Arranged	5/21-7/11	Arranged	WWW
30582	Arranged	7/16-9/5	Arranged	WWW

CERTIFICATIONS

A+ Certification Computer Repair Technician – 127 hours of training Continuing Education Certificate **G**

Learn PC repair and installation while studying for the CompTIA® A+ Certification exam. Prepare for a career as a service technician in the PC industry. Prior PC knowledge is recommended. Cost of the course includes test vouchers. Books are not included.

PCP713, PCP714, PCP715

Total Cost: \$1,779 (Tuition \$417 Fees \$1,362)

To Register: Call 443-840-4700. For more information call Leslie Ayella at 443-840-4523 or email: layella@ccbcmd.edu. This is a non-credit course; course is available for academic credit prior to registration.

NETWORK+ TECHNICIAN CERTIFICATION SERIES: **G**

PCA559 – 37.5 hrs, Net+ Part 1, \$459

(Tuition \$129/ Fees \$330)

Prerequisite: A+ background recommended

PCA557 – 50 hrs, Net+ Part 2, \$679

(Tuition \$151/ Fees \$528)

Prerequisite: PCA559. Net+ Exam voucher included with PCA557

For more information contact Leslie Ayella @443-840-4523 or layella@ccbcmd.edu. Call 443-840-4700 to register.

IT CERTIFICATION PROGRAMS/COURSES

WINDOWS 7 PROFESSIONAL CERTIFICATION

PCA560 – 50 hrs, \$579 **G**

(Tuition \$151/ Fees \$428)

Co-requisite: PCA559 or PCP713

WINDOWS SERVER CERTIFICATION

PCA561 – 50 hrs, \$579 **G**

(Tuition \$151/ Fees \$428)

Prerequisite: PCA560

WINDOWS SERVER NETWORK INFRASTRUCTURE CERTIFICATION

PCA563 – 50 hrs, \$579 **G**

(Tuition \$151/ Fees \$428)

Prerequisite: PCA561

WINDOWS SERVER ACTIVE DIRECTORY CONFIGURATION CERTIFICATION

PCA562 – 50 hrs, \$579 **G**

(Tuition \$151/ Fees \$428)

Prerequisite: PCA561

CISCO (CCNA) CERTIFICATION SERIES: **G**

PCA596 – 50 hrs, CISCO I, \$579

(Tuition \$151/ Fees \$428).

Prerequisite: PCA559

PCA597 – 50 hrs, CISCO II, \$579

(Tuition \$151/ Fees \$428)

Prerequisite: PCA596

PCA598 – 50 hrs, CISCO III \$579

(Tuition \$151/ Fees \$428)

Prerequisite: PCA597

PCA599 – 50 hrs, CISCO IV, \$579

(Tuition \$151/ Fees \$428)

Prerequisite: PCA598

LINUX FUNDAMENTALS

PCA553 – 37.5 hrs, \$459

(Tuition \$129/ Fees \$330)

Prerequisite: PCA559 or PCP713

RED HAT CERTIFIED SYSTEM ADMINISTRATOR (RHCSA) CERTIFICATION SERIES: **G**

PCA554 – 37.5 hrs, Red Hat Admin I, \$459

(Tuition \$129/ Fees \$330)

Prerequisite: PCA553

PCA555 – 50 hrs, Red Hat Admin II, \$579

(Tuition \$151/ Fees \$428).

Prerequisite: PCA554

RED HAT CERTIFIED ENGINEER (RHCE)

CERTIFICATION: **G**

PCA556 – 50 hrs, Red Hat Admin III, \$579

(Tuition \$151/ Fees \$428)

Prerequisite: PCA554 & PCA555

SECURITY+ CERTIFICATION:

PCA594 – 37.5 hrs, \$459

(Tuition \$129/ Fees \$330)

Prerequisite: PCA559

ETHICAL HACKER CERTIFICATION:

PCA593 – 50 hrs, \$579

(Tuition \$151/ Fees \$428)

Prerequisite: PCA557 or consent from coordinator

Additional IT Courses:

INTRODUCTION TO FIREWALLS **G**

PCA595 – 50 hrs, \$579

(Tuition \$151/ Fees \$428)

Prerequisite: PCA599

ADVANCED NETWORK PROTOCOLS

PCA558 – 37.5 hrs, \$459

(Tuition \$129/ Fees \$330)

Prerequisite: PCA557 or consent from coordinator

INTRODUCTION TO INTRUSION DETECTION/ PREVENTION SYSTEMS **G**

PCA592 – 50 hrs, \$579

(Tuition \$151/ Fees \$428)

Prerequisite: PCA558

OFFICE TECHNOLOGY



Need to brush up on old skills, acquire new ones, need Microsoft certification? Gain a competitive edge with this self-paced program that lets you spend less time on skills you know and more time on those areas where you need more work. An open lab environment is an ideal learning setting and instructors are always available.

Office Technology training programs:

- Clerk Typist/Receptionist (Module 1)
- Medical Secretary (Modules 1 & 2)
- Office Information Processor (Modules 1 & 3)
- Certified Office Specialist (Module 3)

Course selections for modules are based on prior course work and experience and can be combined in a variety of ways to meet individual career goals.

Module 1 – Basic Office Skills

In a few short weeks, acquire the skills needed to apply for positions such as general office clerk, clerk typist and receptionist.

Module 2 – Medical Office Training

Prepare to work in a medical office by including medical terminology in any office skills training program.

Module 3 – Microsoft Office Suite

Discover the best way to prepare for Microsoft certification. We'll be happy to advise you on the best way to train for certification exams.

Self-Paced Courses

- Keyboarding I & II
- Introduction to Windows
- Microsoft Word
- MS Word, Excel, Access & PowerPoint
- Machine Transcription
- Medical Terminology
- Medical Transcription

CCBC is an Authorized Testing Center for Microsoft Office Specialist Certification. All self-paced classes and training modules are held at CCBC Catonsville and can be combined in a variety of ways to meet individualized program needs.

To receive more information about the self-paced Office Technology program at CCBC Catonsville, email Georgia Nunnally at gnunnally@ccbcmd.edu

HEALTH INFORMATION TECHNOLOGY G

Classes scheduled at CCBC Randallstown starting Spring 2014 (see the Health & Human Services section for details)

Be Ready to Participate in the Growing Demand for Health IT Professionals.

Health IT Professionals assist hospitals and medical practices in the process of transitioning from paper to electronic health records (EHR's) and play an important role in the ongoing use of these systems. They provide technical assistance, training for new users, and practice- and provider-level support.

Training Offered in Two Roles:

Our program is designed for working adults—online courses with 1-2 weekend days per month in the classroom. The training is offered in two roles; "EHR Specialist" and "EHR IT Analyst". Each role is comprised of 8 courses, and will take approximately 9 months to complete.

Admission to the Program:

Students need a background in either Healthcare or IT, including a degree or certification and work experience. Medical Terminology is a pre-requisite course – if you haven't already successfully passed a Medical Terminology class, sign up to take Medical Terminology now (or sign-up to take the Medical Terminology Challenge Exam).

Information Session (check our email for additional dates)

Tuesday, May 20, 6:30-8pm

Monday, June 9, 6:30-8pm
CCBC Randallstown

For more information, contact Lynette Higgins at 443-840-5716 or lhiggins@ccbcmd.edu

Health & Human Services



- ▶ Cardiovascular Technician
- ▶ Central Services Technician
- ▶ Child Care/Day Care Provider
- ▶ Community Health Worker
- ▶ CPR
- ▶ Dental Assistant
- ▶ EKG Technician
- ▶ Eldercare Specialist
- ▶ Electronic Health Records
- ▶ Emergency Preparedness
- ▶ Health IT
- ▶ Medical Assistant
- ▶ Medical Billing
- ▶ Medical Coding
- ▶ Medical Office Support
- ▶ Nursing Assistant
- ▶ Nurse Refresher
- ▶ Nursing Support Technician
- ▶ Ophthalmic Medical Assistant
- ▶ Pharmacy Technician
- ▶ Physical Therapy Tech/Aide
- ▶ Sleep Technologist
- ▶ Surgical Technology
- ▶ Unit Clerk
- ▶ Venipuncture/Specimen Collection
- ▶ Veterinary Assistant

CCBC OFFERS DEGREE PROGRAMS AND CREDIT CERTIFICATES.

Call 443-840-2222
or visit www.ccbcmd.edu
for more information.

PREREQUISITES FOR HEALTH AND HUMAN SERVICES

All students must be computer literate and have Internet access.

Certain Continuing Education certifications in Health and Human Services career training require one or more prerequisite courses as a foundation for further study.

Some of these areas of career training also require a clinical placement for completion; some have an online learning component.

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

- * Clinical eligibility is in part dependent upon a criminal background check and urine drug testing. Cost of testing is the responsibility of the student.
- ‡ Textbooks, available at the campus bookstore, required for the first class.
- ‡‡ HIPAA Training, CPR and First Aid classes REQUIRE 100% attendance. Students arriving late to class will not be admitted. Such lateness will be considered an absence. Lateness to, or early exit from, class will also result in a failing grade and students will not be eligible for a refund. You will then be required to retake the class at your expense.

AHE 519

Anatomy & Physiology for Health Occupations

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

Total Cost: \$299 (Tuition: \$134 Fees: \$165)

CRN#	Day/Ses.	Dates	Time	Location
30693	T(10)	7/8-9/9	6-9:15pm	EC
30694	W(10)	7/9-9/10	5:30-8:45pm	RAC
30696	F(5)	7/11-8/8	11am-5:30pm	EC
30697	W(10)	7/16-9/17	1-4:15pm	HV
30698	F(10)	7/18-9/19	1-4:15pm	RAC
30699	M(10)	8/4-10/13	5:30-8:45pm	RAC

OPEN HOUSES

Health Information Technology

May 20, 6:30-8pm
June 9. 6-8:30pm
CCBC Randallstown

Dental Assistant Orientation

June 5, June 17, August 21
CCBC Dundalk Dental Arts Center
6pm (no one will be admitted after 6:10pm)

Nursing Assistant and Nurse Support Technician

June 13, 10am - CCBC Essex
3pm - CCBC Randallstown
August 8, 10am - CCBC Essex
3pm - CCBC Randallstown

Venipuncture

May 21 and July 16, 1pm and 6pm
CCBC Essex
June 18 and August 20, 1pm and 6pm
CCBC Randallstown

AHE 672

Anatomy & Physiology for Health Care Workers



Online version of Anatomy and Physiology for Health Occupations (AHE519) covering cellular structure and function, and the structure and function of each body system. Textbook required at first class.

Total Cost: \$319 (Tuition: \$144 Fees: \$175)

CRN#	Day/Ses.	Dates	Time	Location
30710	Arranged	7/1-9/16	Arranged	WWW

WOS064

Basic Math Skills for the Health Care Worker

Review math skills directly related to math used in allied health courses and in the health care field, including addition, subtraction, multiplication, and division of fractions and decimals; converting fractions to decimals and decimals to fractions; using the metric system for measurements and how to setup basic algebraic equations to solve health care problems (e.g., dosages). No textbook. Handouts provided online.

Total Cost: \$129 (Tuition: \$50 Fees: \$79)

CRN#	Day/Ses.	Dates	Time	Location
74119	T(5)	6/3-7/1	7:30-9:30pm	EC HTEC 202
74128	W(5)	6/11-7/9	1-3pm	HV 129A
30757	R(5)	7/10-8/7	6-8pm	RAC
30783	F(5)	7/11-8/8	9-11am	HV
30759	S(5)	7/12-8/9	9-11am	EC
30760	W(5)	7/23-8/20	5-7pm	EC
30762	S(5)	8/16-9/20	9:30-11:30am	RAC
30763	F(5)	8/22-9/26	6-8pm	EC
30764	M(5)	8/25-9/29	2-4pm	EC
30766	W(5)	8/27-9/24	7:30-9:30pm	EC

AHC 360

HIPAA Training

Participate in an overview of the Health Insurance Portability and Accountability Act of 1996, Title II Administrative Simplification (HIPAA-AS). Topics include privacy, confidentiality, security, patient rights, covered entities, business associates, protected health information (PHI), and penalties.

Total Cost: \$79 (Tuition: \$19 Fees: \$60)

CRN#	Day/Ses.	Dates	Time	Location
73334	F(1)	6/6	6-10:15pm	ECHTEC110B
74070	M(1)	6/9	9:30am-1:45pm	EC HTEC108A
73340	W(1)	6/18	6-10:15pm	RAC 178
73337	U(1)	6/29	10am-2:15pm	HV 119
30356	W(1)	7/16	10am-2:15pm	RAC
30354	U(1)	7/27	10am-2:15pm	HV
30349	M(1)	7/28	6-10:15pm	RAC
30352	F(1)	8/1	6-10:15pm	EC
30353	M(1)	8/4	9:30am-1:45pm	EC
30347	U(1)	8/24	10am-2:15pm	HV
30348	W(1)	8/27	6-10:15pm	RAC

AHL 719

HIPAA Training



Participate in an overview of the Health Insurance Portability and Accountability Act of 1996, Title II Administrative Simplification (HIPAA-AS). Topics include privacy, confidentiality, security, patient rights, covered entities, business associates, protected health information (PHI), and penalties. This class is entirely online.

Total Cost: \$99 (Tuition: \$19 Fees: \$80)

CRN#	Day/Ses.	Dates	Time	Location
73344	Arranged	6/2-14	Arranged	WWW
30328	Arranged	7/7-19	Arranged	WWW
30325	Arranged	7/28-8/17	Arranged	WWW
30329	Arranged	8/4-16	Arranged	WWW

FIW 013

Introduction to Health

Cover a broad range of basic health-related topics, including health principles and how cultural differences are related to wellness. Learn about drug use and misuse; nutrition and fitness; causes of, and treatments for diseases and loss and grief.

Total Cost: \$329 (Tuition: \$200 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
30360	W(9)	7/9-9/3	8am-12:15pm	HV

PHS 013

Trends in Health and Disease

Receive an in-depth examination of the causes of death among different populations. Examine communicable diseases, their transmission, prevention and treatment as well as the leading causes of death in various population groups. Evaluate the effect culture has on people's perspectives on disease, death and wellness.

Total Cost: \$299 (Tuition: \$165 Fees: \$134)

CRN#	Day/Ses.	Dates	Time	Location
73607	S(6)	6/7-14	1-4:15pm	RAC 179

AHE 641

Introduction to Health Care Systems

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

Total Cost: \$179 (Tuition: \$84 Fees: \$95)

CRN#	Day/Ses.	Dates	Time	Location
73582	S(3)	6/7-28	9am-2:30pm	EC
30367	F(3)	8/22-9/5	9am-2:30pm	HV

ACCELERATED TRAINING

Get into the Health and Human Services field at an accelerated pace.

Accelerated Training in these areas

- EKG
- Pharmacy Technician
- Child Care Provider
- Nursing Assistant
- Nurse Support Technician
- Nurse Refresher
- Sleep Technologist
- Medical Billing
- Medical Office Support

Call 443-840-4700

AHE 534

Medical Terminology for Health Occupations

Learn the correct pronunciation and meaning of medical terms. Recommended for all students interested in any health care occupation whether in direct patient care or medical office and insurance work. Textbook required for first class

Total Cost: \$299 (Tuition: \$134 Fees: \$165)

CRN#	Day/Ses.	Dates	Time	Location
74368	T(10)	6/3-8/5	6-9:15pm	EC HTEC 300
74354	T(10)	6/3-8/5	7-10:15pm	RAC 168
74355	S(10)	6/7-8/16	9am-12:15pm	RAC 179
74369	S(10)	6/7-8/16	9am-12:15pm	RAC 181
74370	R(10)	6/12-8/21	6-9:15pm	EC HTEC 300
74371	W(10)	6/18-8/20	7:15-10:30pm	EC HTEC 100A
74356	F(10)	6/20-8/29	1-4:15pm	RAC 168
30754	M(10)	7/7-9/15	9am-12:15pm	HV
30720	W(10)	7/9-9/10	7:15-10:30pm	EC
30722	R(10)	7/10-9/11	1-4:15pm	RAC
30723	R(10)	7/24-9/25	6-9:15pm	EC
30724	T(10)	7/29-9/30	6-9:15pm	EC
30726	R(10)	8/14-10/16	6-9:15pm	RAC
30727	F(5)	8/15-9/12	11am-5:30pm	EC
30729	S(5)	8/23-9/27	9am-3:30pm	HV

VOB 029

Professional Preparation for the Health Care Worker

Become more marketable in the health care field by learning about the availability of health careers in the Baltimore-Washington area. Learn how to develop resumes, compose letters and prepare for job interviews.

Total Cost: \$99 (Tuition: \$39 Fees: \$60)

CRN#	Day/Ses.	Dates	Time	Location
74699	W(2)	6/4-18	7:15-9:45pm	EC HTEC 110B
74700	F(2)	6/6-20	6-8:30pm	EC HTEC 103B
74702	W(2)	6/25-7/9	6-8:30pm	RAC
30885	W(2)	7/9-23	6-8:30pm	EC
30886	F(2)	7/11-25	1-3:30pm	RAC
30887	F(2)	7/18-8/1	12-2:30pm	HV
30888	M(2)	7/21-8/4	6:30-9pm	RAC
30895	U(2)	7/27-8/24	12-2:30pm	HV
30897	S(2)	8/2-16	9-11:30am	EC
30898	T(2)	8/12-26	6-8:30pm	EC
30899	T(2)	8/26-9/9	6-8:30pm	RAC

AHL 715

Challenge Exam for Anatomy and Physiology

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

Total Cost: \$69 (Tuition: \$29 Fees: \$40)

CRN#	Day/Ses.	Dates	Time	Location
73434	M(1)	6/23	3:30-5:30pm	RAC
30374	U(1)	7/27	12-2pm	HV
30400	S(1)	8/23	9-11am	EC

AHL 716

Challenge Exam for Basic Math for Health Care Workers

Challenge the core course "Basic Math for Health Care Workers." Students who would like to "test out" of this course because of prior learning can take this exam. Passing the exam with an 80% or better allows the student to waive the class. The exam can only be taken once.

Total Cost: \$69 (Tuition: \$29 Fees: \$40)

CRN#	Day/Ses.	Dates	Time	Location
73426	M(1)	6/23	3:30-5:30pm	RAC
30375	U(1)	7/27	12-2pm	HV
30395	S(1)	8/23	9-11am	EC

AHC 356

Challenge Exam for HIPAA Training

Challenge the core course "HIPAA." Students who would like to "test out" of this course because of prior learning can take this exam. Passing the exam with an 80% or better allows the student to waive the class. The exam can only be taken once.

Total Cost: \$69 (Tuition: \$29 Fees: \$40)

CRN#	Day/Ses.	Dates	Time	Location
73415	M(1)	6/23	3:30-5:30pm	RAC 183
30358	U(1)	7/27	12-2pm	HV
30377	S(1)	8/23	9-11am	EC

AHL 717

Challenge Exam for Medical Terminology

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

Total Cost: \$69 (Tuition: \$29 Fees: \$40)

CRN#	Day/Ses.	Dates	Time	Location
73440	M(1)	6/23	3:30-5:30pm	RAC
30376	U(1)	7/27	12-2pm	HV
30384	S(1)	8/23	9-11am	EC

NATIONAL HEALTHCAREER ASSOCIATION (NHA) CERTIFICATION EXAMS

All NHA certification exams are given on the same dates and times as the challenge exams. Visit www.NHANOW.com for information.

CARDIOVASCULAR TECHNICIAN

CONTINUING EDUCATION CERTIFICATE

Cardiovascular technicians focus on advanced diagnostic techniques such as stress testing and Holter monitoring. Successful completers are typically employed in cardiology settings in hospitals or physician practices. National certification attained through Cardiovascular Credentialing International. This training is designed for NON-INVASIVE procedures only. Please call 443-840-1389 for further information. Applications for fall classes accepted 6/1-7/15.

MODULE IA

- Medical Terminology for Health Occupations
- HIPAA Training (classroom or online) ##
- CPR for Health Care Providers ##
- Basic EKG Technician Training
- Intermediate EKG Technician Training
- Advanced EKG Technician Training (or, EKG Technician National Certification documentation must be furnished with application)

MODULE IB

- Principles of Cardiovascular Technology
- Introduction to Health
- Introduction to Health Care Systems
- Basic Math Skills for the Health Care Worker
- Anatomy & Physiology for Health Occupations

MODULE II

- Cardiovascular Anatomy, Pathophysiology and Pharmacology
- Pharmacology
- Medication Administration
- Trends in Health and Disease

MODULE III

- CVT Clinical Preparation
- Venipuncture & Specimen Collection Techniques
- IV Therapy
- Introduction to Electronic Health Records

MODULE IV

- CVT Clinical Externship – AHE 973* (80 Hours)

CENTRAL SERVICES TECHNICIAN

CONTINUING EDUCATION CERTIFICATE

Learn about material management, supply, processing and distribution in health care facilities. Explore the duties of a Central Service Technician including the reprocessing, decontaminating, disinfecting, preparation, packaging, sterilization and distribution of medical-surgical instruments, equipment and soft goods products in hospitals and large ambulatory care settings. Textbook included. This program begins in January and June at CCBC Essex.

PREREQUISITES

- HIPAA Training (classroom or online) ##
- Medical Terminology for Health Occupations

REQUIRED COURSES

- Central Service Technician Classroom (72 hours)
- Central Service Technician Clinical I (100 hours)*
- Central Service Technician Clinical II (100 hours)*
- Central Service Technician Clinical III (100 hours)*
- Central Service Technician Clinical IV (100 hours)*

Completers of this 472 hours of training will be eligible to take the International Association of Health Care Central Service Material Management (IAHCSMM) certification exam to become a Certified Registered Central Service Technician (CRCST).

AHL 045

Central Service Technician - Classroom

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

Total Cost: \$799 (Tuition: \$469 Fees: \$330)

CRN#	Day/Ses.	Dates	Time	Location
73142	M/R(24)	6/16-9/18	6-9:15pm	EC

400 hours of clinical will follow.

CHILD CARE/DAY CARE PROVIDER

DAY CARE PROVIDER CONTINUING EDUCATION CERTIFICATE

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

CHI 019

Child Care I Growth and Development

Satisfy 45 hours of the 90-hour requirement as stated in COMAR 07.04.01 for directors and senior staff in group child care centers. Topics include growth and development of children from birth through six years, introduction to the early childhood educations, emotional development of young children and intellectual and physical development. ‡

Total Cost: \$329 (Tuition: \$155 Fees: \$174)

CRN#	Day/Ses.	Dates	Time	Location
30556	T/R(15)	7/8-8/26	6-9:15pm	EC
30557	S(7)	7/12-8/23	8:30am-3:30pm	RAC
30559	S(7)	8/2-9/20	8:30am-3:30pm	EC

CHI 020

Child Care II Activities for Young Children

Build on skills learned in Child Care I and satisfy 45 hours of the 90-hour requirement as stated in COMAR 07.04.01 for directors and senior staff in group child care centers. Topics include: Activities for children age's birth through six years, principles of children's learning, and learning environments. ‡ Prerequisite: CHI 019.

Total Cost: \$229 (Tuition: \$155 Fees: \$74)

CRN#	Day/Ses.	Dates	Time	Location
31100	S(7)	6/28-8/16	8:30am-3:30pm	RAC
31097	S(7)	7/12-8/23	8:30am-3:30pm	EC

CHI 031

Communication Skills for Child Care Professionals

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

Total Cost: \$99 (Tuition: \$39 Fees: \$60)

CRN#	Day/Ses.	Dates	Time	Location
73662	S(2)	6/7-14	9am-2pm	RAC 183
31098	S(2)	7/26-8/2	9am-2pm	EC
31099	S(2)	8/23-30	9am-2pm	RAC

CHI 042

Medication Administration for Child Care Providers

Learn the necessary information in order to meet the training requirement set forth by the Office of Child Care for all center child care providers who provide medication to children.

Total Cost: \$65 (Tuition: \$30 Fees: \$35)

CRN#	Day/Ses.	Dates	Time	Location
73690	U(1)	6/29	9am-4pm	HV 128
30639	U(1)	7/27	9am-4pm	HV

COMMUNITY HEALTH WORKER

TAKE YOUR PREREQUISITES NOW!

Train for a key position in the new health care reform efforts. This frontline public health worker has a strong tie to the community they serve. This relationship enables the CHW to serve as a liaison between the health care provider and the community in order to assist patients with accessing services. Start your prerequisites now.

PREREQUISITES:

- CPR and First Aid Training (AHE985)
- HIPAA Training (classroom or online) ‡‡
- Introduction to Health Care Systems
- Professional Preparation for the Health Care Worker

REQUIRED COURSES:

- Community Health Worker

CPR

CPS 001

CPR and First Aid for Infants and Young Children

Obtain the pediatric CPR and first aid instruction necessary for child care providers in this 8-hour course. Successful students will receive a CPR card from the American Heart Association and a certificate of completion. Written and skills evaluation required. Course meets state requirements for child care providers. Textbook required. ‡‡

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

CRN#	Day/Ses.	Dates	Time	Location
73758	U(1)	6/8	9am-4:30pm	EC HTEC 105
73943	U(1)	6/29	9am-4:30pm	HV
30847	U(1)	7/27	9am-4:30pm	HV
30848	U(1)	8/24	9am-4:30pm	HV

AHE 805

CPR for Health Care Providers

Acquire information about cardiopulmonary resuscitation including signs and symptoms of cardiac and/or respiratory arrest, risk factors of heart disease and the skills needed to perform CPR and use an Automated External Defibrillator (AED). Intended for nurses, allied health workers and general students. Textbook required. ‡‡

Total Cost: \$119 (Tuition: \$47 Fees: \$72)

CRN#	Day/Ses.	Dates	Time	Location
73933	W/F(2)	6/4-6	6-9:45pm	EC HTEC 105
73935	S(1)	6/7	9am-4:30pm	RAC 168
73936	F(1)	6/13	9am-4:30pm	HV 129A
73938	S(1)	6/14	9am-4:30pm	CC HTEC 329
73944	S(1)	6/21	9am-4:30pm	EC HTEC 105
73945	M/W(2)	6/23-25	6-9:45pm	RAC 168
73946	U(1)	6/29	9am-4:30pm	EC HTEC 105
30801	T/R(2)	7/8-10	2-5:45pm	RAC 168
30802	F(1)	7/11	9am-4:30pm	HV 129A
30803	S(1)	7/12	9am-4:30pm	EC HTEC 105
30804	W/S(2)	7/16-19	6-9:45pm	EC HTEC 105
30805	S(1)	7/19	9am-4:30pm	CC HTEC 329
30806	F(1)	7/25	9am-4:30pm	HV 129A
30807	S(1)	7/26	9am-4:30pm	RAC 168
30808	U(1)	7/27	9am-4:30pm	HV 129A
30809	S(1)	8/9	9am-4:30pm	CC HTEC 329
30810	U(1)	8/10	9am-4:30pm	EC HTEC 105
30811	T(1)	8/12	9am-4:30pm	RAC 168
30812	F(1)	8/15	9am-4:30pm	HV 129A
30813	S(1)	8/16	9am-4:30pm	EC HTEC 105
30814	U(1)	8/24	9am-4:30pm	HV 129A
30815	T/R(2)	8/26-28	6-9:45pm	RAC 168
30816	F(1)	8/29	9am-4:30pm	EC HTEC 105

CPS 004

CPR Renewal for Health Care Providers

Obtain CPR certification renewal necessary for health care providers every two years. Bring your current CPR card to this course. NOTE: if student's CPR card has expired (the last day of the expiration month), then CPR for Health Care Providers is required. Written and skills evaluation is mandatory. ‡‡

Total Cost: \$89 (Tuition: \$40 Fees: \$49)

CRN#	Day/Ses.	Dates	Time	Location
30853	R(1)	7/17	5:30-10:15pm	CC HTEC 329
30854	R(1)	7/31	5:30-10:15pm	CC HTEC 329
30855	T(1)	8/5	5:30-10:15pm	CC HTEC 329
30856	R(1)	8/21	5:30-10:15pm	CC HTEC 329
30857	R(1)	8/28	5:30-10:15pm	CC HTEC 329

AHE 756

First Aid

Learn basic first aid for medical emergencies. Also cover prevention and treatment of injuries and environmental accidents along with the major risks associated with them. ‡‡

Total Cost: \$69 (Tuition: \$20 Fees: \$49)

CRN#	Day/Ses.	Dates	Time	Location
73638	S(1)	6/28	9am-1:15pm	RAC 168

Set up your one hour appointment for skills check off. One hour appointments can be scheduled between 9:30am-3pm. Call 443-840-4700.

AHE 771

Health Care Provider - Skills Check Off

Gain the necessary skills to obtain a new health care provider card. Health care providers who have previously taken an American Heart Association online health care provider course may take the skills testing (Part 2) with an AHA instructor to complete the certification process. Prerequisite: Current valid American Heart Association CPR for Health Care Provider card.

Total Cost: \$69 (Tuition: \$30 Fees: \$39)

CRN#	Day/Ses.	Dates	Time	Location
73709	U(1)	6/29	9:30am-3pm	EC HTEC 105
30796	S(1)	7/26	9:30am-3pm	RAC 168

DENTAL ASSISTANT G

CONTINUING EDUCATION CERTIFICATE

Train for an entry level Dental Assistant position. Successful completion of this training and 12 months of experience allows you to challenge the certification exam.

PREREQUISITES

- CPR for Health Care Providers or current certification ##
- HIPAA Training (classroom or online) ##
- Professional Preparation for the Health Care Worker
- Introduction to Electronic Health Records (EHR) Training

Before beginning dental training you are required to attend a mandatory orientation. ##

MANDATORY ORIENTATION SESSION

Thursday June 5, June 17, August 21, 2014
CCBC Dundalk, Dental Arts Center, 6pm
No one will be admitted after 6:10pm

AHE 792

Oral Radiography

Prepare for Maryland state certification in oral radiography. Learn basic anatomy and physiology, fundamentals of radiography, safety, film processing and mounting and viewing. Successful completion of this course leads to eligibility to sit for the Maryland State Radiography Exam with the Maryland Dental Board.

Total Cost: \$619 (Tuition: \$300 Fees: \$319)

CRN#	Day/Ses.	Dates	Time	Location
30999	S(15)	7/12-8/23	9am-12:15pm	DC
	M/W(15)	7/21-8/18	6-9:15pm	DC

AHL 826

Radiation Safety Update

Renew your state certification as a Dental Radiation Technologist. Gain an update on safety and technological advances related to the placement and exposure of dental radiographs. Topics to be covered include patient safety, operator safety, and fundamental principles of radiography. Approved by Maryland State Board of Dental Examiners.

Total Cost: \$199 (Tuition: \$69 Fees: \$130)

CRN#	Day/Ses.	Dates	Time	Location
31006	S(3)	8/2-16	9am-12:15pm	DC

EKG TECHNICIAN G

CONTINUING EDUCATION CERTIFICATE

You must successfully complete Basic, Intermediate and Advanced EKG in order to meet the eligibility requirements to sit for the national certification exam.

PREREQUISITES

- HIPAA Training (classroom or online) ##
- Medical Terminology for Health Occupations
- CPR for Health Care Providers ##
- Anatomy and Physiology for Health Occupations

AHE 802

Basic EKG Technician Training

Prepare for the National Certification as an EKG Technician with this first of three courses. Obtain introductory knowledge of cardiac anatomy and physiology, including basic cardiac anatomy, patient preparation and patient confidentiality. Prerequisite: High school diploma or GED. †

Total Cost: \$386 (Tuition: \$200 Fees: \$186)

CRN#	Day/Ses.	Dates	Time	Location
73564	S(6)	6/21-8/2	1-3pm	RAC
	S(2)	8/19 & 26	12-4:15pm	RAC
78964	T(5)	6/24-7/22	5-9:15pm	RAC
	S(8)	8/9-16	12-4:15pm	RAC 183
78965	R(5)	6/26-7/31	5-9:15pm	EC
30889	M(5)	7/7-8/4	9am-1:15pm	RAC
30892	W(5)	8/6-9/3	5-9:15pm	EC

AHE 803

Intermediate EKG Technician Training

Expand on the knowledge and skill acquired in Basic EKG. Learn to identify irregularities of the heart and distinguish more complex arrhythmia. Cardiac Modalities and Pharmacology are also covered in this course. Prerequisite: Successful completion of Basic EKG Technician Training. †

Total Cost: \$312 (Tuition: \$190 Fees: \$122)

CRN#	Day/Ses.	Dates	Time	Location
73505	M(5)	5/14-6/11	12-4:15pm	EC HTEC 105
30914	R(5)	8/14-9/11	5-9:15pm	EC

AHE 804

Advanced EKG Technician Training

Build on principles and skills attained in Basic and Intermediate EKG Training. Emphasis on complex heart rhythms, electrical disturbances, disorders and pacemakers. This is the last of a three courses in preparation for the examination to become a nationally certified EKG Technician. Prerequisite: Successful completion of Basic and Intermediate EKG Technician Training. †

Total Cost: \$312 (Tuition: \$190 Fees: \$122)

CRN#	Day/Ses.	Dates	Time	Location
73508	T(5)	6/3-7/1	5-9:15pm	RAC 183
73514	W(5)	6/18-7/16	12-4:15pm	EC HTEC 105

ELDERCARE SPECIALIST

Health care in the long term care setting is changing to a more humanistic approach to caring for our elders. Get your GNA this summer to prepare for the Eldercare Specialist training in the fall. This training is based on the Eden Alternative philosophy. You must be a GNA in good standing with the Maryland Board of Nursing in order to take this class.

Call 443-840-4700 for information.

ELECTRONIC HEALTH RECORDS

Whether you work as a clinician, office personnel or support staff, EHR systems are critical to quality health care and more efficient processes. Learn the basics today.

PREREQUISITES

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

AHL 804

Introduction to Electronic Health Records (EHR)

Learn the fundamentals of Electronic Health Records (EHR) and prepare for national certification as a Certified Electronic Health Records Specialist (EHRS). This class is entirely online. Textbooks can be purchased at the CCBC Bookstore. Prerequisite: Medical Terminology for Health Occupations. ‡

Total Cost: \$299 (Tuition: \$159 Fees: \$140)

CRN#	Day/Ses.	Dates	Time	Location
73360	Arranged	6/23-7/27	Arranged	WWW
73364	Arranged	6/30-8/17	Arranged	WWW

AHL 798

Introduction to Electronic Health Records (EHR) Training

Learn the fundamentals of Electronic Health Records (EHR) and prepare for national certification as a Certified Electronic Health Records Specialist (EHRS). Textbook Required. Prerequisites: Medical Terminology for Health Occupations.

Total Cost: \$279 (Tuition: \$159 Fees: \$120)

CRN#	Day/Ses.	Dates	Time	Location
73378	F(5) Arranged	6/13-7/18 6/13-7/18	6-9:15pm Arranged	EC HTEC 102 WWW
30317	W(5) Arranged	7/16-8/13 7/16-8/13	6-9:15pm Arranged	RAC WWW
30318	U(2) U(2) Arranged	7/27 8/24 7/27-8/24	9:30am-12:45pm 9:30am-12:45pm Arranged	HV HV WWW
30314	F(5) Arranged	8/15-9/19 8/15-9/19	6-9:15pm Arranged	EC WWW

HEALTH IT

Health IT professionals (EHR Specialists or EHR IT Analysts) assist hospitals and medical practices in the process of transitioning from paper to electronic health records (EHRs) and play an important role in the ongoing use of these systems. They provide practice and provider level support, technical assistance, and training for new users.

Training is offered in two areas, each takes 10 months to complete. Students need a background in either health care or IT, including a degree or certification and work experience.

Information sessions:

Tuesday, May 20, 6:30-8pm,
CCBC Randallstown
Monday, June 9, 6:30-8pm,
CCBC Randallstown

EHR SPECIALIST CONTINUING EDUCATION CERTIFICATE

(for students with health care background)

PREREQUISITE

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

REQUIRED COURSES

- Foundations of Health Information Technology (AHL867)
- Introduction to Computer Science & IT (AHL823)
- Working in Teams (AHL819)
- Health Management Information Systems (AHL821)
- Quality Management (AHL825)
- Vendor Specific Systems (AHL828)
- EHR Process, Design & Implementation (AHL820)
- Public Health IT (AHL827)

EHR IT ANALYST CONTINUING EDUCATION CERTIFICATE

(for students with an IT background)

PREREQUISITE

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

REQUIRED COURSES

- Foundations of Health Information Technology (AHL867)
- Introduction to Healthcare Systems (AHE641)
- Professional Customer Service (AHL824)
- Health Management Information Systems (AHL821)
- Installation of HIT Systems (AHL822)
- Vendor Specific Systems (AHL828)
- EHR Process, Design & Implementation (AHL820)
- Public Health IT (AHL827)

AHL 827

Public Health IT

Learn how the adoption of Electronic Health Records (EHRs) will support public health initiatives such as registries, public health reporting alerts, health promotion and disease prevention. Prerequisite: must be in EHR career training and have successfully completed AHL 821.

Total Cost: \$99 (Tuition: \$39 Fees: \$60)

CRN#	Day/Ses.	Dates	Time	Location
72766	Arranged	5/27-6/15	Arranged	WWW
30054	Arranged	7/7-27	Arranged	WWW

AHL 867

Foundations of Health Information Technology

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

Total Cost: \$369 (Tuition: \$126 Fees: \$243)

CRN#	Day/Ses.	Dates	Time	Location
79821	Arranged	6/20-8/3	Arranged	WWW

AHL 823

Introduction to IT and Computer Science



Learn the basic architecture of data organization, representation and structure. Prerequisite: Student must be accepted into the EHR career training and have successfully completed AHL 867.

Total Cost: \$159 (Tuition: \$89 Fees: \$70)

CRN#	Day/Ses.	Dates	Time	Location
31102	Arranged S(2)	8/8-9/7 8/9-23	Arranged 9am-2:30pm	WWW RAC

AHE 641

Introduction to Health Care Systems



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

Total Cost: \$179 (Tuition: \$84 Fees: \$95)

CRN#	Day/Ses.	Dates	Time	Location
31103	Arranged U(2)	8/9-23-4/27 8/8-8/7	Arranged 9am-2:30pm	WWW RAC

EMERGENCY PREPAREDNESS

HMS 027

Disaster Preparedness and Family Readiness

Become familiar with how to prepare and stay safe in the occurrence of a disaster or emergency situation and learn about necessary emergency information from the Federal, state and local governments. Topics include types of disasters and effects those disasters may have on a community, ways to prepare, developing personal emergency plans, and identifying government's role in an emergency situation.

Total Cost: \$249 (Tuition: \$200 Fees: \$49)

CRN#	Day/Ses.	Dates	Time	Location
30880	R(7)	8/14-9/25	6-9:15pm	EC

MEDICAL ASSISTANT G

CONTINUING EDUCATION CERTIFICATE

Learn to work in a physician's office and perform front and back office skills. Curriculum approved by the National Healthcareer Association (NHA), and offers the following certifications: Certified Clinical Medical Assistant (CCMA) and Certified Phlebotomy Technician (CPT). PELL funding is now available. Learn more at www.fafsa.ed.gov.

- Applications for Summer 2014 available 3/1 and due by 4/15
- Applications for Fall 2014 available 6/1 and due by 7/15

MODULE I

- Medical Terminology for Health Occupations
- Introduction to Health
- Introduction to Health Care Systems
- Professional Preparation for the Health Care Worker
- Basic Math Skills for the Health Care Worker
- CPR for Health Care Providers ##
- HIPAA Training (classroom or online) ##

MODULE II

- Anatomy and Physiology for Health Occupations
- Trends in Health and Disease
- Basic Patient Intake
- Basic EKG Technician Training
- Medical Billing
- Medical Front Desk Receptionist
- Pharmacology
- Medicine Administration

MODULE III

- Venipuncture and Specimen Collection Techniques
- Intermediate Patient Intake
- Introduction to Laboratory Techniques
- Introduction to Electronic Health Records (EHR) Training

MODULE IV

- Medical Assisting Clinical Externship*
160 hours
- Venipuncture Clinical Externship* (optional)
80 hours

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

MEDICAL BILLING G

CONTINUING EDUCATION CERTIFICATE

Prepare for national certification through the National Healthcareer Association (NHA). This training uses ProtoMed software for data entry, billing, payments, generating reports and sending claims electronically.

PREREQUISITE

- Medical Terminology for Health Occupations ‡

REQUIRED COURSES

- HIPAA Training (classroom or online) ##
- Medical Billing (classroom or online) ‡
- Basic Computerized Medical Billing
- Introduction to Electronic Health Records (EHR) Training face-to-face or online ‡

AHL 797

Medical Billing

Gain a fundamental knowledge of medical insurance billing, claims processing, major insurance carriers, managed care, medical accounts receivable management and the basic of coding. Textbook Required. Prerequisite: Medical Terminology for Health Occupations.

Total Cost: \$279 (Tuition: \$159 Fees: \$120)

CRN#	Day/Ses.	Dates	Time	Location
73368	T(6)	6/17-7/22	6-9:15pm	HV 129B
This class has an additional 12 hours of online assignments.				
30295	M(6)	8/4-9/15	6-9:15pm	RAC
This class has an additional 12 hours of online assignments.				

AHL 796

Medical Billing Online



Gain a fundamental knowledge of medical insurance billing, claims processing, major insurance carriers, managed care, accounts receivable management and the basics of coding. This class is entirely online. Textbook Required. Prerequisite: Medical Terminology for Health Occupations.

Total Cost: \$299 (Tuition: \$159 Fees: \$140)

CRN#	Day/Ses.	Dates	Time	Location
73724	Arranged	6/16-7/27	Arranged	WWW
30296	Arranged	7/7-8/17	Arranged	WWW

AHC 371

Basic Computerized Medical Billing

Learn computerized medical billing procedures, including how to enter patient information, patient demographics and charges, and how to post patient and insurance payments using ProtoMed software. Prerequisite: Introduction to Medical Billing. Textbook not required. Handouts are provided on Web Supplement.

Total Cost: \$299 (Tuition: \$134 Fees: \$165)

CRN#	Day/Ses.	Dates	Time	Location
30298	W(5)	7/9-8/6	6-9:15pm	EC
30297	T(5)	7/29-8/26	6-9:15pm	HV

MEDICAL CODING G

CONTINUING EDUCATION CERTIFICATE

Processing medical claims is big business and a key need in today's work place. Accurate medical coding is essential to the delivery of quality health care and efficient health care administration. Get your career started. Begin your prerequisites now.

PREREQUISITES

- Medical Terminology for Health Occupations
- Anatomy and Physiology for Health Occupations

REQUIRED COURSES

- HIPAA Training (classroom or online) ##
- Medical Coding I (face to face or online)
- Medical Coding II (face to face or online)
- Introduction to Electronic Health Records (EHR)
- CPC Exam Review

AHL 829

Medical Coding I Online



Gain a fundamental knowledge of ICD, CPT & HCPCS coding. This class is entirely online. Prerequisites: Medical Terminology for Health Occupations and Anatomy and Physiology for Health Occupations.

Total Cost: \$759 (Tuition: \$420 Fees: \$339)

CRN#	Day/Ses.	Dates	Time	Location
30304	Arranged	8/7-11/14	Arranged	WWW

AHL 905

Medical Coding II

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

Total Cost: \$420 (Tuition: \$244 Fees: \$176)

CRN#	Day/Ses.	Dates	Time	Location
30306	T(15)	8/26-12/9	6-9:15pm	EC

This class has an additional 15 hours of online assignments

AHL 773

Introduction to ICD-10-CM

Gain an introduction to the latest revisions of ICD-10-CM. It is a practical overview of ICD-10-CM with its related rules and guidelines. We will address planning and implementation of ICD-10-CM and the differences between ICD-9-CM and ICD-10-CM. This course is designed for people who already use ICD-9-CM in their current jobs.

Total Cost: \$119 (Tuition: \$40 Fees: \$79)

CRN#	Day/Ses.	Dates	Time	Location
30302	S(1)	7/19	9am-3:30pm	EC

MEDICAL OFFICE SUPPORT G

CONTINUING EDUCATION CERTIFICATE

Prepare for national certification through National Healthcareer Association (NHA). This training uses ProtoMed software for data entry and scheduling.

PREREQUISITES

- Medical Terminology for Health Occupations
- CPR for Health Care Providers or current certification ##

REQUIRED COURSES

- HIPAA Training (classroom or online) ##
- CPR for Health Care Providers or current certification ##
- Medical Front Desk Receptionist
- Medical Billing
- Professional Preparation for the Health Care Worker
- Introduction to Electronic Health Records (EHR)

AHL 003

Medical Front Desk Receptionist

Prepare for the role of medical office receptionist and learn communication skills and how to follow doctor directives. Topics include customer service, scheduling, medical records management, insurance, legal and ethical issues.

Total Cost: \$199 (Tuition: \$90 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
73352	M(6)	6/23-7/28	6-9:15pm	RAC 178
30309	W(6)	8/13-9/17	6-9:15pm	EC

NURSING ASSISTANT G

CONTINUING EDUCATION CERTIFICATE

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

Critical documentation for the Nursing Assistant program must be provided prior to first class. A complete list of this documentation is included in the Information Packet. Call 443-840-1819 for more information. Get your prerequisites now for fall classes. ALL STUDENTS ARE REQUIRED TO ATTEND A MANDATORY ORIENTATION.

NURSING ASSISTANT AND NURSE SUPPORT TECHNICIAN MANDATORY ORIENTATION SESSIONS

Friday June 13, 10am CCBC EC HTEC
3pm CCBC RAC
Friday August 8, 10am CCBC EC HTEC
3pm CCBC RAC

PREREQUISITES

- HIPAA Training (classroom or online) ##
- Medical Terminology for Health Occupations
- CPR for Health Care Providers ##
- Basic Math Skills for the Health Care Worker

REQUIRED COURSES

- Nursing Assistant Theory
- Nursing Assistant Clinical*



NURSE REFRESHER SERIES

This two-part series is designed for inactive registered nurses and inactive licensed practical nurses who wish to reactivate their licenses.

Approved by the Maryland Board of Nursing for re-entry into nursing practice. International nurses must contact the Maryland Board of Nursing at 410-585-1900 before registering. For a detailed packet, call 443-840-1319.

NURSE REFRESHER — online!

CCBC in cooperation with the College of Southern Maryland (CSM) offers an online nurse refresher theory course (NUR7000). This course equals 90 instructional hours and is approved by the Maryland Board of Nursing.

NUR 7000

This CSM/online course must be completed within 12 weeks of registration. Those who successfully meet course requirements will be awarded a CSM certificate of completion. NOTE: To reactivate your nursing license you must complete a clinical course. The certificate of completion from CSM, as well as other requirements, must be submitted before registration for a clinical course.

Call 443-840-1819
for information on
classes.

AHL 639

Nursing Assistant Theory

Learn to perform nursing functions with clients of any age and with various levels of physical, sensory, cognitive and emotional ability under the direct supervision of a Registered Nurse. Preparation for the National Nurse Aide Assessment Program (NNAAP) for the Geriatric Nursing Assistant (GNA) is included. Topics include the role of a nursing assistant in acute and long-term care, the theory of health and disease across the lifespan, client care skills and medical terminology. Maryland Board of Nursing approved. To receive an award of completion, students must successfully complete both Nursing Assistant Theory and Clinical. Perfect attendance is mandatory for all classes and clinical. Proof of a current negative TB skin test or a negative chest x-ray reading is required before admission to clinical. Textbook(s) available at the campus bookstore, required for the first class.

Total Cost: \$1,299 (Tuition: \$750 Fees: \$549)

CRN#	Day/Ses.	Dates	Time	Location
30350	M/W(23)	7/7-9/24	5-9:15pm	RAC

The clinical for this class will be held on Saturdays and Sundays.

AHL 638

Nursing Assistant Clinical

Master the knowledge and skills learned during the theory skills laboratory in a clinical patient care setting under the direct supervision of a Registered Nurse. Preparation for the National Nurse Aide Assessment Program (NNAAP) for the Geriatric Nursing Assistant (GNA) is included. Topics include application of health care and disease theory in a clinical setting; providing a safe clinical environment; performance and delivery of patient care skills; individualized patient care and observation, recording and reporting skills. Maryland Board of Nursing approved. Proof of a current negative TB skin test or a negative chest x-ray reading is required before admission to clinical. Textbooks, available at the campus bookstore, required for the first class. To receive an award of completion, students must successfully complete both Nursing Assistant Theory and Clinical. Perfect attendance is mandatory for all classes and clinical.

Total Cost: \$800 (Tuition: \$600 Fees: \$200)

You will receive the clinical schedule at orientation.

NURSE REFRESHER

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. Review dosage and solutions calculation, satisfactorily pass the exam in that area and attend 8 hours of skills lab training. Mental Health concepts and communication skills are integrated throughout. Approved by the Maryland Board of Nursing. Clinical eligibility is in part dependent upon a criminal background check and random urine drug testing. Cost of testing is the responsibility of the student. Attendance is mandatory.

Total Cost: \$603 (Tuition: \$410 Fees: \$193)

CRN#	Day/Ses.	Dates	Time	Location
78185	S(15)	6/28	8am-3:15pm	EC

Clinical will follow.

NURSING SUPPORT G TECHNICIAN

CONTINUING EDUCATION CERTIFICATE

This training prepares the Certified Geriatric Nursing Assistant (GNA) to perform delegated nursing functions that require a higher level of technical ability and skill needed in the hospital setting.

Students must attend a mandatory orientation prior to start of NST I.

NST ORIENTATIONS (See Nursing Assistant section)

PREREQUISITES

- GNA in good standing with Maryland Board of Nursing -or-
CNA and completion of Prerequisite Theory and Skill Testing for Nurse Support Technician (AHL861)
- HIPAA Training (classroom or online) ##
- CPR for Health Care Providers
- Medical Terminology for Health Occupations

MODULE I

- Certified Nursing Assistant: Theory and Skills -or- CNA in good standing with the Maryland Board of Nursing

MODULE II

- NST I (Theory & Skills)

MODULE III

- Venipuncture & Specimen Collection Techniques
- IV Therapy Technician Training
- Basic EKG Technician Training

MODULE IV

- NST II (Review)
- NST Clinical Rotation *
- Exam Review

NURSING ASSISTANT AND NURSE SUPPORT TECHNICIAN MANDATORY ORIENTATION SESSIONS

Friday June 13, 10am CCBC ESSEX HTEC
3pm CCBC RANDALLSTOWN
Friday August 8, 10am CCBC ESSEX HTEC
3pm CCBC RANDALLSTOWN

AHE 763

Nursing Support Technician I

Review the basic skills learned in CNA courses and learn new skills necessary to become a Nursing Support or Patient Care Technician. Skills include trach care, wound care, Foley catheters, NG Tubes, ostomy care and tube feeding. Successful completion of this course leads to eligibility to participate in other courses leading to national certification as Nurse Support Technicians. Prerequisite: CNA or CNA/GNA in good standing with MBON. Must bring a copy of license to the first day of class. CPR for Health Care Providers or current card required.

Total Cost: \$799 (Tuition: \$455 Fees: \$344)

CRN#	Day/Ses.	Dates	Time	Location
78868	S(12)	6/21-7/12	8am-12:15pm	EC
	U(12)	6/22-7/27	2-6:15pm	EC
	S(12)	7/19-8/9	1-5:15pm	EC

AHE 764

Nursing Support Technician II

Continue to expand your CNA knowledge and skills to become a Nurse Support or Patient Care Technician. Review all nursing and health care skills learned in Nursing Support Technician I as final preparation for clinical placement as an NST student. Prerequisites: CNA or CNA/GNA in good standing with MBON. Must bring a copy of license to the first day of class. CPR for Health Care Providers or current card required.

Total Cost: \$100 (Tuition: \$50 Fees: \$50)

CRN#	Day/Ses.	Dates	Time	Location
78869	M/T(2)	6/16-17	5-10:15pm	RAC

OPHTHALMIC MEDICAL ASSISTANT G

CONTINUING EDUCATION CERTIFICATE

Successful completion of all courses in the series, passing the exam at the end of the program and six months of experience in the field leads to eligibility to sit for the certifying exam with Joint Commission of Allied Health Personnel in Ophthalmology (JCAHPO).

PREREQUISITES

- Medical Terminology for Health Occupations
- CPR for Health Care Providers ##
- HIPAA Training (classroom or online) ##
- Introduction to Electronic Health Records (EHR) Training

REQUIRED COURSES

- Ophthalmic Medical Assistant Lecture
- Ophthalmic Medical Assistant Clinical

Take your prerequisites now for Fall 2014.

PHARMACY TECHNICIAN G

CONTINUING EDUCATION CERTIFICATE

Pharmacy technicians assist pharmacists in hospitals or freestanding pharmacies. They are typically involved in customer interactions, insurance claim processing, maintaining inventories and filling prescriptions. Designed to meet state regulations and prepare students to sit for the national certification offered by the Pharmacy Technician Certification Board.

PREREQUISITES

- Medical Terminology for Health Occupations
- Anatomy and Physiology for Health Occupations (classroom or online)
- Basic Math Skills for the Health Care Worker
- CPR for Health Care Providers ##
- HIPAA Training (classroom or online) ##

REQUIRED COURSES

- Pharmacy Technician Training I
- Pharmacy Technician Training II
- Introduction to Electronic Health Records (EHR) Training

AHE 740

Pharmacy Technician Training II

Expand upon the knowledge and skills gained in Pharmacy Tech Training I. Topics include the classification of the top 200 drugs, parenteral medications, therapeutic drugs, customer service, stocking issues, complex dosage formulas and customer service. Prerequisite: Successful completion of Pharmacy Technician I (AHE 739) and recommendation of coordinator. ‡

Total Cost: \$624 (Tuition: \$400 Fees: \$224)

CRN#	Day/Ses.	Dates	Time	Location
30866	R(10)	7/24-9/25	6-9:15pm	EC
	Arranged	7/24-9/28	Arranged	EC
30867	F(10)	8/1-10/3	6-9:15pm	RAC
	Arranged	8/1-10/6	Arranged	RAC

PHYSICAL THERAPY TECH/AIDE G

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

Call 443-840-4700 for more information.

PREREQUISITES

- Medical Terminology for Health Occupations
- Professional Preparation for the Health Care Worker
- HIPAA Training (classroom or online) ##
- CPR for Health Care Providers ##

REQUIRED COURSES

- Becoming a Physical Therapy Aide-(online)
- Physical Therapy Aide Clinical Placement *

AHL 912

Becoming a Physical Therapy Aide

Learn about the operation of the human body, varying specific disorders, as well as physical therapy treatments for these disorders. Topics to be covered include identification of the roles, functions, and differences between physical therapists, physical therapy assistants, and physical therapy aides; physical therapy-specific language; discussion of the principles of strength, aerobic, and range-of-motion exercise in relation to patient treatment; and assessment of several balance and coordination disorders along with applicable treatments for both child and adult patients. All students are required to meet with the specialist prior to registering for this course.

Total Cost: \$135 (Tuition: \$25 Fees: \$110)

CRN#	Day/Ses.	Dates	Time	Location
30408	Arranged	7/16-8/22	Arranged	WWW

AHL 809

Physical Therapy Technician Externship

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

Total Cost: \$225 (Tuition: \$20 Fees: \$205)

CRN#	Day/Ses.	Dates	Time	Location
30402	Arranged	7/14-10/6	Arranged	HOS

SLEEP TECHNOLOGIST

CONTINUING EDUCATION CERTIFICATE

Learn the technology to assist in the evaluation and follow-up care of patients with sleep disorders in a variety of settings including sleep centers, laboratories for sleep related breathing disorders, home environments, and non-facility-based settings under the direction of the sleep specialist. CAAHEP accredited. Students must be accepted into this training through an application process. Application for an October start will be accepted June 1 – July 15. Application for February start will be accepted October 1 - November 15.

MODULE I

- Medical Terminology for Health Occupations
- Basic Math Skills for the Health Care Worker
- Introduction to Health
- Introduction to Health Care Systems
- CPR for Health Care Providers ##
- Professional Preparation for the Health Care Worker
- HIPAA Training (classroom or online) ##

MODULE II

- Anatomy and Physiology for Health Occupations
- Introduction to Electronic Health Records (EHR) Training
- Trends in Health and Disease
- Basic Patient Intake
- Basic EKG Training
- Pharmacology
- Medicine Administration

MODULE III

- Cardiopulmonary Anatomy, Physiology and Pathology
- Neuromuscular Anatomy, Physiology and Pathology
- Polysomnographic Technology

MODULE IV

- Sleep Technology Clinical I and II *
- BRPT Exam Review

This training is accredited by the Commission Accreditation of Allied Health Education Programs (CAAHEP).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
Phone: 727-210-2350
Fax: 727-210-2354
www.caahep.org

A-STEP CLASSES FORMING NOW!

The American Academy of Sleep Medicine (AASM) developed the Accredited Sleep Technologist Education Program (A-STEP) to promote the standardization of training. For more information, email: healthandhumanservices@ccbcmd.edu

SURGICAL TECHNOLOGY

CONTINUING EDUCATION CERTIFICATE

Learn to be an integral member of a surgical team. 13-month course of study is divided into 4 modules and consists of classroom, labs, clinical and online instruction. CAAHEP accredited. Approved for PELL Funding (excluding prerequisites). Students must be accepted through an application process for this training. Applications are accepted three times a year: March 1 – April 15 for July start date; June 1-July 15 for October start date; October 1 – November 15 for February start date. Start your prerequisites now. Mandatory orientation is required after acceptance.

PREREQUISITES

- Basic Math Skills for the Health Care Worker
- Medical Terminology for Health Occupations
- Anatomy and Physiology for the Health Care Worker
- CPR for Health Care Workers ##
- HIPAA Training (classroom or online) ##

MODULE I

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

MODULE II

- Surgical Technology II
- Technological Sciences for the Surgical Technologist
- Surgical Anatomy and Pathology I
- Surgical Pathology and Procedures I

MODULE III

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

MODULE IV

- Clinical A, B, C, D *
- Capstone

This training is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Commission on Accreditation of Allied Health Education Programs.

1361 Park Street
Clearwater, FL 33756
Phone: 727-210-2350
Fax: 727-210-2354
www.caahep.org

AHL 850

Surgical Anatomy and Pathology II

Learn about a deeper understanding of human anatomy and the pathologic conditions that might require surgical intervention. This course is the second in a two part series. Students will build on previous knowledge in order to understand the relationships of anatomical structures as they would be identified during surgical procedures. Topics to be covered include a review of anatomy and physiology of specific structures; review of classification and treatment of tumors; pathologic conditions requiring surgical intervention; and the application of anatomical relationships to surgical practice.

Total Cost: \$500 (Tuition: \$200 Fees: \$300)

CRN#	Day/Ses.	Dates	Time	Location
70764	R(12)	6/5-8/28	9am-1:30pm	RAC 159

AHL 852

Surgical Pathology and Procedures II

Learn about the background needed to integrate anatomy and surgical pathologies with their related surgical interventions. This course is the second in a two part series. Students will review the pathologies of specific structures of the body and then study the related surgical procedures. The surgical procedures addressed will be based on the most current edition of the required core curriculum for surgical technology and will include pre-operative preparation, the steps, equipment, and supplies required for the intraoperative phase of patient care, and any post-operative issues to consider. Topics to be covered include review of pathologic conditions of specific body structures; steps taken during surgical procedures to address these conditions; the integration of anatomy and pathology as it relates to the procedure involved; instruments, supplies, and equipment required for the procedures in question; and the specific duties of the surgical technologist in the care of the surgical patient and as a member of the surgical team.

Total Cost: \$500 (Tuition: \$200 Fees: \$300)

CRN#	Day/Ses.	Dates	Time	Location
70743	R(12)	6/5-8/28	3-7:30pm	RAC 159

AHL 855

Surgical Technology Skills Laboratory

Learn about practical experience performing the duties of a surgical technologist in a laboratory setting. It provides students with the opportunity to practice what he/she has learned in the didactic component of the surgical technology series without benefit of a live surgical patient. Students will be required to perform the perioperative duties of a surgical technologist and complete mock surgical procedure(s) in the first scrub role in order to successfully pass the course. Topics to be covered include patient safety (proper identification, positioning, transportation, and transfer), proper opening of sterile supplies, proper sterile technique, correcting breaks in technique, aseptic scrubbing and sterile gowning and gloving of self and others, and proper set up and maintenance of the sterile surgical field.

Total Cost: \$700 (Tuition: \$295 Fees: \$405)

CRN#	Day/Ses.	Dates	Time	Location
70760	T(12)	6/3-8/26	9am-4pm	RAC 159
	Arranged	6/28-8/23	Arranged	RAC 159
70870	W(12)	6/4-8/27	9am-4pm	RAC 159
	U(12)	6/28-8/23	Arranged	RAC 159

UNIT CLERK 

Learn to coordinate daily operations of a hospital unit or floor. Successful completion of this training prepares you for National Certification as a Health Unit Secretary.

PREREQUISITES

- Medical Terminology for Health Occupations
- Introduction to Health Care Systems
- HIPAA Training (classroom or online) ††
- CPR for Health Care Providers

REQUIRED

- Unit Secretary Training
- Introduction to Electronic Health Records Training (classroom or online)

VENIPUNCTURE/  SPECIMEN COLLECTION**CONTINUING EDUCATION CERTIFICATE**

Learn the methods for drawing blood for laboratory testing. Successful completion of Venipuncture and Specimen Collection Techniques and Venipuncture and Specimen Collection Clinical are necessary to meet the eligibility requirements to sit for the national certification exam with National Healthcareer Association.*

PREREQUISITES

- Medical Terminology for Health Occupations
- HIPAA Training (classroom or online) ††
- CPR for Health Care Providers

REQUIRED COURSES

- Venipuncture & Specimen Collection Techniques
- Venipuncture & Specimen Collection Clinical*

Students are required to attend a mandatory orientation prior to course work.

Orientations will be held at
1pm and again at 6pm on:
May 21 and July 16 at CCBC Essex
June 18 and August 20 at CCBC Randallstown

AHE 525

Venipuncture & Specimen Collection Techniques

Learn to collect blood and body fluid specimens used in throat cultures, urinalysis and stool cultures and prepare samples for testing in a lab. Gain an overview of the anatomy and physiology of the various systems that require specimen collection, processing and handling of specimens and laboratory operations. †

Total Cost: \$999 (Tuition: \$338 Fees: \$661)

CRN#	Day/Ses.	Dates	Time	Location
76471	T/R (20)	5/27-8/15	6-9:15pm	ECHTEC103B
76464	T/R (20)	5/27-8/15	6-9:15pm	ECHTEC103B
31114	S(11)	7/9-8/11 8/16-10/18	9am-12:15pm 9am-3:30pm	ECHTECH03B
30904	S(10)	8/9-10/18	9am-3:30pm	EC

AHL 674

Venipuncture and Specimen Collection Clinical

Apply the skills obtained in the classroom to a clinical or a patient care setting. Supplement the training received in the Venipuncture and Specimen Collection Techniques course. Student knowledge and skills in performing venipuncture will be assessed by a clinical preceptor. Successful completion of this course leads to preparation for the National Healthcareer Association (NHA) certification exam. Prerequisite: Successful completion of Venipuncture course.

Total Cost: \$299 (Tuition: \$59 Fees: \$240)

CRN#	Day/Ses.	Dates	Time	Location
76471	Arranged	5/1-7/31	Arranged	HOS
79115	Arranged	6/1-8/31	Arranged	HOS
30976	Arranged	7/1-9/30	Arranged	HOS
30971	Arranged	8/1-10/31	Arranged	HOS

AHE 978

IV Therapy Technician Training

Learn to initiate, maintain and discontinue intravenous therapies. Recommended for certified phlebotomists, emergency care providers, nurses, or others in the health care field. Prerequisites: knowledge of how to draw blood and proof of training. ‡

Total Cost: \$449 (Tuition: \$144 Fees: \$305)

CRN#	Day/Ses.	Dates	Time	Location
78946	Arranged R(5)	5/17-6/12 6/19-7/17	Arranged 6-9:15pm	WWW EC HTEC104
30761	Arranged M(4)	7/26-8/23 8/25-9/22	Arranged 6-9:15pm	WWW EC

VETERINARY ASSISTANT

CONTINUING EDUCATION CERTIFICATE

Prepare to work in an animal hospital under the supervision of a veterinarian or veterinarian technician. Series consists of three courses and a supervised clinical placement in an animal hospital. Must complete Veterinary Assistant I, II, III and IV to receive a continuing education certificate. Online component.

PREREQUISITE

Professional Preparation for the Health Care Worker (VOB029)

Take your prerequisite now for fall classes.

VES 023

Pet First Aid and CPR

Learn how to respond to emergencies and provide basic first aid and CPR for your pets. This course will provide an overview of first aid and CPR for protecting you and your animal from further injury or suffering in an emergency situation. Textbook available at the school bookstore.

Total Cost: \$79 (Tuition: \$35 Fees: \$44)

CRN#	Day/Ses.	Dates	Time	Location
78938	U(1)	6/29	11am-4:15pm	EC

Law & Justice



- ▶ Professional Development for Legal Professionals
- ▶ Professional Development for Law Enforcement Professionals

PROFESSIONAL DEVELOPMENT FOR LEGAL PROFESSIONALS

The School of Business Criminal Justice and Law offers customized courses to meet the needs of professionals working as paralegals, legal assistants and legal secretaries. Courses include but not limited to the following:

- Social Media Investigation
- Federal Filing
- Math for Legal Professionals
- MS Excel
- MS Access
- MS PowerPoint
- MS Word
- Interviewing Skills
- Professional Ethics
- Debt Collection in Maryland
- Paralegal Guide to Free Online Research Tools A-Z
- Maryland Family Law Update
- Bankruptcy Law

Some courses can be conducted in a 1.5 hour format. All courses can be offered at your place of business.

For more details and questions please call Donna Mandl, Esq. at 443-840-3477 or email: dmandl@ccbcmd.edu.

PROFESSIONAL DEVELOPMENT FOR LAW ENFORCEMENT PROFESSIONALS

The School of Business Criminal Justice and Law offers courses tailored to meet the needs of law enforcement, private security, and correctional professionals. Courses include but not limited to the following:

- Pepper Spray and Handcuffing Certification
- Pepper Spray and Handcuffing Re-certification
- ASP Baton Certification
- ASP Baton Re-certification
- Workplace Violence
- Patrol and Encounter Tactics
- Multicultural Sensitivity
- Disaster Preparedness
- Supervisor's Role in Critical Incidents
- Ethics and Integrity
- Homeland Security Course

All of these courses can be offered at your facilities.

For more information, please call Esteban Soto at 443-840-3037 or email: esotoiii@ccbcmd.edu



Skilled Trades & Industrial Training



- ▶ Apartment Building Maintenance
- ▶ Automotive
- ▶ Commercial Vehicle Training
- ▶ Computer-Aided Design (CAD)
- ▶ Construction Trades
- ▶ Construction Pre-Apprenticeship
- ▶ Environmental
- ▶ Facility Management
- ▶ HVACR/Energy
- ▶ Landscape/Horticulture
- ▶ Machine Tool Short-Term Training
- ▶ Manufacturing, Production, & Automation
- ▶ Occupational Safety
- ▶ Weatherization
- ▶ Welding

CCBC OFFERS DEGREE PROGRAMS AND CREDIT CERTIFICATES.

Call 443-840-2222 or visit www.ccbcmd.edu for more information.

APARTMENT BUILDING MAINTENANCE

CONTINUING EDUCATION CERTIFICATE

This series of courses presents everything you need to know about the apartment business, electrical, appliance maintenance and repair, HVAC, plumbing, plus maintenance and repair of both the interior and exterior of apartment properties. Upon successful completion and one year of field work, a certificate and letter from the National Apartment Association Education Institute (NAAEI) will be awarded.

VOA998

Electrical and Appliance Maintenance and Repair

Gain a solid foundation in electrical work especially when working with appliances. Topics to be covered included fundamentals of electrical work; electrical circuits, receptacles and fixtures; installation of apartment appliances; and diagnose and troubleshooting apartment appliances.

Total Cost: \$334 (Tuition: \$112 Fees: \$222)

CRN#	Day/Ses.	Dates	Time	Location
78227	M-F(6)	6/13-20	8:30am-4pm	RAC

Certified Apartment Maintenance Technician

You can take this new course series one of two ways:

- Sign up for the series as a whole; you know you're guaranteed a spot!

June 2-20, 8:30am-4pm

- Sign up to take the classes over a longer period of time: spread out the cost and make it easier to combine classes with other commitments.

Contact: Sarah High, 443-840-2793 or email: shigh@ccbcmd.edu

VOA 997

HVAC and Plumbing Maintenance and Repair

Learn HVAC and plumbing maintenance and repair, and the future of heating and air conditioning in the apartment industry. Topics include discussion of plumbing and plumbing fixtures.

Total Cost: \$425 (Tuition: \$114 Fees: \$311)

CRN#	Day/Ses.	Dates	Time	Location
78228	M-F(7)	6/4-12	8:30am-4pm	RAC

VOA 995

Inside the Apartment Business: People, Projects, and Profits

Gain an overview of the apartment industry and the maintenance professional's role in contributing to a community's success. Topics include professional skills needed to take performance to the next level, finance and budget management, and communication skills needed to communicate with bosses, peers, and residents.

Total Cost: \$145 (Tuition: \$40 Fees: \$105)

CRN#	Day/Ses.	Dates	Time	Location
78229	T(1)	6/3	10am-4:30pm	RAC

VOA 996

Interior and Exterior Maintenance and Repair

Learn about building maintenance and repair with such topics as what is needed to keep the interior and exterior of the building in excellent condition.

Total Cost: \$95 (Tuition: \$20 Fees: \$75)

CRN#	Day/Ses.	Dates	Time	Location
78230	M/T(2)	6/2-3	8:30am-4pm	RAC

AUTOMOTIVE

ARP 294

Preparation for MD State Safety Inspection Test

Prepare for certification by the state as a Maryland Safety inspector. Automotive technicians seeking certification will review topics including the applicable Code of Maryland Regulations (COMAR) and a practice test session. Includes practice test, handbook review, updates and revisions.

Total Cost: \$249 (Tuition: \$87 Fees: \$162)

CRN#	Day/Ses.	Dates	Time	Location
78613	S(1)	6/14	9am-3:30pm	CC
30444	S(1)	7/12	9am-3:30pm	CC
30443	S(1)	8/9	9am-3:30pm	CC

CDL Open House

Visit our open house for a tour and complete information.

May 17, 2014, 10am-12pm

CDL Training Center
1000 Kembo Road
Curtis Bay, MD 21226

Call 443-840-4700



DEFENSIVE DRIVING COURSE FOR PROFESSIONAL TRUCK DRIVERS

CONTINUING EDUCATION CERTIFICATE

One-day course is for licensed CDL-A or CDL-B drivers who want to hone their defensive driving capabilities.

This course uses the National Safety Council's curriculum and is taught by CCBC staff certified to teach the NSC training. Successful completers will earn a nationally-recognized defensive driving certificate.

For registration information, or to schedule special classes for your company's fleet of drivers (8 minimum required), please call 443-840-5835.

CDL-B HOSPITALITY AND TOURISM COURSE

An intensive 13 day training course for those looking towards a career in the Hospitality and Tourism industries. Careers include operators of motor-coach, charter and tour bus, hotel, rental car and airport shuttles, and general inter-urban shuttle drivers.

You'll prepare to earn your MD CDL-B license as well as earn a transportable credential as a Certified Guest Service Professional from the American Hotel and Lodging Association. To register, you must have a valid MD CDL Learner's Permit with a Passenger (P) endorsement.

Classes form monthly. Call Wanda Johnson at 443-840-5835 or via email at wjohnson@ccbcmd.edu to register or to obtain more information."

COMMERCIAL VEHICLE TRAINING (CVT)

CONTINUING EDUCATION CERTIFICATE

There is a nationwide shortage of commercial truck drivers and the American trucking industry estimates a need for 400,000 new drivers over the next decade.

CCBC offers

- 6-week CDL-A (tractor trailers)
- 2 1/2-week CDL-B (bus and hospitality training).

Our training features experienced instructors, personalized attention and top of the line equipment to prepare students to obtain their Commercial Driver's License. Learn CDL theory, air brake operation, map reading, backing and docking, along with the safe operation of a CDL vehicle over a variety of roads and conditions.

Daytime hours Monday through Friday. To register for CVT training you must have a current Maryland CDL Learner's permit.

Limited seats are available in our extended 'weekends only' training.

Need help with the MVA written test? CCBC now offers a separate CDL Learner's Permit Preparation course in 7 evening classroom sessions over a 2-week period.

Courses form monthly, so call 443-840-5835 now for more information.

COMPUTER-AIDED DESIGN (CAD)

TEC 149

Basic AutoCAD

Become familiar with AutoCAD by completing work-related drawings. Topics include orientation to disk-operating systems, file handling, display commands, drawing and editing commands and dimensioning. Intended for designers/operators with drawing ability but no AutoCAD experience.

Total Cost: \$1,239 (Tuition: \$491 Fees: \$748)

CRN#	Day/Ses.	Dates	Time	Location
79024	M-F(5)	6/9-12	8:30am-4:30pm	CC
30928	M-F(5)	7/21-25	8:30am-4:30pm	CC

TEC 138

MicroStation Graphics

Become familiar with the operating procedures used to generate and maintain graphic images using Bentley's MicroStation software. Learn to create drawings of moderate complexity and know how to dimension and plot them properly.

Total Cost: \$1,239 (Tuition: \$491 Fees: \$748)

CRN#	Day/Ses.	Dates	Time	Location
79033	M-F(5)	6/16-20	8:30am-4:30pm	CC
30936	F(1)	7/11	8:30am-4:30pm	CC
30931	M-F(5)	7/14-18	8:30am-4:30pm	CC

TEC 510

SketchUp Fundamentals

Learn to create, modify, render and annotate architectural drawings in this combination lecture/demonstration hands-on activity class. Create, manipulate and modify edges and surfaces to generate renderings of architectural concepts including short cut keys; drawing lines; inference techniques and viewing control.

Total Cost: \$289 (Tuition: \$109 Fees: \$180)

CRN#	Day/Ses.	Dates	Time	Location
79031	F(1)	6/27	8:30am-4:30pm	CC

CONSTRUCTION TRADES

VOA 948

Basic Carpentry

Gain an introduction to basic carpentry terminology, using hand tools, power tools and building materials used in carpentry. Learn techniques that enable you to handle small projects that involve repair, maintenance and/or new construction. Topics include terminology, tools and materials, measuring, cutting lumber, windows and doors, and erecting walls.

Total Cost: \$549 (Tuition: \$200 Fees: \$349)

CRN#	Day/Ses.	Dates	Time	Location
30074	T/R(12)	7/8-8/14	6-9:15pm	DC

APP 701

Master Electrician Prep

Prepare for the Master's Electrician's test. This course is designed to prepare electricians for their Master's license. Topics to be covered include Ohms Law, conductor sizing, grounding and building service calculations.

Total Cost: \$699 (Tuition: \$299 Fees: \$400)

CRN#	Day/Ses.	Dates	Time	Location
30077	T/R(11)	7/22-8/26	6-9:30pm	DC

CONSTRUCTION PRE-APPRENTICESHIP SERIES

CORE CONTINUING EDUCATION CERTIFICATE

Prepare for an apprenticeship or other entry-level positions in construction and related fields. In the Core, students learn safety, construction math, blueprint reading, tool usage, and other trade skills used in a wide variety of construction jobs. The Core includes 150 hours of training, leading to a "Construction Pre-Apprenticeship, Core" Continuing Education Certificate and several industry certifications: First Aid/CPR; OSHA 10 for Construction; Baltimore Building and Construction Trades Council, AFL-CIO; and National Center for Construction Education and Research (NCCER).

The Core consists of the following classes:

CON 315, Construction Safety

APP 680, First Aid/CPR/AED

CON 316, Construction Skills I

CON 317, Construction Skills II

Total Cost: \$1,399 (Tuition: \$360 Fees: \$1039)

CON 315

Construction Safety

Learn about construction safety in this Occupational Safety and Health Administration (OSHA) authorized training. You will receive a certificate upon successful completion. Topics include an introduction to OSHA, electrical safety, fall protection, personal protective equipment, ladder and stairway safety, material handling, hand and power tool safety, crane safety, and excavation safety.

Total Cost: \$250 (Tuition: \$100 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
30279	M/T/W(3)	7/7-9	8:30am-3:30pm	RAC

CON 316

Construction Skills I

Gain an overview of different construction trades and trade-related occupations. Become familiar with the green industry using green construction processes. Learn to use hand and power tools safely. Develop skills to get and keep a job, including conflict resolution, time management, and problem solving. Examine the heritage of the American worker, and discuss current employment and labor laws.

Total Cost: \$474 (Tuition: \$90 Fees: \$384)

CRN#	Day/Ses.	Dates	Time	Location
30280	M-R(11)	7/10-29	8:30am-3:30pm	RAC

CON 317

Construction Skills II

Learn the fundamentals of how to read and understand construction blueprints. Develop skills in applying a variety of math concepts used in the construction industry including measurements, fractions, conversions, metric system and construction. Become familiar with how to recognize drawings in development stage; organize drawings; and read site plans, architectural and mechanical/electrical drawings.

Total Cost: \$475 (Tuition: \$90 Fees: \$385)

CRN#	Day/Ses.	Dates	Time	Location
30281	M-R(11)	8/4-20	8:30am-3:30pm	RAC

Specialty Continuing Education Certificates are also available.

Construction Pre-Apprenticeship

You can take this course series one of two ways:

Sign up for the series as a whole; you know you're guaranteed a spot!

Sign up to take the classes over a longer period of time. Spread out the cost and make it easier to combine classes with other commitments.

Contact: Sarah High, 443-840-2793 or email: shigh@ccbcmd.edu for dates and information.

ENVIRONMENTAL

SOLAR POWER PROFESSIONAL

CONTINUING EDUCATION CERTIFICATE

This is a three-part, online course series that includes parts A, B and C for a total of 120 hours of training. The student has an initial three (3) months to complete the course series. If additional time is needed for completion, an extension of three (3) additional months is available for a cost of \$300.

No refund will be given after the student has been given access to the program.

Total cost for the course series: \$1,895

PREREQUISITE

- Knowledge of keyboarding (typing)
- Using computer programs
- Command of English grammar and punctuation

COMPUTER REQUIREMENTS

- High speed internet is recommended
- Compatible with Windows XP and later operating systems, and IE7 and later browsers
- AOL, MSN Opera, Safari, and Camino browsers are not supported
- The latest version of Adobe Flash and Adobe Reader



APPRENTICESHIPS EARN WHILE YOU LEARN

Apprenticeship opportunities through CCBC are available in a variety of employment areas. You can train to earn a higher salary...and the possibility of college credits with on-the-job training and classroom instruction.

We partner with the following trade councils and many private employers across Maryland.

- Associated Builders & Contractors (ABC), Metropolitan Baltimore – (410) 821-0351 www.abcbaltimore.org
- Baltimore Electricians, JATC LU#24 – (410) 247-3313 www.ibewlocal24.org
- Baltimore Utilities, Bureau of Water and Waste Water - (410) 545-3260 www.baltimorecity.gov
- Construction Laborers – (410) 525-1500 www.baltimorelaborers.org
- Heat & Frost Insulators & Asbestos Workers Local #24 – (301) 498-9162 www.insulators24.org
- Independent Electrical Contractors (IEC) – (301) 621-9545 / (800) 470-3013 www.iechesapeake.com
- Ironworkers, L.U. # 16 – (410) 282-6650 www.iw16.org
- Machinists (NOTE: must be working at, and apply through, a registered employer) - (443) 840-4401 www.ccbcmd.edu/sait/tech_studies/manufacturing.html
- Maryland Association of Plumbing, Heating & Cooling Contractors (MPHCC) - (410) 461-5977 www.phccmd.org
- Mid-Atlantic Carpenters (MACTC) LU#101 – (410) 737-9670 www.mactc.net
- Operating Engineers L.U. #37 – (410) 256-2944 www.iuoe37.org
- Plumbers & Steamfitters L.U. #486 – (410) 866-5313 www.486school.com
- Sheet Metal Workers L.U. #100 – (410) 732-1849 www.smwia.org
- Sprinklerfitters L.U. #536 – (410) 747-0630 www.sprinklerfitters536.org

WIND ENERGY PROFESSIONAL

CONTINUING EDUCATION CERTIFICATE

This is a three-part, online course series that includes parts A, B and C for a total of 240 hours of training. The student has an initial six (6) months to complete the course series. If additional time is needed for completion, an extension of six (6) additional months is available for a cost of \$300.

No refund will be given after the student has been given access to the program.

Total cost for the course series: \$2,395

PREREQUISITES

- Knowledge of keyboarding (typing)
- Using computer programs
- Command of English grammar and punctuation

COMPUTER REQUIREMENTS

- High speed internet is recommended
- Compatible with Windows XP and later operating systems, and IE7 and later browsers
- AOL, MSN Opera, Safari, and Camino browsers are not supported
- The latest version of Adobe Flash and Adobe Reader

Interested in Solar Power Professional or Wind Energy Professional classes? Call 443-840-4171 for information.

FACILITY MANAGEMENT

FACILITY MANAGEMENT PROFESSIONAL™ (FMP) CREDENTIAL

CCBC has partnered with the International Facility Management Association (IFMA) Chesapeake Chapter to offer courses leading to the Facility Management Professional™ (FMP) credential. You can earn the credential by successfully completing a series of four courses, which can be taken in any order.

They include:

- Finance and Business Essentials for the FMP (VOA 978)
- Leadership and Strategy Essentials for the FMP (VOA 979)
- Operations and Maintenance for the FMP (VOA 976)
- Project Management for the FMP (VOA 977)
IFMA Chesapeake Chapter members receive a discounted fee.

For more information, contact Sarah High at 443-840-2793 or email: shigh@ccbcmd.edu. To register, call 443-840-4700.

VOA 978

Finance and Business Essentials for FMP

The third of four courses leading to a Facility Management Professional (FMP) Credential. Topics include: Finance and Business in the Facility Organization, Financial Management of the Facility Organization, Procurement in the Facility Organization, and Contracts in the Facility Organization. Course may be taken out of sequence.

Total Cost: \$759 (Tuition: \$265 Fees: \$494)

CRN#	Day/Ses.	Dates	Time	Location
30285	F/S(2)	7/25-26	8:30am-5pm	HV

VOA 979

Leadership and Strategy Essentials for FMP

The fourth of four courses leading to a Facility Management Professional (FMP) Credential. Topics include: Perform planning strategies, lead and manage a facility, and provide leadership to the entire organization. Course may be taken out of sequence.

Total Cost: \$759 (Tuition: \$265 Fees: \$494)

CRN#	Day/Ses.	Dates	Time	Location
30287	F/S(2)	8/15-16	8:30am-5pm	HV

VOA 977

Project Management for FMP

The second of four courses leading to a Facility Management Professional (FMP) Credential. Topics include: Introduction to Project Management, Define Projects, Plan Projects, Manage and Oversee Projects, and Close Projects. Course may be taken out of sequence.

Total Cost: \$759 (Tuition: \$265 Fees: \$494)

CRN#	Day/Ses.	Dates	Time	Location
78239	F/S(2)	6/20-21	8:30am-5pm	HV

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION (HVACR) G

CONTINUING EDUCATION CERTIFICATE

Achieve an industry accepted Basic HVAC Certificate with just 5 classes.

REQUIRED COURSES:

- HVAC Safety, Tools, and Methods
- Fundamentals of Refrigeration
- Comfort Cooling Systems
- Heating Systems
- Basic HVAC Electricity

To earn an Advanced Certificate, you must have a Basic HVAC Certificate plus...

- Residential Load Calculations
- Advanced HVAC Electricity
- Technical Blueprints and Schematics
- Construction Safety and Health
- EPA Refrigerant Certification

VOA 656

Advanced HVAC Electricity

Explore motors, controls, and other electrical devices as applied in air conditioning and refrigeration equipment; discuss controls and circuits for heat pumps and learn to read and interpret more complex electrical schematic diagrams for a variety of applications. Designed for students in air conditioning and refrigeration and related programs. Prerequisite: VOA 970 or approval by the program coordinator.

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

CRN#	Day/Ses.	Dates	Time	Location
30497	T/R(12)	7/15-8/21	8am-12:30pm	CC

VISIBLE EMISSIONS EVALUATION TRAINING AND TESTING

May 6-8, 2014
CCBC Essex

This two day course trains smoke inspectors to evaluate the opacity of visible emissions. The comprehensive first day lecture is followed by field certification testing.

For more information, call Ollie Wright at 443-840-4476.

VOA 953

Advanced Residential Systems

Learn advanced service techniques for maintenance and repair of residential air conditioning equipment and controls. Students learn to troubleshoot and repair major components of a residential air conditioning system. Topics to be covered include: advanced system analysis, measurement of operating efficiency, and inspection and correction of all major system components. Prerequisites: VOA 969, VOA 975, VOA 985, VOA 970 or approval by the program coordinator.

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

CRN#	Day/Ses.	Dates	Time	Location
78754	T/R(12)	6/3-7/10	5:45-10:15pm	CC

VOA 970

Basic HVAC Electricity

Learn A.C. and D.C. circuit fundamentals, wiring and wiring principles, and National Electric Code Book use. Topics to be covered include wiring and construction principles; commercial, industrial, and residential wiring; the purpose and use of the National Electric Code; and the "how's and why's" of basic wiring and construction.

Total Cost: \$654 (Tuition: \$447 Fees: \$207)

CRN#	Day/Ses.	Dates	Time	Location
78735	M/W/F(17)	6/2-7/11	8am-12:30pm	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. Also describe the regulations and procedures that apply to refrigerant recovery, recycling and reclaiming and offers hands-on laboratory work in recovery and troubleshooting. Prerequisite: VOA 975 and VOA 970.

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

CRN#	Day/Ses.	Dates	Time	Location
30493	T/R(14)	7/15-8/21	5:45-10:15pm	CC

VOA 801

Commercial HVAC Systems

Explore the technology used in commercial, institutional, and industrial cooling systems. Course work includes analysis of system performance and diagnosis of problems. Students examine equipment such as reciprocating and centrifugal chillers, absorption systems, cooling towers, fans and air handlers. Emphasis is placed on psychometrics, pressure-enthalpy diagrams, and commercial load calculations.

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

CRN#	Day/Ses.	Dates	Time	Location
30490	M/W/F(17)	7/14-8/22	9-11:15am	CC

VOA 975

Fundamentals of Refrigeration

Gain an introduction to the compression refrigeration cycle, common refrigerants and their application, and the theory of heat transfer as related to the refrigeration process. Learn 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.

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

CRN#	Day/Ses.	Dates	Time	Location
30496	M/W(12)	7/14-8/20	5:45-10:15pm	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. Topics to be covered include the three methods of heat transfer; combustion and the by-products of combustion; fuel used in heating; forced-air furnaces; monitoring and measuring manifold pressure on a gas furnace; major components of an oil furnace; components of an electric furnace; and performing basic preventative procedures.

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

CRN#	Day/Ses.	Dates	Time	Location
78734	T/R(12)	6/3-7/10	9am-1:30pm	CC

VOA 969

HVAC Safety, Tools, and Methods

Learn about identifying and using the special tools of the HVACR trade involved with basic shop practices. Topics to be covered include hand tools and machines; fittings and components; duct installation; tubing, piping, and fittings; threading pipe; and drill press and post grinder.

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

CRN#	Day/Ses.	Dates	Time	Location
78753	M/W(12)	6/2-7/9	5:45-10:15pm	DC
79798	M/W(12)	6/2-7/9	1-4:10pm	CC

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.

Total Cost: \$196 (Tuition: \$106 Fees: \$90)

CRN#	Day/Ses.	Dates	Time	Location
30499	M/W(3)	7/14-16	1-4:20pm	CC

VOC 991

Refrigerant Recovery Certification Test

This test is a co-requisite with VOC 044.

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

CRN#	Day/Ses.	Dates	Time	Location
30625	M(1)	7/7	1-4:20pm	CC

VOA 692

Residential Estimates and Sales

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

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

CRN#	Day/Ses.	Dates	Time	Location
30488	M/W(12)	7/14-8/20	5:45-9:05pm	CC

VOA 653

Residential Load Calculations & Air Distribution

Learn to calculate heat losses and gains (loads) for residential applications using ACCA's manual J and computer software program, which describes how to select the proper heating and cooling equipment for maximum comfort and energy efficiency. Topics include conditions for load analysis, compiling data for load analysis, construction materials, R-factors and U-values, and heat transfer multipliers. Prerequisites: Fundamentals of Refrigeration VOA 954; MATH 105 or MATH 103; and CINS 102 or CIS 101.

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

CRN#	Day/Ses.	Dates	Time	Location
78736	M/W(12)	6/2-7/9	5:45-9:05pm	CC

VOC 992

Refrigerant Recovery Certification Test

This test is for students who only need to take the certification test and who are not currently enrolled in VOC 044.

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

CRN#	Day/Ses.	Dates	Time	Location
30612	R(1)	7/17	1-4:20pm	CC

LANDSCAPE/ HORTICULTURE

HOU 237

Herbaceous Plant Summer Landscape Industry

Learn about herbaceous perennials, annuals, biennials, and geophytes that are cultivated in gardens and landscapes for summer interest, with emphasis on identification, environmental requirements, aesthetic character, and landscape design uses. Topics nomenclature, siting, diseases and pathogens, maintenance and care, deadheading, pruning and cutting back, transplanting, propagation, and over-wintering procedures.

Total Cost: \$459 (Tuition: \$372 Fees: \$87)

CRN#	Day/#	DATES	TIME	LOCATION
78773	T(12)	6/3-8/5	6-9:10pm	DC

MACHINE TOOL G SHORT-TERM TRAINING

CONTINUING EDUCATION CERTIFICATE

Learn both manual and computer numerical control (CNC) machine tool technology with extensive hands-on and computer-based training at the CCBC Catonsville machine shop in this seven part series. Start with essential workplace literacy skills in computers, plus work habits and work ethics. Foundational topics of safety, blueprint reading, and trade math follow. Includes modules in quality and resume skills. Capstone is advanced CNC machining center set-up / programming. Train four days a week, 8am-3:30pm, M/T/R/F. Finish the series in approximately 6 months.

REQUIRED COURSES

- Machine Tool Short Term Training Part A (52 Hours)
- Machine Tool Short Term Training Part B (91 Hours)
- Machine Tool Short Term Training Part C (91 Hours)
- Machine Tool Short Term Training Part D (91 Hours)
- Machine Tool Short Term Training Part E (93 Hours)
- Machine Tool Short Term Training Part F (91 Hours)
- Machine Tool Short Term Training Part G (91 Hours)

Total tuition and fees for the seven part series will be \$7499 starting in Fall 2014. Students have the opportunity to demonstrate proficiency through four certifications from the National Institute of Metal Working Skills (NIMS). NIMS tests may only be taken once. Completers are in a strong position to apply for entry level employment and, once established, enter a machinist apprenticeship.

Students must pass a basic math and reading assessment in order to begin the series. Successful completion of each module / section is necessary to advance to the next module / section.

MANDATORY ORIENTATION

Students beginning classes in early September (fall) or late January (winter) are required to attend a Mandatory Orientation at CCBC Catonsville. Fall orientations are in August, and winter orientations are in January. Please email Denise Bellamy at dbellamy@ccbcmd.edu or call 443-840-4712 to reserve a spot in an upcoming Mandatory Orientation.

VOA 945

Machine Tool Short-Term Training Part F

Continue in this short-term machine tool training. The sixth of a seven-part series includes intermediate CNC mill operation.

Total Cost: \$946 (Tuition: \$336 Fees: \$610)

CRN#	Day/Ses.	Dates	Time	Location
74882	M-R(14)	6/4-26	8am-3:30pm	CCHTEC 145

VOA 946

Machine Tool Short-Term Training Part G

Continue in this short-term machine tool training. The final of a seven-part series includes advanced CNC mill operation.

Total Cost: \$900 (Tuition: \$290 Fees: \$610)

CRN#	Day/Ses.	Dates	Time	Location
30104	M-R(14)	6/30-7/24	8am-3:30pm	CC

MANUFACTURING, PRODUCTION & AUTOMATION

VOA 684

Advanced AC/DC Motor Control

Study advanced concepts and gain greater practice in AC/DC motor controls in the industrial environment. Topics include relevant theoretical and practical information, relating to motor symbols, AC/DC motor connections, transformers, control devices, electric motors, contactors and motor starters, relays, and motor control circuits. Troubleshooting and the use of electrical schematics will be stressed throughout the course.

Total Cost: \$699 (Tuition: \$350 Fees: \$349)

CRN#	Day/Ses.	Dates	Time	Location
78863	S(6)	6/14-7/26	8:30am-5pm	DC

VOB 042

Fab Lab 3D Printer Applications Introduction

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

Total Cost: \$149 (Tuition: \$62 Fees: \$87)

CRN#	Day/Ses.	Dates	Time	Location
78684	M(2)	6/9-16	12-3:15pm	CC
30641	M/W(2)	8/4-6	5:45-9pm	CC

VOB 044

Fab Lab CNC Router Applications Introduction

Learn applications using the ShopBot CNC Router and PartWorks software. Topics to be covered include safety procedures, machine setup, and operation. Includes a comprehensive final project.

Total Cost: \$149 (Tuition: \$62 Fees: \$87)

CRN#	Day/Ses.	Dates	Time	Location
30451	M(2)	7/21-28	12-3:15pm	CC

VOD 525

Fab Lab Introduction

Learn the safety and operating procedures of the CCBC Fabrication Laboratory. Instruction supports entry-level proficiency in fabrication/fundamental prototyping. Topics to be covered include safety, materials, basic setup, and basic operation of the following equipment: laser engraver, ShopBot, rapid mill, 3-D printer, and vinyl cutter.

Total Cost: \$104 (Tuition: \$50 Fees: \$54)

CRN#	Day/Ses.	Dates	Time	Location
78686	M(1)	6/2	12-2:15pm	CC
30452	M(1)	7/14	5:45-8pm	CC
30455	M(1)	8/25	4-6:15pm	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 and Cut Studio software. Topics to be covered include safety procedures, machine setup, and operation. Includes a comprehensive final project.

Total Cost: \$149 (Tuition: \$62 Fees: \$87)

CRN#	Day/Ses.	Dates	Time	Location
78710	M(2)	6/23-30	12-3:15pm	CC

VOA 605

Forklift Operator Training

Learn safety measures as they pertain to vehicle inspection and operation, product handling under general and specific site conditions and load balance, gravity, visual and operational checks. Presented in accordance with OSHA standards.

Total Cost: \$289 (Tuition: \$140 Fees: \$149)

CRN#	Day/Ses.	Dates	Time	Location
30825	S(2)	8/2-9	9am-3:30pm	DC

VOA 837

Manufacturing and Production Fundamentals

Learn manufacturing and basic skills/concepts required to work in manufacturing and associated industries. Designed for the entry-level worker, topics include categories of manufacturing, types of processes (including rapidly growing technologies), materials, role of production, design and process planning, costs, performance measures, and quality.

Total Cost: \$369 (Tuition: \$184 Fees: \$185)

CRN#	Day/Ses.	Dates	Time	Location
30784	M/W(6)	7/14-30	6-9:15pm	DC

VOA 509

Pumps and Valves

Learn the different types and typical operation of pumps and valves. Learn to install, maintain, and repair representative pumps as well as the procedures for the installation of seals/packing. Topics to be covered include how pumps work, installation, safety issues, proper nomenclature, and trouble-shooting. Covers maintenance and operation of typical and special-purpose valves. Details valve actuators and accessories.

Total Cost: \$699 (Tuition: \$350 Fees: \$349)

CRN#	Day/Ses.	Dates	Time	Location
78866	F(6)	6/13-7/25	8:30am-5pm	DC

VOA 835

Work Habits/Work Ethics for Industry

Learn good work habits and related ethical concepts in industrial and manufacturing environments. Designed for the entry-level worker, topics include good work habits, dress/grooming, timeliness, attitude, communication and work relationships, stress and emotions, and handling ethical dilemmas.

Total Cost: \$189 (Tuition: \$95 Fees: \$94)

CRN#	Day/Ses.	Dates	Time	Location
30785	M/W(4)	8/4-13	6-9:15pm	DC

OCCUPATIONAL SAFETY

VOA 800

Lead Paint Renovation, Repair, and Painting

Learn what is necessary to perform lead-safe practices and other actions aimed at preventing lead poisoning. Effective April 2010, contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities and schools built before 1978 must be certified and follow specific practices to prevent lead contamination. Learn proper techniques and actions required by the EPA.

Total Cost: \$224 (Tuition: \$104 Fees: \$120)

CRN#	Day/Ses.	Dates	Time	Location
78852	S(1)	6/14	8:30am-5pm	EC

VOA 515

Certified Logistics/Warehouse Distribution Associate new

Learn foundational logistics concepts. Topics to be covered include supply chain life cycle, environment, material handling equipment, safety principles, quality control, workplace communications, teamwork, and computer use. Upon successful completion of this course and exam, students earn the Certified Logistics Associate (CLA) designation from the Manufacturing Skill Standards Council (MSSC).

Total Cost: \$799 (Tuition: \$400 Fees: \$399)

CRN#	Day/Ses.	Dates	Time	Location
78916	S(6)	6/7-7/19	8:30am-12:30pm	CC
	S(1)	7/26	9:30am-12:30pm	CC

WEATHERIZATION G

VOA 686

HVAC for Home Energy Analysis

Learn about the principles of heating, ventilation, and air conditioning (HVAC) as they apply to a home energy audit in the green economy. Focus is on the interaction between combustion equipment and the home. Topics include the theory of combustion, types of heating appliances (such as gas, oil, hot water, and heat pump systems), venting and drafting, duct leakage and pressure diagnostics, as well as cooling systems. Class includes hands-on experience with HVAC equipment. Prerequisite: Home Energy Analysis.

Total Cost: \$1,395 (Tuition: \$700 Fees: \$695)

CRN#	Day/Ses.	Dates	Time	Location
30787	M/W(10)	7/14-8/13	5:45-9:30pm	CC

WELDING

CCBC is offering a series of welding courses that will take you from beginning skills and techniques in Fundamentals of Welding through additional courses that cover Intermediate and Advanced Shielded Metal Arc, Gas Metal Arc and Gas Tungsten Arc Welding processes. If you have basic welding experience, you can take intermediate and/or advanced classes. Through a partnership with Earlbeck Gases and Technologies, classes will be held at the Earlbeck facility, which is fully equipped to offer hands-on training and instructions, as well as American Welding Society (AWS) certification.

Location:
Earlbeck Gases and Technologies
8204 Pulaski Highway
Baltimore, Maryland 21237

For Inquires please call: Sarah High
at 443-840-2793

NCCER Power Generation/ Industrial Maintenance Specialty Classes

CONTINUING EDUCATION CERTIFICATE

Power Generation training focuses on skill development in testing, diagnosing and repairing power generation plant equipment used throughout the Energy Industry. The National Center for Construction Education and Research (NCCER) Level One Power Generation/Industrial Maintenance prepares you for further specialization in these areas. You must demonstrate experience and proficiency in the core classes, whether at CCBC or any other training facility, in order to be accepted into this specialty.

For more information, or to sign up for an orientation, call 443-840-4428, or email jbouis@ccbcmd.edu



ACCELERATING CONNECTIONS
TO EMPLOYMENT

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or the Skilled Trades

- Gain long-term employment
- Build academic skills
- Learn new skills
- Earn a better wage

For information contact

www.ccbcmd.edu/ceed
443-840-4625
ACE@ccbcmd.edu

Free career training through Accelerating Connections to Employment (ACE) for those who qualify.



The incredible value of education.
www.ccbcmd.edu

Workforce Development



CUSTOMIZED TRAINING FOR YOUR BUSINESS

CCBC understands the economic realities of your business.

Not only is it necessary for employees to adapt to new technologies and services, but as an employer, you want to be ready to respond to the ever-changing economic climate. In order to continue to grow your business or stay afloat in the face of increased competition, you must maximize your resources and enable your workforce to develop. Mastering advanced skills, applying basic skills keeping a fresh approach to the day-to-day will allow you to stay innovative, productive and competitive.

CCBC's experts in the areas of health care, information technology, business and management, communications, basic education and English language services, customer service, and more are ready to deliver training solutions to support you, the employer, and your business.

On site, online or at any one of our campuses: Catonsville, Essex, Dundalk, Owings Mills, Hunt Valley or Randallstown, CCBC makes learning convenient for you and for your staff.

CCBC Offers...

Let us create a partnership with you and your business ... we'll help you reach your goals.

Identify your needs ... CCBC will customize a solution.

Call 443-840-4700 or email: training@ccbcmd.edu.

Basic education, academic skills, high school diploma, English language services

Associate degree and non-degree options

Certification and re-certification Courses that prepare for industry licensing or certification exams

Customized training to boost your employee output

Leadership development, critical business skills

ATTENTION EMPLOYERS/ HUMAN RESOURCE ADMINISTRATORS ON-SITE CUSTOMIZED BASIC SKILLS TRAINING

Are you looking for a way to improve your employees' academic skills in reading, writing and/or math? CCBC can help by offering:

- Basic reading, writing and math courses, GED preparation courses and ESOL (English for Speakers of Other Languages) courses designed to meet the needs of your company and employees
- Enhancement of your company's image and bottom line
- Meeting the challenge of new skill requirements
- More adaptable work force for cross-training and promotions
- A safer work force
- Less supervisory time spent at all levels
- A work force that is committed and loyal

Take advantage of CCBC's expertise in training and education by contacting 443-840-3422 or email: gorris@ccbcmd.edu.

JOB SEEKER SERVICES

Get the Job You Want!

Just about to enter the workforce? Want to get a job? Looking to re-tool your career, or start your own business? Make The Community College of Baltimore County your launching pad to a new career.

CCBC has a wide range of job training across a variety of businesses and industries to help you get started on the career path of your choice. Discover which job areas lead to state of Maryland approved licenses or careers with nationally recognized industry certifications. Each provides a great opportunity for a solid future.

Here is just a sampling of the areas in which CCBC offers industry recognized, flexible training and degree options.

CCBC can help you:

- Work in the exciting field of health care from Pharmacy Technician to Surgical Technologist.
- Begin a rewarding career in technical trades from HVACR and Construction to Environmental and Weatherization.
- Prepare for certification in Project Management or Home Inspection
- Become licensed as a commercial vehicle driver.
- Achieve a continuing education certificate in the field of your choice.
- Choose from hundreds of degree, certification, and transfer options.

Find Your Earning Potential with CCBC Training on The Occupational Information Network

Get information about the jobs or careers that interest you. The Occupational Information Network (O*NET) is an online database of occupations, job descriptions and wages for specific career paths. Sponsored by the U.S. Department of Labor, O*NET is continually maintained and updated to reflect the most current career information. This is a free service to the public. Make it your tool for career exploration and job analysis and begin to build your future.

To access the O*NET codes that correspond with a specific career path, go to www.online.onetcenter.org. Once there, type in any of the codes below that correspond to your area of interest.

BUSINESS & MANAGEMENT

Project Management (IT Project Manager)	15-1099.11
Real Estate Appraiser	13-2021.02
Real Estate Sales Agent	41-9022.00
Supply Chain Manager	11-9199.04

COMPUTERS & INFORMATION TECHNOLOGY

A+ Certified PC Repair Technician	49-2011.00
Administrative Assistant	N/A

HEALTH & HUMAN SERVICES

Cardiovascular Technician	29-2031.00
Central Service Technician	31-9093.00
Child Care Provider	39-9011.00
Dental Assistant	31-9091.00
EKG Technician	29-2031.00
Medical Assistant	31-9092.00
Medical Billing	43-3021.03
Medical Coding	29-2071.00
Medical Office Administrative Assistant	43-3021.03
Medical Office Support	29-2071.00
Nursing Assistant	31-1012.00
Nursing Support Technician	31-1012.00
Ophthalmic Medical Assistant (OPMA)	29-2099.03
Pharmacy Technician	29-2052.00
Physical Therapy Tech/Aide	31-2022.00
RN/LPN Refresher	N/A
Sleep Technologist	N/A
Surgical Technologist	29-2055.00
Unit Clerk	N/A
Venipuncture/Specimen Collection	29-2012.00
Veterinary Assistant	31-9096.00

TRADE & INDUSTRIAL TRAINING

Apprenticeships	N/A
Automotive Inspection Mechanic	49-3023.01
Building Maintenance Technician	49-9042.00
Construction Administrator	11-9021.00
Construction Apprenticeship	47-2061.00
Forklift Operator	53-7051.00
Home Improvement Contractor	11-9021.00
Home Inspector	47-4011.00
HVAC/Refrigeration Technician	49-9021.01
Stationary Engineer/Boiler Operator	51-8021.00
Weatherization Home Energy Auditor	13-1199.01
Weatherization Technician	47-4099.03
Welder	51-4011.00

TRANSPORTATION

Commercial Vehicle Operator Truck	53-3032.00
Bus	53-3021.00

OTHER CERTIFICATIONS

Bookkeeper-Entry Level	43-3031.00
Fitness Trainer(s)	39-9031.00
Pool/Spa Operator	39-1021.01
U.S. Merchant Marine Office (Professional Boat Captain)	53-5021.01

Financial Assistance

CCBC wants to help you find your way into the workforce. There are over 20 financial assistance options that you can explore. Find out which one works for you by calling 443-840-4700.

Contact:

www.baltimorecountymd.gov

Baltimore County Division of Workforce Development Center/Eastpoint
7930 Eastern Boulevard
Baltimore, MD 21224
410-288-9050

Baltimore County Division of Workforce Development Center/Hunt Valley
1101 McCormick Road, Suite 102
Hunt Valley, MD 21031
410-887-7940

Baltimore County Division of Workforce Development Liberty Center/Randallstown
3637 Offutt Road
Randallstown, MD 21133
410-887-8912

Online Courses



CCBC offers a wide range of affordable convenient and highly interactive courses that students can take entirely over the Internet.

All of these courses are led by expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast and convenient and developed with our students' interests in mind.

COST OF CLASS:

- \$109 (\$89 seniors)
- Classes with "*" are \$150 (\$130 seniors)

READY TO EXPLORE?

Visit www.ed2go.com/ccbconline/ to view the entire Online Course Inventory. Please call our contact center at 443-840-4700 to arrange your registration.

COURSE DATES:

May 21
June 18
July 16
August 20

INTERESTED IN A DEGREE?

CCBC offers credit courses online. For information please visit <http://ccbcmd.edu/distance>

Accounting

Accounting Fundamentals
Introduction to QuickBooks
Performing Payroll in QuickBooks
Introduction to Peachtree Accounting

Art History, Psychology & Literature

Drawing for the Absolute Beginner
Music Made Easy

Basic Computer Literacy

Keyboarding

Business Administration

Administrative Assistant Fundamentals
Building Teams that Work
Business Finance for Non-Finance Personnel
Employment Law Fundamentals
Effective Business Writing
Fundamentals of Supervision and Management
High Speed Project Management
Leadership
Manufacturing Fundamentals
Mastery of Business Fundamentals
Project Management Fundamentals
Purchasing Fundamentals
Six Sigma: Total Quality Applications
Supply Chain Management Fundamentals
Total Quality Fundamentals
Using Social Media in Business
Web 2.0 Blogs, Wikis and Podcasts

Business Planning & Entrepreneurial

Creating a Successful Business Plan
Learn to Buy and Sell on eBay
Marketing Your Business on the Internet
Start and Operate Your Own Home-Based Business
Start Your Own Consulting Practice
Start Your Own Small Business

Computer Applications

Computer Skills for the Workplace
Intro/Intermediate Microsoft Access
Intro/Intermediate/Advanced Microsoft Excel
Introduction to Microsoft Outlook
Introduction to Microsoft PowerPoint
Introduction to Microsoft Project
Intro/Intermediate Microsoft Word

Certification Preparation

*Advanced CompTIA® A+ Certification Prep

*Basic CompTIA® A+ Certification Prep
*CompTIA® Network+ Certification Prep
*CompTIA® Security+ Certification Prep
*Intermediate CompTIA® A+ Certification Prep
*PMP® Certification Prep 1
*PMP® Certification Prep 2

Computer Troubleshooting & Networking

Advanced PC Security
Intro/Intermediate Networking
Introduction to PC Security
Introduction to PC Troubleshooting
Wireless Networking
Introduction to Networking

Database Management

& Programming
Intermediate Oracle
Introduction to ASP.Net
Introduction to C# Programming
Introduction to C++ Programming
Introduction to Database Development
Introduction to Oracle
Introduction to SQL

Digital Photography & Digital Video

Discover Digital Photography
Intermediate Photoshop
Introduction to Photoshop
Mastering Your Digital SLR Camera
Photographing Nature with Your Digital Camera
Photographing People with Your Digital Camera
Photoshop CC for the Digital Photographer
Photoshop CS for the Digital Photographer
Photoshop Elements for the Digital Photographer
Secrets of Better Photography
Travel Photography for the Digital Photographer

Grant Writing & Nonprofit Management

A to Z Grant Writing
Advanced Grant Proposal Writing
Becoming a Grant Writing Consultant
Get Grants!
Introduction to Nonprofit Management

Graphic Design

Introduction to InDesign
Introduction to Microsoft Publisher

Introduction to Photoshop
Introduction to Final Cut Pro
Introduction to Illustrator

Health Care, Nutrition & Fitness

Assisting Aging Parents
Become an Optical Assistant
Become a Veterinary Assistant
Explore a Career as an Administrative Medical Assistant
Explore a Career in Medical Transcription
Explore a Career in Medical Writing
Handling Medical Emergencies
HIPAA Compliance
Human Anatomy and Physiology
Introduction to Natural Health and Healing
Introduction to Biology
Introduction to Chemistry
Medical Coding
Medical Terminology: A Word Association Approach

Languages

Beginning Conversational French
Conversational Japanese
Instant Italian
Speed Spanish

Personal Development

Navigating Divorce
Achieving Success with Difficult People
Listen to Your Heart and Success Will Follow
Merrill Ream Speed Reading
Resume Writing Workshop
Twelve Steps to a Successful Job Search
Everyday Math
Grammar Refresher
Introduction to LinkedIn Career Networking

Personal Enrichment

Assisting Aging Parents
Genealogy Basics
Introduction to Digital Scrapbooking
Managing Life as a Single Parent
Navigating Divorce
Marriage and Relationships: Keys to Success
Real Estate Investing
Happy and Healthy Pregnancy

Personal Finance

Stocks Bonds and Investing: Oh My!
Introduction to Stock Options

Sales & Marketing

Effective Selling
 Managing Customer Service
 Marketing Your Business on the Internet
 Professional Sales Skills
 Introduction to Google Analytics

Test Prep

GED Test Preparation
 GMAT Preparation
 Grammar for ESL
 GRE Preparation
 LSAT Preparation
 SAT/ACT Preparation
 Web and Computer Programming
 Creating Mobile Apps with HTML5
 Introduction to Java Programming
 Introduction to ASP.net
 Introduction to C# Programming
 Introduction to PHP and MySQL
 Introduction to Python 2.5 Programming
 Introduction to Ruby Programming
 Introduction to Visual Basic
 MAG, iPhone, and iPad Programming
 How to Get Started in Game Development

Web Page Design

Achieving Top Search Engine Positions
 Creating Web Pages
 Designing Effective Websites
 Introduction to CSS and HTML
 Advanced CSS and HTML
 Introduction to Dreamweaver
 Introduction to Flash
 Introduction to Adobe Edge Animate

Writing & Publishing

A Writer's Guide to Description Settings
 Advanced Fiction Writing
 Beginning Guide to Getting Published
 Beginning Writer's Workshop
 Fundamentals of Technical Writing
 Introduction to Internet Writing Markets
 Introduction to Screenwriting
 Mystery Writing
 Publish and Sell Your E-Books
 Romance Writing
 The Craft of Magazine Writing
 The Keys to Effective Editing
 Travel Writing
 Write Like a Pro
 Write Your Life Story
 Writing for Children
 Writing Essentials
 Writing Young Adult Fiction

Courses for Teaching Professionals

Creating a Classroom Website
 Creating Classroom Centers
 Introduction to Teaching ESL/EFL
 Praxis I Preparations
 Survival Kit for New Teachers
 Common Core Standards
 for English Language Arts K-5
 Spanish in the Classroom
 Teaching Students with Autism
 Teaching Writing

In partnership with LERN's UGotClass, CCBC offers in-demand business courses and certificates in e-Marketing, Mobile Marketing, Social Media, and Video Marketing. The courses can be taken individually or as part of a certificate. Below is a list of courses and pricing. Please call 443-840-4700 and reference the CRN # when registering for the course.

MAR128 - eMarketing Essentials Certificate

Cost \$495 (total for 3 courses included in certificate)
 Dates: 6/2-8/29 (CRN #79473)

Courses Included in this Certificate:

(These can be taken individually for prices listed below.)

MAR125 - Improving Email Promotions - Cost \$195 Dates: 6/2-6/27 (CRN #79356)
 MAR126 - Boosting your Website Traffic - Cost \$195 Dates: 7/7-8/1 (CRN #31031)
 MAR127 - Online Advertising - Cost \$195 Dates: 8/5-8/29 (CRN #31028)

MAR138 - Mobile Marketing Certificate

Cost \$595 (total for 3 courses included in certificate)
 Dates: 6/2-8/29 (CRN #79474)

Courses Included in this Certificate:

(These can be taken individually for prices listed below.)

MAR143 - Introduction to Mobile Marketing - Cost \$195 Dates: 6/2-6/27 (CRN #79357)
 MAR134 - Creating Cell Phone Apps for your Business - Cost \$245 Dates: 7/7-8/1 (CRN #31032)
 MAR135 - Advanced Mobile Marketing- Cost \$245 Dates: 8/5-8/29 (CRN #31027)

MAR142 - Social Media for Business Certificate

Cost \$495 (total for 3 courses included in certificate)
 Dates: 6/2-8/29 (CRN # 79475)

Courses Included in this Certificate:

(These can be taken individually for prices listed below.)

MAR144 - Introduction to Social Media - Cost \$195 Dates: 6/2-6/27 (CRN #79361)
 MAR141 - Marketing Using Social Media - Cost \$195 Dates: 7/7-8/1 (CRN #31033)
 MAR140 - Integrating Social Media in your Organization - Cost \$195 Dates: 8/5-8/29 (CRN #31026)

MAR139 - Video Marketing Certificate

Cost \$395 (total for 2 courses included in certificate)
 CRN # 79476 - 6/2-8/1

Courses Included in this Certificate:

(These can be taken individually for prices listed below.)

MAR137 - Video Marketing - Cost \$245 Dates: 6/2-6/27 (CRN #79353)
 PCP339- YouTube for Business - Cost \$245 Dates: 7/7-8/1 (CRN # 31030)

Other Courses:

PCP338 - Facebook for Business - Cost \$245 Dates: 7/7-8/1 (CRN # 31029)
 ADS277 - Practical Math for the Workplace - Cost \$145 Dates: 6/2-6/27 (CRN #79366)

Online Courses in Partnership with Harford Community College

Starting an Import/Export Business – You will learn how to determine what products to offer, where to locate suppliers and outlets for your products and will be introduced to government regulations concerning import/export.

Real Estate Investing - Explore techniques for locating bargain properties and motivated sellers, acquiring property with creative financing, locating sources of cash, fixing up properties, handling tenants and selling properties.

Virtual Assistant Online Business - Learn how to establish and successfully grow a virtual assistant business including learning how to locate customers, set fees and develop client contracts.

These courses start on 6/9/2014 and run through 8/2/2014. Cost \$125. If you would like additional information or have an interest in taking one of these courses, please contact Jenna Campos by calling 443-840-4689 or emailing jcampos@ccbcmd.edu.

Arts, Photography & Performing Arts



- › Calligraphy
- › Ceramics
- › Dance
- › Drawing
- › Glass
- › Jewelry Making
- › Music
- › Painting
- › Photography
- › Sculpture
- › Theatre

CHECK OUT OUR NEW COURSES

- Baltimore Screen Painting
- Nature Photography

CALLIGRAPHY

ARB 022

Calligraphy Beginning

Use this beautiful and artistic handwriting for creative invitations, business cards and announcements. Learn the Italic alphabet. Receive an introduction to Roman capitals. Materials cost up to \$40 due first class.

Total Cost: \$90 (Tuition: \$0 Fees: \$90)

CRN#	Day/Ses.	Dates	Time	Location
79143	W(8)	6/4-7/23	7-9pm	OM

CERAMICS

ART 263

Introductory Ceramics

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

Total Cost: \$120 (Tuition: \$0 Fees: \$120)

CRN#	Day/Ses.	Dates	Time	Location
79157	M(6)	6/2-7/7	7-9:30pm	EC
31010	M(6)	7/14-8/18	7-9:30pm	EC

ARB 087

Intermediate Ceramics

Build on skills learned in introductory clay classes with this 12 session, in-depth exploration of handbuilding and wheel throwing skills using both high and low-fire clays. Basic wheel and handbuilding techniques are reviewed, and more complex construction and glazing techniques are developed.

Total Cost: \$235 (Tuition: \$50 Fees: \$185)

CRN#	Day/Ses.	Dates	Time	Location
79179	M(12)	6/2-8/18	7-9:30pm	EC

DANCE

FIT 367

Ballroom Dancing-Introductory

Learn Swing, Foxtrot, Waltz and Cha-Cha. Partners not required, but encouraged. Wear non-rubber soled shoes.

Total Cost: \$109 (Tuition: \$0 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78957	M(10)	6/2-8/4	7-9pm	EC

ART 128

Hip Hop Dance

Explore hip hop dance moves including snap dancing, krumping and booty pop. No dance experience is necessary but comfortable clothing is required.

Total Cost: \$60 (Tuition: \$0 Fees: \$60)

CRN#	Day/Ses.	Dates	Time	Location
77987	T(6)	6/10-7/15	8-9pm	EC
77972	S(6)	6/14-7/26	9:30-10:30am	OM

FIT 913

Liturgical Dance

Create a connection of mind, body and spirit through movement. Students will specifically explore contemporary dance techniques and perform them to liturgical and sacred cultural music. Whether you have never danced before or all your life this class will help guide your spiritual self-awareness and expression.

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

CRN#	Day/Ses.	Dates	Time	Location
78055	S(6)	6/14-7/26	10-11am	EC
78057	W(6)	6/25-7/30	7-8pm	OM 413

ART 130

Modern Dance

Increase flexibility, acquire a sense of body alignment and enjoy the pleasures of improved self confidence and muscle tone through an exploration of modern dance. No dance experience is necessary. Required attire: bare feet and comfortable clothing.

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

CRN#	Day/Ses.	Dates	Time	Location
77995	T(6)	6/10-7/15	7-8pm	EC

FIT 482

Urban Line Dancing-Beginning

Get started on the new line dance moves so you can join your friends on the dance floor at social events. Learn step-by-step movements performed in several urban line dances. Practice the basic dance moves and some of the latest line dances done today. Have fun and get a great cardio workout. Partner not required.

Total Cost: \$74 (Tuition: \$0 Fees: \$74)

CRN#	Day/Ses.	Dates	Time	Location
79736	T(9)	6/3-7/29	1-2pm	OM
78825	W(9)	6/4-7/30	12-1pm	OM
30746	M(6)	7/7-8/11	7-8:30pm	EC
31092	T/W(9)	8/19-9/16	12-1pm	OM

DRAWING

ART 264

Introduction to Drawing

Develop an understanding of line, shape, contour, value, composition, perspective, spatial relationships, measuring and proportion, light and shadow while working from still-life set-ups. Use your powers of observation to draw what you see. Bring a drawing pad and a pencil to first class. Supply list will be given first session.

Total Cost: \$97 (Tuition: \$0 Fees: \$97)

CRN#	Day/Ses.	Dates	Time	Location
79181	T(8)	6/3-7/22	7-9pm	OM

ARB 107

Drawing Studio: Drawing Fundamentals

Learn to translate what is seen into perceptive drawings by practicing line, shape, contour, proportion, perspective, light and shadow using various mediums including graphite and charcoal. Course is beneficial for beginners and more advanced students wishing to enhance drawing skills. Supply list will be given at first session. Bring a drawing pad and drawing utensil.

Total Cost: \$98 (Tuition: \$0 Fees: \$98)

CRN#	Day/Ses.	Dates	Time	Location
79158	R(8)	6/5-7/31	7-9pm	EC

ART 265

Drawing with Color

Investigate how to bring vibrancy, boldness and movement to your drawings with color. Explore drawing with colored pencils and oil pastels. Each session will include a brief demonstration of a variety of techniques. Supply list will be given at first session. Bring a drawing pad and a drawing utensil.

Total Cost: \$98 (Tuition: \$0 Fees: \$98)

CRN#	Day/Ses.	Dates	Time	Location
30991	W(6)	7/16-8/20	7-9pm	HV

ART 534

Drawing: Beyond the Basics

Continue to build drawing skills in this companion course to Introduction to Drawing. Learn to add wet media and color to drawings and use interior studies and still-life set-ups to further mastery of line, shape, contour, value, composition, perspective, spatial relationships, measuring and proportion and light and shadow. Bring a drawing pad 18 x 24" and a pencil to first class. Supply list will be given first session.

Total Cost: \$96 (Tuition: \$0 Fees: \$96)

CRN#	Day/Ses.	Dates	Time	Location
79320	R(6)	6/5-7/17	7-9:40pm	HV

ART 553

Landscape Drawing

Gain an introduction to landscape drawing techniques by learning about composition, perspective, and qualities of light. Explore a variety of traditional landscape sketching and drawing materials and techniques. Supply list will be given at first session. Bring a drawing pad and a drawing utensil.

Total Cost: \$92 (Tuition: \$0 Fees: \$92)

CRN#	Day/Ses.	Dates	Time	Location
79160	S(6)	6/7-7/19	9-11am	CC
79166	U(6)	6/15-7/27	2-4pm	CC

GLASS

ART 145

Glassblowing Fundamentals

Explore the fundamentals of glassblowing. Learn the elements of design along with techniques for applying color and shape. Designed for beginners, but beneficial for those with some glass experience. Course cost includes materials.

Total Cost: \$293 (Tuition: \$40 Fees: \$253)

CRN#	Day/Ses.	Dates	Time	Location
79173	S(4)	6/14-7/12	2:30-5pm	MCF
79147	S(4)	6/14-7/12	11am-1:30pm	MCF

JEWELRY MAKING

ART 238

Beads and Fiber

Make unique jewelry incorporating yarn, embroidery thread, ribbons and other fibers with traditional beadwork techniques, seed beads, gemstones and other contemporary materials. Supply list available at first class.

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

CRN#	Day/Ses.	Dates	Time	Location
30986	R(4)	7/10-31	7-9pm	OM

ART 624

Beads and Mixed Media

Incorporate such materials as metal foils, shrink plastic and beads into your own designs of earrings, bracelets, brooches and necklaces. Each session will include discussions about professional looking finishing techniques and where to find inspiration for original designs as well as where to find exciting beads and other findings. Supply list given at first class.

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

CRN#	Day/Ses.	Dates	Time	Location
79142	R(4)	6/5-26	6:30-8:30pm	CC

ART 224

Braided (Kumihimo) Jewelry

Make round braids for jewelry using a Kumihimo disk. These braids may be used to create unique bracelets, necklaces earrings. Learn this ancient Japanese craft to make colorful jewelry incorporating beads and a variety of yarns and fibers. Materials cost of \$15 due at first class.

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

CRN#	Day/Ses.	Dates	Time	Location
79168	W(4)	6/11-7/2	7-9pm	CC

MUSIC

MUS 119

Adult Piano

Get your introduction to the fundamentals of playing a keyboard instrument by learning the basics of finger positions, key, note-reading, rhythmic patterns, and have the opportunity to perform a beginner's level piece of music. Sight reading skills are introduced and strong practice techniques are developed. Please bring earphones.

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

CRN#	Day/Ses.	Dates	Time	Location
77960	T(10)	6/3-8/5	7-8pm	OM
77947	T(10)	6/3-8/5	7-8pm	EC
77946	R(10)	6/5-8/14	7-8pm	CC
77941	S(10)	6/7-8/16	9:30-10:30am	CC

MSC 051

Intermediate Guitar

Polish basic guitar skills and learn more advanced chord progressions, strumming techniques and guitar literature. Gain the necessary skills to play classical, blues and rock guitar, change strings, plus concentrate on more advanced guitar tabs and music symbols. Bring a guitar to class.

Total Cost: \$85 (Tuition: \$0 Fees: \$85)

CRN#	Day/Ses.	Dates	Time	Location
30881	M(5)	7/21-8/18	7-9pm	OM

MUS 117

Adult Piano II

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

Total Cost: \$139 (Tuition: \$0 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
77959	T(10)	6/3-8/5	8-9pm	EC
77958	R(10)	6/5-8/14	8-9pm	CC
77940	S(10)	6/7-8/16	10:30-11:30am	CC

MSC 065

Basic Guitar

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

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

CRN#	Day/Ses.	Dates	Time	Location
77966	M(6)	6/9-7/14	7-8pm	OM
77964	T(6)	6/10-7/15	7-8pm	EC
77961	R(6)	6/12-7/24	7-8pm	CC

Private Lessons

Private music instruction on most instruments and voice is offered for both youth (6 or older for piano, 8 or older for other instruments, and 13 or older for voice) and adult students. Intensive one-on-one instruction provides individual attention appropriate to all skill levels and ability. Lessons are arranged on an individual basis with the appropriate instructor. Instruments are not provided. Before registering, call the Creative Arts Center at 443-840-1646 to make arrangements for placement.

XXX 961

1/2 Hour - 6 Sessions

Total Cost: \$129 (Tuition: \$0 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
78060	Arranged	6/2-7/7	Arranged	Arranged
30256	Arranged	7/14-8/18	Arranged	Arranged

XXX 965

Private Lessons - One Hour - 6 sessions

Total Cost: \$258 (Tuition: \$0 Fees: \$258)

CRN#	Day/Ses.	Dates	Time	Location
78061	Arranged	6/2-7/7	Arranged	EC
30255	Arranged	7/14-8/18	Arranged	EC

Supply List*

Classes that require supplies are noted with an (*). Lists are available at www.ccbcmd.edu/communityart.

MUS 118

Vocal Basics for Adults

Experience the sheer joy of expressing yourself with your voice and learn the fundamentals of vocal production in a non-threatening environment. You'll cover techniques in breathing, posture, warm-up exercises, scales, and introductory singing work as well as group singing skills, conductor cues, listening, and intonation.

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

CRN#	Day/Ses.	Dates	Time	Location
78048	M(8)	6/16-8/4	7-8pm	EC
78046	R(4)	6/19-7/17	7-9pm	CC

PAINTING

ART 273

Discover Acrylic Painting

Obtain an overview of acrylic painting including types of brushes, paints and basic color theory along with the fundamentals of paint application. Course is intended to prepare the absolute beginner for more serious study of the medium. Bring basic painting supplies to the first class: Canvas paper pad, 3 nylon brushes, palette, and primary colors R, B, Y, Black, and White.

Total Cost: \$95 (Tuition: \$0 Fees: \$95)

CRN#	Day/Ses.	Dates	Time	Location
79150	S(6)	6/7-7/19	11:30am-1:30pm	CC

ART 274

Discover Oil Painting

Learn about the most traditional and popular painting technique since the Renaissance in this short introductory class. Gain an overview of oil painting techniques, application, brushes, paints and basic color theory and prepare for more serious study. Bring basic painting supplies to the first class: Canvas paper pad, 3 brushes, palette, and primary colors R, B, Y, Black, and White.

Total Cost: \$95 (Tuition: \$0 Fees: \$95)

CRN#	Day/Ses.	Dates	Time	Location
79153	M(6)	6/16-7/21	7-9pm	OM

ART 275

Discover Watercolor

Discover the immediate and beautiful world of watercolor. Gain a basic understanding of the elements of watercolor painting-brush technique, surface preparation, compositional elements and paint application. Bring basic painting supplies to the first class: Canvas paper pad, 3 brushes, palette, and primary colors R, B, Y, Black, and White.

Total Cost: \$95 (Tuition: \$0 Fees: \$95)

CRN#	Day/Ses.	Dates	Time	Location
79154	T(6)	6/3-7/8	7-9pm	HV

ART 543

Impressionist Oil Painting

Learn how to create contemporary or traditional impressionist oil paintings for your home, for gifts or for sale. Paint with the variety, intensity and vibrancy you have always desired. You will have the opportunity to complete a painting at each class session. Bring basic painting supplies to the first class: Canvas paper pad, 3 brushes, palette, and primary colors R, B, Y, Black, and White. An additional supply list will be provided at the first session.

Total Cost: \$98 (Tuition: \$0 Fees: \$98)

CRN#	Day/Ses.	Dates	Time	Location
79177	S(6)	6/7-7/19	10am-1pm	OM

ART 651

Plein Air Landscape Painting in Oil

Paint landscapes in Baltimore County "en plein air," or in the open air. Discuss the history of plein air painting; plein air materials; effective composition; color mixing, relationships, and effects; balance and coherence; the limitations and opportunities of alla prima painting; the pursuit of a personal vision; and the presentation of your work. This will take place mostly outdoors and offsite locations in Baltimore County, weather permitting.

Total Cost: \$113 (Tuition: \$0 Fees: \$113)

CRN#	Day/Ses.	Dates	Time	Location
79145	S(7)	6/7-7/26	10am-12pm	HV

PHOTOGRAPHY

ARB 183

Introduction to Digital (SLR) Photography

Learn to understand your digital single lens reflex (SLR) camera; how it works, basic set-up/operation, shutter speed, ISO, focal length and flash photography. Bring some existing photos, your digital SLR camera/instruction manual to class.

Total Cost: \$92 (Tuition: \$0 Fees: \$92)

CRN#	Day/Ses.	Dates	Time	Location
79171	M(5)	6/16-7/14	7-9pm	HV
79182	W(5)	6/18-7/16	7-9pm	CC

ART 552

Landscape Photography

Learn how landscapes reflect the unique qualities of their locations. Explore how to compose a shot by using lighting, texture, perspective, atmosphere and scale to convey a true sense of place in your photos. Prerequisite of Intro to Photography, ARB 183 preferred. Bring your camera to class.

Total Cost: \$92 (Tuition: \$0 Fees: \$92)

CRN#	Day/Ses.	Dates	Time	Location
79163	S(6)	6/7-7/19	9:30-11:30am	CC

ART 251

Making the Most of Your Digital Point and Shoot Camera

Learn how to handle those frequently difficult lighting situations such as backlit scenes, high-contrast scenes and "red-eyes" caused by flash exposures. In addition, we'll cover the necessities such as memory cards, batteries and chargers, lenses, flashes, camera care products and cases. Bring your camera, instruction book and charged batteries to each class. Prerequisite: Intro to Photography (ARB 183 preferred).

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

CRN#	Day/Ses.	Dates	Time	Location
79144	R(4)	6/5-26	7-9pm	EC

ART 652

new

On-Location Portrait Lighting

Create professional looking on-location portrait photographs. Through the use of on-camera flash, light modifiers, flash diffusers and digital camera setting and technique, you will be able to greatly improve the quality of your on-location portraits. Bring your Digital SLR camera, with plenty of memory cards and charged batteries. You will be photographing a live professional model—utilizing the tools and knowledge that you learned in class! Prerequisite: Intro to Photography (ARB 183 preferred).

Total Cost: \$86 (Tuition: \$0 Fees: \$86)

CRN#	Day/Ses.	Dates	Time	Location
30997	R(3)	7/10-24	7-9pm	EC

ART 235

Portrait Photography Techniques

Acquire the skills necessary in portrait photography. Topics include camera, lighting and film basics, working with models, and photographing models. Bring a personal camera to class. Prerequisite: Intro to Photography (ARB 183 preferred).

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

CRN#	Day/Ses.	Dates	Time	Location
31001	W(3)	7/9-23	6:30-9:30pm	EC

ARB 184

Shooting Techniques for Digital and Film Cameras

Broaden your knowledge of the digital and film single lens reflex camera and use your own camera for in and out of class activities. A classroom review of a specific photographic assignment is included. Bring your own functioning SLR camera, at least one lens and one roll of film and/or memory card, paper and pen to class.

Total Cost: \$98 (Tuition: \$0 Fees: \$98)

CRN#	Day/Ses.	Dates	Time	Location
79170	M(6)	6/2-7/7	7-9pm	OM
79172	R(6)	6/12-7/24	7-9pm	CC

ART 533

Photographing Baltimore's Architecture

Learn to use SLR, 35mm and digital cameras to produce photos of the architectural landscape of Baltimore. Determine use of proper lens, flash, f-stop, and time exposure. Bring a 35 mm or digital camera, tripod, gadget bag and film or memory card to class. Prerequisite: Intro to Photography (ARB 183 preferred).

Total Cost: \$98 (Tuition: \$0 Fees: \$98)

CRN#	Day/Ses.	Dates	Time	Location
79167	S(6)	6/7-7/19	2-4pm	OM

ART 595

Turn Photos into Art

Turn your photos into works of art! Using Photoshop Elements, compose, layer, color and add new techniques to your photos to create an entirely new image. Bring your digital camera, card reader and USB drive to class. There will be an additional cost for photo printing depending upon selections.

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

CRN#	Day/Ses.	Dates	Time	Location
30884	S(3)	7/12-26	10am-12pm	RAC

ART 141

Wedding Photography

Learn about the lucrative field of wedding photography. Develop an understanding of equipment and photo-journalistic and formal approaches through the use of live models in wedding attire. Bring a 35mm film or digital SLR camera with flash and film or memory cards to class. Prerequisite: Intro to Photography (ARB 183 preferred).

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

CRN#	Day/Ses.	Dates	Time	Location
79146	W(3)	6/11-25	6:30-9:30pm	EC

SCULPTURE

ART 579

Stone Carving

Learn the same stone carving techniques employed by Michelangelo and all of the other great sculptors through the ages. This ancient art form is one that creates almost permanent works of art. Supply list will be distributed at the first class.

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

CRN#	Day/Ses.	Dates	Time	Location
79151	T(8)	6/3-7/22	6:30-9:30pm	RAC

THEATRE

ART 638

Act 1 Play 2

Learn basic acting skills during the first hour of class such as how to audition, develop a character, project and take stage direction. The second hour will focus on putting on a show. You will be assigned roles, expected to memorize lines and perform in front of an audience on the last assigned class.

Total Cost: \$145 (Tuition: \$0 Fees: \$145)

CRN#	Day/Ses.	Dates	Time	Location
78051	S(6)	6/14-7/26	9am-12pm	DC

DRB 004

Acting Basics

Learn basic/intermediate acting techniques and vocabulary. Use a variety of theatrical exercises, including improvisation, voice, diction and monologues to learn about creating a character and creative performance.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
30283	T(6)	6/24-7/29	7-9pm	CC
30284	R(6)	6/26-7/31	7-9pm	EC

ART 654

Beginning Magic

Learn from a professional magician basic tricks and progress to more complicated tricks and routines. This class helps public speaking skills, self-esteem and spontaneity. It is ideal for performers, teachers and public speakers of all types.

Total Cost: \$85 (Tuition: \$0 Fees: \$85)

CRN#	Day/Ses.	Dates	Time	Location
78918	T(6)	6/17-7/22	7:15-8:45pm	OM

Supply List*

Classes that require supplies are noted with an (*). Lists are available at www.ccbcmd.edu/communityart.

ART 650

Do It Yourself Audio Recording

Learn how to use equipment you most likely already have to do basic audio recording. The audio skills can be used for all types of work projects, demos, sound recording for the theatre, and more complicated recording.

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

CRN#	Day/Ses.	Dates	Time	Location
78745	T(4)	6/10-7/1	7-8:30pm	EC
30546	U(2)	7/13-20	9am-12pm	EC

ONLINE ARTS & PHOTOGRAPHY ONLINE COURSES AVAILABLE



CCBC offers a wide range of affordable, convenient and highly interactive courses that students can take entirely over the Internet.

Our online courses are led by expert instructors and developed with our students' interests in mind.

- Discover Digital Photography
- Mastering Your Digital SLR Camera
- Photographing Nature with Your Digital Camera
- Secrets of Better Photography
- Travel Photography for the Digital Photographer

Cost of class: \$109 (\$89 seniors)

Course Dates:

May 21
June 18
July 16
August 20

For more information or to register:
Visit the website www.ed2go.com/ccbconline/
or call us at 443-840-4700.

Boating, & Outdoor Activities

- › Biking
- › Boating
- › Golf
- › Handgun
- › Hiking
- › SCUBA Diving
- › Tennis



BIKING

FIT 660

Bike Around Baltimore

Prepare for four biking experiences along the most scenic bike paths in the greater Baltimore region. Learn basic bicycle safety and how to make minor bike repairs. Biking dates discussed at the initial classroom session. Two-hour biking tours on Saturday or Sunday.

Total Cost: \$79 (Tuition: \$0 Fees: \$79)

CRN#	Day/Ses.	Dates	Time	Location
78799	T(1)	6/10	6-8pm	EC
	S(4)	6/14-7/12	9:30-11:30am	Arranged

FIT 799

Introduction to Mountain Biking

Get on your bike and experience the great outdoors. Learn basic mountain bike safety, crash avoidance techniques, bicycle safety checks and minor repairs. Prepare yourself for mountain biking fun on some of the best single-track trails Maryland has to offer. First class meets to discuss trails, biking etiquette, equipment and meeting times. Bike tours on Saturday or Sunday. Space is limited.

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

CRN#	Day/Ses.	Dates	Time	Location
78853	S(5)	6/7-7/12	10am-1pm	CC

BOATING

VOA 333

Maryland Basic Boating Certification Course

Meet the certification requirements of the Maryland Department of Natural Resources Police through classroom instruction in basic boating. Discuss types of vessels, navigational aids, marine weather, regulations, emergency situations, personal watercraft and maneuvering.

Total Cost: \$45 (Tuition: \$9 Fees: \$36)

CRN#	Day/Ses.	Dates	Time	Location
79459	T(2)	6/10-17	6-10:10pm	CC
	W(3)	6/11-25	6:15-9:10pm	EC
79472	R(2)	6/12-19	6-10:10pm	HV
79466	F(2)	6/20	6:30-9:45pm	DC
	S(2)	6/21	9:30am-3:30pm	DC
31075	W(3)	7/9-7/23	6:15-9:10pm	EC
31077	R(2)	7/10-7/17	6-10:10pm	HV
31073	F(1)	7/18	6:30-9:45pm	DC
	S(1)	7/19	9:30am-3:30pm	DC
31071	T(2)	7/22-7/29	6-10:10pm	CC
31078	R(2)	8/7-8/14	6-10:10pm	HV
31072	T(2)	8/12-8/19	6-10:10pm	CC
31076	W(3)	8/13-8/27	6:15-9:10pm	EC
31074	F(1)	8/22	6:30-9:45pm	DC
	S(1)	8/23	9:30am-3:30pm	DC

GOLF

FIT 800

Golf for Women

Learn golf fundamentals and rules from PGA/LPGA professionals and help move your game to the next level. Practice the proper mechanics for putting, chipping, pitching and full swing to develop an effective golf swing. Safe golf-specific exercises developed by a leading organization in golf fitness to strengthen the body for executing a proper golf swing will be presented. Charge for use of driving range payable to the instructor.

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

CRN#	Day/Ses.	Dates	Time	Location
78793	M/W/F(10)	6/16-7/16	6-8pm	EC

HANDGUN

FDB 424

Handgun Qualification License Course

This Handgun Qualification License training course satisfies the requirements of the new state law mandating that a person may not purchase, rent, or receive a handgun after October 1, 2013 unless they possess a valid Handgun Qualification License (HQL) issued by the Maryland State Police.

CCBC is partnering with FreeState Gun Range in White Marsh where all instruction will be done. The instruction includes classroom lectures on state firearm law, home firearm safety, handgun mechanisms and operation, and a component that requires the applicant demonstrate the ability to safely fire a handgun.

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

CRN#	Day/Ses.	Dates	Time	Location
79795	R(1)	6/19	6-10:10pm	FGR
31090	R(1)	7/17	6-10:10pm	FGR
31091	R(1)	8/21	6-10:10pm	FGR

HIKING

FIT 341

Hikes Around Baltimore

Learn basic safety and hiking techniques and get in shape while exploring some of the best hiking paths in the Baltimore area. First evening class meets on campus. Hiking dates and supply list will be discussed at that time. Space is limited. Three-hour hikes on Saturday or Sunday.

Total Cost: \$109 (Tuition: \$0 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78854	S(5)	6/7-7/12	2-5pm	CC

SCUBA DIVING

VOA 362

S.C.U.B.A Diving Certification Prep Course

Learn the physics, physiology, and procedures associated with modern-day diving using classroom lecture and pool exercises led by experienced professional diving instructors. All equipment for pool training can be provided for and additional fee.

Total Cost: \$194 (Tuition: \$74 Fees: \$120)

CRN#	Day/Ses.	Dates	Time	Location
31079	W(6)	7/9-8/13	6-9:40pm	DC

VOB 056

Marine Industry Employment Discussion

Participate in this focused discussion and learn about the prospects that are available for employment in the marine industry. If you ever had a desire to work in this field, this course will help guide you on how to get started. Gain an overview of career and job opportunities from industry professionals who will tell you about the variety of jobs, educational skills required and the path that will help you secure a position.

Total Cost: \$29 (Tuition: \$9 Fees: \$20)

CRN#	Day/Ses.	Dates	Time	Location
79912	T(1)	6/26	6-9:15pm	DC

TENNIS

FIT 588

Beginning Tennis

Learn the fundamental principles of the basic tennis strokes: forehand, backhand, serve plus net play. Develop an understanding of serving technique followed by practice in developing coordinated swings. Topics include rules, etiquette and strategy as well as terminology, singles and doubles play. This class is also offered for credit as PEIA 140.

Total Cost: \$152 (Tuition: \$0 Fees: \$152)

CRN#	Day/Ses.	Dates	Time	Location
79247	T/W/R(14)	6/17-7/17	5:30-7:20pm	EC

FIT 751

Tennis Ladder

Experience tennis with players at different skill levels. A league player can enhance skills, meet new people and improve their game. Matches are played in a best two out of three sets format. Topics include rankings, challenges, match rules, equipment, courts and weather, tennis ladder basics and categories. Wear comfortable clothing and tennis shoes. Bring a tennis racket, tennis balls and water.

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

CRN#	Day/Ses.	Dates	Time	Location
78796	S(10)	6/14-8/23	8:30-9:30am	CC

FIT 752

Tennis Ladder Intermediate

Continue the tennis ladder experience as you face new challenges to enhance your skills with players of different levels/experiences. Matches are played in a best two out of three sets format. Wear comfortable clothing and tennis shoes. Bring a tennis racket, tennis balls and water.

Total Cost: \$84 (Tuition: \$0 Fees: \$84)

CRN#	Day/Ses.	Dates	Time	Location
78797	S(10)	6/14-8/23	9:45-11:30am	CC

Crafts, Cooking, Hobbies & Home Improvement



- › Basket Weaving
- › Cooking
- › Floral Design/Gardening
- › Green Living
- › Home Improvement and Woodworking
- › Paranormal Phenomena
- › Sewing

BASKET WEAVING

ART 645

Intergenerational Basket Weaving: Bandana Basket

Work with your child (8 years and older) to produce a traditional bandana basket through a hands on learning experience. You will be introduced to basic weaving techniques using hand molding and no nails, glue or staples. A materials fee of \$20 due the first class. Additional supplies will be available for purchase.

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

CRN#	Day/Ses.	Dates	Time	Location
31009	R(4)	7/10-31	6:30-8:30pm	EC

ART 653

Traditional Basket Weaving: Victorian Porch Basket

Take your basket weaving techniques to the next level. Produce a victorian porch basket with decorative touches. A materials fee of \$45 due the first class. Additional supplies will be available for purchase.

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

CRN#	Day/Ses.	Dates	Time	Location
30872	W(4)	7/9-30	6:30-8:30pm	EC

COOKING

CKG 152

Culinary Travel Series: From the Tropics, Raging Cajun and Summer Time Tapas

Experience culinary treasures as you travel the globe with Executive Chef Bryan Sullivan. Live demonstrations will tempt your taste buds as you learn to make dishes from the tropics to Maryland's local shores. Each session will include new approaches to using local, seasonal ingredients, the latest culinary trends and tips for your own kitchen. Materials fee of \$36 due at first session for food cost.

Total Cost: \$98 (Tuition: \$0 Fees: \$98)

CRN#	Day/Ses.	Dates	Time	Location
79259	M(3)	6/2, 7/7, 8/4	7-9pm	OM

CKG 149

Culinary Travel Series 1: From the Tropics

Experience a night of culinary treasures with Executive Chef Bryan Sullivan. Live demonstrations will tempt your taste buds as you learn to make dishes from the tropics! This session will include the latest culinary trends and tips for your kitchen. Materials fee of \$12 due at first session for food cost.

Total Cost: \$36 (Tuition: \$0 Fees:\$36)

CRN#	Day/Ses.	Dates	Time	Location
79256	M(1)	6/2	7-9pm	OM

LEARN HOW TO DO MINOR REPAIRS AROUND THE HOUSE

CKG 150

Culinary Travel Series 2: Raging Cajun

Experience a night of culinary treasures with Executive Chef Bryan Sullivan. Live demonstrations will tempt your taste buds as you learn to make Cajun dishes! This session will include the latest culinary trends and tips for your kitchen. Materials fee of \$12 due at first session for food cost.

Total Cost: \$36 (Tuition: \$0 Fees: \$36)

CRN#	Day/Ses.	Dates	Time	Location
79257	M(1)	7/7	7-9pm	OM

CKG 151

Culinary Travel Series 3: Summer Time Tapas

Experience a night of culinary treasures with Executive Chef Bryan Sullivan. Live demonstrations will tempt your taste buds as you learn to make summer time tapas! This session will include the latest culinary trends and tips for your kitchen. Materials fee of \$12 due at first session for food cost.

Total Cost: \$36 (Tuition: \$0 Fees: \$36)

CRN#	Day/Ses.	Dates	Time	Location
79258	M(1)	8/4	7-9pm	OM

**FLORAL DESIGN/
GARDENING**

FLR 021

Floral Design: Weddings Start to Finish

Learn from a professional designer how to plan the floral displays and to select flowers for a wedding. Develop the skills to create lovely bouquets, boutonnieres, corsages and arrangements for the ceremony and the reception. Materials cost up to \$60 payable at first class.

Total Cost: \$82 (Tuition: \$0 Fees: \$82)

CRN#	Day/Ses.	Dates	Time	Location
79161	W(4)	6/4-25	7-9:45pm	CC

ENV 146

Getting the Most from Your Vegetable Garden

Learn how to get the most from your vegetable garden throughout the growing season with advanced techniques.

Total Cost: \$30 (Tuition: \$0 Fees: \$30)

CRN#	Day/Ses.	Dates	Time	Location
79165	S(1)	6/21	10am-1pm	RAC

ENV 147

Help! Something's Eating My Garden

Learn how to recognize, manage, and prevent common pests and diseases of vegetable gardens using environmentally sensitive practices.

Total Cost: \$30 (Tuition: \$0 Fees: \$30)

CRN#	Day/Ses.	Dates	Time	Location
79174	S(1)	6/7	10am-1pm	EC

GREEN LIVING

PDV 409

Backyard Beekeeping

Learn about the benefits of backyard beekeeping and how not to get stung. Honeybees pollinate the flowers and plants for miles around the hive and will provide you with plenty of honey. Best of all, your beehive will positively impact the environment. Other topics to be covered include buying/building beekeeping equipment, identifying nectar sources, understanding honeybee biology, their life cycle and how to start your own beehive.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
78858	S(6)	6/14-7/26	10am-12pm	EC
30758	S(6)	8/9-9/20	10am-12pm	CC

ENV 376

Intro to Maryland's Wild Birds

For newcomers to the world of wild birds living in or visiting Maryland, this course will study the unique anatomy of birds, discuss how to identify birds, examine eating & nesting habits, explore conservation issues, and instruct on how to attract birds to feeder stations. By the end of the class, you will be ready to set up a safe backyard feeder station! Class may be held outdoors.

Total Cost: \$98 (Tuition: \$0 Fees: \$98)

CRN#	Day/Ses.	Dates	Time	Location
79149	S(8)	5/31-7/26	8:30-10:30am	EC

Supply List*

Classes that require supplies are noted with an (*). Lists are available at www.ccbcmd.edu/communityart.

**HOME IMPROVEMENT
AND WOODWORKING**

CON 293

Electricity for the Novice

Learn to safely solve and repair electrical problems around the house. Through lecture, demonstration and hands-on sessions learn to install new outlets, switches and more. Materials fee \$15 due at first class.

Total Cost: \$82 (Tuition: \$20 Fees: \$62)

CRN#	Day/Ses.	Dates	Time	Location
79159	S(6)	6/14-7/26	10am-12pm	RAC

CON 309

Home Maintenance and Repair

Get the guidance on to how to identify those projects that are a priority, along with instructions on the most effective way to implement them. Eliminate being overwhelmed by the range of projects and learn how to get them done successfully. Materials fee up to \$40 due at first class. - No Class 7/5

Total Cost: \$95 (Tuition: \$20 Fees: \$75)

CRN#	Day/Ses.	Dates	Time	Location
79176	S(6)	6/7-7/26	10am-12pm	RAC

**PARANORMAL
PHENOMENA**

FIT 688

Ghost Studies

Identify the different types of ghosts, spirits, and entities among us. If you've ever felt that you're "not alone," learn how to find and investigate suspected haunted areas and the different tools used to investigate these sightings. You will apply what you learn and undertake a special investigation.

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

CRN#	Day/Ses.	Dates	Time	Location
78809	S(2)	6/14-21	6:30-9:30pm	EC
	S(1)	6/28	6:30-9:30pm	EC

FIT 746

Ghost Studies II: EVP (Electronic Voice Phenomena)

Learn more about ghost studies through the science of Electronic Voice Phenomena (EVP). EVP records disembodied voices and paranormal sounds (white noise) on tape and other devices, for which there is no natural explanation. Gain hands-on experience through the use of filtering software and hardware to enhance EVP investigations.

Total Cost: \$54 (Tuition: \$0 Fees: \$54)

CRN#	Day/Ses.	Dates	Time	Location
30683	S(2)	7/12-7/19	6:30-8pm	EC
	S(1)	7/26	6:30-9:30pm	EC

FIT 747

Ghost Studies III: Video Illusion in Paranormal Studies

Learn how to identify the different types of ghost, spirits, and entities through video recordings; document and collect evidence using video recording, layouts, and software and hardware used for filming. Hands-on experience uses tools of the trade not limited to electromagnetic detectors to investigate suspected haunted areas.

Total Cost: \$54 (Tuition: \$0 Fees: \$54)

CRN#	Day/Ses.	Dates	Time	Location
30684	S(4)	8/2-8/23	6:30-8pm	EC

ONLINE COURSES AVAILABLE FOR HOBBIES, COOKING, AND HOME IMPROVEMENT

CCBC offers a wide range of affordable, convenient and highly interactive courses that students can take entirely over the Internet.

Our online courses are led by expert instructors and developed with our students' interests in mind

- Drawing for the Beginner
- Genealogy Basics
- Introduction to Digital Scrapbooking
- Introduction to Interior Design
- Luscious, Low-Fat, Lightning-Quick Meals
- Merrill Ream Speed Reading
- Music Made Easy

Cost of class: \$109 (\$89 seniors)

Course Dates:

May 21
June 18
July 16
August 20

For more information or to register: visit the website www.ed2go.com/ccbconline/ or call us at 443-840-4700.

SEWING

PDE 866

Sewing Continuing

Build upon knowledge acquired in Beginning Sewing to improve sewing skills. Work on a new project each session. Learn to insert a zipper, apply interfacing and elastic, applique and put in buttonholes. Bring a sewing machine in good working order. Supply list*.

Total Cost: \$79 (Tuition: \$0 Fees: \$79)

CRN#	Day/Ses.	Dates	Time	Location
79169	T(4)	6/3-24	6:30-9:30pm	RAC

Health, Fitness & Wellness



- › Cardio & Aerobics
- › Circuit & Weight Training
- › Lifetime Fitness & Wellness
- › Pilates
- › Red Cross/CPR
- › Reiki/Reflexology
- › Self Defense
- › Swimming & Aqua Fitness
- › Tai Chi & Yoga
- › Wellness & Alternative Health
- › Zumba

CHECK OUT

- Aqua Fitness
- Cardio Dance Fitness
- Understanding Traditional Chinese Medicine

CARDIO & AEROBICS

FIT 807

Cardio Dance Fitness

Get fit and have fun-burning calories in this easy to follow cardio aerobic dance class. This energizing low to high intensity cardio aerobic workout will tone and sculpt you as you dancercise. Start with a warm-up and end with a cool-down, which includes low impact stretching/toning. Open to students of all abilities. Wear comfortable clothing.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
78848	T(10)	6/3-8/5	6-7:30pm	OM
78844	M(10)	6/23-8/25	11:45am-12:45pm	OM

FIT 479

Cardio Fitness

Improve optimal health with cardiovascular fitness. Participate in this intensive aerobic workout through the use of traditional methods and high-tech equipment. Progress will be monitored and assessed to evaluate cardiovascular fitness levels. This class is also offered for credit as PELF124.

Total Cost: \$268 (Tuition: \$0 Fees: \$268)

CRN#	Day/Ses.	Dates	Time	Location
79271	T/W/R(18)	6/3-7/10	10-11:50am	EC

FIT 627

Personal Fitness Trainer Certification

Prepare to become a Certified Personal Fitness Trainer in this one day course leading to AAAI/ISMA Personal Fitness Trainer Certification exam. Topics include fitness testing, injury prevention and designing personalized fitness programs. CEUs awarded. Note: American Aerobic Association International/International Sports Medicine Association (AAAI/ISMA) certification course. Study guide recommended. Read before class. Call 609-397-2139 to order textbook.

Total Cost: \$134 (Tuition: \$0 Fees: \$134)

CRN#	Day/Ses.	Dates	Time	Location
30672	S(1)	7/19	9am-5pm	CC

FIT 745

Personal Fitness Trainer: Phase II (Master Personal Trainer)

Expand your personal training business by upgrading your training technique to include the principles and skills that will allow you to work safely and effectively with individuals with special needs or medical conditions, including the elderly. Learn how to design advanced fitness routines and nutritional programs and how medical conditions from high blood pressure, diabetes, arthritis, fibromyalgia and more are impacted by exercise. Includes certification exam, which has a written and a practical component where you demonstrate safety techniques. CEUs awarded. Note: American Aerobic Association International/International Sports Medicine Association (AAAI/ISMA) certification course. Study guide recommended. Read before class. Call 609-397-2139 to order textbook.

Total Cost: \$134 (Tuition: \$0 Fees: \$134)

CRN#	Day/Ses.	Dates	Time	Location
30673	S(1)	8/9	9am-5pm	EC

CIRCUIT & WEIGHT TRAINING

FIT 219

Body Sculpting

Increase flexibility, endurance, cardiovascular strength, and make positive body changes through stretching and toning exercises to music. You can firm up, feel great, and get in shape! Bring a water bottle and mat; hand weights optional.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
78843	M(10)	6/23-8/25	10-11:35am	OM

FIT 500

Total Body Fitness and Design-Beginners

Work with a fitness trainer to design and demonstrate an exercise program with realistic goals to improve flexibility, muscle strength and endurance. Learn to experience health and well-being through nutrition and a series of comprehensive exercises for various parts of the body.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
78845	S(10)	6/14-8/23	10:15-11:30am	OM

FIT 641

Weight Training and Conditioning I

Learn to use fitness machines, free weights, prescribed exercises and general fitness activities to improve muscular strength, cardiovascular conditioning and endurance. Great for men and women of all ages and fitness levels. This class is also offered for credit as PELF116.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
79270	T/R(11)	6/3-7/10	6:30-7:55pm	EC

LIFETIME FITNESS & WELLNESS

FIT 921

Cardio Pump

Explore the principles, concepts, and fundamental relationships that define the dimensions of wellness among groups and individuals. Students are introduced to current emerging issues in wellness and discuss how these issues manifest themselves in our diverse culture. Students will be directed toward Cardio Pump to study weight training exercises choreographed to music and intertwined with challenging cardiovascular activities for a total body workout and to develop techniques which enhance strength, flexibility and body/mind awareness. Lecture and application are utilized to encourage students to define their place on a wellness continuum and to prepare for lifelong wellness. This course is also offered for credit as PELF101

Total Cost: \$384 (Tuition: \$0 Fees: \$384)

CRN#	Day/#	DATES	TIME	LOCATION
79569	M-R(26)	6/16-7/31	6-7:25am	EC

FIT 922

Lifetime Fitness & Wellness – Cardio Weight Training

Lifetime Fitness and Wellness introduces the student to the multi-dimensional theories of wellness to enable the student to make informal, proactive lifestyle choices. Topics to be covered include components of fitness, nutrition, weight control, stress management, cardiovascular disease, and wellness across the lifespan. Cardio Weight Training is an exciting as well as challenging program choreographed to music that uses barbells to strengthen the entire body by alternating the weight selections to regulate intensity. In addition, other various resistant training and cardiovascular activities are incorporated into the class to improve fitness levels. Lab fee: \$25.00. This course is also offered for credit as PELF101.

Total Cost: \$384 (Tuition: \$0 Fees: \$384)

CRN#	Day/Ses.	Dates	Time	Location
79571	M-R(19)	6/16-7/17	8-10am	EC
79570	M-R(25)	6/16-7/30	8-9:55am	EC
79573	M-R(26)	6/16-7/31	8-9:25am	EC

FIT 923

Lifetime Fitness and Wellness - Yoga

Students will explore the principles, concepts, and fundamental relationships that define the dimensions of wellness among groups and individuals. Students are introduced to current emerging issues in wellness and discuss how these issues manifest themselves in our diverse culture. Students will be directed toward Yoga to develop techniques which enhance strength, flexibility and body/mind awareness. Includes breathing, yoga postures, concentration and relaxation. Lecture and application are utilized to encourage students to define their place on a wellness continuum and to prepare for lifelong wellness. This course is also offered for credit as PELF101.

Total Cost: \$384 (Tuition: \$0 Fees: \$384)

CRN#	Day/#	DATES	TIME	LOCATION
79586	M-R(26)	6/16-7/31	10-11:25am	EC

PILATES

FIT 388

Mat Pilates

Improve abdominal power and appearance and strengthen the lower back with this series of controlled movements designed to center the body, lengthen muscles, coordinate breathing with movement and enhance balance, coordination and posture. With modifications, all ages and fitness levels can be accommodated. Cushioned exercise mat required.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
78846	S(10)	6/14-8/23	8:50-9:50am	OM

RED CROSS/CPR

CPR 013

CPR/First Aid Training

Learn basic cardiopulmonary resuscitation (CPR) and first aid techniques and become certified by the American Red Cross (ARC). Topics include basic life support for cardiac arrest, artificial respiration and artificial circulation, techniques for external cardiac compression, causes of shock, controlling severe bleeding, sun stroke and heat stroke and using an Automatic External Defibrillator (AED). Student receiving a passing grade will receive the American Red Cross Certification and CPR keychain and mask.

Total Cost: \$129 (Tuition: \$0 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
75586	U(1)	5/18	8am-5:30pm	EC
78804	U(1)	6/15	8am-5:30pm	CC
30680	U(1)	7/20	8am-5:30pm	EC
30681	U(1)	8/24	8am-5:30pm	EC

REIKI/REFLEXOLOGY

FIT 782

Animal Communication Level I

Learn to "talk to the animals." Everything they do makes sense to them, and understanding their perspective can resolve problems and enhance your relationship with them. In this course you will become your own Dr. Doolittle as you learn how to open your own channels for telepathic communication and practice chatting with the animals.

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

CRN#	Day/Ses.	Dates	Time	Location
30738	S(2)	7/12-19	9am-1pm	OM

FIT 805

Kundalini Reiki I

Experience the healing benefits of Kundalini Reiki. This healing energy can change your life on a mental, physical, and spiritual level. Learn the history of Kundalini Reiki and how to give a healing treatment on yourself and others. Upon completion of the course students will receive a First Degree Kundalini Reiki I Certificate. Wear comfortable clothing.

Total Cost: \$54 (Tuition: \$0 Fees: \$54)

CRN#	Day/Ses.	Dates	Time	Location
78836	S(2)	6/14-21	9am-1:15pm	DC
78837	S(2)	6/28-7/12	9am-1:15pm	EC
30716	S(2)	8/2-9	9am-1:15pm	HV
30717	S(2)	8/16-23	9am-1:15pm	OM

FIT 706

Usui Reiki I

Enhance your life through healing energy on mental, physical, and spiritual levels. Receive a Usui Reiki I attunement and learn how to give a healing treatment on yourself and others. Upon successful completion of the course, receive a First Degree Usui Reiki Certificate. Wear comfortable clothing.

Total Cost: \$59 (Tuition: \$0 Fees: \$59)

CRN#	Day/Ses.	Dates	Time	Location
30712	S(2)	7/12-19	9am-1pm	EC

FIT 707

Usui Reiki II

Continue the Reiki experience. Receive a Usui Reiki II attunement and prepare for the Master or Master/Teacher certification. Upon successful completion of this course, you'll receive a Second Degree Usui Reiki Certificate. Includes valuable information on how to set up a Usui Reiki healing practice. Wear comfortable clothing.

Total Cost: \$59 (Tuition: \$0 Fees: \$59)

CRN#	Day/Ses.	Dates	Time	Location
30714	S(2)	8/9-16	9am-1pm	EC
30743	S(2)	8/9-16	10am-2pm	CC

SELF DEFENSE

FIT 703

Kung Fu for Teens and Adults (Beginners)

Get fit mentally and physically by learning the principles of ancient Chinese Kung Fu Martial Arts. Practice martial arts in a multi-skilled level environment and gain valuable life lessons and an understanding of the traditions of Chinese Kung Fu. Wear comfortable clothing.

Total Cost: \$109 (Tuition: \$0 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
30670	R(10)	6/26-9/4	7-9pm	OM

FIT 925

Self Defense for Protection

Cell phone theft and other violence is happening to a growing number of individuals every day. Focuses on basic physical self-defense techniques including blocks, strikes, kicks, as well as common sense safety precautions. Develop the awareness and self-confidence to diffuse potentially violent situations; however, should physical self-defense be required. Objects like a cellphone or keys can be used as natural weapons to deliver power to protect you. Open to students of all abilities. Wear comfortable clothing.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/#	DATES	TIME	LOCATION
79620	M(10)	6/2-8/4	1-2:30pm	OM
79619	F(10)	6/6-8/15	10-11:30am	OM

FIT 459

Tae Kwon Do

Learn the principles of this Korean Martial Art form. Grow physically, mentally and philosophically throughout this training. Obtain self-confidence, patience, physical fitness and respect. This is a mixed skill level class for participants ages 16 to 80.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
79618	W(10)	6/4-8/6	3:30-5pm	OM

SWIMMING & AQUA FITNESS

FIT 529/530

Aqua Fitness

Develop your physical fitness level using the water as a resistance factor to perform low impact activities. You'll improve the cardio-respiratory, muscular strength, muscular endurance, and flexibility. Perfect for those needing physical activity without overly stressing body joints. This class is also offered for credit as PEAQ 106.

Total Cost: \$152 (Tuition: \$0 Fees: \$152)

CRN#	Day/Ses.	Dates	Time	Location
79253	T/R(18)	6/3-8/5	5-6:25pm	EC
78984	T/R(18)	6/3-8/5	8-9:25am	EC

FIT 508

Swimming Level I

Learn elementary swimming skills, water safety and survival swimming. Intended for non-swimmers or those who cannot swim 25 yards; emphasizes stroke techniques. This class is also offered for credit as PEAQ 100.

Total Cost: \$152 (Tuition: \$0 Fees: \$152)

CRN#	Day/Ses.	Dates	Time	Location
78985	T/W/R(15)	6/3-7/8	10-11:50am	EC

FIT 504

Swimming Level II

Offers further practice for those who have completed Swimming Level I or who can swim a distance of 50 yards. Covers intermediate aquatics skills, competitive swim strokes, water safety and fitness concepts. This class is also offered for credit as PEAQ 101.

Total Cost: \$152 (Tuition: \$0 Fees: \$152)

CRN#	Day/Ses.	Dates	Time	Location
78986	T/W/R(15)	6/3-7/8	10-11:50am	EC

FIT 920

Water Safety Instructor

Become a WSI (Water Safety Instructor) and perfect methods of teaching water safety and basic swimming strokes; teaches how to plan, conduct, and evaluate swimming and water safety courses. An advanced course for skilled swimmers. Satisfactory completion qualifies the student for Red Cross Water Safety Instructor Certification. Prerequisite: Current Red Cross Emergency Water Safety or Red Cross Lifeguard Certificate. Topics to be covered; Hydrodynamic principles, Developing block and lesson plans, motor learning theory, teaching progressions, cultural diversity, driving progressions, stroke evaluation, fitness principles, and practice teaching. This course is also offered for credit as PEAQ 113.

Total Cost: \$268 (Tuition: \$0 Fees: \$268)

CRN#	Day/Ses.	Dates	Time	Location
79568	M-F(5)	5/19-5/23	8am-5pm	EC

TAI CHI & YOGA

FIT 497

Introduction to Tai Chi/QiGong

Learn the art of managing breath to achieve and maintain good health. Basic elements of posture, breathing and balance, the principles of Tai Chi and QiGong, will carry over in to everyday life to enhance your well being. No special clothing or previous experience necessary.

Total Cost: \$79 (Tuition: \$0 Fees: \$79)

CRN#	Day/Ses.	Dates	Time	Location
30752	T(10)	7/15-9/16	2-3:30pm	BLM
30755	M(10)	7/21-9/22	6-7:30pm	BLM

FIT 583

Tai Chi Chuan I

Learn the Chinese movement forms known as Tai Chi Chuan. Emphasizes weight shifts, total body movement and coordinated breathing. Provides opportunities to increase fitness, relaxation and a heightened sense of well-being. Appropriate for all ages. This class is also offered for credit as PELF 102.

Total Cost: \$114 (Tuition: \$0 Fees: \$114)

CRN#	Day/Ses.	Dates	Time	Location
78740	M/W(10)	6/23-7/23	6-8pm	EC
30737	M/W(10)	7/28-8/27	6-8pm	EC

FIT 252

Tai Chi for Beginners

Tai Chi Chuan is a traditional Chinese martial art practiced in slow motion. It is an excellent low impact exercise that strengthens and stretches students of any age without risk of injury, improving overall health, and alleviating symptoms of stress.

Total Cost: \$79 (Tuition: \$0 Fees: \$79)

CRN#	Day/Ses.	Dates	Time	Location
31514	R(8)	7/10-8/28	2-3:30pm	BLM

FIT 496

Tai Chi II

Continue your study learn more about this ancient traditional Chinese exercise as you improve coordination flexibility and balance. It's an excellent way for all ages and fitness levels to relax and exercise. Limited to 18 students. Prerequisite: Tai Chi I.

Total Cost: \$79 (Tuition: \$0 Fees: \$79)

CRN#	Day/Ses.	Dates	Time	Location
30756	M(10)	7/21-9/22	7:30-9pm	BLM

ONLINE COURSES AVAILABLE FOR PERSONAL ENRICHMENT



CCBC offers a wide range of affordable, convenient and highly interactive courses that students can take entirely over the Internet.

Our online courses are led by expert instructors and developed with our students' interests in mind:

- Assisting Aging Parents
- Enhancing Language Development in Childhood
- Get Assertive!
- Healthy Weight Loss and Management
- Introduction to Natural Health and Healing
- Listen to Your Heart and Success Will Follow
- Managing Life as a Single Parent
- Marriage and Relationships: Keys to Success
- Navigating Divorce
- Skills for Making Great Decisions
- Start Your Own Edible Garden
- Understanding Adolescents

Cost of class: \$109 (\$89 seniors)

Course Dates:

May 21
June 18
July 16
August 20

For more information or to register: visit the website www.ed2go.com/ccbconline/ or call us at 443-840-4700.

FIT 392

Yoga

Unite mind and body to achieve balance, flexibility and strength. Learn postures, breathing, concentration and relaxation. Yoga (sticky) mat required.

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

CRN#	Day/Ses.	Dates	Time	Location
79792	M/W(10)	6/18-7/21	5:30-6:45pm	OM
31089	M/W(10)	7/23-8/25	5:30-6:45pm	OM

FIT 586

Yoga I

Develop techniques which enhance strength, flexibility and body/mind awareness. Includes breathing, yoga postures, concentration and relaxation. This class is also offered for credit as PELF 100.

Total Cost: \$152 (Tuition: \$0 Fees: \$152)

CRN#	Day/Ses.	Dates	Time	Location
79252	T/W/R(14)	6/17-7/17	5:30-7pm	EC

FIT 434

Yolates

Strengthen and tone muscles, improve posture and obtain flexibility and balance through this blend of the best of Yoga and Pilates. Embrace the power of mind and achieve well-being with the hottest new fitness program going. Yoga (sticky) mat required.

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

CRN#	Day/Ses.	Dates	Time	Location
78849	T(10)	6/3-8/5	7:45-8:45pm	OM

WELLNESS & ALTERNATIVE HEALTH

FIT 758

Advanced Crystals: Healing with Crystals and Gemstones

Explore healing properties of crystals and gemstones and specific healing techniques including birth month stones, chakra stones, feng shui and crystals, crystal grids as well as first aid stones and gems for various situations. Recommended Prerequisite: Introduction to Crystals or Healing with Gemstones & Crystal.

Total Cost: \$49 (Tuition: \$0 Fees: \$49)

CRN#	Day/Ses.	Dates	Time	Location
30713	S(1)	7/26	9am-12:30pm	EC

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. Topics include a hands-on introduction to over 20 different gemstones and crystals and their functions based on mineral composition and structure.

Total Cost: \$49 (Tuition: \$0 Fees: \$49)

CRN#	Day/Ses.	Dates	Time	Location
30715	S(1)	8/23	9am-12:30pm	EC

FIT 824

Chair Shiatsu

Chair Shiatsu is practical and easy to learn. This age old nurturing and healing technique had been [practiced by Japanese for generations especially by "O Ba Chan" or grandmothers. Learn to use your finger, hands, and elbows to help family and friends relieve stress and minor aches and pains of the day while they sit in a chair. Chair Shiatsu will restore the flow of energy throughout the body enhancing health, wholeness and encourage the process of restoration to your body and mind. Joining with a partner is recommended. Students report improved sleep after each class. No previous training is required.

Total Cost: \$59 (Tuition: \$0 Fees: \$59)

CRN#	Day/Ses.	Dates	Time	Location
79191	W(2)	6/18-25	6-8:30pm	RAC
31013	W(2)	8/20-27	6-8:30pm	OM

FIT 817

Chakra Tune-Up: Using the Healing Power of Sound

Embark upon a playful, yet profound, spiritual adventure to discover how the healing power of sound (chanting and toning) can be used to awaken your body's energy centers, bringing forth deep healing and transformation. The healing powers of the voice will be used as a conduit to purify, retune and balance your chakras, along with music, meditation and movement. Correcting mis-tunings by eliminating emotional blockages that can cause abnormalities will restore the flow of energy through the chakras enhancing health, wholeness and spiritual development. Musical or voice training is not required.

Total Cost: \$74 (Tuition: \$0 Fees: \$74)

CRN#	Day/Ses.	Dates	Time	Location
78820	M/W(6)	6/9-25	6-8pm	OM

FIT 918

Face and Body Readings: Window to Your Health

Understand what your body is telling you by observing shapes, markings and features of the face and body. You will discover how to improve your health and well-being using the principles of traditional Chinese medicine. By reading the body, you can take care of small problems before they become big health issues. It reminds you to see the doctor sooner than later.

Total Cost: \$59 (Tuition: \$0 Fees: \$59)

CRN#	Day/Ses.	Dates	Time	Location
79428	S(2)	6/21-6/28	9am-12pm	EC

FIT 911

Healing Power of Painting

Discover the "Healing Power of Painting" as a means to enhance positive energy and self-discovery. Students will experience joy and peace through colors and images in their artwork. This class will help to reduce stress and improve good energy coming from within. Topics include color wheel, color mixing, shadowing, gray scale, principles and source of positive energy, and self-discovery.

Total Cost: \$124 (Tuition: \$0 Fees: \$124)

CRN#	Day/Ses.	Dates	Time	Location
78829	R(8)	6/12-8/7	1-3pm	HV

FIT 823

Introduction to Ayurveda

Ayurveda is a holistic alternative medicine and the sister science to yoga. The individual constitution and the environment contribute to wellness. An understanding of constitutional imbalances and how to address them through yogic asana and pranayama practice, relaxation, meditation, diet, cleansing, and lifestyle adjustments all contribute to wellness. Lectures and activities will address Ayurvedic principles for optimal health.

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

CRN#	Day/Ses.	Dates	Time	Location
78818	T(6)	6/3-7/8	6-8pm	EC

FIT 743

Introduction to Holistic Healing

Explore how to experience wellness and to return to health after disease or illness by learning to properly balance mind, body, and spirit. Scientific evidence suggests that it is also important for a person to be proactively involved in one's own health promotion and disease prevention. Learn to safely and personally use selected holistic healing techniques such as affirmations, aromatherapy, visualization, acupuncture, and toning.

Total Cost: \$44 (Tuition: \$0 Fees: \$44)

CRN#	Day/Ses.	Dates	Time	Location
30750	S(1)	8/9	9am-1pm	CC

FIT 656

Learn Techniques of Swedish Massage

Gain a hands-on learning of the five basic techniques of Swedish massage to help relax and loosen tight and sore muscles. Practice these techniques with your partner under the supervision of a licensed massage therapist. Learn how to give a foot rub or shoulder rub and improve your staying power so you're not tired. Partners are encouraged to enroll together.

Total Cost: \$59 (Tuition: \$0 Fees: \$59)

CRN#	Day/Ses.	Dates	Time	Location
30719	S(1)	8/23	9am-4:30pm	EC

FIT 912

Living Your Vision

Learn how to apply and integrate spiritual tools to create a personal vision plan for your life's purpose. Feel empowered to take responsibility for your life and create a vision plan for any area of your life where you desire forward transformation. Learn to live a more purposeful life.

Total Cost: \$54 (Tuition: \$0 Fees: \$54)

CRN#	Day/Ses.	Dates	Time	Location
78842	S(2)	6/21-28	9am-12pm	RAC
30721	S(2)	7/19-26	9am-12pm	EC

FIT 404

Meditation Practice

Find inner peace and calm through meditation. Experience the benefits of reduce stress, spiritual awakening, vitality, clarity, and improve health, posture and breathing. Meditation produces profound results on all levels of your being—physical, mental, emotional, and spiritual.

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

CRN#	Day/Ses.	Dates	Time	Location
31080	F(6)	7/11-8/15	12-1pm	OM

PDV 232

Psychics and Medium Within

Discover your affinities to certain (psychic or medium) abilities and use tools such as crystals and energy for personal development and to identify resources for further growth. Tap into your abilities using meditation, chakras, and remote viewing, spirituality and divination techniques. Bring two composition books to use as a dream journal and meditation journal, unlined index cards, pens, color markers, and notepad.

Total Cost: \$79 (Tuition: \$0 Fees: \$79)

CRN#	Day/Ses.	Dates	Time	Location
78857	S(4)	6/7-28	9-11am	EC

FIT 827

Tapping into Your Body's Inner Wisdom

Tapping into Your Body's Wisdom Applied Kinesiology is also known as the O-Ring or muscle test in medical settings. Topics to be covered: the history of AK, Shiatsu or Japanese Acupressure, pressure points of the upper body, energetic flow of Chi and Ki on the body, and therapeutic touch. Students will experience personal insights into their own unique preferences by-passing their mental discernments and judgments. Each student will be asked to practice with a partner only using their hands. This course is an introduction to AK and no prior experience is necessary. Be prepared to be amazed!

Total Cost: \$49 (Tuition: \$0 Fees: \$49)

CRN#	Day/Ses.	Dates	Time	Location
31012	W(2)	7/9-16	6-8pm	OM

PDV 422

Your Face: Blemishes and Camouflage Makeup

Learn the secrets of the trade and the techniques to address different skin challenges. There are different products to hide and camouflage scars, tattoos, blemishes, and skin challenges. No matter what your age, get the look you want for different occasions. This hands-on class will cover basic skin care and the different professional and retail products available to look your best. \$12 make-up brush/supply fee due at first class.

Total Cost: \$59 (Tuition: \$0 Fees: \$59)

CRN#	Day/Ses.	Dates	Time	Location
31068	M(3)	7/14-7/28	6-8pm	EC
31069	S(2)	8/2-8/9	10am-1pm	CC

PDV 420

Your Face: Eyes, Brows and Lashes

Eyes are the window of your soul! Learn how to enhance your eyes and make them stand out. Get the look you want for different occasions through simple eye makeup application techniques. This hands-on class will cover basic skin care and the difference about professional and retail products. \$12 make-up brush/supply fee due at first class.

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

CRN#	Day/Ses.	Dates	Time	Location
31067	S(3)	7/14-7/28	10am-12:30pm	DC
31070	MW(3)	8/18-8/25	6-8:30pm	RAC

FIT 719

Think Yourself Healthy

Discover the way thoughts and feelings can affect your body's health and wellness. See how the effects of visual and mental imaging, breathing exercises, affirmations, psychokinetics, and other mind-body techniques can be used to improve your mental and physical well-being and overall quality of life.

Total Cost: \$44 (Tuition: \$0 Fees: \$44)

CRN#	Day/Ses.	Dates	Time	Location
30678	R(2)	7/17-24	6:30-8:25pm	CC
30679	S(1)	8/2	9am-1pm	OM

FIT 634

Understanding Traditional Chinese Medicine

Gain a better understanding of how traditional Chinese medicine can be beneficial to overall health. Develop an understanding of acupuncture and identify the location of Chinese acupuncture points. Learn about the principles of Qi, Yin-Yang, Five Elements and more and how they relate to body and mind.

Total Cost: \$97 (Tuition: \$0 Fees: \$97)

CRN#	Day/Ses.	Dates	Time	Location
78855	W(6)	6/4-7/9	6-8pm	RAC
30745	S(3)	7/19-8/2	9am-1:15pm	EC

PDV 153

Simple Aromatherapy

Gain an introduction to essential oils and learn how to incorporate them into your life. Discover the art and science of aromatherapy. Examine 12 popular essential oils and learn recipes for making simple aromatherapy products like air freshener, bath salts, body wash, lotions, massage oils, aftershave, perfume and more. Materials cost \$3 due at first class.

Total Cost: \$49 (Tuition: \$0 Fees: \$49)

CRN#	Day/Ses.	Dates	Time	Location
78830	S(1)	6/7	9am-1pm	EC

FIT 917

Tongue Diagnosis in Chinese Medicine

Tongue diagnosis is one of the four major diagnoses in Chinese medicine that is used to identify imbalances, and proper functioning of related organs like the stomach and other body functions. Students will learn how tongue diagnosis uses the shape, color, spirit, moisture, and tongue coating to reveal the state of the organs, qi and blood. Having a basic understanding of the tongue can help you stay healthy.

Total Cost: \$59 (Tuition: \$0 Fees: \$59)

CRN#	Day/Ses.	Dates	Time	Location
79428	S(2)	6/7-6/14	9am-12pm	CC
31044	S(2)	8/9-8/16	9am-12pm	EC

ZUMBA

FIT 787

Low Impact Zumba

Learn all the basic core steps to do low impact simple Zumba routines yet still experience a high-energy cardio workout. Burn calories and tone your body as you Zumba-cise and dance to Latin and International music. An ideal option for those looking for a healthy workout with less intensity.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
78823	T(10)	6/3-8/5	10:30-11:30am	OM

FIT 675

Zumba

Dance all the way to fitness. Burn fat and tone the body through this fusion of Latin and International music and dance themes that create a high-energy workout.

Total Cost: \$89 (Tuition: \$0 Fees: \$89)

CRN#	Day/Ses.	Dates	Time	Location
78847	W(10)	6/4-8/6	7-8pm	OM
78856	S(10)	6/14-8/23	10-11am	CC

Personal Development



- ▶ Personal Finance
- ▶ Public Speaking

PERSONAL FINANCE

FIN 491

IRA 401K Distribution Options

Learn how to maximize your retirement benefits when you retire. Discuss tax reduction strategies to plan for a retirement income that will last a lifetime; how to maximize your income during retirement; to recognize the importance of beneficiary designations; to address healthcare concerns and asset protection strategies; how to convert IRA's into Roth IRA's; how to keep money in your IRA's using the stretch IRA concept.

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

CRN#	Day/Ses.	Dates	Time	Location
30590	W(2)	7/23-30	7-9:30pm	OM

FIN 497

Wills, Estates, and Trusts

Planning now may save your family a lot later! Learn the basics of what should be included in your will, and what other legal documents are necessary, and how trusts can play an important role in your estate plan. Concepts to be covered include probate, federal estate tax, and asset protection strategies.

Total Cost: \$89 (Tuition: \$30 Fees: \$59)

CRN#	Day/Ses.	Dates	Time	Location
30581	T(2)	7/8-15	6:30-9pm	CC

FIN 494

Women and Money: Taking Charge of Your Financial Future

Discover how more women than ever are responsible for their financial well-being, and the financial well-being of their families. It's critical that women know how to save, invest, and plan for their future. Learn the six steps that will help you have a more secure financial future.

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

CRN#	Day/Ses.	Dates	Time	Location
78764	T(2)	6/17-24	7-9:30pm	RAC
30431	R(2)	8/7-14	7-9:30pm	HV

FIN 495

Basics of Savings and Investment

Learn the basics for saving and investing. Learn about several different types of investments available, and examine financial decision making at different stages of life. Topics include setting financial goals, IRAs, 401Ks, CDs, mutual funds, stocks, bonds, managed funds, variable annuities, real estate, tax-free investments, and investing for college and retirement.

Total Cost: \$85 (Tuition: \$19 Fees: \$66)

CRN#	Day/Ses.	Dates	Time	Location
30584	R(4)	7/10-31	6:30-9:30pm	OM
30430	T(4)	8/5-26	6:30-9:30pm	EC

FIN 496

Fundamentals of Personal Finance

Our financial world has changed dramatically over the past few generations, and first time learners as well as seasoned citizens will benefit from a review of "the basics": budgeting, savings and investment options, taxes, buying or refinancing a house, insurance, and opportunities for reducing cost.

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

CRN#	Day/Ses.	Dates	Time	Location
30429	W(1)	8/6-13	6:30-9pm	CC

INTERESTED IN A DEGREE?

CCBC offers credit courses and degree programs. For a complete list please visit www.ccbcmd.edu/schedule.

PUBLIC SPEAKING

PDE 655

Speaking in Public

Develop communication skills useful in interpersonal, work-related, volunteer and community leadership roles. Learn to make powerful presentations with confidence, poise and enthusiasm.

Total Cost: \$89 (Tuition: \$20 Fees: \$69)

CRN#	Day/Ses.	Dates	Time	Location
78488	R(4)	6/5-26	7-9pm	HV
30595	W(4)	8/6-27	7-9pm	OM

ONLINE COURSES AVAILABLE IN PERSONAL FINANCE



CCBC offers a wide range of affordable, convenient and highly interactive courses that students can take entirely over the Internet.

Our online courses are led by expert instructors and developed with our students' interests in mind.

- Introduction to Stock Options
- Keys to Successful Money Management
- Personal Finance
- Real Estate Investing
- Stocks, Bonds, and Investing: Oh, My!
- The Analysis and Valuation of Stocks
- Where Does All My Money Go?


Cost of class: \$109 (\$89 seniors)

Course Dates:

May 21
June 18
July 16
August 20

For more information or to register:
visit the website www.ed2go.com/ccbconline/
or call us at 443-840-4700.

ONLINE COURSES AVAILABLE IN WRITING



CCBC offers a wide range of affordable, convenient and highly interactive courses that students can take entirely over the Internet.

Our online courses are led by expert instructors and developed with our students' interests in mind.

- Advanced Creativity Training for Writers
- Advanced Fiction Writing
- Beginner's Guide to Getting Published
- Beginning Writer
- Creativity Training for Writers
- Grammar Refresher
- Introduction to Journaling
- Introduction to Screenwriting
- Mystery Writing
- Pleasures of Poetry
- Research Methods for Writers
- The Craft of Magazine Writing
- The Keys to Effective Editing
- Travel Writing
- Write and Publish Your Nonfiction Book
- Write Like a Pro
- Write Your Life Story
- Writing Essentials
- Writing for Children
- Writing Young Adult Fiction

Cost of class: \$109 (\$89 seniors)

Course Dates:

May 21
June 18
July 16
August 20

For more information or to register:
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Seniors



- ▶ Arts
- ▶ Computers
- ▶ History, Politics & Events
- ▶ Humanities & Culture
- ▶ Lunch and Learn
- ▶ Photography
- ▶ Wellness & Fitness

ARTS

ART 636

Acrylic Painting for the Beginner

Focus on learning the fundamentals of color theory, color mixing, brush techniques, and paint application. Designed as a structured class for the beginning acrylic painter.

Materials required. Instructor: Elise Burns

Total Cost: \$90 (Tuition: \$35 Fees: \$55)

CRN#	Day/Ses.	Dates	Time	Location
31023	W(10)	7/9-9/10	1-3pm	HV

ARB 181

Drawing and Painting for the Senior Adult

Learn the basic techniques of various two dimensional media. Discuss the use of media and the techniques used to achieve desired effects, as well as the equipment necessary to complete a two dimensional project.

Instructor: Elise Burns

Total Cost: \$90 (Tuition: \$35 Fees: \$55)

CRN#	Day/Ses.	Dates	Time	Location
30446	T(10)	7/8-9/9	1:30-3:30pm	HV

PDE 927

Knitting I

Learn basic knitting and purling stitches and how to select yarn and read and understand patterns while creating a small project. Bring a pair of size 8 knitting needles to the first class. Materials cost up to \$30 due first class.

Instructor: Thelma Smith

Total Cost: \$72 (Tuition: \$0 Fees: \$72)

CRN#	Day/Ses.	Dates	Time	Location
30501	S(5)	8/23-9/20	10am-12pm	CC

Students age 60 or older who register for a Continuing Education course are only required to pay the fees.

ART 151

Knitting Continuing

Continue projects and skills from Knitting I and learn advanced techniques. Great for anyone who has basic knitting skills or who just needs a refresher course. Instructor: Thelma Smith

Total Cost: \$57 (Tuition: \$0 Fees: \$57)

CRN#	Day/Ses.	Dates	Time	Location
30494	S(5)	7/12-8/9	10am-12pm	CC

COMPUTERS

PCP 470

Computers: Getting to Know Them

Learn the basic skills required to operate a computer through an overview of computers, input devices, managing and storing data and working with software applications.

Topics include: how to begin accessing files and programs; personalize your computer's desktop including backgrounds & screensavers; Internet security and backup necessities; program operation/arrangement and creating shortcuts. Instructor: Lee Klima

Total Cost: \$80 (Tuition: \$35 Fees: \$45)

CRN#	Day/Ses.	Dates	Time	Location
30795	M(5)	8/4-9/8	10am-12pm	OM

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SENIORS PROGRAM AT
CCBC ESSEX

PCP 340

Computers: Getting to Know Them - Part 2

Expand the basic skills learned in Part 1 through an overview of computers. Learn about input/output devices, managing and storing data and working with software applications. Topics include: introduction to Microsoft Word (word processor); purpose of the various "buttons" and "drop-down" lists on the toolbar; using Word for producing letters & memos; producing and merging attachments for use in email. Instructor: Lee Klima

Total Cost: \$80 (Tuition: \$35 Fees: \$45)

CRN#	Day/Ses.	Dates	Time	Location
78870	M(5)	6/23-7/21	10am-12pm	OM

PCP 473

Getting Connected: Smart Phones, Tablets, iPad, and iPods

Investigate how to operate or purchase and confidently use a smart phone, tablets such as the iPad or iPod. Learn to install and use apps, photos, video, and books, while becoming familiar with the ins and outs of smart devices. If you have a smart device, bring it to class with you. All smart devices (tablets, smart phones, iPads, and iPods) can be explored. Instructor: Dona Rucci

Total Cost: \$80 (Tuition: \$45 Fees: \$35)

CRN#	Day/Ses.	Dates	Time	Location
30487	F(5)	7/10-8/7	1:30-3:30pm	EC
30415	T(5)	7/15-8/12	12:30-2:30pm	HV
30433	T(5)	8/19-9/16	12:30-2:30pm	HV

PCA 998

Intro to Computers I – Basics

Learn basic computer concepts in a relaxed and comfortable class setting. This course covers email, safe use of internet, word processing, hardware and software and spread sheets. Instructor: Dona Rucci

Total Cost: \$160 (Tuition: \$90 Fees: \$70)

CRN#	Day/Ses.	Dates	Time	Location
30436	T(10)	7/15-9/16	10am-12pm	HV

PCA 588

iPad for Seniors

Learn how to get the most out of your iPad. Discover how to take complete advantage of this user-friendly technology. Explore how to setup your iPad and navigate the screens; connect to a Wi-Fi or mobile data network; surf the Internet and use email; use built-in applications (apps); download apps from the Apple Store; and work with photos/video/music. You'll wonder how you ever lived without an iPad. MANDATORY: You must own an Apple iPad and bring it to each class. Instructor: Dona Rucci

Total Cost: \$90 (Tuition: \$35 Fees: \$55)

CRN#	Day/Ses.	Dates	Time	Location
30448	M(7)	7/14-8/25	10am-12pm	HV
30500	F(7)	8/15-9/26	1:30-3:30pm	EC

PCA 954

Learn Adobe Photoshop Elements II

Learn more about this latest photo editing software that helps you edit pictures with powerful, easy to use options and share them via print, the web, Facebook and more. Make each photo look its best with simple editing options that offer everything from quick fixes to artistically creative possibilities. Instructor: Dona Rucci

Total Cost: \$160 (Tuition: \$90 Fees: \$70)

CRN#	Day/Ses.	Dates	Time	Location
30449	R(10)	7/17-9/18	10am-12pm	HV

PCP 334

Social Networking

Become familiar with the concept of social networking and gain an overview of the types of social media in use today. Learn how to setup social media such as: Facebook, Twitter, Flickr, DIGG, MySpace, and LinkedIn, and integrate them into everyday life. Instructor: Dona Rucci

Total Cost: \$50 (Tuition: \$20 Fees: \$30)

CRN#	Day/Ses.	Dates	Time	Location
77681	M(4)	6/2-23	1-2:30pm	HV
30900	M(4)	7/14-8/4	1-2:30pm	HV
30901	M(4)	8/11-9/8	1-2:30pm	HV

HISTORY, POLITICS & EVENTS

HIT 291

Battle of Baltimore Legacy Lecture: 200th Anniversary

Examine four crucial battles of the War of 1812 that ensured our survival as a nation. We will discuss the battles of Bladensburg, North Point and Fort McHenry, the burning of Washington DC to include historical figures and background knowledge of The War of 1812. Instructor: Patrick Heline

Total Cost: \$90 (Tuition: \$35 Fees: \$55)

CRN#	Day/Ses.	Dates	Time	Location
30882	W(10)	7/9-9/24	10:30am-12pm	HV

HIT 303

The Current Political Crisis in Washington: A Dysfunctional Government?

Examine the inter-party bickering between a Democratic controlled Senate and a Republican controlled House of Representatives and the resulting battles over the budget and health care. Explore how recent events at home and abroad have impacted the perception of Washington and the government's ability to fulfill its responsibilities. Instructor: Dr. Alfred Katz

Total Cost: \$90 (Tuition: \$35 Fees: \$55)

CRN#	Day/Ses.	Dates	Time	Location
30437	R(10)	7/24-9/25	10-11:30am	OM

HIT 299

Democracy, Citizen Rights and the Contemporary Global Economy

Explore several fundamental theories of political economy, democracy, and citizen's rights that compete for our allegiance to theory and values in a global economy. Topics include the theories of Keynesianism, Neoliberalism, and Marxism; democracy, including liberal, market, and deliberative; theories concerning citizen's rights, such as civil, political, economic, and social; the competition among paradigms in a global economy; and how to decide which system would best develop essential human capacities. Instructor: Dr. Jose Lopez-Gonzales

Total Cost: \$90 (Tuition: \$35 Fees: \$55)

CRN#	Day/Ses.	Dates	Time	Location
30411	T(10)	7/8-9/9	10:30am-12pm	OM

Students age 60 or older who register for a Continuing Education course are only required to pay the fees.

HIT 300

Historic Houses of the Hudson River Valley

Discover the historic houses of The Hudson River Valley in New York. Examine 19th century architecture and features of each estate built by these gilded age millionaires. Homes include, the Rockefellers, Goulds, Vanderbilts and Roosevelts and the builders' background and lifestyle. Instructor: Jeff Wible

Total Cost: \$90 (Tuition: \$35 Fees: \$55)

CRN#	Day/Ses.	Dates	Time	Location
30440	R(6)	7/10-8/14	1-2:30pm	HV

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, cultural issues as well as local, national and international news. Instructor: Toby Essrog

Total Cost: \$90 (Tuition: \$35 Fees: \$55)

CRN#	Day/Ses.	Dates	Time	Location
30434	T(10)	7/22-9/23	12:30-2pm	OM

GRH 007

Maryland: America in Miniature Geography

Explore the amazing and interesting geography of Maryland through a multitude of materials including unique maps, photographs and videos. This course will address questions about the different geographic regions in Maryland, what kinds of geographic features are found in each region, how the regions are different or similar to each other and how the state's geographic regions impact its economy and people. Instructor: Martin Sharrow

Total Cost: \$90 (Tuition: \$35 Fees: \$55)

CRN#	Day/Ses.	Dates	Time	Location
30447	R(10)	7/10-9/11	10:30am-12pm	HV

HUMANITIES & CULTURE

WRI 049

Advanced Writing Workshop

Learn how to write a series of creative or memoir writing projects. Topics include relating memoirs suitable for a collection, writing chapter-type fictional stories, structures for sustained projects, and strategies for planning and producing the segments.

Total Cost: \$90 (Tuition: \$35 Fees:\$55)

CRN#	Day/Ses.	Dates	Time	Location
31254	W(10)	7/9-9/10	10am-12pm	HV

WLT 252

Creative Writing

Enhance your writing skills by learning appropriate techniques for creative writing. Topics to be covered include descriptions to create a setting; writing about a person and developing characterization; writing about a place to create a setting; editing and revising; using humor and emotion and writing to develop a sense of mystery. Instructor: Corrine Hammet

Total Cost: \$90 (Tuition: \$35 Fees: \$55)

CRN#	Day/Ses.	Dates	Time	Location
30903	W(10)	7/9-9/10	1-2:30pm	HV

HIT 307

Ethical Dilemmas in the Bible

Discover whether or not the Bible can continue to motivate us to compare and contrast the moral and ethical issues in the text with our society today. Study the five books of Moses, the Kings, the Prophets, Proverbs and Psalms and bring these themes found in the Bible into our current society. Instructor: Toby Essrog

Total Cost: \$90 (Tuition: \$35 Fees: \$55)

CRN#	Day/Ses.	Dates	Time	Location
30879	W(10)	7/23-9/24	12-1:30pm	OM

MUS 242

Great Symphonic and Operatic Music by Eminent Composers

Discover or rediscover the expressive content and formal designs in music by such composers as Mozart, Haydn, Beethoven, Schubert, Tchaikovsky, Schumann, Dvorak, Verdi, Wagner, Puccini, and many others. Learn what constitutes an important work of art in music. Instructor: Cliff Alper

Total Cost: \$90 (Tuition: \$35 Fees: \$55)

CRN#	Day/Ses.	Dates	Time	Location
31022	T(10)	7/8-9/9	10-11:30am	HV

HIT 304

Henri Matisse- 1869-1954

Examine the life and works of this French artist, known for his use of color and his fluid and original draftsmanship. He was a draftsman, printmaker, sculptor, but is primarily known as a painter and is regarded as one of three artists who helped define the opening decades of the 20th century's significant developments in painting and sculpture. The Baltimore Museum of Art holds the world's largest collection of Matisse works. Instructor: Elise Burns

Total Cost: \$90 (Tuition: \$35 Fees: \$55)

CRN#	Day/Ses.	Dates	Time	Location
30445	T(10)	7/8-9/9	10:30am-12pm	HV

ART 649

Native American Arts and Culture

Examine Native American art as ethnographic specimens, non-western art and, most recently, as a dimension of contemporary art. Gain an overview of its media, regions, cultural groups, and time periods; the role of art in navigating and negotiating Native American positions as Americans; as conquered peoples; and as ethnic groups with increasing power/presence in American society. Instructor: Dr. Katherine Fernstrom

Total Cost: \$90 (Tuition: \$35 Fees: \$55)

CRN#	Day/Ses.	Dates	Time	Location
30442	W(7)	7/2-8/13	1-2:30pm	HV

HIT 261

Television Comedy in the 1950's

Relive the famous comedians and comedy shows we all loved in the 1950's. Uncle Miltie, Jack Benny, Amos and Andy, Red Skelton, Sid Caesar, Phil Silvers and Dobie Gillis, how they made us laugh. Discuss how television, as a new medium, was considered by some comedians to be a "passing fancy," but as its potential was recognized became "the place to be." Instructor: Bill Krause

Total Cost: \$90 (Tuition: \$35 Fees: \$55)

CRN#	Day/Ses.	Dates	Time	Location
30909	T(10)	7/8-9/9	1-2:30pm	HV

HIT 302

Television Comedy in the 1960's

Explore how television experienced a substantial growth in popularity. The comedy/variety shows began to change and this gave birth to the situation comedy (sitcom). Relive the famous comedians and comedy shows we all loved in the '60's from the Dick Van Dyke Show to Andy Griffith, The Beverly Hillbillies, The Munster's, Get Smart, Rowan and Martin's Laugh-In and more." Instructor: Bill Krause

Total Cost: \$90 (Tuition: \$35 Fees: \$55)

CRN#	Day/Ses.	Dates	Time	Location
31274	W(10)	7/23-9/24	11:30am-2:30pm	OM

WRI 211

Literary Topics and Readings

Gain an introduction to the best new literary fiction and non-fiction books. This literary group will analyze, discuss and interpret thematic content, writing styles, historical background/context and author comparisons. Students will participate in book selections. Instructor: Robert Jacobs

Total Cost: \$90 (Tuition: \$35 Fees: \$55)

CRN#	Day/Ses.	Dates	Time	Location
31021	W(10)	7/9-9/10	1-2:30pm	HV 129

LUNCH AND LEARN

HIT 294

Historic Baltimore: Past, Present and Future

Examine Baltimore's great historic architecture and wonderful neighborhoods. The places that shaped our city in the past, however, are just not nostalgic keepsakes. From former mill complexes along the Jones Falls River to row houses in center-city neighborhoods, Baltimore's historic places are at the core of the city's ongoing revitalization. Poke the nooks and crannies of historic Baltimore with the executive director of Baltimore Heritage Inc. Lunch to follow at The Milton Inn. Instructor: Johns W. Hopkins

Total Cost: \$59 (Tuition: \$0 Fees: \$59)

CRN#	Day/Ses.	Dates	Time	Location
77859	F(1)	6/13	10:30am-12pm	HV

HIT 301

The Gilded Age Mansions of Palm Beach

Learn about the fabulous gilded age mansion of Palm Beach, Florida and their architects, owners and their stories. Discuss architectural styles, the open air loggia and features of each mansion. Featured homes owned by Flagler, Pillsbury, Woolworth and Stotesbury. Lunch to follow at The Milton Inn. Instructor: Jeff Wible

Total Cost: \$59 (Tuition: \$0 Fees: \$59)

CRN#	Day/Ses.	Dates	Time	Location
30441	F(1)	7/25	10:30am-12pm	HV

HIT 306

Spread the Word: Newspapers, Mail and Communications

Discuss the folklore and history connected with the Chesapeake region 200 hundred years ago when British raiding parties attacked lightly defended villages, the nation's capital and Baltimore, during the War of 1812. Examine how information important to the citizens and military could only move as fast as someone could carry the message. Learn how news and information was spread when war came to Maryland's shores and how that compares to how news travels in the digital age. Lunch to follow at The Milton Inn. Instructor: Mike Dixon

Total Cost: \$59 (Tuition: \$0 Fees: \$59)

CRN#	Day/Ses.	Dates	Time	Location
30671	F(1)	8/8	10:30am-12pm	HV

HIT 277

Fleet Admiral Ernest J. King

Examine the character and accomplishments of this naval commander. See how in 1944 when Admiral King wrote President Roosevelt a note to say he had reached mandatory retirement age, Roosevelt replied in a note reading "So what, old top?" This class will give you the ins and outs of King's outstanding life. Lunch to follow at The Milton Inn. Instructor: Robert Mullauer

Total Cost: \$59 (Tuition: \$0 Fees: \$59)

CRN#	Day/Ses.	Dates	Time	Location
30910	F(1)	8/22	10:30am-12pm	HV

**SENIOR INSTITUTE AT CCBC ESSEX****FRIENDLY SENIORS**

Summer 2014

Wednesdays

July 9 - September 10

Henry Matisse

10-11:30am Instructor: Elise Burns

Better Health and Wellness

11:45-1pm Instructor: Mary Krause

Historic Houses of the Hudson River Valley

1:30-3pm Instructor: Jeff Wible

For more information or to register for Wednesday sessions call 443-840-5842.

PHOTOGRAPHY

PCP 974

Discover Digital Photography

Learn to understand the camera and how it works, how to determine the best type of camera for different outcomes, tips on composition, image printing options, and a variety of other topics. Don't be overwhelmed by the techno babble that surrounds digital photography. Experience is not required. Bring your digital camera and materials to class. Instructor: Dona Ricci

Total Cost: \$80 (Tuition: \$35 Fees: \$45)

CRN#	Day/Ses.	Dates	Time	Location
30450	R(6)	7/17-8/21	12:30-2:30pm	HV

WELLNESS & FITNESS

FIT 717

Integral Hatha Yoga

Experience the benefits of having a serene mind, harmonious spirit and a powerfully healthy body. Integrate all parts of your being for inner balance and tranquility. Each yoga pose, breathing and meditation will increase flexibility, strength, stamina and confidence. References will be taken from: The Yoga Sutras of Pantanjali's by Sri Swami; Yoga and the Quest for True Self, by Stephen Cope; A Year to Live, by Stephen Levine. Yoga (sticky) mat required. Instructor: Carol Ferguson

Total Cost: \$67 (Tuition: \$0 Fees: \$67)

CRN#	Day/Ses.	Dates	Time	Location
30498	S(10)	7/12-9/13	1:30-3pm	EC

PFA 587

Prime Time Health

Learn how easy it is to make these scientifically proven, easy to apply small changes to your life, and create BIG results for your mood, heart health, sleep habits, sex life and more. Designed for adults who want to: prevent future illness/diseases, repair their bodies and wish to give the gift of health to their parents (ages 40 to 85). Topics include: lifestyle, exercise, attitude and nutrition and include the following specific healthy tool tips: Open Your Internal Pharmacy; Make Health Your Hobby; Move Waste from your Waist; Live without Pain & Inflammation. This course is taught by a highly trained Certified L.E.A.N Coach. Materials/booklet cost of \$9 due first class. Instructor: Brenda Fieszela

Total Cost: \$65 (Tuition: \$35 Fees: \$30)

CRN#	Day/Ses.	Dates	Time	Location
30412	W(4)	7/9-30	10:30am-12pm	OM

FIT 103

Water Aerobics

Perform these water exercises at the shallow end of the pool using the resistance of the water force as the weight. You don't need to swim or get your head wet and it's a perfect course for people who dislike jogging or other activities but want to stay in shape.

Total Cost: \$55 (Tuition: \$0 Fees: \$55)

CRN#	Day/Ses.	Dates	Time	Location
30491	F(10)	7/11-9/12	10:30-11:30am	EC
30492	F(10)	7/11-9/12	11:30am-12:30pm	EC
30489	F(10)	7/11-9/12	9:30-10:30am	EC

DISCOUNTED ONLINE COURSES AVAILABLE FOR SENIORS



CCBC offers a wide range of affordable and highly interactive courses that students can take entirely over the Internet.

Our online courses are led by expert instructors and developed with our students' interests in mind.

Please see the online section of this catalog on page 54 for a list of courses.

For more information or to register: visit the website www.ed2go.com/ccbconline/ or call us at 443-840-4700.

Do you have a special knowledge or talent you would like to share with the senior population? CCBC is looking for instructors to teach our Senior Institute classes. If you are interested contact Steve Edmonston on 443-840-1685 or email sedmonston@ccbcmd.edu.

SENIOR INSTITUTE LOCATIONS

In partnership with the Baltimore County Department of Aging, CCBC offers Senior Institute classes at the following centers:

EAST

ATEAZE SENIOR CENTER
7401 Holabird Avenue
Dundalk, MD 21222
PHONE: 410-887-7233
ateazesc@baltimorecountymd.gov

- Art of Pottery
- Aquatic Exercise
- Ballroom Dance

EDGEMERE SENIOR CENTER
6600 North Point Road
Edgemere, MD 21219
PHONE: 410-887-7530
edgemeresc@baltimorecountymd.gov

- Aquatic Exercise

ESSEX SENIOR CENTER
600 Dorsey Avenue
Essex, MD 21221
PHONE: 410-887-0267
essexsc@baltimorecountymd.gov

- Art of Pottery
- History of Football

FLEMING SENIOR CENTER
641 Main Street
Dundalk, MD 21222
PHONE: 410-887-7105
flemingsc@baltimorecountymd.gov

- Textile Finishing (Sewing)

OVERLEA FULLERTON SENIOR CENTER
4314 Fullerton Avenue
Overlea, MD 21236
PHONE: 410-887-5220
overleasc@baltimorecountymd.gov

- Art of Pottery
- History

PARKVILLE SENIOR CENTER
8601 Harford Road
Parkville, MD 21234
PHONE: 410-887-5338
parkvillesc@baltimorecountymd.gov

- Fitness
- Psychology of Aging
- Watercolor
- Computers

ROSEDALE SENIOR CENTER
1208 Neighbors Avenue
Rosedale, MD 21237
PHONE: 410-887-0233
rosedalesc@baltimorecountymd.gov

- Art of Pottery
- Watercolor

SEVEN OAKS SENIOR CENTER
9210 Seven Courts Drive
Perry Hall, MD 21236
PHONE: 410-887-5140
sevenoakssc@baltimorecountymd.gov

- Water Color
- Art of Pottery
- Spanish
- Computers - Getting to Know Them

VICTORY VILLA SENIOR CENTER
403 Compass Road
Baltimore, MD 21220
PHONE: 410-887-0463
victoryvillasc@baltimorecountymd.gov

- Art of Pottery

CENTRAL

BYKOTA SENIOR CENTER
611 Central Avenue
Towson, MD 21204
PHONE: 410-887-3094
bykotasc@baltimorecountymd.gov

- Water Color
- Art of Pottery

COCKEYSVILLE SENIOR CENTER
10535 York Road
Cockeysville, MD 21030
PHONE: 410-887-7694
cockeysvillesc@baltimorecountymd.gov

- Art of Pottery
- Water Color
- Zumba
- Spanish
- Fitness
- Drumming Circle

JACKSONVILLE SENIOR CENTER
3605A Sweet Air Road
Phoenix, MD 21131
PHONE: 410-887-8208
jacksonvillesc@baltimorecountymd.gov

- Ballroom Dance
- Tap Dance
- History/Value of Antiques
- Tai' Chi

WEST

ARBUTUS SENIOR CENTER
855A Sulphur Spring Road
Baltimore, MD 21227
PHONE: 410-887-1410
arbutussc@baltimorecountymd.gov

- Spanish
- Fitness

CATONSVILLE SENIOR CENTER
501 N. Rolling Road
Catonsville, MD 21228
PHONE: 410-887-0900
catonsvillesc@baltimorecountymd.gov

- Drawing & Painting
- Fitness
- Computers Part I
- Computers Part II
- Marketable Crafts

LANDSDOWNE – BALTIMORE HIGHLANDS SENIOR CENTER
424 Third Avenue
Baltimore, MD 21227
PHONE: 410-887-1443
lansdownesc@baltimorecountymd.edu

- Marketable Crafts
- Fitness

LIBERTY SENIOR CENTER
3525 Resource Drive
Randallstown, MD 21133
PHONE: 410-887-0780
libertysc@baltimorecountymd.gov

- Art of Pottery
- Drawing & Painting
- Fitness
- Line Dance

PIKESVILLE SENIOR CENTER
1301 Reisterstown Road
Pikesville, MD 21208
PHONE: 410-887-1245
pikesvillesc@baltimorecountymd.gov

- History
- Fitness

WOODLAWN SENIOR CENTER
2120 Gwynn Oak Avenue
Gwynn Oak, MD 21207
PHONE: 410-887-6887
woodlawncsc@baltimorecountymd.gov

- Fitness

Travel



- ▶ Travel Study
- ▶ Travel, Learn, Grow

TRAVEL STUDY

CCBC offers Travel Study in two different categories:

Credit

These courses are educational in nature and led by faculty. They offer the participant credit for the travel study program.

Non-credit

These courses offer educational travel study for which the participant does not seek credit.

Please note that all of our trips are open to all people in the community as well as for students, staff and faculty.

For information, please visit our web page: www.ccbcmd.edu/internationaltravel.

Use the contacts listed for more information on individual trips, or contact:

Ingrid L. Bortner
 Coordinator of International Travel Studies
 443-840-1933
ibortner@ccbcmd.edu
 -or-
 Terry Walter
 Coordinator of Travel Studies
 443-840-1717
twalter@ccbcmd.edu

International trips can be taken for credit or non-credit.

Shades of Ireland, featuring Northern Ireland

OCTOBER 7-19, 2014

Highlights include: Dublin, Waterford, Killarney, Ring of Kerry, Limerick, Cliffs of Moher, Galway, Belleek Pottery, Donegal, Derry, Giants Causeway, Glens of Antrim, Belfast, and more!

Cost: \$3649 double (per person), \$4049 single

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TRAVEL, LEARN, GROW FALL, 2014

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Day trips

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- New York City Day Trip
- Radio City Christmas Show
- St. Alban's Christmas House Tour
- Barnes Museum
- Eastern State Penitentiary
- Foodie Tour
- Monticello
- National Air & Space Museum
- Downton Abbey Exhibit - Winterthur
- Broadway Shows
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South Dakota: The Black Hills and Badlands
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One hotel for 6 nights!

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- Lead

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For information or a brochure contact: 443-840-1717 or visit www.ccbcmd.edu/travel

World Languages



- › Arabic
- › Chinese Mandarin
- › French
- › German
- › Italian
- › Japanese
- › Korean
- › Polish
- › Portuguese
- › Russian
- › Sign Language
- › Spanish
- › Tagalog

ARABIC

FLC 569

Arabic Language 1A

Develop basic skills in the Arabic language. Topics include short sentences and sentence structure, basic verb conjugation, short beginning dialogs and elements of Arabic-speaking cultures. Textbook required for first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78527	R(12)	6/5-8/28	7:15-9:15pm	EC
78565	T(12)	6/10-8/26	7:15-9:15pm	CC

FLA 168

Arabic Language 1B

Continue to develop your skills in basic Arabic if you have basic Arabic language experience. Topics to be covered include short sentences and sentence structure, basic verb conjugation, beginning dialogues, and elements of Arabic-speaking cultures. Textbook required for first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78566	M(12)	6/2-8/18	7:15-9:15pm	CC
78567	R(12)	6/5-8/28	7:15-9:15pm	EC

FLC 443

Arabic Language 2A

Continue to build basic Arabic skills with an emphasis on vocabulary and sentence construction. Topics include members of the family, elements of the home and elements of Arabic culture. Short dialogues and writing assignments will be used to help review and introduce grammatical concepts. Textbook required for first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78568	M(12)	6/2-8/18	7:15-9:15pm	CC
78569	W(12)	6/4-8/20	7:15-9:15pm	EC

FLA 187

Arabic 2B

Continue to build basic Arabic skills with continued emphasis on sentence structure, vocabulary, and conversational skills. Topics include use of past and present tense, development of vocabulary, use of writing assignments to enhance these areas, as well as short dialogues. Aspects of Arabic history and culture will be incorporated. Textbook required. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78570	M(12)	6/2-8/18	7:15-9:15pm	CC

TEXTBOOK REQUIREMENTS FOR LANGUAGE CLASSES



Basic/Intermediate foreign language classes require a textbook.

Textbooks may be purchased in person at the CCBC Catonsville (443-840-4159) or CCBC Essex (443-840-1561) bookstore, or online. To shop online, go to the Quick Links menu at www.ccbcmd.edu.

For information/advisement about the Foreign Language programs, contact Thu Schaeffer (9am–5pm) at 410-465-1285 or tschaeffer@ccbcmd.edu.

CHINESE MANDARIN

FLA 153

Basic Chinese Mandarin 1A

Take the first steps in listening and speaking the Mandarin form of Chinese. Reading, writing, and conversational skills are introduced. Obtain an introduction to Chinese culture through the centuries. Textbook required for first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78603	T(12)	6/10-8/26	7:15-9:15pm	OM

FLA 154

Basic Chinese Mandarin 1B

Continue to expand beginning level Chinese language skills. Emphasis is placed on enhancing listening, speaking, reading, and writing skills. Textbook required for first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78605	R(12)	6/5-8/28	7:15-9:15pm	EC

FLA 155

Basic Chinese Mandarin 2A

Continue instruction in the Mandarin form of the Chinese language. Topics include improving listening, speaking, reading, and writing skills and increased written and oral assignments. Textbook required for first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78604	M(12)	6/2-8/18	7:15-9:15pm	HV

FLA 186

Basic Chinese Mandarin 2B

Build on skills learned in level 2A. Continue to improve speaking, listening, reading, and writing Chinese Mandarin. Aspects of Chinese culture through the centuries will be discussed. Prerequisite: Chinese Mandarin 2A. Textbook required for first class.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78707	T(12)	6/3-8/19	7:15-9:15pm	EC
78709	W(12)	6/4-8/20	7:15-9:15pm	CC

For information/advisement about the Foreign Language classes, contact Thu Schaeffer (9am-5pm) at 410-465-1285 or tschaeffer@ccbcmd.edu.

FRENCH

FLA 081

Getting Started with French

Learn to communicate in basic French. Course objectives address basic conversational needs including simple vocabulary, greetings and salutations, introductions, common cultural aspects of French speaking countries, the surname system, customs and strategies for developing language. Course cost includes text and CD for practice.

Total Cost: \$129 (Tuition: \$50 Fees: \$79)

CRN#	Day/Ses.	Dates	Time	Location
78582	M(8)	6/16-8/4	7-8:30pm	EC
78583	W(8)	6/18-8/6	7-8:30pm	CC
78584	R(8)	6/19-8/14	7-8:30pm	HV

FLC 427

Basic French 1A

Become familiar with basic French. Emphasis is on pronunciation, reading and conversational skills. The present tense of regular and some common irregular verbs is introduced. Learn how to construct sentences in the affirmative, negative and interrogative forms and use them in their conversation. Textbook required for first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78585	R(12)	6/5-8/28	7:15-9:15pm	HV
78586	S(12)	6/7-8/30	10am-12pm	EC
78587	M(12)	6/9-8/25	7:15-9:15pm	CC

FLC 428

Basic French 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. This is a good refresher course for individuals with some prior language experience. Textbook required for first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78589	T(12)	6/3-8/19	7:15-9:15pm	HV
78590	S(12)	6/7-8/30	10am-12pm	CC

FLA 211

Intermediate French - Part I

This level is designed to build on skills acquired in Basic French (Parts 1 through 5) and is a background experience to starting intermediate French (Part 2). Emphasis continues on improving verbal ability and understanding basic structures. Before taking this course, new students should be able to comfortably use the present, past (l'imparfait and le passé composé) and future tenses of regular and irregular verbs. Use of the present tense of the subjunctive will be introduced. Cost shown does not include text.

Total Cost: \$209 (Tuition: \$99 Fees: \$110)

CRN#	Day/Ses.	Dates	Time	Location
78600	W(12)	6/4-8/20	5:15-7:15pm	CC

FLA 212

Intermediate French - Part II

This level emphasizes strengthening oral and written communication skills. Before taking this course, new students should be able to comfortably use the present, past and future tenses of regular, irregular and reflexive verbs. Students should also be familiar with the use of the subjunctive. Further uses of the subjunctive and other past tenses will be introduced.

Total Cost: \$209 (Tuition: \$99 Fees: \$110)

CRN#	Day/Ses.	Dates	Time	Location
78601	R(12)	6/5-8/28	5:15-7:15pm	CC
78602	S(12)	6/7-8/31	9:30-11:30am	CC

FLC 075

Advanced French Language

Acquire a broader vocabulary and improve command of the language by building on a solid background in French. Review of advanced grammatical structures. New students should consult with the foreign language advisor before enrolling for this course.

Total Cost: \$209 (Tuition: \$99 Fees: \$110)

CRN#	Day/Ses.	Dates	Time	Location
78591	W(12)	6/4-8/20	7:20-9:20pm	CC
78592	R(12)	6/5-8/28	7:20-9:20pm	CC

GERMAN

FLA 115

Basic German 1A

Obtain an introduction to the German language. Topics include basic pronunciation; present tense of regular verbs; common irregular verbs and sentence construction with affirmative, negative and interrogative. This level is intended for students with no previous experience. Textbook required for first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78606	T(12)	6/10-8/26	7:15-9:15pm	EC

FLA 140

Basic German 1B

Continue from Level 1A to explore your introduction to the German language. If you have previous German experience you can use this as a refresher course. Basic pronunciation, present tense of regular verbs, irregular verbs and sentence construction with affirmative, negative, and interrogative will be covered. Textbook required for first class. See Textbook Requirements.

Total Cost: \$180 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78607	W(12)	6/4-8/20	7:15-9:15pm	HV
78608	R(12)	6/5-8/28	7:15-9:15pm	EC

FLA 157

Basic German 2A

Continue the study of German and continue to develop skills in pronunciation, vocabulary, reading, writing and conversation. Present tense of stem-changing verbs will be discussed. Textbook required. See textbook requires.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78611	M(12)	6/2-8/18	7:15-9:15pm	EC
78612	R(12)	6/5-8/28	7:15-9:15pm	HV

FLA 141

Basic German 2B

Continue from German Level 2A to develop skills in pronunciation, vocabulary, reading, writing, and conversation. Present tense of stem-changing verbs is further explored, and past tense is introduced. Topics to be covered include pronunciation and vocabulary, in-depth study of present tense of stem-changing verbs, and use of past tense. Textbook required for first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78614	M(12)	6/2-8/18	7:15-9:15pm	EC
78615	R(12)	6/5-8/28	7:15-9:15pm	HV

FLA 150

Basic German 3A

Gain instruction in the imperfect tense and formal/informal command tenses in German. In addition, an emphasis is placed on improved and increased pronunciation, grammar, reading, writing, and conversational skills from previous levels. Topics include improved pronunciation; increased reading, writing, and conversational skills; use of imperfect tense; and use of formal/informal command tenses. Textbook required for first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78701	T(12)	6/3-8/19	7:15-9:15pm	HV

FLA 118

Basic German 3B

Learn to use the future and conditional tenses of all verbs: regular, irregular, stem-changing and reflexive verbs as well as the use of direct/indirect pronouns. Topics include future tense of all verbs; conditional tense of all verbs; direct/indirect pronouns and increased reading, writing and conversational skills. Textbook required for first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78616	M(12)	6/2-8/18	7:15-9:15pm	HV

FLA 185

Intermediate German

Build on skills from Basic German (Levels 1-4). Emphasis is on oral and written communication skills, as well as a thorough understanding of basic grammatical structures. The history and culture of Germany is explored in further depth.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78617	W(12)	6/4-8/20	7:15-9:15pm	HV

ITALIAN

FLA 078

Getting Started with Italian

Learn to communicate in basic Italian. Course objectives address basic conversational needs including simple vocabulary, greetings and salutations, introductions, common cultural aspects of Italy, the surname system, customs and strategies for developing language. Course cost includes text and CD for practice.

Total Cost: \$129 (Tuition: \$50 Fees: \$79)

CRN#	Day/Ses.	Dates	Time	Location
78756	M(8)	6/16-8/4	7-8:30pm	OM
78618	T(8)	6/17-8/5	7-8:30pm	HV

FLA 112

Basic Italian 1A

Obtain an introduction to the Italian language. Topics include basic pronunciation; present tense of regular verbs; common irregular verbs and sentence and dialog construction with the affirmative, negative and interrogative. Intended for students with no previous experience. Textbook required for first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78619	M(12)	6/9-8/25	7:15-9:15pm	HV
78758	W(12)	6/11-8/27	7:15-9:15pm	OM

FLA 113

Basic Italian 1B

Continue an introduction to the Italian language from Level 1A. May be used as a refresher course. Topics include basic pronunciation; in-depth exploration of present tense of regular verbs; in-depth exploration of common irregular verbs and sentence and dialog construction with affirmative, negative and interrogative. Textbook required for first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78620	M(12)	6/2-8/18	7:15-9:15pm	HV
78760	R(12)	6/5-8/28	7:15-9:15pm	OM

FLA 119

Basic Italian 2A

Continue to develop skills in pronunciation, vocabulary, reading, writing and conversation. This course continues from Italian Levels IA & IB. Topics include additional present tense of regular verbs; sentence and dialog construction with affirmative, negative and interrogative and present tense of stem-changing verbs. Textbook required for first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78759	T(12)	6/3-8/19	7:15-9:15pm	OM

FLA 120

Basic Italian 2B

Continue to develop skills in pronunciation, vocabulary, reading, writing and conversation. This course continues from Italian Level 2A. Topics include pronunciation and vocabulary, in-depth study of present tense of stem-changing verbs and use of the past tense. Textbook required for first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78621	M(12)	6/2-8/18	7:15-9:15pm	CC
78622	T(12)	6/3-8/19	7:15-9:15pm	EC

FLA 100

Basic Italian 3A

Continue the study of basic Italian with emphasis on pronunciation, basic grammar, reading, writing and conversational skills. Textbook required for the first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78623	W(12)	6/4-8/20	7:15-9:15pm	CC

FLA 101

Basic Italian 3B

Obtain an introduction to the future and conditional tenses of all Italian verbs including regular, irregular, stem-changing and reflexive. Textbook required for the first class. See textbook requirements. Prerequisite: Basic Italian 3A (FLA 100).

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78703	R(12)	6/5-8/28	7:15-9:15pm	EC

FLA 114

Basic Italian 4A

Explore common idiomatic expressions with verbs and common expressions with prepositions as well as the uses of negation and negative expressions. Prepare for Intermediate Italian by increasing skills in pronunciation, basic grammar, reading, writing, and conversational skills. Topics include common idiomatic expressions with prepositions; common idiomatic expressions with verbs; negation and negative expressions and increased reading, writing and conversational skills. Textbook required-see textbook requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78704	W(12)	6/4-8/20	7:15-9:15pm	EC

JAPANESE

FLA 082

Getting Started with Japanese

Learn to communicate in basic Japanese. Course objectives address basic conversational needs. Topics to be covered include simple vocabulary, greetings and salutations, introductions, common cultural aspects of Japan, the surname system, customs, and strategies for developing language. Course cost includes text and CD for practice.

Total Cost: \$129 (Tuition: \$50 Fees: \$79)

CRN#	Day/Ses.	Dates	Time	Location
78692	M(8)	6/16-8/4	7-8:30pm	HV

FLC 521

Elementary Japanese Language I

Explore the basic elements of the Japanese language structure by listening, reading, writing, conversing and discussing. Learn about and experience the art, artifacts, music and overall contributions of Japanese society to world civilization. Textbook required for first class-see textbook requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78693	W(12)	6/4-8/20	7:15-9:15pm	HV

FLA 057

Elementary Japanese Language II

Draw upon prior formal or informal exposure to the Japanese language and review, practice and acquire new skills in writing, reading and oral communication. Explore Japanese culture in art, music, history and more as a backdrop for improving language skills. Textbook required for first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78694	R(12)	6/5-8/28	7:15-9:15pm	HV

FLA 068

Elementary Japanese III

This third course in the Elementary Japanese series builds on previously studied vocabulary, reading, syntax (regular and irregular verbs and adjectives), writing and conversational skills while examining the present tense of stem changing verbs, past tense and adjectives. Topics include: vocabulary, reading, syntax, writing and conversation.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78755	M(12)	6/2-8/18	7:15-9:15pm	OM

KOREAN

FLA 117

Introduction to Korean

Obtain an introduction to the Korean language. Topics include the Korean alphabet; basic pronunciation; simple vocabulary, greetings, identification, numbers and days of week; use of indefinite article and overview of Korean-speaking cultures. Intended for students with no previous experience. Textbook required for first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78695	T(12)	6/10-8/26	7:15-9:15pm	CC

FLA 190

Korean I

Continue to develop your Korean language skills. Topics include basic grammar, practicing simple conversations; development of the student's speaking, listening, reading, and writing skills, as well as aspects of Korean history and culture. Textbook required for first class. See Textbook Requirements. Prerequisite: Knowledge of the Korean alphabet.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78696	R(12)	6/5-8/28	7:15-9:15pm	CC

FLA 209

Basic Korean Language II

This course is designed to help the Korean language student to further improve his/her reading, writing, and pronunciation skills while also being exposed to additional aspects of the Korean culture, history and society. Topics include: advanced reading practice, writing sentences, interpreting phrases, grammar, conversational skill building, culture, history, and society. Textbook required. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78705	W(12)	6/4-8/20	7:15-9:15pm	CC

POLISH

FLA 055

Basic Polish Part I

Begin to obtain an understanding of Polish by emphasizing vocabulary, correct pronunciation, reading, writing and conversational skills and examining the history and culture of Poland. Textbook required for first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
79751	T(12)	6/10-8/26	7:15-9:15pm	CC

PORTUGUESE

FLC 573

Basic Portuguese 1A

Obtain an introduction to the Portuguese language. Topics include basic pronunciation, present tense of regular verbs, common irregular verbs, and sentence construction, affirmative, negative and interrogative. Textbook required for the first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78683	R(12)	6/5-8/28	7:15-9:15pm	CC

FLA 076

Basic Portuguese 1B

Continue the study of pronunciation, reading and writing, but with more emphasis on conversational skills using the present tense of regular and irregular verbs learned in Portuguese 1A. A good refresher course for individuals with some prior language experience. Textbook required for first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78685	M(12)	6/2-8/18	7:15-9:15pm	CC

FLA 075

Basic Portuguese 2A

Continue to review information from Portuguese 1A & 1B. Reflexive verbs, the past, tense, direct objectives and adverbs will be introduced. Emphasis placed on pronunciation, reading, conversational skills and cultural/historical information. Textbook required for the first class. See Textbook Requirements. Prerequisite: Portuguese 1A & 1B.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78687	W(12)	6/4-8/20	7:15-9:15pm	CC

FLA 116

Basic Portuguese 3A

Obtain instruction in the imperfect tense and formal/informal command tenses in Portuguese. Emphasis is placed on improved and increased pronunciation, grammar, reading, writing and conversational skills from previous levels. Topics include improved pronunciation; increased reading, writing and conversational skills; use of imperfect tense and use of formal/informal command tenses.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78689	R(12)	6/5-8/28	7:15-9:15pm	CC

FLA 184

Intermediate Portuguese

Build on skills from the Basic Portuguese (Levels 1-4). Emphasis is on oral and written communication skills, as well as a thorough understanding of basic grammatical structures. The concept of the subjective is reviewed in further depth.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78691	T(12)	6/3-8/19	7:15-9:15pm	CC

RUSSIAN

FLC 127

Basic Russian

Experience Russian language by learning the fundamentals of the Russian alphabet and continuing through the basics of reading, writing and speaking this language. Explore the history and cultural contributions of Russian society and work toward mastery of basic conversational skills. Textbook required for first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78697	W(12)	6/11-8/27	7:15-9:15pm	EC

FLA 169

Basic Russian II

Become more proficient in the essentials of the second level of the Russian language. Topics to be covered include pronunciation and conversational skills, the essentials of grammar and sentence construction, and the development of reading and writing skills. Textbook required for first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78698	M(12)	6/2-8/18	7:15-9:15pm	OM

FLA 066

Basic Russian III

Enhance reading, writing and conversational skills through the discussion and practice of the use of simple and compound future tense of verbs. The subjunctive and conditional moods of verbs will be examined. Successful completion of Basic Russian I and II or skills to carry on a basic conversation is required to be successful in Russian III. Textbook required for first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78699	R(12)	6/5-8/28	7:15-9:15pm	CC

SIGN LANGUAGE

FLC 431

Sign Language I

Learn basic signs, finger spelling, numbers and nonverbal communication associate with American Sign Language. Textbook required for first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78680	R(12)	6/5-8/28	7:15-9:15pm	EC
78681	T(12)	6/10-8/26	7:15-9:15pm	HV

FLA 193

Sign Language II

Expand your sign language skills in order to communicate more effectively with hearing impaired individuals. Topics to be covered include review of previously learned signs, new vocabulary, improving finger spelling, and improving of expressive and receptive language. Prerequisite: Sign Language I.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78746	M(12)	6/2-8/18	7:15-9:15pm	HV

SPANISH

FLA 083

Getting Started with Spanish

Acquire a broader vocabulary and improve command of the language by building on a solid background in Spanish. Review of advanced grammatical structure for oral and written communication. New students should consult with the instructor before enrolling for this course.

Total Cost: \$129 (Tuition: \$50 Fees: \$79)

CRN#	Day/Ses.	Dates	Time	Location
79954	M(X)	6/16-8/8	7:-8:30pm	EC
79955	T(X)	6/17-8/5	7:-8:30pm	OM
79958	S(X)	6/14-8/9	9-10:30am	CC

FLC 417

Basic Spanish 1A

Learn basic Spanish by emphasizing pronunciation, reading and conversational skills. The present tense of regular and some common irregular verbs is introduced. Learn how to construct sentences in the affirmative, negative, and interrogative forms and use them in conversation. Textbook required for first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78624	R(12)	6/5-8/28	7:15-9:15pm	HV
78762	S(12)	6/7-8/30	9:30-11:30am	OM
78625	M(12)	6/9-8/25	7:15-9:15pm	CC
78626	T(12)	6/10-8/26	7:15-9:15pm	EC
78627	W(12)	6/11-8/27	1am-11pm	RAC

FLC 418

Basic Spanish 1B

Continue the study of pronunciation, reading and writing, but with more emphasis on conversational skills using the present tense of regular and irregular verbs. A good refresher course for individuals with some prior language experience. Textbook required for first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78630	M(12)	6/2-8/18	7:15-9:15pm	EC
78633	T(12)	6/3-8/19	7:15-9:15pm	CC
78635	R(12)	6/5-8/21	10am-12pm	HV
78634	R(12)	6/5-8/28	7:15-9:15pm	RAC
78636	S(12)	6/7-8/30	10am-12pm	HV

FLC 419

Basic Spanish 2A

Build on skills acquired in Levels 1A and 1B through the introduction of the present tense of stem changing verbs. Continue study of pronunciation, reading and conversational skills. Intended for individuals comfortable in using the present tense of all regular verbs and some common irregular verbs in the affirmative, negative and interrogative forms. Textbook required for the first class. See Textbook Requirements. Prerequisites: Spanish 1A and 1B.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78650	M(12)	6/2-8/18	7:15-9:15pm	CC
78653	T(12)	6/3-8/19	7:15-9:15pm	EC
78654	W(12)	6/4-8/20	7:15-9:15pm	HV
78656	R(12)	6/5-8/28	7:15-9:15pm	RAC

FLC 420

Basic Spanish 2B

Build on skills acquired in Spanish 2A and learn the present tense of reflexive verbs and one past tense (the preterit). Textbook required for first class. See Textbook Requirements. Prerequisite: Spanish 2A.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78658	T(12)	6/3-8/19	7:15-9:15pm	RAC
78660	W(12)	6/4-8/20	7:15-9:15pm	EC
78661	R(12)	6/5-8/28	7:15-9:15pm	HV
78662	S(12)	6/7-8/30	10am-12pm	CC

FLC 559

Basic Spanish 3A

Continues emphasis on pronunciation, basic grammar, reading, writing and conversational skills. Intended for individuals comfortable using the present and preterit tenses of all regular, irregular and stem-changing verbs and familiar with reflexive verbs. Another past tense (the imperfect) will be introduced as well as formal/informal command tenses. Textbook required for first class. See Textbook Requirements. Prerequisites: Spanish 2A and 2B.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78665	M(12)	6/2-8/18	7:15-9:15pm	HV
78666	W(12)	6/4-8/20	7:15-9:15pm	CC
78667	R(12)	6/5-8/28	7:15-9:15pm	EC

FLC 560

Basic Spanish 3B

Build on skills acquired in Spanish 3A and gain an introduction to the future and conditional tenses of all verbs: regular, irregular, stem-changing and reflexive verbs. Review the uses of the preterit and imperfect tenses. Textbook required for first class. See Textbook Requirements. Prerequisite: Spanish 3A.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78669	M(12)	6/2-8/18	7:15-9:15pm	CC
78670	W(12)	6/4-8/20	7:15-9:15pm	HV

FLC 561

Basic Spanish 4A

Continue emphasis on pronunciation, basic grammar, reading, writing and conversational skills and gain the background experience necessary for Intermediate Spanish - Part 1. Learn common idiomatic expressions with verbs and prepositions as well as the uses of negation and negative expressions. Textbook required for first class. See Textbook Requirements. Prerequisites: Spanish 3A and 3B.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78671	T(12)	6/3-8/19	7:15-9:15pm	EC
78672	R(12)	6/5-8/28	7:15-9:15pm	EC

FLC 562

Basic Spanish 4B

Obtain an introduction to the concept and the formation of the present subjunctive. Learn the uses of pronoun and adjective/adverb structures in addition to all tenses previously learned in Basic Spanish. Textbook required for first class. See Textbook Requirements.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78673	T(12)	6/3-8/19	7:15-9:15pm	CC
78674	S(12)	6/7-8/30	10am-12pm	EC

FLA 164

Basic Spanish 5A

Continue to focus on improved communication skills as emphasized in the previous levels. Gain an introduction to Intermediate Spanish - Part I by expanding vocabulary and the uses of idioms. Also covered are uses of the different tenses of the indicative. Practical application of the formation and uses of the present subjunctive will be introduced.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78675	S(12)	6/7-8/30	10am-12pm	CC

FLA 213

Intermediate Spanish - Part I

This is a continuation of Spanish 5A and a background experience to starting Intermediate Spanish (Part 2). Emphasis is on verbal ability and understanding basic structures. Before taking this course, new students should be able to use the present, past (preterit & imperfect) and future tenses of regular, stem-changing, reflexive and irregular verbs. Use of present subjunctive is introduced.

Total Cost: \$209 (Tuition: \$99 Fees: \$110)

CRN#	Day/Ses.	Dates	Time	Location
78677	M(12)	6/2-8/18	7:20-9:20pm	CC

FLA 214

Intermediate Spanish- Part II

Emphasis continues on strengthening oral and written communication skills. Before taking this course, new students should be able to comfortably use the present, past, conditional and future tenses of regular, stem-changing, irregular and reflexive verbs. Students should also be familiar with the concept of the subjunctive. Further uses of the subjunctive and other tenses of the subjunctive will be introduced.

Total Cost: \$209 (Tuition: \$99 Fees: \$110)

CRN#	Day/Ses.	Dates	Time	Location
78678	M(12)	6/2-8/18	5:15-7:15pm	CC

FLA 505

Intermediate Spanish Part III

Learn to refine oral and written Spanish language skills. Expand upon previous knowledge and skills using present, past, conditional and future tenses of verbs as well as the uses and four tenses of the subjunctive form.

Total Cost: \$209 (Tuition: \$99 Fees: \$110)

CRN#	Day/Ses.	Dates	Time	Location
78679	T(12)	6/3-8/19	5:15-7:15pm	CC

FLC 043

Advanced Spanish

Acquire a broader vocabulary and improve command of the language by building on a solid background in Spanish. Review of advanced grammatical structure for oral and written communication. New students should consult with the foreign language advisor before enrolling for this course.

Total Cost: \$209 (Tuition: \$99 Fees: \$110)

CRN#	Day/Ses.	Dates	Time	Location
78676	T(12)	6/3-8/19	7:20-9:20pm	CC

TAGALOG

FLA 191


Tagalog I

Continue to develop your skills in Tagalog. 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 for first class. See Textbook Requirements. Prerequisite: Introduction to Tagalog.

Total Cost: \$189 (Tuition: \$80 Fees: \$109)

CRN#	Day/Ses.	Dates	Time	Location
78682	M(12)	6/2-8/18	7-9pm	EC

ONLINE COURSES AVAILABLE IN WORLD LANGUAGES



CCBC offers a wide range of affordable, convenient and highly interactive courses that students can take entirely over the Internet.

Our online courses are led by expert instructors and developed with our students' interests in mind.

- Beginning Conversational French
- Conversational Japanese
- Instant Italian
- Speed Spanish

Cost of class: \$109 (\$89 seniors)

Course Dates:

May 21
June 18
July 16
August 20

For more information or to register: visit the website www.ed2go.com/ccbconline/ or call us at 443-840-4700.

ONLINE SPANISH AVAILABLE FOR PROFESSIONALS



CCBC has partnered with My Spanish Teacher to offer affordable courses tailored to help you learn Spanish for your professional needs. You will have four weeks to complete the course lessons and activities. Once you complete the lessons, you can access the course resources for an additional five months to continue practicing your new language skills.

- Spanish for Teachers
- Spanish for Healthcare
- Spanish for Banking
- Spanish for Customer Service
- Spanish for Real Estate
- Spanish for Business and Travel
- Spanish for Law Enforcement
- Spanish for Corrections
- Spanish for 9-1-1 Dispatch
- Spanish for EMS and Fire
- Spanish for Park Rangers

Cost of class: \$89

For more information or to register: visit the website <http://www.myspanishteacher.com/ccbcmd>. or call us at 443-840-4700.

Youth

- ▶ Summer Learning Adventures Camp
 - ▶ Full Day Camps
 - ▶ Half Day Camps
- ▶ Academics
- ▶ Culinary Arts
- ▶ Fitness and Wellness
- ▶ Performing Arts
- ▶ STEM Science
- ▶ STEM Technology
- ▶ STEM Engineering
- ▶ STEM Math
- ▶ Visual Arts



Summer Learning Adventures Camp and Classes

For more than 40 years, parents have been enrolling their children in the Summer Learning Adventures Camps. This year our offerings include time-honored subjects that parents have come to expect from CCBC in the areas of performing and visual arts, academics, languages and more. Students from 7-17 years old will be able to tap into their creative talents, explore career areas, expand their computer interests and hone academic skills. We subscribe to a “hands on” approach to learning where the student and the instructor partner in the learning process. This helps to assure they experience the pride, wonder and joy of learning about their world, their communities and themselves.

You can trust CCBC to deliver a quality, safe camp experience that offers a variety of fun, education and engaging learning activities.

Program features:

Highly qualified and caring professional instructors

Summer Learning Adventures Camp licensed and certified by the State of Maryland

Convenient locations in Catonsville, Essex, Dundalk and Owings Mills

Reasonable prices

Multiple sibling discount offered for the Performing Arts Adventure Camp

Air conditioned college facilities

Opportunity to meet students with similar interests and create new friendships

Individual attention – high counselor/instructor-to-student ratio

Experienced and trained counselors who are excellent role models

Our camps are designed to appeal to a variety of students; one does not need to have a particular talent in order to attend. There are no pretests, prerequisites, auditions or reviews. All we ask is that our students come to us with a strong and sincere interest in the subject area and are ready to work with enthusiasm.

A Student Information Consent Form must be completed and included with your registration.

**For information, call 443.840.4700
or visit www.ccbcmd.edu/youth**



FULL DAY CAMPS

Circus Camp I (Ages 7-11) new

Explore the world of a circus performer. This non-competitive and challenging art form combines physical activity with cultural arts. Includes acrobatics, juggling, improvisation, clowning, stilt walking, tight wire and other circus experiences. Conclude the camp with a thrilling circus performance. Sneakers and comfortable clothing or leotards recommended.

Total Cost: \$274 (Tuition: \$0 Fees: \$274)

CRN#	Day/Ses.	Dates	Time	Location
30210	M-F(5)	7/14-18	9am-3pm	EC

Kids @ CCBC Newsroom new (Ages 10-14)

In 3-2-1- Take! Campers will create and participate in all aspects of producing a CCBC News Broadcast. They will learn the skills necessary to be a successful news anchor, reporter, social media manager, and camera audio technician. The last day of camp will feature a live news broadcast for family and friends.

Total Cost: \$375 (Tuition: \$0 Fees: \$375)

CRN#	Day/Ses.	Dates	Time	Location
30094	M-F(10)	7/14-25	9am-3pm	EC

Performing Arts Adventure Camp (Ages 8-13)

Experience the theater from all aspects: acting, dancing, singing, costuming, makeup, staging and critiquing. Roles assigned based on desire and willingness to work, not skill level. Final performance showcases the camp experience. Campers enrolled in the three-week option may not be able to participate fully in all performances. Attendance during the final week is recommended. Payment plans must be set-up with our summer camp registration specialist. For payments only, please call 443-840-1243.

3 Week Camp

Total Cost: \$635 (Tuition: \$0 Fees: \$635)

2nd Child – Total Cost: \$615 (Tuition: \$0 Fees: \$615)

CRN#	Day/Ses.	Dates	Time	Location
30043	M-F(15)	7/7-25	9am-3pm	EC
30044	M-F(15)	7/7-25	9am-3pm	EC

4 Week Camp

Total Cost: \$789 (Tuition: \$0 Fees: \$789)

2nd Child – Total Cost: \$765 (Tuition: \$0 Fees: \$765)

CRN#	Day/Ses.	Dates	Time	Location
30045	M-F(20)	7/7-8/1	9am-3pm	EC
30046	M-F(20)	7/7-8/1	9am-3pm	EC

Young Entrepreneurs (Ages 12-16) new

Attention aspiring young entrepreneurs! Learn how to turn an idea into a business! This is a hands-on experience to build confidence in innovation and creativity, while learning business and finance basics. Participate in fun activities like a quiz game, develop a plan for a teen club, and use technology to launch a fictional online business where the decisions you make will determine the success of the business. Who knows—this may be the first step toward launching your own business!

Total Cost: \$450 (Tuition: \$0 Fees: \$450)

CRN#	Day/Ses.	Dates	Time	Location
30187	M-F(10)	7/7-18	9am-4pm	EC
30188	M-F(10)	7/21-8/1	9am-4pm	EC

Camp Counselor-in-Training (Ages 16-18)

Learn to improve leadership qualities while discovering what it takes to supervise a group of camp students.

2 Week Camp

Total Cost: \$199 (Tuition: \$0 Fees: \$199)

CRN#	Day/Ses.	Dates	Time	Location
30140	M-F(10)	7/7-18	9am-4pm	EC
30141	M-F(10)	7/21-8/1	9am-4pm	EC

4 Week Camp

Total Cost: \$364 (Tuition: \$0 Fees: \$364)

CRN#	Day/Ses.	Dates	Time	Location
30142	M-F(20)	7/7-8/1	9am-4pm	EC

EXTENDED HOURS

Full-day camps offered at the Essex campus only feature an extended hours option from 7:30-9am and 3-6pm. These extensions must be paid at time of registration. Students registering for four weeks of full day camp receive extended hours at a reduced rate of \$139 for four weeks. Please use the following course reference numbers on your registration form if you need this package. Extended hours only offered from 7/7-8/1. Includes lunch care.

Extended Hours One Week

Total Cost: \$74 (Tuition: \$0 Fees: \$74)

CRN#	Day/Ses.	Dates	Time	Location
30125	M-F(5)	7/7-11	7:30am-6pm	EC
30126	M-F(5)	7/14-18	7:30am-6pm	EC
30127	M-F(5)	7/21-25	7:30am-6pm	EC
30128	M-F(5)	7/28-8/1	7:30am-6pm	EC

Extended Hours Four Weeks

Total Cost: \$139 (Tuition: \$0 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
30129	M-F(20)	7/7-8/1	7:30am-6pm	EC

HALF DAY CAMPS & CLASSES (2 & 4 WEEKS)

Artists for Change (Ages 12-16) ^{new}

Put your creative skills to action! Do you want your voice to be heard? Do you feel passionate about an issue? Animal cruelty, recycling, better food in your cafeteria at school? This 2 week long summer camp class will help you learn how famous artists use their creative skills to make change in the world. Use a range of art forms including murals, posters, photos and videos to voice your ideas. Plan an art exhibit to display your work to share with your friends and family. Bring a digital camera, smart phone and/or video camera and sketchbook to the first class. All other materials included.

Total Cost: \$315 (Tuition: \$0 Fees: \$315)

CRN#	Day/Ses.	Dates	Time	Location
30193	M-F(10)	7/14-25	9am-12pm	EC

Computer Animation Workshop (Ages 11-16) 2 Weeks

Explore the basic concepts of computer animation including basic drawing tools, simple animations, glow buttons, graphic morphing and graphic layering. Using Adobe Illustrator Flash, create your own cartoon-like animation, outline and revise a storyboard and present a short animation to class. Bring a USB flashdrive to class.

Total Cost: \$315 (Tuition: \$0 Fees: \$315)

CRN#	Day/Ses.	Dates	Time	Location
30052	M-F(10)	7/7-18	1-4pm	EC
30051	M-F(10)	7/21-8/1	9am-12pm	EC

CSI: Forensic Detectives (Ages 13-16) 2 Weeks

Learn how to collect and identify fingerprints, examine hair and fiber samples, identify blood splatter patterns, footprints and use cast materials, analyze documents, and explore the fundamentals of crash dynamics. Be your own investigator and learn the science the pros use.

Total Cost: \$295 (Tuition: \$0 Fees: \$295)

CRN#	Day/Ses.	Dates	Time	Location
30081	M-F(10)	7/7-18	1-4pm	CC
30082	M-F(10)	7/21-8/1	1-4pm	EC

Digital Drawing and Painting (Ages 11-16) 2 Weeks

Explore computer software and hardware that simulate the effects of drawing and painting without the mess of traditional art materials. This experience will give some basic drawing lessons, creative expression and show how to work with still life, nature and architecture. Identify the creative side of your thinking and create from concept to completion. You may bring personal laptop and tablet of your choice or use provided tablets. CCBC is not responsible for lost or stolen electronic devices. Bring a USB flashdrive to class.

Total Cost: \$315 (Tuition: \$0 Fees: \$315)

CRN#	Day/Ses.	Dates	Time	Location
30056	M-F(10)	7/7-18	9am-12pm	EC
30053	M-F(10)	7/21-8/1	1-4pm	EC

Healthy Fitness Factor ^{new} (Ages 7-11) 2 Weeks

Have fun getting healthy, fit and toned, and ready for the ultimate sports challenge. Every day you will engage in absolute fun and fitness from organized sports to our obstacles course and the hiking trail. Best of all you will learn how to make tasty nutritious snacks to keep up your energy. Food fee included in cost of class. Bring water and wear gym shoes.

Total Cost: \$272 (Tuition: \$0 Fees: \$272)

CRN#	Day/Ses.	Dates	Time	Location
30224	M-F(10)	7/7-18	9am-12pm	EC
30225	M-F(10)	7/21-8/1	9am-12pm	EC

Project Runway: Stitch and Create (Ages 12-16)

Learn the basics designers need to make great looking fashions and bring your creativity to life. Discover how to read patterns, use a sewing machine and create a unique, imaginative outfit.

Total Cost: \$305 (Tuition: \$0 Fees: \$305)

CRN#	Day/Ses.	Dates	Time	Location
30103	M-F(10)	7/21-8/1	1-4pm	EC

SAT Test Preparation (Ages 14-17) 2 Weeks

In partnership with Cambridge Educational Services, America's #1 Campus-Based Test Prep, CCBC Youth Enrichment introduces a unique approach to SAT test preparation. Begin with a 4-hour pretest using full-length, official SATs and receive a detailed analysis showing strengths and weaknesses. In-class instruction will focus on achieving the greatest score increase via test-taking strategies that improve speed, accuracy, and increase confidence. A 4-hour post-test provides feedback on score gains and additional areas of review. Note: pre-and post-test locations may not be the same as the class location. Textbook is required and included in the cost of the course.

Total Cost: \$495 (Tuition: \$0 Fees: \$495)

CRN#	Day/Ses.	Dates	Time	Location
30247	M-F(10)	7/7-18	1-4pm	EC
30246	M-F(10)	8/4-15	1-4pm	OM

Young Naturalists: Grow Your Own Food (Ages 7-15) 4 Weeks ^{new}

Grow your own organic vegetables at the Essex Community Garden and work in teams to create natural structures, rain catchers, garden maps, nature art and scientific journals. Learn to identify many local plants, insects and animals through hands-on experience in the garden, green house and on the nature trail. Taste and take home grown goodies for family and friends. Bring water bottle, outdoor work clothes, garden gloves and a hat!

Total Cost: \$528 (Tuition: \$0 Fees: \$528)

CRN#	Day/Ses.	Dates	Time	Location
30217	M-F(20)	7/7-8/1	9am-12pm	EC

ACADEMICS

A Writing Workshop for Children (Ages 8-11)

Use theater games and your imagination to uncover the key to creating memorable characters (including super heroes and villains). Learn how to incorporate conflict into character relationships and discover what it takes to write a great story. Techniques learned can be applied to all aspects of writing. Add your own illustrations and at the end of the class take home a comprehensive journal of your work.

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

CRN#	Day/Ses.	Dates	Time	Location
77548	M-F(5)	6/23-27	9am-12pm	OM
30019	M-F(5)	7/7-11	1-4pm	EC
30014	M-F(5)	7/14-18	9am-12pm	CC
30015	M-F(5)	7/21-25	1-4pm	EC
30018	M-F(5)	8/4-8	9am-12pm	CC

Adventures in Reading: new The Hunger Games (Ages 12-16)

Explore the bestselling works of Suzanne Collins and immerse yourself in the Hunger Games trilogy. Team Peeta or Team Gale... or take the opportunity to create your own character, discover more about the lives of your favorite characters through role plays. Play trivia games, and come away from the class with a personal portfolio proving you are an expert in your district of choice. These are just a few of the activities you experience while learning more about this bestselling trilogy. You must have read the first book, The Hunger Games, before attending this exciting class.

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

CRN#	Day/Ses.	Dates	Time	Location
78062	M-F(5)	6/23-27	1-4pm	OM
30252	M-F(5)	7/7-11	1-4pm	CC
30254	M-F(5)	7/21-25	9am-12pm	EC
30253	M-F(5)	8/11-15	1-4pm	EC

Adventures in Reading: Tolkien new and The Hobbit (Ages 12-16)

Explore one of the best fantasy fictions for children of all times, The Hobbit. Written by English author/Oxford University professor, J. R. R. Tolkien, in 1937, The Hobbit, has been considered a classic and sold approximately more than 100 million copies worldwide. Through reading, role playing, character study, and discussion, you will immerse yourself in the fantasy world of Bilbo Baggins, the protagonist hobbit, elves, wizard, dwarves, dragon, gigantic spider, goblins, and of course, Gollum. You must have started the book before attending this exciting class. One Ring to Rule Them all!

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

CRN#	Day/Ses.	Dates	Time	Location
78064	M-F(5)	6/23-27	1-4pm	EC
30258	M-F(5)	7/14-18	9am-12pm	EC
30257	M-F(5)	7/21-25	1-4pm	CC
30259	M-F(5)	8/4-8	1-4pm	OM

Chess for Fun (Ages 7-11)

Develop a solid foundation to play chess. Have fun learning the techniques of various checkmates, draws, stalemates, tactics, the end game and opening development of chess pieces. Intended for students with little or no chess experience.

Total Cost: \$114 (Tuition: \$0 Fees: \$114)

Ages 7-11

CRN#	Day/Ses.	Dates	Time	Location
30132	M-F(5)	7/28-8/1	1-3pm	EC
30133	M-F(5)	8/4-8	10am-12pm	CC

Ages 12-16

CRN#	Day/Ses.	Dates	Time	Location
30133	M-F(5)	8/4-8	10am-12pm	CC

Creative Speaking and Writing (Ages 8-10)

Gain the confidence to deliver polished presentations of any kind that inform, persuade, inspire and convey a compelling message. Overcome public speaking fears and master the techniques for delivering consistent, successful presentations. Create powerful visual aids to add impact, and learn the ways to gain/sustain audience interest.

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

CRN#	Day/Ses.	Dates	Time	Location
30251	M-F(5)	7/7-11	9am-12pm	CC
30250	M-F(5)	7/21-25	9am-12pm	EC

Make Sense of Your Dollars new

Understand how money and finance works, so you can make your money work for you. Learn about checking and savings accounts, debit cards, credit cards, taxes, calculating expenses and budgeting, and saving and investing. Develop real-life money management skills that will help make sense of your dollars!

Total Cost: \$149 (Tuition: \$0 Fees: \$149)

CRN#	Day/Ses.	Dates	Time	Location
30186	M-F(5)	7/14-18	9am-12pm	EC(Ages12-15)
30199	M-F(5)	7/28-8/1	9am-12pm	CC(Ages7-11)

Maryland Basic Boating Certification Course for Youth (Ages 12-16)

Acquire all the necessary tools and basic boating skills to meet the Maryland Department of Natural Resources Police certification requirements. Gain knowledge of the types of vessels, navigational aids, marine weather regulations, emergency situations, personal watercraft and maneuvering of watercraft. State certification will be issued upon successful completion of this course.

Total Cost: \$139 (Tuition: \$0 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
30183	M-F(5)	7/21-25	9am-12pm	EC

Organizational and Study Skills for Students (Ages 9-16)

Improve time management as well as listening, memory, note taking, and test taking skills. Become more confident in handling assignments and analyze your own individual learning style to help you become more efficient and organized.

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

Ages 9-11

CRN#	Day/Ses.	Dates	Time	Location
30035	M-F(5)	7/14-18	9am-12pm	EC
30039	M-F(5)	7/21-25	9am-12pm	CC
30034	M-F(5)	7/28-8/1	9am-12pm	EC
30041	M-F(5)	8/4-8	9am-12pm	OM

Ages 12-16

CRN#	Day/Ses.	Dates	Time	Location
30036	M-F(5)	7/14-18	1-4pm	EC
30038	M-F(5)	7/21-25	1-4pm	CC
30037	M-F(5)	7/28-8/1	1-4pm	EC
30040	M-F(5)	8/4-8	1-4pm	OM

Strategies for Chess and Other Games for Teens (Ages 12-16)

Learn the principles and strategies of beginning chess and other games in a mixed age and skill level environment. Gain confidence by improving discipline, sharpening thinking skills and building honesty - all while having fun and making new friends.

Total Cost: \$114 (Tuition: \$0 Fees: \$114)

CRN#	Day/Ses.	Dates	Time	Location
30130	M-F(5)	7/14-18	1-3pm	EC
30131	M-F(5)	8/4-8	1-3pm	CC

World of Pets: Animal Training & Care (Ages 8-11)

Learn in an interactive manner a variety of concepts concerning interaction with the animals in our lives. Topics include the needs of pets, animal care, safety, occupations and volunteer opportunities working with animals and the ways in which animals benefit people.

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

CRN#	Day/Ses.	Dates	Time	Location
30033	M-F(5)	7/21-25	1-4pm	EC
30032	M-F(5)	7/28-8/1	9am-12pm	EC

Young Entrepreneurs (Ages 12-16) ^{new}

Attention aspiring young entrepreneurs! Learn how to turn an idea into a business! This is a hands-on experience to build confidence in innovation and creativity, while learning business and finance basics. Participate in fun activities like a quiz game, develop a plan for a teen club, and use technology to launch a fictional online business where the decisions you make will determine the success of the business. Who knows—this may be the first step toward launching your own business!

Total Cost: \$450 (Tuition: \$0 Fees: \$450)

CRN#	Day/Ses.	Dates	Time	Location
30187	M-F(10)	7/7-18	9am-4pm	EC
30188	M-F(10)	7/21-8/1	9am-4pm	EC

Young Naturalists: Quick and Dirty ^{new}

Join our garden gurus for one week this summer and learn to grow your own organic vegetables at the Essex Community Garden. Keep a scientific journal and learn to identify many local plants, insects and animals through hands on experience in the garden, green house and on the nature trail. Taste and take home grown goodies for family and friends. Bring water bottle, outdoor work clothes, garden gloves and a hat!

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

CRN#	Day/Ses.	Dates	Time	Location
30221	M-F(5)	7/28-8/1	9am-12pm	EC

CULINARY ARTS

Cake Decorating (Ages 7-11)

Make an impression for your next party by decorating your own cake and deserts. Learn how to make designs and letters. Make beautiful cakes, cookies, cupcakes and candies that your friends will love. Bring an apron and to-go containers.

Total Cost: \$169 (Tuition: \$0 Fees: \$169)

CRN#	Day/Ses.	Dates	Time	Location
30090	M-F(5)	7/14-18	9am-12pm	EC
30089	M-F(5)	7/21-25	9am-12pm	EC
30091	M-F(5)	7/28-8/1	1-4pm	EC

Cooking Camp: Breakfast Challenge (Ages 7-15) ^{new}

Make your favorite breakfast dishes from scratch. You cook up a wide variety of egg dishes from scrambled eggs, omelets to egg casseroles, pancakes, bacons, sausages, crepes, muffins, fresh-squeezed orange juice, fruit smoothies to name a few. Learn about nutrition, proper food handling and cooking tools safety as you learn the basics of cooking techniques. All levels of cooking experience are welcome.

Total Cost: \$165 (Tuition: \$0 Fees: \$165)

Ages 7-11				
CRN#	Day/Ses.	Dates	Time	Location
77573	M-F(5)	6/23-27	9am-12pm	OM
30024	M-F(5)	7/28-8/1	9am-12pm	OM

Ages 12-15				
CRN#	Day/Ses.	Dates	Time	Location
30022	M-F(5)	7/14-18	1-4pm	OM

Cooking Camp: Comfort Food ^{new} (Ages 7-15)

Get ready to cook up a storm in this culinary workshop. Learn to make mouth-watering meals that comfort your body and soul such as macaroni and cheese, spaghetti meatballs, pizzas, chicken noodle soup, chocolate chip cookies, blueberry pie and more. Learn about nutrition, proper food handling and cooking tools safety as you learn the basics of cooking techniques. All levels of cooking experience are welcome.

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

Ages 7-11				
CRN#	Day/Ses.	Dates	Time	Location
30025	M-F(5)	7/21-25	9am-12pm	OM

Ages 12-15				
CRN#	Day/Ses.	Dates	Time	Location
30028	M-F(5)	7/7-11	1-4pm	OM
30027	M-F(5)	8/4-8	1-4pm	OM

Kids Can Cook (Ages 7-11)

Create a wonderful snack or meal without using an oven. Learn the proper way to handle food and utensils to keep safe. Get a copy of each recipe made in class to take home and make for yourself.

Total Cost: \$169 (Tuition: \$0 Fees: \$169)

CRN#	Day/Ses.	Dates	Time	Location
30098	M-F(5)	7/7-11	1-4pm	EC
30097	M-F(5)	7/21-25	1-4pm	EC

FITNESS & WELLNESS

All Star Sports Camp (Ages 7-11)

Enjoy taking part in a variety of sports activities from tennis, volleyball, soccer, basketball to aerobic boot camp and more. Benefit from proper warm-up and cool-down exercises and meet your fitness goals. Best of all learn the fundamentals of sportsmanship, competitiveness and camaraderie that can carry over in your school performance. No previous experience required, just a desire to have fun.

Total Cost: \$139 (Tuition: \$0 Fees: \$139)

CRN#	Day/Ses.	Dates	Time	Location
30106	M-F(5)	7/7-11	9am-12pm	EC
30107	M-F(5)	7/7-11	1-4pm	EC
30108	M-F(5)	7/14-18	1-4pm	EC
30105	M-F(5)	7/14-18	9am-12pm	EC
30109	M-F(5)	7/21-25	1-4pm	EC
30110	M-F(5)	7/28-8/1	1-4pm	EC

Beginning Tennis (Ages 7-16)

Gain practice in the fundamentals of the basic strokes: forehand, backhand, serve plus net play. Emphasis on development of serving technique, the concepts/practice in developing coordinated swings. Covers rules, etiquette, and strategy as well as terminology, singles, and doubles play. Bring your tennis racket, a towel and water. Wear tennis shoes.

Total Cost: \$134 (Tuition: \$0 Fees: \$134)

Ages 7-11					
CRN#	Day/Ses.	Dates	Time	Location	
30121	M-F(5)	7/7-11	1-4pm	EC	
30122	M-F(5)	7/14-18	9am-12pm	EC	
30123	M-F(5)	7/21-25	1-4pm	EC	
30124	M-F(5)	7/28-8/1	9am-12pm	EC	

Ages 12-16					
CRN#	Day/Ses.	Dates	Time	Location	
77921	M-F(5)	6/23-27	1-4pm	DC	

Fun with Lacrosse for Boys (Ages 11-15)

Build speed and body strength through practices as you learn basic lacrosse skills such as how to hold the stick, throwing, catching and scooping the ball. You'll cover basic lacrosse skills, safety and rules required to play, and more. Campers will play lead-up games according to age and skill level.

Total Cost: \$134 (Tuition: \$0 Fees: \$134)

CRN#	Day/Ses.	Dates	Time	Location	
30264	M-F(5)	7/21-25	9am-12pm	EC	

Fun with Lacrosse for Girls (Ages 11-15)

Build speed and body strength through practices as you learn basic lacrosse skills such as how to hold the stick, throwing, catching and scooping the ball. You'll cover basic lacrosse skills, safety and rules required to play, and more. Campers will play lead-up games according to age and skill level.

Total Cost: \$134 (Tuition: \$0 Fees: \$134)

CRN#	Day/Ses.	Dates	Time	Location	
30265	M-F(5)	7/28-8/1	9am-12pm	EC	

Healthy Fitness Factor (Ages 7-11) Half Day 2 Weeks



Have fun getting healthy, fit and toned, and ready for the ultimate sports challenge. Every day you will engage in absolute fun and fitness from organized sports to our obstacle course and the hiking trail. Best of all you will learn how to make tasty nutritious snacks to keep up your energy. Food fee included in cost of class. Bring water and wear gym shoes.

Total Cost: \$272 (Tuition: \$0 Fees: \$272)

CRN#	Day/Ses.	Dates	Time	Location	
30224	M-F(10)	7/7-18	9am-12pm	EC	
30225	M-F(10)	7/21-8/1	9am-12pm	EC	

Junior Golf (Ages 7-11)

Learn golf and develop fitness, sportsmanship and playing skills. The young golfer will have fun, make new friendships and experience competition in a fun, supportive environment that can be applied to everyday life and on the golf range. This beginner-friendly golf class is open to players of any ability. Golf clubs optional.

Total Cost: \$134 (Tuition: \$0 Fees: \$134)

CRN#	Day/Ses.	Dates	Time	Location	
77920	M-F(5)	6/23-27	9am-12pm	DC	
30119	M-F(5)	7/7-11	9am-12pm	EC	
30120	M-F(5)	7/21-25	9am-12pm	EC	

Kung Fu for Kids (Ages 7-11)

Learn the ancient art of Chinese Kung Fu. Practice martial arts in an age appropriate setting. You will practice martial arts with students in your age group and gain valuable life lessons of honesty, respect for self and others, and understand the traditions of Chinese Kung Fu. Wear comfortable clothing.

Total Cost: \$134 (Tuition: \$0 Fees: \$134)

CRN#	Day/Ses.	Dates	Time	Location	
30143	M-F(5)	7/7-11	9am-12pm	EC	
30144	M-F(5)	7/14-18	1-4pm	EC	
30145	M-F(5)	7/21-25	9am-12pm	EC	
30146	M-F(5)	7/28-8/1	1-4pm	EC	
30148	M-F(5)	8/4-8	9am-12pm	DC	
30147	M-F(5)	8/11-15	9am-12pm	EC	

Self Defense for Young People (Ages 7-16)

Learn to defend yourself through prevention techniques and physical responses using hands-on equipment, blocks and kicks. This class is fun and everyone is always in action.

Total Cost: \$134 (Tuition: \$0 Fees: \$134)

Ages 7-11					
CRN#	Day/Ses.	Dates	Time	Location	
30158	M-F(5)	7/7-11	1-4pm	EC	
30159	M-F(5)	7/21-25	1-4pm	EC	

Ages 12-16					
CRN#	Day/Ses.	Dates	Time	Location	
30161	M-F(5)	8/4-8	1-4pm	DC	
30160	M-F(5)	8/11-15	1-4pm	EC	

Spa Camp for Teens (Ages 12-15)

Pamper, de-stress and learn about the fine arts of relaxation and meditation. Through some math and science, learn how to create scented masks, facials, foot soaks, exfoliants and aroma-therapies. Practice hair, nail and skin care using natural techniques which include nutrition, exercise, massage, manicures and more.

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

CRN#	Day/Ses.	Dates	Time	Location	
30116	M-F(5)	7/14-18	9am-12pm	EC	
30117	M-F(5)	7/21-25	1-4pm	EC	
30118	M-F(5)	7/28-8/1	9am-12pm	EC	

LANGUAGES

Beginning Sign for Kids (Ages 7-11)

Learn how to sign the alphabet, greetings, and various animals, foods, colors, and more while engaging in outdoor and indoor games, activities, and crafts. This is the most "quiet" fun your kids will have! Designed for students who can hear and who want to learn American Sign Language.

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

CRN#	Day/Ses.	Dates	Time	Location	
30192	M-F(5)	7/14-18	1-4pm	EC	
30196	M-F(5)	7/21-25	9am-12pm	EC	
30197	M-F(5)	8/4-8	9am-12pm	OM	

C'est Magnifique! (Ages 7-11)

Oui! This is the place to be! Join us for a fun session of games, songs, crafts, food, and sports while learning basic French. Become immersed in French culture and learn greetings, simple dialogs, and more!

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

CRN#	Day/Ses.	Dates	Time	Location
30190	M-F(5)	7/14-18	9am-12pm	EC
30191	M-F(5)	7/28-8/1	1-4pm	EC

Fun with Chinese (Mandarin) (Ages 7-11)

Explore first steps in listening to and speaking the Mandarin form of the Chinese language. Practice reading and writing skills after demonstrating some basic conversational skills. Learn about the rich and fascinating world of Chinese culture through the centuries.

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

CRN#	Day/Ses.	Dates	Time	Location
30134	M-F(5)	7/21-25	1-4pm	EC
30135	M-F(5)	8/11-15	9am-12pm	EC

Fun with Japanese (Ages 7-11)

Explore beginning Japanese language and develop skills in listening, speaking, reading and writing basic Japanese language through conversational dialogues, music, games and hands-on activities.

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

CRN#	Day/Ses.	Dates	Time	Location
77998	M-F(5)	6/23-27	9am-12pm	OM
30189	M-F(5)	7/28-8/1	9am-12pm	EC

Let's Learn German! (Ages 7-11)

Join us for an über-cool adventure! Be immersed in German culture, and learn greetings, numbers, animals, family, and foods. German language is learned through dance, music, games, and crafts. The week is filled with fun and new friends, all while learning about Germany.

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

CRN#	Day/Ses.	Dates	Time	Location
77977	M-F(5)	6/23-28	9am-12pm	EC
30184	M-F(5)	7/7-11	9am-12pm	EC
30185	M-F(5)	7/21-25	1-4pm	EC

Spanish Fun for Kids (Ages 7-11)

Learn conversational Spanish through dialogs and fun, hands-on activities with different, engaging themes each day. The class will move from indoor to outdoor activities that include arts, crafts, sports, food, and more while being immersed in speaking Spanish.

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

CRN#	Day/Ses.	Dates	Time	Location
77934	M-F(5)	6/23-27	9am-12pm	EC
30136	M-F(5)	7/7-11	9am-12pm	CC
30138	M-F(5)	7/28-8/1	9am-12pm	EC

SCIENCE (STEM)

STEM classes inspire and prepare students to be inventors, explorers, and innovators of the future through Science, Technology, Engineering, and Mathematics (STEM).

Birds Gone Wild! Explore Maryland Wild Birds (Ages 7-13) ^{new}

Explore the many wonderful types of birds that live or visit Maryland. Study bird anatomy, learn how to identify birds, discover eating and nesting habits, and explore conservation tips. Learn how to attract wild birds to your own backyard. Class activities include building a bird house, bird watching walks on campus, researching one common Maryland bird and presenting it to the class. Students should bring binoculars and a notebook.

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

Ages 7-9				
CRN#	Day/Ses.	Dates	Time	Location
30031	M-F(5)	7/21-25	9am-12pm	EC

Ages 10-13				
CRN#	Day/Ses.	Dates	Time	Location
30030	M-F(5)	7/28-8/1	1-4pm	EC

Camp SCRUBS (Ages 12-16)

Examine the basics of biology and health issues with an emphasis on anatomy and the human body. Explore medicine science, human anatomy, diseases, injuries, medical professions and work environments through the investigation of non-organic specimens such as the heart, brain, eyes and kidneys. CPR training is also a part of this course. \$29 fee for CPR card is included in the cost of the course.

Total Cost: \$198 (Tuition: \$0 Fees: \$198)

CRN#	Day/Ses.	Dates	Time	Location
30080	M-F(5)	7/21-25	1-4pm	CC
30079	M-F(5)	7/28-8/1	9am-12pm	EC
30076	M-F(5)	8/4-8	1-4pm	OM

Camp Survivors: Experience Outdoor Living (Ages 12-15) ^{new}

Develop your outdoor living skills and share your passion for nature with this exciting hands-on survival camp! Learn basic camping skills such as how to pitch a tent, build a fire, tie a knot, hike, cook outdoors, and identify poisonous plants and animals, and more. Campers will develop teamwork and communications skills including orienteering skills using a map and compass. You will be all set for your next big outdoor adventure!

Total Cost: \$165 (Tuition: \$0 Fees: \$165)

CRN#	Day/Ses.	Dates	Time	Location
77714	M-F(5)	6/23-27	1-4pm	EC
30067	M-F(5)	8/4-8	1-4pm	CC

Crazy Chemistry (Ages 11-13) ^{new}

Perform spectacular hands-on activities using real tools. This action-packed program is bubbling over with CHEM experiments and crazy concoctions. You will learn and apply the concepts and techniques used by chemists. See how density turns copper into silver or gold. Make gak, gloop, and glob while investigating polymers and states of matter and lots more! Crazy Chemistry is the perfect introduction to middle school chemistry. NOTE: For CRN# 30269 students must be ages 12-13.

Total Cost: \$169 (Tuition: \$0 Fees: \$169)

CRN#	Day/Ses.	Dates	Time	Location
30270	M-F(5)	7/7-11	9am-12pm	EC
30268	M-F(5)	7/21-25	1-4pm	EC
30269	M-F(5)	7/28-8/1	1-4pm	CC (Ages 12-13)

CSI: Forensic Detectives (Ages 13-16) 2 Weeks

Learn how to collect and identify fingerprints, examine hair and fiber samples, identify blood splatter patterns, footprints and use cast materials, analyze documents, and explore the fundamentals of crash dynamics. Be your own investigator and learn the science the pros use.

Total Cost: \$295 (Tuition: \$0 Fees: \$295)

CRN#	Day/Ses.	Dates	Time	Location
30081	M-F(10)	7/7-18	1-4pm	CC
30082	M-F(10)	7/21-8/1	1-4pm	EC

Discovering Dinosaurs (Ages 7-9)

Learn about dinosaurs, the Earth, and how the continents move. Do a bit of "time traveling" and explore the Triassic, Jurassic, and Cretaceous periods. Find out how the dinosaurs disappeared – or are they still around? Touch the past as you handle various fossils. Create your own fossil and build a dinosaur you can take home.

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

CRN#	Day/Ses.	Dates	Time	Location
77832	M-F(5)	6/23-27	9am-12pm	CC
30085	M-F(5)	7/7-11	9am-12pm	EC
30088	M-F(5)	7/21-25	1-4pm	EC
30084	M-F(5)	8/4-8	9am-12pm	OM

Science You Can Eat! (Ages 7-11)

Explore the world of chemistry by creating solutions, suspensions and potions that are all edible. Learn how to become a kitchen chemist and turn everyday items such as sugar, corn starch and baking soda into yummy creations like Fizz Whiz Soda, Jammin' Jelly and Chewing Gum. Note: These activities are subject to change based on the availability of materials.

Total Cost: \$189 (Tuition: \$0 Fees: \$189)

CRN#	Day/Ses.	Dates	Time	Location
30261	M-F(5)	7/21-25	1-4pm	EC
30263	M-F(5)	8/11-15	9am-12pm	EC

Young Naturalists: Grow Your Own Food (Ages 7-15) new

Grow your own organic vegetables at the Essex Community Garden and work in teams to create natural structures, rain catchers, garden maps, nature art and scientific journals. Learn to identify many local plants, insects and animals through hands-on experience in the garden, green house and on the nature trail. Taste and take home grown goodies for family and friends. Bring water bottle, outdoor work clothes, garden gloves and a hat!

Total Cost: \$528 (Tuition: \$0 Fees: \$528)

CRN#	Day/Ses.	Dates	Time	Location
30217	M-F(20)	7/7-8/1	9am-12pm	EC

Young Naturalists: Quick and Dirty! (Ages 7-15) new

Join our garden gurus for one week this summer and learn to grow your own organic vegetables at the Essex Community Garden. Keep a scientific journal and learn to identify many local plants, insects and animals through hands on experience in the garden, green house and on the nature trail. Taste and take home grown goodies for family and friends. Bring water bottle, outdoor work clothes and a hat!

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

CRN#	Day/Ses.	Dates	Time	Location
30218	M-F(5)	7/7-11	9am-12pm	EC
30219	M-F(5)	7/14-18	9am-12pm	EC
30220	M-F(5)	7/21-25	9am-12pm	EC
30320	M-F(5)	7/28-8/1	9am-12pm	EC

TECHNOLOGY (STEM)

3D Design and Printing Lab (Ages 12-16) new

Using design skills and 3D modeling software create virtual objects and "print" them in the real world using 3D printers. Guided by professional designers, participants learn 2D and 3D design software, create working drawings, investigate abilities and limitations of 3D printers, and explore occupations that use 3D design and rapid prototyping. Each young maker will design and take home a set of design files and printed objects. All materials, hardware and software provided.

Total Cost: \$170 (Tuition: \$0 Fees: \$170)

CRN#	Day/Ses.	Dates	Time	Location
30277	M-F(5)	8/4-8	1-4pm	CC

App Attack! Make Your First Game App (Ages 7-15) new

Explore the App universe and create your own mobile application or mobile game. Working in the world of phone-based and tablet applications, you'll learn the basics of mobile app design and games, you will also see firsthand how the world of App's publishing functions. No prior experience is necessary and students do not need to own a smart phone or tablet to take the class.

Total Cost: \$189 (Tuition: \$0 Fees: \$189)

Ages 7-11

CRN#	Day/Ses.	Dates	Time	Location
30226	M-F(5)	7/7-11	9am-12pm	EC
30240	M-F(5)	8/4-8	9am-12pm	CC
30234	M-F(5)	8/11-15	9am-12pm	OM

Ages 12-15

CRN#	Day/Ses.	Dates	Time	Location
30227	M-F(5)	7/7-11	1-4pm	EC
30241	M-F(5)	8/4-8	1-4pm	CC
30235	M-F(5)	8/11-15	1-4pm	OM

Code Breakers (Ages 7-15) new

Calling all future coders, programmers, and designers! Learn the basics of coding languages like HTML5, JavaScript, and CSS through a series of web projects and design challenges each day and be on your way to becoming the next tech star! Student projects will be available on a password protected website to share with friends and family.

Total Cost: \$189 (Tuition: \$0 Fees: \$189)

Ages 7-11

CRN#	Day/Ses.	Dates	Time	Location
30242	M-F(5)	7/14-18	9am-12pm	CC
30228	M-F(5)	7/21-25	9am-12pm	EC
30236	M-F(5)	7/28-8/1	9am-12pm	OM

Ages 12-15

CRN#	Day/Ses.	Dates	Time	Location
30243	M-F(5)	7/14-18	1-4pm	CC
30229	M-F(5)	7/21-25	1-4pm	EC
30237	M-F(5)	7/28-8/1	1-4pm	OM

Computer Animation Workshop (Ages 11-16) 2 Weeks

Explore the basic concepts of computer animation including basic drawing tools, simple animations, glow buttons, graphic morphing and graphic layering. Using Adobe Illustrator Flash, create your own cartoon-like animation, outline and revise a storyboard and present a short animation to class. Bring a USB flashdrive to class.

Total Cost: \$315 (Tuition: \$0 Fees: \$315)

CRN#	Day/Ses.	Dates	Time	Location
30052	M-F(10)	7/7-18	1-4pm	EC
30051	M-F(10)	7/21-8/1	9am-12pm	EC

Computer Keyboarding for Young People (Ages 7-10)

Learn correct keyboarding techniques and avoid the "hunt and peck" method while having fun with Microsoft.

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

CRN#	Day/Ses.	Dates	Time	Location
30061	M-F(5)	7/7-11	9am-12pm	OM
30063	M-F(5)	7/14-18	9am-12pm	EC
30062	M-F(5)	7/28-8/1	9am-12pm	CC

Digital Drawing and Painting (Ages 11-16) 2 Weeks

Explore computer software and hardware that simulate the effects of drawing and painting without the mess of traditional art materials. This experience will give some basic drawing lessons, creative expression and show how to work with still life, nature and architecture. Identify the creative side of your thinking and create from concept to completion. You may bring personal laptop and tablet of your choice or use provided tablets. CCBC is not responsible for lost or stolen electronic devices. Bring a USB flashdrive to class.

Total Cost: \$315 (Tuition: \$0 Fees: \$315)

CRN#	Day/Ses.	Dates	Time	Location
30056	M-F(10)	7/7-18	9am-12pm	EC
30053	M-F(10)	7/21-8/1	1-4pm	EC

Gadgets, Gizmos and Inventions (Ages 7-11)

Learn engineering design principles and problem solving techniques while creating unique, personal electronic gadgets and gizmos, including a water rocket and slime.

Total Cost: \$189 (Tuition: \$0 Fees: \$189)

CRN#	Day/Ses.	Dates	Time	Location
78068	M-F(5)	6/23-27	9am-12pm	CC
30260	M-F(5)	7/14-18	9am-12pm	OM

Kidz Robotics (Ages 7-11)

Learn to design and build your own moving and working robot and get ready to enter the exciting world of Robotics! This workshop combines sport with science and technology. Students

will be introduced to the KNEX Moto Bots and LEGO® building kits. The KNEX exercises will help increase creativity and ingenuity in the engineering learning process.

Total Cost: \$189 (Tuition: \$0 Fees: \$189)

CRN#	Day/Ses.	Dates	Time	Location
30266	M-F(5)	7/7-11	9am-12pm	EC
30262	M-F(5)	7/28-8/1	1-4pm	EC

LEGO® Games (Ages 7-11)

Combine your two favorite activities: LEGOs® and Video Games! In this program create your own LEGO® universe, characters, and adventures in an interactive 2D Video Game. Everyone is welcome in this one of a kind class. At the end of the class, leave with a LEGO® 2D game that can be shared with friends and family on a password-protected website.

Total Cost: \$189 (Tuition: \$0 Fees: \$189)

CRN#	Day/Ses.	Dates	Time	Location
30164	M-F(5)	7/14-18	9am-12pm	OM
30153	M-F(5)	8/11-15	9am-12pm	CC

Make Your First 3D Video Game (Ages 7-15)

Learn the physics behind 3D Game Design and explore event scripting, level design, controlling flow of game play, and storytelling. This 3D game design class to allow you to develop a game concept that goes well beyond the limitations of the traditional classes. Designed for young adults who have the desire to focus on game design in high school or college. Student-created games will be available on a password protected website to share with friends and family.

Total Cost: \$189 (Tuition: \$0 Fees: \$189)

Ages 7-11

CRN#	Day/Ses.	Dates	Time	Location
30165	M-F(5)	7/21-25	9am-12pm	OM
30151	M-F(5)	7/28-8/1	9am-12pm	CC
30156	M-F(5)	8/11-15	9am-12pm	EC

Ages 12-15

CRN#	Day/Ses.	Dates	Time	Location
30166	M-F(5)	7/21-25	1-4pm	OM
30157	M-F(5)	8/11-15	1-4pm	EC
30152	M-F(5)	7/28-8/1	1-4pm	CC

Make Your First Video Game (Ages 7-15)

Learn conceptualization, play experience, challenge levels, character development, graphics and elements, music and sound, software, and simple coding in this one-of-a-kind class that shows you the keys to designing your first game.

Total Cost: \$189 (Tuition: \$0 Fees: \$189)

Ages 7-11

CRN#	Day/Ses.	Dates	Time	Location
30162	M-F(5)	7/7-11	9am-12pm	OM
30149	M-F(5)	7/21-25	9am-12pm	CC
30154	M-F(5)	7/28-8/1	9am-12pm	EC

Ages 12-15

CRN#	Day/Ses.	Dates	Time	Location
30163	M-F(5)	7/7-11	1-4pm	OM
30150	M-F(5)	7/21-25	1-4pm	CC
30155	M-F(5)	7/28-8/1	1-4pm	EC



ENGINEERING (STEM)

Minecraft Designers (Ages 7-15)

Learn the basics of creating 3D modeling using new industry grade software to design your very own characters and import them into your favorite Minecraft games. If you love the game Minecraft, but always wanted to design your own characters and buildings for your games this class is for you. Students must have Minecraft at home to import characters and parent email address is required to create student accounts.

Total Cost: \$189 (Tuition: \$0 Fees: \$189)

Ages 7-11

CRN#	Day/Ses.	Dates	Time	Location
30244	M-F(5)	7/7-11	9am-12pm	CC
30230	M-F(5)	7/14-18	9am-12pm	EC
30232	M-F(5)	8/4-8	9am-12pm	OM

Ages 12-15

CRN#	Day/Ses.	Dates	Time	Location
30245	M-F(5)	7/7-11	1-4pm	CC
30231	M-F(5)	7/14-18	1-4pm	EC
30233	M-F(5)	8/4-8	1-4pm	OM

Video Game Odyssey (Ages 12-15)

Unlock the keys to game design by choosing your own adventure! Unlike any other game design course, students in this program will make special top-down adventure games like Pokemon or Zelda to compete with their friends. Design unlimited rooms and levels as you continue your quest to become a game design master. Student-created games will be available on a password protected website to share with friends and family.

Total Cost: \$189 (Tuition: \$0 Fees: \$189)

CRN#	Day/Ses.	Dates	Time	Location
30239	M-F(5)	8/11-15	1-4pm	CC
30238	M-F(5)	8/11-15	1-4pm	OM

Web Page Designs (Ages 12-16)

Learn how to put pizzazz in your designs and create Web pages that express individuality with the use of color, forms, tables, frames, hyperlinks and graphic designs using Microsoft FrontPage. Bring a USB flashdrive to class.

Total Cost: \$179 (Tuition: \$0 Fees: \$179)

CRN#	Day/Ses.	Dates	Time	Location
30065	M-F(5)	7/7-11	1-4pm	CC
30064	M-F(5)	7/14-18	1-4pm	EC
30066	M-F(5)	8/11-15	1-4pm	EC

America's Next Top Designer (Ages 11-13)

Learn how to design, print, cut, machine sew and complete a set of functional and wearable projects using real tools and professional grade materials be on your way to becoming America's Next Top Designer. You will be introduced to microenterprise. With an old t-shirt and some creativity you'll learn how to start a business using a sewing machine, adhesive vinyl, and silkscreens. Individual attention from experienced textile artists and entrepreneurs help you create a plan and frame your product line as a potential first business. Printed materials and sewing machines provided. Bring your old t-shirts, or work with some of ours. Materials cost included.

Total Cost: \$215 (Tuition: \$0 Fees: \$215)

CRN#	Day/Ses.	Dates	Time	Location
30276	M-F(5)	7/28-8/1	1-4pm	EC

Breaking Bricks - LEGO® Hacks and Mods (Ages 12-15)

Drill, cut, and modify plastic bricks to create customized LEGO® take-home projects. Novice and experienced builders are coached to use tools safely, experiment with materials, and expand design skills and creativity. All materials provided. Perfect for plastic builders who are looking for unique and personalized design challenges.

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

CRN#	Day/Ses.	Dates	Time	Location
78073	M-F(5)	6/23-27	1-4pm	EC

Build and Design: Kites and Parachutes (Ages 11-13)

Design, fabricate, and launch machine-sewn parachutes and kites! Boys and girls master construction fundamentals by following patterns and using flight-ready fabrics. This workshop focuses on design thinking, exploring machines and materials, and building confidence. No prior experience is required; perfect for young designers, tinkerers, and high flyers! Each participant has their own sewing machine, and all take home original sky-tested projects.

Total Cost: \$225 (Tuition: \$0 Fees: \$225)

CRN#	Day/Ses.	Dates	Time	Location
30181	M-F(5)	7/28-8/1	9am-12pm	EC

Camp Buccaneers: Pirates-in-Training (Ages 7-10)

Learn about real life pirates, their stories and skills in boating and navigating with charts and a compass. Experience the swashbuckling lingo of pirates through games and fun activities such as treasure hunt, map reading and play. Young buccaneers can "Capture the Pirate Flag", pirate face paint and create their very own personalized raider's bandana and sword, cook on a ship, and a whole lot more. Calling all girls and boys to join us for this great voyage at sea. A pirate hat is included in the cost of the course.

Total Cost: \$169 (Tuition: \$0 Fees: \$169)

CRN#	Day/Ses.	Dates	Time	Location
30069	M-F(5)	7/7-11	9am-12pm	DC
30070	M-F(5)	7/14-18	1-4pm	EC
30068	M-F(5)	7/21-25	9am-12pm	CC
30071	M-F(5)	7/28-8/1	9am-12pm	EC

Create a City (Ages 7-11)

Discover how to create an exciting neighborhood or improve existing communities using fresh yet practical ideas. Design a road system; plan a community; learn about the environment, safety issues, parks, buildings and stores; how people interact. Consider these ideas just like architects/urban designers would.

Total Cost: \$160 (Tuition: \$0 Fees: \$160)

CRN#	Day/Ses.	Dates	Time	Location
78356	M-F(5)	6/23-27	9am-12pm	OM
30207	M-F(5)	7/14-18	9am-12pm	EC

Emerging Engineers (Ages 7-10)

Work with experienced engineers and artists; make-and-take a functional, whimsical electromechanical gizmo using LED's, electric micro-motors, wood, batteries, and real hand tools. No experience needed. Perfect for emerging engineers, sculptors and tinkerers. Use hand tools to cut, shape, scavenge and join parts; solder basic circuits; and create vacuum-formed plastic, wood and composite components. You'll go home with multiple original working electromechanical toys. All household electronics, tools, hack-able toys, and materials are included.

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

CRN#	Day/Ses.	Dates	Time	Location
78074	M-F(5)	6/23-27	9am-12pm	EC
30275	M-F(5)	8/4-8	9am-12pm	CC

MATH (STEM)

Algebra I Review (Ages 12-15)

Review algebraic concepts including finding the numerical value in an algebraic expression, factoring binomials and trinomials, plotting X and Y and finding the values, graphing linear equations, using substitution and comparison and creating arithmetic or geometric series.

Total Cost: \$165 (Tuition: \$0 Fees: \$165)

CRN#	Day/Ses.	Dates	Time	Location
30021	M-F(5)	7/14-18	9am-12pm	EC
30017	M-F(5)	7/28-8/1	1-4pm	EC
30013	M-F(5)	8/4-8	1-4pm	OM
30016	M-F(5)	8/11-15	1-4pm	CC

Get Ahead - Geometry Review new (Ages 13-16)

This review class is perfect for students who plan to enroll in Geometry in the fall. Topics include: Geometric terms and concepts and Geometry skills such as points, segments, triangles, polygons, circles, solid figures and their connected relationships as a mathematical system. The focus is on comparisons between figures and shapes; volumes, congruency, similarity, transformation, and coordinate Geometry. Now you can start your academic year with confidence!

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

CRN#	Day/Ses.	Dates	Time	Location
30178	M-F(5)	7/14-18	9am-12pm	EC
30177	M-F(5)	7/28-8/1	1-4pm	OM
30180	M-F(5)	8/4-8	1-4pm	CC
30179	M-F(5)	8/11-15	1-4pm	EC

Get Ahead - Pre-Algebra new (Ages 9-11)

Tackle Algebra head on! Designed for students who plan to take Algebra I in the fall, you will be fully equipped with critical thinking skills and the tools you'll need to learn the fundamentals of mathematics. Topics include whole number concepts, fractions, decimals, and percent's, ratios, proportion, and signed numbers.

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

CRN#	Day/Ses.	Dates	Time	Location
30174	M-F(5)	7/7-11	9am-12pm	EC
30176	M-F(5)	7/14-18	9am-12pm	CC
30173	M-F(5)	7/21-25	9am-12pm	OM
30175	M-F(5)	8/11-15	9am-12pm	EC

LEGO® Math (Ages 7-9)

Learn the basics of geometry, spatial relationships, patterns, fractions, place values and more in this 100% hands-on class! Math is the most fun, and makes the most sense, when you play with it, and hold it in your hands. Working with LEGOs® and doing LEGO® art will let your creativity blossom.

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

CRN#	Day/Ses.	Dates	Time	Location
30171	M-F(5)	7/14-18	9am-12pm	EC
30170	M-F(5)	8/4-8	9am-12pm	OM
30172	M-F(5)	8/11-15	9am-12pm	CC

Math Makes Sense (Ages 7-10) new

Master math skills through logic and problem solving with challenging activities and games. A variety of hands-on activities will sharpen mathematical wits and deepen critical-thinking, problem-solving strategies, logical-reasoning skills, and spatial problem-solving using Cuisenaire Rods. Have fun with math, use calculators and computers, play with math games, and explore real world mathematics problems.

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

CRN#	Day/Ses.	Dates	Time	Location
78072	M-F(5)	6/23-27	9am-12pm	EC
30274	M-F(5)	7/7-11	9am-12pm	EC
30272	M-F(5)	7/14-18	9am-12pm	OM
30271	M-F(5)	7/28-8/1	9am-12pm	CC
30273	M-F(5)	8/11-15	9am-12pm	EC

Middle School Math Attack (Ages 11-13)

Keep your mental abilities stimulated through the summer slump with this creative course. There will be problems to solve and projects to complete, working individually and in groups. A great way to sharpen math skills and learn new concepts. NOTE: For CRN# 30167 & 30169, students must be 12-13.

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

CRN#	Day/Ses.	Dates	Time	Location
30167	M-F(5)	7/7-11	1-4pm	OM (Ages 12-13)
30168	M-F(5)	7/21-25	9am-12pm	EC
30169	M-F(5)	8/4-8	1-4pm	CC (Ages 12-13)

SAT Test Preparation (Ages 14-17) 2 Weeks

In partnership with Cambridge Educational Services, America's #1 Campus-Based Test Prep, CCBC Youth Enrichment introduces a unique approach to SAT test preparation. Begin with a 4-hour pretest using full-length, official SATs and receive a detailed analysis showing strengths and weaknesses. In-class instruction will focus on achieving the greatest score increase via test-taking strategies that improve speed, accuracy, and increase confidence. A 4-hour post-test provides feedback on score gains and additional areas of review. Note: pre-and post-test locations may not be the same as the class location. Textbook is required and included in the cost of the course.

Total Cost: \$495 (Tuition: \$0 Fees: \$495)

CRN#	Day/Ses.	Dates	Time	Location
30247	M-F(10)	7/7-18	1-4pm	EC
30246	M-F(10)	8/4-15	1-4pm	OM

PERFORMING ARTS

Art: Costume Making (Ages 10-16)

Make a costume from scratch. You can learn to create original costumes using old or recycled materials, provided supplies, and your own creativity to transform fantasy sketch to reality. Sewing is not required. Needle and thread technique will be taught.

Total Cost: \$169 (Tuition: \$0 Fees: \$169)

Ages 10-12

CRN#	Day/Ses.	Dates	Time	Location
30248	M-F(5)	7/14-18	9am-12pm	EC

Ages 13-16

CRN#	Day/Ses.	Dates	Time	Location
30249	M-F(5)	8/11-15	1-4pm	EC

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. Please bring a set of earphones to class.

Total Cost: \$129 (Tuition: \$0 Fees: \$129)

CRN#	Day/Ses.	Dates	Time	Location
78033	W(10)	6/4-8/6	6-7pm	EC
78032	R(10)	6/5-8/14	6-7pm	CC

Beginning Magic for Children (Ages 9-12)

Children will learn basic tricks from a professional magician and progress to more complicated tricks and routines. They will also learn how to perform and entertain with magic thru hands on experiences and will present a short show for family and friends on the last class.

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

CRN#	Day/Ses.	Dates	Time	Location
78917	T(6)	6/17-7/22	6-7pm	OM

Dancing with the Stars (Ages 10-15)

Learn the basic movements of Latin Salsa, Cha Cha, Hip Hop, and Jazz. Prepare a 1-minute dance routine to music you choose. Final presentation will be given for family and friends selecting the winner of our "Dancing with the Stars" contest.

Total Cost: \$134 (Tuition: \$0 Fees: \$134)

CRN#	Day/Ses.	Dates	Time	Location
30023	M-F(5)	7/7-11	1-4pm	EC
30026	M-F(5)	7/21-25	9am-12pm	EC

Focus on Acting (Ages 10-14)

Develop the skills needed to audition for a theatre magnet school or a role in the school play. Focus is on monologue preparation, audition techniques, staging and performance skills.

Total Cost: \$134 (Tuition: \$0 Fees: \$134)

CRN#	Day/Ses.	Dates	Time	Location
30029	M-F(5)	7/21-25	1-3pm	EC

Gotta Dance: Jazz, Tap, and Hip Hop (Ages 9-12)

Learn basic tap steps including shuffles, step ball change and flap step as well as the unique dance techniques for Hip Hop and jazz dancing. The last day of camp will include a mini recital for family and friends. Bring your own tap shoes.

Total Cost: \$134 (Tuition: \$0 Fees: \$134)

CRN#	Day/Ses.	Dates	Time	Location
30267	M-F(5)	7/14-18	1-4pm	EC

Pop Star Idol (Ages 9-12)

No one lights up the stage like teen idols such as One Direction, Selena Gomez, and Carly Rae Jepsen. Summer learners can perform some of the most popular songs and dances of these artists and perform them "Karaoke" style. A final concert for friends and family will be held on the last day of class.

Total Cost: \$134 (Tuition: \$0 Fees: \$134)

CRN#	Day/Ses.	Dates	Time	Location
30047	M-F(5)	7/14-18	1-4pm	EC

Magic Box Theatre (Ages 5-8)

Delight in creating dramatic stories from a variety of props selected from a special magic box. Develop imagination through the expression of ideas, creative movement and dialogue and guided play in an age-appropriate environment.

Total Cost: \$35 (Tuition: \$0 Fees: \$35)

CRN#	Day/Ses.	Dates	Time	Location
78043	W(4)	6/4-24	5-5:45pm	EC

Music and Movement (Ages 5-8)

Develop musicianship skills and the love and joy of music through the use of rhythmic instruments and singing. Each child must be accompanied by a parent.

Total Cost: \$39 (Tuition: \$0 Fees: \$39)

CRN#	Day/Ses.	Dates	Time	Location
78038	W(4)	6/4-24	6-7pm	EC

Kids with Guitars (Ages 9-11)

Study guitar in an age-appropriate manner. Learn strumming and body alignment techniques appropriate to children's growing muscles. Explore basic guitar maintenance, chord progressions, tablature and simple songs. Bring a guitar to class.

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

CRN#	Day/Ses.	Dates	Time	Location
78036	M(6)	6/16-7/21	6-7:15pm	EC
78035	R(6)	6/19-7/31	6-7:15pm	CC

Keyboard Geography: Summer Sampler

Learn to make beautiful music through the use of musical games introducing basic keyboard skills. Learn about notation, hand and finger number recognition, solfedge singing and hand and body coordination. Each child must be accompanied by a parent or caregiver.

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

CRN#	Day/Ses.	Dates	Time	Location
78034	R(6)	6/19-7/31	5-6pm	CC

Princess Ballerina (Ages 7-10)

new

Practice classical ballet techniques while bringing favorite royal characters to life. Young princesses will enjoy dressing up and expressing their imaginations through dance. Share a final performance for family and friends on the last day of class. Uniform: Black leotard, white tights and ballet shoes.

Total Cost: \$134 (Tuition: \$0 Fees: \$134)

CRN#	Day/Ses.	Dates	Time	Location
30048	M-F(5)	7/14-18	9am-12pm	EC

Rock Guitar for Teens (Ages 12-16)

Learn to play the guitar by studying traditional rock rhythms, progressions, stylistic sounds and phrasing of some of the most popular guitar artists. Become familiar with the basic music theory skills necessary to play favorite music or begin to write it. Intended for students with little or no formal guitar training.

Total Cost: \$59 (Tuition: \$0 Fees: \$59)

CRN#	Day/Ses.	Dates	Time	Location
78041	M(6)	6/16-7/21	7:15-8:15pm	EC
78040	R(6)	6/19-7/31	7:15-8:15pm	CC

Theatre Games (Ages 7-10)

Participate in a variety of games and improvisation activities that are fun and develop creative expression. This introductory class is perfect for the aspiring actor and a fantastic way to build self-confidence.

Total Cost: \$134 (Tuition: \$0 Fees: \$134)

CRN#	Day/Ses.	Dates	Time	Location
30115	M-F(5)	7/7-11	9am-12pm	EC
30114	M-F(5)	7/28-8/1	1-4pm	EC

VISUAL ARTS

An Eye for Photography (Ages 12-16)

Sharpen your artistic eye and gain an overall knowledge of the technique and art of photography. Activities will include instruction on storage and organization of photos with the goal of creating collage and a portfolio of images of the weeks' work. Bring your own digital camera and USB flashdrive.

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

CRN#	Day/Ses.	Dates	Time	Location
30086	M-F(5)	7/7-11	1-4pm	EC
30087	M-F(5)	7/14-18	1-4pm	EC
30083	M-F(5)	7/21-25	9am-12pm	EC

Art: Cartooning (Ages 7-14)

Explore basic design and develop drawing and storytelling skills. Create original characters for your own comic books. Learn fundamental techniques of drawing people, animals and inanimate objects. Topics include character design, storyboarding, and background design.

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

Ages 7-11

CRN#	Day/Ses.	Dates	Time	Location
30011	M-F(5)	7/7-11	9am-12pm	CC
30009	M-F(5)	7/28-8/1	9am-12pm	EC

Ages 12-14

CRN#	Day/Ses.	Dates	Time	Location
30012	M-F(5)	7/14-18	1-4pm	EC
30010	M-F(5)	8/4-8	1-4pm	CC

Artists for Change (Ages 12-16) new

Put your creative skills to action! Do you want your voice to be heard? Do you feel passionate about an issue? Animal cruelty, recycling, better food in your cafeteria at school? This 2 week long summer camp class will help you learn how famous artists use their creative skills to make change in the world. Use a range of art forms including murals, posters, photos and videos to voice your ideas. Plan an art exhibit to display your work to share with your friends and family. Bring a digital camera, smart phone and/or video camera and sketchbook to the first class. All other materials included.

Total Cost: \$315 (Tuition: \$0 Fees: \$315)

CRN#	Day/Ses.	Dates	Time	Location
30193	M-F(10)	7/14-25	9am-12pm	EC

Basket Weaving: An Introduction (Ages 12-16) new

Make something with your hands! Weave a beautiful gift for a family member or friend that is one of a kind. You will be introduced to basic weaving techniques using hand molding and no nails, glue or staples. Materials included.

Total Cost: \$179 (Tuition: \$0 Fees: \$179)

CRN#	Day/Ses.	Dates	Time	Location
78007	M-F(5)	6/23-27	1-4pm	EC
30205	M-F(5)	7/21-25	1-4pm	EC

Children's Summer Art Studio (Ages 7-11)

Discover how to draw, paint, and sculpt in a variety of media while exploring different subject matter. Tap your creativity and artistic skills through fun art exercises, student-directed projects and more. Some art history is included, too!

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

CRN#	Day/Ses.	Dates	Time	Location
77530	M-F(5)	6/23-27	9am-12pm	OM
30004	M-F(5)	7/7-11	9am-12pm	EC
30005	M-F(5)	7/14-18	9am-12pm	CC
30003	M-F(5)	7/14-18	1-4pm	EC
30006	M-F(5)	7/21-25	9am-12pm	EC
30007	M-F(5)	7/28-8/1	1-4pm	EC
30008	M-F(5)	7/28-8/1	9am-12pm	OM
30001	M-F(5)	8/4-8	9am-12pm	CC
30002	M-F(5)	8/11-15	9am-12pm	EC

Drawing Studio (Ages 12-16)

Practice drawing landscapes, portraits or objects from observations or imagination. Improve the way you use line, shape, value, form and contour, and perspectives.

Total Cost: \$169 (Tuition: \$0 Fees: \$169)

CRN#	Day/Ses.	Dates	Time	Location
30092	M-F(5)	7/7-11	9am-12pm	EC
30093	M-F(5)	7/21-25	1-4pm	EC
30323	M-F(5)	8/11-8/15	1-4pm	OM

Graphic Design: Posters, Logos and More! (Ages 12-16) new

Make a movie poster, advertisement, phone app or t-shirt logo. Designers are changing our visual world and you can too! Learn to use the latest design programs including Illustrator and InDesign. Build your own website to post your art work. Bring a sketchbook to keep a visual log of your designs.

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

CRN#	Day/Ses.	Dates	Time	Location
30204	M-F(5)	7/7-11	9am-12pm	EC
30214	M-F(5)	7/28-8/1	9am-12pm	EC
30216	M-F(5)	8/11-15	1-4pm	EC

Jewelry: Beads, Bracelets and More (Ages 7-16)

Learn how to make totally fabulous jewelry for you, your family, and your friends. Don't stop at just rings, bracelets and necklaces – create anklets, hair clips and more! Use glass beads, modeling clay, shrink plastic, 3D paint, buttons, old jewelry, even paper to bring your creations to life!

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

Ages 7-11

CRN#	Day/Ses.	Dates	Time	Location
30095	M-F(5)	7/14-18	9am-12pm	EC

Ages 12-16

CRN#	Day/Ses.	Dates	Time	Location
30096	M-F(5)	7/28-8/1	9am-12pm	EC

Paint Like the Masters and Like the Hipsters (Ages 12-16) new

Model the techniques of popular painters such as Manét, Van Gogh, Turner, Warhol, or Dali. Make 5 paintings in 5 days with 5 different styles. You will be introduced to over 50 painters from different time periods and you will learn to identify the painting techniques they used to create masterful works of art. Bring your own smock, comfortable clothes, sketchbook and open mind! *Optional parent + child weekend trip to the Baltimore Museum of Art.

Total Cost: \$159 (Tuition: \$0 Fees: \$159)

CRN#	Day/Ses.	Dates	Time	Location
30222	M-F(5)	7/14-18	1-4pm	EC
30321	M-F(5)	7/28-8/1	1-4pm	EC

Photography (Ages 10-13)

Learn how to express yourself through photography and make your photos tell a story about your world, friends, family, the places you go and the people you meet. Using a basic digital camera, you will learn photography techniques, choose what/when to shoot, how to edit photos. Bring a digital camera and a USB flashdrive.

Total Cost: \$150 (Tuition: \$0 Fees: \$150)

CRN#	Day/Ses.	Dates	Time	Location
30099	M-F(5)	7/14-18	9am-12pm	EC
30100	M-F(5)	7/21-25	1-4pm	EC
30101	M-F(5)	7/28-8/1	1-4pm	EC

Project Runway: Sketch & Design (Ages 12-16)

Explore personal style and sense of fashion. Learn to create fashion sketches and basic patterns. Develop a mini fashion collection.

Total Cost: \$169 (Tuition: \$0 Fees: \$169)

CRN#	Day/Ses.	Dates	Time	Location
30102	M-F(5)	7/14-18	1-4pm	EC

Project Runway: Stitch and Create (Ages 12-16)

Learn the basics designers need to make great looking fashions and bring your creativity to life. Discover how to read patterns, use a sewing machine and create a unique, imaginative outfit.

Total Cost: \$305 (Tuition: \$0 Fees: \$305)

CRN#	Day/Ses.	Dates	Time	Location
30103	M-F(10)	7/21-8/1	1-4pm	EC

ONLINE COURSES AVAILABLE IN YOUTH



CCBC offers a wide range of affordable and highly interactive courses that students can take entirely over the Internet.

Our online courses are led by expert instructors and developed with our students' interests in mind.

- Homeschool with Success
- SAT/ACT Preparation
- Singapore Math Strategies: Model Drawing for Grades 1-6
- Singapore Math Strategies: Advanced Model Drawing for Grades 6-9
- Singapore Math: Number Sense and Computational Strategies

Cost of class: \$109

Course Dates:

- May 21
- June 18
- July 16
- August 20

For more information or to register: visit the website www.ed2go.com/ccbcconline/ or call us at 443-840-4700.

Basic Education & English Language Services



CENTER FOR ADULT AND FAMILY LITERACY

- ▶ Essential Academic Skills Enhancement
- ▶ General Educational Development (GED)
- ▶ External Diploma Program (EDP)
- ▶ English for Speakers of Other Languages (ESOL)
- ▶ Family Literacy
- ▶ Math Skills
- ▶ Volunteers in Partnership
- ▶ Workplace Literacy
- ▶ Student Support Services

The Center for Adult and Family Literacy at CCBC helps you improve basic adult education skills (reading, writing, and math), obtain a high school diploma, and/or helps non-English speakers learn the English language.

Student Support Services include academic learning support and disability accommodations, referral, and career advising.

GED/ESSENTIAL ACADEMIC SKILLS

Essential Skills Regional Registration Information

Develop the skills in reading, writing, and math to help students without a high school diploma prepare for the GED® test. Assessment is required at registration. To register for Summer 2014, follow these steps:

Step 1:
Arrive on-time for the mandatory Summer 2014 registration session. See location information below.

Step 2:
Take reading and math assessments. No one will be admitted to registration once testing has begun.

Step 3:
Register for class with an advisor. Skills will be assessed and an advisor will recommend the best course for each student. Because everyone receives personal attention, expect to be in attendance for at least 3 hours.

UNDER 18: Students must be at least 16 years of age and officially withdrawn from secondary school to be eligible to enroll. Students under the age of 18 must provide a copy (copies cannot be made at registration) of official documentation stating withdrawal from school, as well as the signature of a parent/legal guardian at the time of registration to enroll in class.

NOTE: Reasonable accommodations for a disability are available upon request. Please call 443-840-3428 to discuss availability procedures.

If CCBC is closed for any of these dates, call 443-840-3077.

REGISTRATION LOCATIONS:

Location	Day/Date	Time
CCBC Essex / Admin 137	Tuesday, May 20	5pm
CCBC Catonsville / HTEC 308A	Wednesday, May 21	5pm
CCBC Owings Mills / Room 608	Thursday, May 22	10am
CCBC Dundalk / CRBL 201	Thursday, May 29	5pm

Essential Math Skills I

This course is designed to enable the student to learn how to develop basic computational skills in mathematics. Topics to be covered include place value, addition, subtraction, multiplication, and division of whole numbers and addition and subtraction of decimals. Measurement and simple word problems will also be taught. To register, see the Essential Skills Registration Information.

Cost: No tuition (*Grant Funded)
Book/Material Fee \$25

Location	Days	Time
CCBC Catonsville	M/W	6-8:30pm
CCBC Dundalk	T/R	6-8:30pm
CCBC Essex	M/W	6-8:30pm

*This class is supported by grant funding from Maryland Department of Labor, Licensing, and Regulation.

Essential Math Skills II

This course is designed to enable the student to learn how to develop intermediate skills in mathematics. Topics to be covered include fractions, decimals, and percent. Basic geometry will also be taught. To register, see the Essential Skills Registration Information.

Cost: No Tuition (*Grant Funded)
Book/Material Fee \$25

Location	Days	Time
CCBC Catonsville	M/W M/W	12:30-3pm 6-8:30pm
CCBC Dundalk	T/R	6-4:30pm
CCBC Essex	M/W M/W	12:30-3pm 6-8:30pm
CCBC Owings Mills	T/R T/R	1:30-4pm 6-8:30pm
CCBC Randallstown	T/R	6-8:30pm

Essential Math Skills III

This course is designed to enable the student to learn the skills required to develop and review the basic reading, writing, and math skills needed to transition to the GED course. Topics to be covered include reading comprehension for complex passages, content instruction in science, social studies, essay development, critical thinking skills, basic geometry, and basic algebra for transitioning to the GED class. To register, see the Essential Skills Registration Information.

Cost: No tuition (*Grant Funded)
Book/Material Fee \$25

Location	Days	Time
CCBC Catonsville	M/W	6-9pm
CCBC Dundalk	T/R	6-9pm
CCBC Essex	M/W	6-9pm
CCBC Owings Mills	T/R	6-9pm

Essential Skills I and II

Learn to develop educational skills in reading and mathematics. Placement testing required at registration to enroll.

Cost: No Tuition (*Grant Funded)

Location	Days	Time
Young Parent Support Cntr**	T/R T/R	9:30am-12pm 3:30-6pm

**The Young Parent Support Center offers childcare (for children 0-4 years of age) during daytime session only. Transportation is available for both day and evening classes. Call the Center for information or to register (410-853-3860 or 410-853-3872).

* This class is supported by grant funding from Maryland Department of Labor, Licensing, and Regulation.

Math Skills Review

This class will provide students who possess a high school diploma instruction that will increase skills in whole number place value, addition, subtraction, multiplication, and division needed for job entry-level exams and/or preparation for college entrance assessments. Each class is 30 hours of instruction.

Cost: \$85 (Tuition: \$60 Fees: \$25)

CRN#	Day/Ses.	Dates	Time	Location
31115	M/W/F(10)	7/2-25	10:10am-1:10pm	CC
31133	M/W/F(10)	7/28-8/18	10:10am-1:10pm	CC
31120	M/T/R(10)	7/1-22	6-9pm	CC
31135	M/T/R(10)	7/28-8/18	6-9pm	CC
31123	M/T/R(10)	7/1-22	6-9pm	DC
31137	M/T/R(10)	7/28-8/18	6-9pm	DC
31126	M/T/R(10)	7/1-22	1:25-4:25pm	EC
31139	M/T/R(10)	7/28-8/18	1:25-4:25pm	EC
31129	M/T/R(10)	7/1-22	1:25-4:25pm	EC
31141	M/T/R(10)	7/28-8/18	1:25-4:25pm	EC

Maryland I-Pathways (Online)

Maryland i-Pathways is a free, teacher-supported online learning environment for GED test preparation. You must be a Maryland resident, be at least 16 years of age, and be officially withdrawn from high school. Eligibility is based on assessment in both reading and math. Applicants must exhibit minimum 9th grade skill levels in order to be enrolled. To obtain additional information and/or to apply, visit <http://www.mdadulthoodonline.org/>. Click "Getting Started" at the top of the home page. Complete Steps 1 & 2. Step 3 is the application. Complete the application and select The Community College of Baltimore County (CCBC) as your testing center.

Cost: No Tuition (*Grant funded)

National External High School Diploma Program® (NEDP)

This is a Maryland State approved method to earn a high school diploma. To qualify, you must be age 18 or older and demonstrate high school level skills through a prescreening process. Since many adults have acquired their high school level abilities through work, family, and community experiences, NEDP® allows adults to demonstrate their skills by applying their life experiences in real-life situations. Participants work toward their Maryland State high school diploma by demonstrating reading, writing, speaking, mathematics, problem-solving, and critical thinking academic skills through the performance of real-life tasks. The tasks are in a Web-based format, so computer and Internet access is required. An entry-level job skill must also be demonstrated by each participant.

Because this program was designed especially for adults, it is:

- Self-Paced
- Confidential
- Conducted weekly through one-on-one appointments with trained assessor
- A combination of Web-based, at home assignments and Web-based written and oral assessments at center locations

Cost: \$200.00 *Partially Grant Funded

Locations:

CCBC Essex
Business, Education & Social Sciences Hall,
Room 100

CCBC Catonsville
Transportation Technology Center
Second Floor

Information /Prescreening sessions are held by appointment only. For more information and/or to schedule an appointment, call 443-840-1284.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES

Inglés para personas que hablan otro lenguaje

Registrations for summer 2014 ESOL classes will be held in May and June. For details on dates, times, and locations please call 443-840-3748 or email: cko@ccbcmd.edu

Reasonable accommodations for a disability are available upon request. Please call 443-840-3428 to discuss availability of accommodations and testing procedures.

Korean and Spanish speakers available. Se habla español.

For more information, call 443-840-3748 or email: cko@ccbcmd.edu.

BEGINNING AND INTERMEDIATE ADULT ESOL CLASSES

Walk-In ESOL Placement & Registration Locations for ESOL Life Skills and EL Civics classes

Location/Building	Day	Date	Time
Sacred Heart School 2nd Floor	Thursday	5/15	5pm
CCBC Owings Mills 6th floor	Monday	5/19	9:30am
CCBC Dundalk CRLB - 209	Monday	5/19	5pm
CCBC Catonsville CLRM - 205	Tuesday	5/20	5pm
CCBC Randallstown Lobby	Wednesday	5/21	5pm
CCBC Hunt Valley Lobby	Thursday	5/22	9:30am
CCBC Hunt Valley Lobby	Thursday	5/22	5pm
CCBC Essex AHUM - 205	Wednesday	5/28	5pm

If CCBC is closed for bad weather or for an emergency, ESOL registration will be cancelled that day. Please check www.ccbcmd.edu/news/closings.html for closing announcements.

How to register:

- Go to one of the "Walk-In ESOL Registration Locations"

New Students:

- Must take a test.

Returning Students:

- Returning Students do not have to take a test if the student brings the blue "Referral Form for Summer 2014" to registration (unless the score on the form shows the student needs to re-test).
- Students must take a test if they do not bring the Referral Form or they took a class before Winter/Spring 2014.

TEST PROCEDURES ARE SUBJECT TO CHANGE.

- You can come to ANY registration location to register for ANY class.
- Arrive on time for registration. Students are registered on a first-come, first-served basis and classes fill up quickly!
- The Registration process may take 3 or more hours.
- No phone or mail-in registration.

DO NOT BRING CHILDREN TO REGISTRATION AND CLASSES.

If you need more information, please contact: Caroline 443-840-3748 (cko@ccbcmd.edu)

Korean speaker available
Se habla español

NOTE:

- Reasonable accommodations for a disability are available upon request. Please call 443-840-3428 to discuss availability of accommodations and testing procedures. Please allow staff adequate time to arrange an accommodation before registration.
- Students must be at least 16 years of age and officially withdrawn from high school to enroll in one of the ESOL classes. If under 18, a parent or legal guardian must come to registration.

ESOL CLASSES FOR BEGINNING AND INTERMEDIATE

These classes will help students learn English language skills for life, work, and civics concepts.

Classes are 5 weeks/60 hours. Student book and workbook are not included.

ESOL Classes for Beginning* Clases para Principiantes

To register, students MUST attend one of the WALK-IN ESOL PLACEMENT & REGISTRATION LOCATIONS for ESOL Life Skills and EL Civics classes.

ESOL Level Intro – Life Skills

This very low beginning course starts with basic English for life and work.

ESOL Level 1 – Life Skills

This low beginning course introduces simple English for life and work.

ESOL Level 2 – Life Skills

This high beginning course improves simple English for life and work.

ESOL Classes for Intermediate* Clases para Intermedio

ESOL Level 3 – EL Civics

This low intermediate course continues to develop English language skills and introduces civics concepts.

ESOL Level 4 – EL Civics

This intermediate course continues to develop English language skills and builds on civics concepts.

ESOL Level 5 – EL Civic Engagement

This high intermediate course continues to develop English language skills and extends civics concepts to civic engagement.

No Class Cost - *Grant Funded

*These classes are supported by Grant Funding from Maryland Department of Labor, Licensing and Regulation (DLLR).

Summer ESOL Class Location and Schedule for ESOL Life Skills and EL Civics

Classes are four times per week, Monday, Tuesday, Wednesday, and Thursday on the following time and locations:

Morning Classes: 9:30am-12:30pm
 CCBC Owings Mills
 CCBC Hunt Valley

Evening Classes: 6:30-9:30pm
 CCBC Catonsville
 CCBC Essex
 CCBC Dundalk
 CCBC Hunt Valley
 CCBC Randallstown

Classes will start the second week of July and will end the second week of August. Complete class schedules will be given at registration.

All students must come to one of the walk-in ESOL placement & registration locations to sign up for summer 2014 ESOL life skills and EL civics classes. You are not registered until you receive a copy of your registration welcome packet

ESOL ADVANCED COURSES

CONTINUING EDUCATION (TUITION/NON-CREDIT)

These non-credit courses are for advanced level non-native English speakers. Students registering for these Advanced ESOL courses are not required to come to an ESOL registration session. Classes fill up quickly, so call now or go online to enroll. Students are registered according to the date their tuition payment is received

To register for Advanced ESOL tuition courses, please call 443-840-4700 or register online for Continuing Education courses at www.ccbcmd.edu

ADS 990

ESOL English for Business Communication



This course is designed to assist high intermediate to advanced level non-native English speakers improve communication skills in the field of business. Students will learn how to better establish and maintain business relationships. Topics to be covered include language for meetings, presentations, collaborations, negotiations, and social interactions.

CRN#	Day/Ses.	Dates	Time	Location
30613	M/T/W/R	7/7-8/8	6:30-9:30pm	CCBC Hunt Valley
30689	M/T/W/R	7/7-8/8	6:30-9:30pm	CCBC Owings Mills

ADS 713

Integrated Skills-ESOL Advanced

This course will help non-native speakers, who have above a high intermediate level of English, improve their language skills. Topics include: specific strategies in listening, speaking, reading, grammar, vocabulary development, and writing. Courses are 5 weeks/60 hours.

Cost:\$199(Tuition:\$136Fees:\$63).Textbookincluded.

CRN#	Day/Ses.	Dates	Time	Location
30485	M/T/W/R	7/7-8/8	6:30-9:30pm	CCBC Essex
30599	M/T/W/R	7/7-8/8	6:30-9:30pm	CCBC Hunt Valley

PDE 980

English Pronunciation for Foreign Speakers (ESOL Pronunciation)

Develop the ability to be better understood. Designed for non-native English speakers who have above a high intermediate level of listening and speaking skills. Topics include: techniques to improve vowel and consonant sounds, syllable and sentence stress, intonation patterns, and speaking style. Courses are 10 weeks/60 hours.

Cost:\$199(Tuition:\$136Fees:\$63).Textbookincluded.

CRN#	Day/Ses.	Dates	Time	Location
30482	M/T/W/R	7/7-8/8	6:30-9:30pm	CCBC Essex
30695	M/T/W/R	7/7-8/8	6:30-9:30pm	CCBC Owings Mills

Students requesting to drop a course must notify the Continuing Education Registration Office at 443-840-4700 at least one business day prior to, and excluding, the start date of the course to receive a refund.

For more information about Advanced ESOL courses, please contact Suzi at 443-840-3476 or smonti@ccbcmd.edu.

Student Support Services

The Student Support Services office assists students with achieving their education goals. Examples of these services include academic learning support, assistance in transitioning to postsecondary education, information and referral, and career advising for students attending Essential Skills, GED, NEDP®, and ESOL classes. For more information, call 443-840-3428.

Classes marked as *Grant Funded are supported by grant funding from Maryland Department of Labor, Licensing, and Regulation.

ESOL FAMILY LITERACY FOR PARENTS AND CHILDREN

Family Literacy classes are designed for parents and their elementary school aged or younger children to improve reading, speaking, writing and listening skills focusing on materials used in everyday situations. Includes training on how parents can be full partners in their children's education. Educational activities that focus on the preparation of children for success in school and other life experiences are provided. ESOL Family Literacy Summer classes are forming now!

Cost: No Fee *Grant Funded

For more information about class schedules and locations, call Kaija Canino at 443-840-3452 or email kcanino@ccbcmd.edu

VOLUNTEER LITERACY OPPORTUNITIES

If you have strong reading, writing and/or math skills, consider assisting students in GED preparation, or working with English language learners.

- Share valuable math, reading, writing and life skills
- Grow and develop personally/professionally
- Impact your community
- 2-3 hours/week commitment
- Training is provided

For information please contact njohnson@ccbcmd.edu

EMPLOYEE ACADEMIC TRAINING CLASSES CUSTOMIZED AND ON-SITE

Attention Employers/Human Resource Administrators

Let us help you with your "DO" list.

Employee Academic Basic Skills (Math, Reading, Writing & ESOL)
Training courses are customized and taught on site.

- Do you have a need to enhance your company's image and bottom line through the use of a skilled workforce?
- Do you need basic educational skills training to increase your employees' reading, writing, and math ability?
- Do your employees need ESOL training or other skill enhancements?
- Do you need on-site training?

If so, CCBC is the answer to all of the questions. We provide training during your hours and at your location.

We're here to fulfill your business goals!

Call 443-840-3422 or email: gnorris@ccbcmd.edu

BASIC EDUCATION & ENGLISH LANGUAGE SERVICES CLASS LOCATIONS

For MTA routes call the MTA Information Line 410-539-5000 or 1-866-743-3682. Website <http://www.mtamaryland.com/index.cfm>. Click "Bus Routes".

CCBC CATONSVILLE
800 South Rolling Road
Baltimore, MD 21228

SACRED HEART SCHOOL
63 Sacred Heart Lane
Reisterstown, MD 21136

CCBC DUNDALK
7200 Sollers Point Road
Baltimore, MD 21222

YOUNG PARENT SUPPORT CENTER
201 Back River Neck Road
Essex, MD 21221

CCBC ESSEX
7201 Rossville Boulevard
Baltimore, MD 21237

CCBC HUNT VALLEY
11101 McCormick Road
Executive Plaza III, Suite 100
Hunt Valley, MD 21031

CCBC OWINGS MILLS
10300 Grand Central Avenue
Owings Mills, MD 21117

CCBC RANDALLSTOWN
3637 Offutt Road
Randallstown, MD 21133

Individuals with Disabilities



- › Center for ACCESS
- › Single Step

SINGLE STEP **G**

For almost 40 years, the Community College of Baltimore County Single Step has been changing lives by providing classes and career options for adults with disabilities. Single Step provides students with academic, pre-vocational, social, and independent living skills necessary for success in college study, employment, and adult life.

STUDENTS' DEVELOPMENT IS SUPPORTED THROUGH:

- Basic skills instruction specifically designed for special learners,
- 6-1 student-teacher ratio
- Community-based field trips,
- Interactive learning activities designed to connect learning with students' real lives, goals, and communities.

CERTIFICATE OPTIONS

- Child Care Assistant (Maryland State 90 Hour Certificate)
- Clerical and Office Skills
- Food Service
- Professional Animal Workers
- Warehouse and Forklift Safety

SINGLE STEP TRANSITION TRACK

The Single Step transition track focuses on improving individual reading comprehension, writing, math, humanities, computers, personal finances, employment and independent living skills.

For more information on the Single Step program and to schedule an interview, contact: Rakeah Glass at rglass@ccbcmd.edu or Jennifer Cabana at jcabana@ccbcmd.edu. Visit our website at ccbcmd.edu/ceed/classes/access.html#singlestep. Classes begin at the end of January and August each year.

ENROLLMENT REQUIREMENTS:

- An on-campus interview and assessment must take place before enrolling.
- Tuition must be paid before classes begin

Single Step Summer Intensive

This suite of courses is designed to provide students with interpersonal and communication skills, community education and community integration. During a three-day instructional week, students will take part in classroom instruction, community learning experiences, social experiences on and off of campus, and group projects all geared toward developing improved interpersonal skills, problem solving, and independence.

Courses include:

- Interpersonal Communication In The Adult World of Independent Living
- Healthy Cooking and Kitchen Safet
- It's Your Turn to Manage Your Life

For more information on the Single Step program and to schedule an interview, contact: Rakeah Glass at rglass@ccbcmd.edu or Jennifer Cabana at jcabana@ccbcmd.edu. You can also call our office at 443-840-3262. Visit our website at ccbcmd.edu/ceed/classes/access.html#singlestep.



SEE WHAT YOU CAN BE AT CCBC

Where we offer more than 100 different degree and certificate options—the most of any in the region!

YOU CAN:

- **Earn an associate degree or credit certificate.**

You'll be glad you did as you'll be likely to earn \$400,000 more during your career than you would with only a high school diploma.

- **Transfer to a four-year school to pursue a bachelor's or advanced degree.**

CCBC graduates are GUARANTEED admission to Maryland public four-year colleges or universities. Now that's a SMART MOVE!

- **Pick up additional credits while enrolled at another college.**

Save time and money when you take courses during our summer sessions. You could get ahead and even lighten your load for the next semester.

- **Finish what you started.**

Get back on track to completing that degree you started and find out how you may be able to accelerate it with credit for life and work experience. Call 443-840-4106 or email comebackdegree@ccbcmd.edu to find out how.



SEE WHAT CCBC HAS TO OFFER

The choice is yours

Degrees and transfer patterns

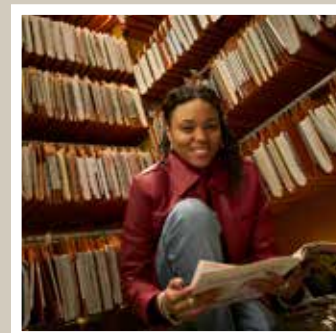
- Accounting
- Applied Exercise Sciences
- Automotive Technology*
- Degree options:*
- Ford (ASSET)
- General Motors (ASEP)
- Toyota (T-Ten)
- Aviation Management*
- Degree options:*
- Air Traffic Control
- Flight Management
- Flight Training
- Business Administration
- Business Management
- Chemical Dependency Counseling*
- Computer Aided Design for Architecture and Engineering
- Computer Automated Manufacturing
- Computer Graphics and Visual Communication
- Certificate options:*
- Graphic Design
- Interactive Design
- Photography and Imaging



- Computer Science
- Transfer pattern:*
- Information System Management
- Construction Craft Professional
- Construction Management
- Criminal Justice Studies
- Dental Hygiene*
- Emergency Medical Technology*
- Engineering
- Engineering Technology
- Fine and Performing Arts
- Transfer patterns:*
- Art, Design and Interactive Media
- Dance
- Music
- Theatre
- General Studies
- Geospatial Applications
- Health Informatics and Information Technology*

- Heating, Ventilation, Air Conditioning (HVAC) and Energy Technology
- Hospitality Management
- Degree options:*
- Hospitality Entrepreneurship
- Lodging Management
- Tourism Management
- Humanities and Social Sciences
- Transfer patterns:*
- Anthropology
- Art, Design and Interactive Media
- Business Law
- Communication Studies
- Creative Writing
- Dance
- Economics
- English
- Health
- History
- Mass Communications
- Music
- Philosophy
- Physical Education

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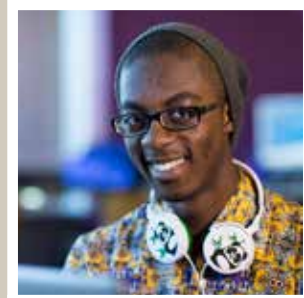


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Political Science
 Pre-Law
 Psychology
 Sociology
 Theatre - Performance
 Theatre - Technical Design
 and Production
 Women's Studies
 World Language
 Human Services
 Information Systems Security
 Information Technology
Degree options:
 Database
 Programming
 Web Development
 Interior Design
 Interpreter Preparation
 Massage Therapy
 Medical Laboratory Technology*
 Medical Office Assistant*
 Mental Health*
 Mortuary Science*
 Network Technology
Degree options:
 CISCO
 General
 Information Technology Support
 Microsoft
 Red Hat Linux



Nursing*
 Occupational Safety and Health*
 Occupational Therapy Assistant*
 Office Administration
Degree options:
 Executive Administrative
 Assistant
 Legal Office Administration
 Medical Office Administration
 Software Application Specialist
 Paralegal Studies
 Physician Assistant
 (Professional Certificate/M.A.)*
 Radiation Therapy*
 Radiography*
 Recreation, Parks and Tourism*
Degree options:
 Therapeutic Recreation
 Tourism Management
 Respiratory Care Therapist*
 Science
Transfer patterns:
 Astronomy
 Biology
 Chemistry
 Environmental Science
 Forensic Science
 Geography
 Geology
 Mathematics
 Meteorology
 Oceanography
 Physics
 Survey Technology*
Degree options:
 Civil Design
 Land Surveying
 Sustainable Horticulture*



Teacher Education
Degree options:
 Early Childhood
 Early Childhood Development
 Elementary
 Secondary
 Special Education
 Secondary Education
Degree options:
 Chemistry
 Mathematics
 Physics
 Spanish
 Veterinary Technology*

* A Maryland resident who does not live in Baltimore County may qualify for lower tuition rates for these State-wide and Health Manpower Shortage programs. Tuition rates are based on available state funding and meeting eligibility requirements.



IN TUNE WITH TODAY'S JOB MARKET

Whether you want to investigate a degree with job market potential, or explore new career options with financial stability, one of these timely credit programs may offer the perfect solution. Learn more about these and other exciting technology-driven options available through CCBC's School of Applied and Information Technology at www.ccbcmd.edu/sait.



Not your father's engine: Automotive Technology

Like medicine, automotive service is a recession-proof career now dominated by computer technology. With owners holding onto their vehicles longer, there is unprecedented demand for qualified, credentialed automotive technicians to properly diagnose and service vehicles. CCBC's **Automotive Technology** program has a regional reputation for producing the best auto doctors through our partnerships with industry leaders Ford Motor Company, General Motors and Toyota Motors.



Sky's the limit

An ever-increasing volume of air traffic - private and commercial, passenger and cargo - requires a well-trained workforce to manage it. Degree and certificate programs in **Aviation Studies, Flight Management, and Flight Training** prepare students for careers in this exciting, high-intensity industry. CCBC's Air Traffic Control degree program is one of only 31 aviation colleges selected by the Federal Aviation Administration to train air traffic controllers under its Collegiate Training Initiative.



The new frontier: Cyber Security

With new threats to computer network security emerging every day, a smart, skilled security workforce is in demand. CCBC's **Information Systems Security** program is leading the way in providing cutting-edge training for cyber security professionals, earning a National Center of Academic Excellence designation by the Department of Homeland Security (DHS) and the National Security Agency (NSA).



CCBC

The incredible value of education.

GET STARTED TODAY.

Call 443.840.CCBC or visit

www.ccbcmd.edu

PAYMENT OPTIONS AND FINANCIAL AID

Tuition Payment Methods

In most cases, cost information can be found directly under each course description in this publication. Course tuition and any associated fees may be paid in one of several ways: personal or employer check, money order, credit card (Visa, MasterCard, Discover and American Express) or cash depending upon the registration method and location chosen. Please refer to the Registration Form and the specific section of interest in this publication for more detailed information.

Refund Drop/Add Policy

To receive a refund or to drop/add a class, a student must notify the Continuing Education division at least one business day (Monday – Friday excluding holidays) prior to the start of the class. Refunds are processed in check form. Call 443-840-4700 for additional information.

Financial Aid

The following non-credit courses of study have been approved by the U.S. Department of Education as Pell eligible: Surgical Technology and Medical Assistant. Qualified students enrolling in the approved courses of study may have all or part of their course costs paid. Contact the Financial Aid office at 443-840-4170 for more information.

Continuing Education Opportunity Grants

Continuing Education students who qualify may apply for need-based grants that can be applied toward the tuition and fees of eligible continuing education courses. Grants are \$500 per eligible student per fiscal year and are awarded on a first come, first serve basis. Applicants need to apply as early as possible before their classes are scheduled to begin to have their eligibility determined. Applicants must complete the application in full and submit the required documentation to show income-eligibility. Upon receiving an award, a student may then enroll in eligible courses and the grant award will be applied to the total cost of the course. Call the Continuing Education Information Center at 443-840-4700 for an application.

Partial Payment Option (through Nelnet Business Solutions)

To have monthly payments automatically deducted from a checking, savings or credit card account, students must complete a Nelnet Business Solutions application. Students must pay an initial deposit toward the costs of their course(s) and a \$25 non-refundable processing fee to Nelnet Business Solutions. Eligible courses must be \$500 each or multiple courses must be at least \$500 and in the same program area. Call 443-840-4700 for more information and assistance.

Tuition Waiver for Individuals with Eligible Disabilities

Individuals who are under 60 years of age and certified as retired due to disability as defined by the Social Security or the Railroad Retirement Act may enroll at CCBC without a charge for tuition for eligible courses that lead to employment, including life skills instruction. Applicable fees, including registration and out-of-county fees, will be charged.

Disabled students wishing to apply for the waiver need to obtain a Certification of SSI/SSDI Disability form. This form is available online at www.ccbcmd.edu/hb104, at the Continuing Education registration area at one of the CCBC campuses, or by contacting the Continuing Education division at 443-840-4700. The form must be taken to the appropriate Social Security Office, or the federal pension or retirement authority that services the account for completion and signature.

The certification form, registration form, and payment may be brought to any CCBC Registration office. However, for fastest service, we suggest that continuing education students bring their completed certificate of eligibility and registration paperwork to:

CCBC Continuing Education,
Continuing Education Building, Room 122,
800 S. Rolling Road, Baltimore, MD 21228

Tuition Waiver for Senior Citizens

Maryland residents who are age 60 or older on the first day of class may enroll at CCBC without a tuition charge for eligible courses. Applicable fees, including registration and out-of-county fees, will be charged. Students age 60 or older must complete the birthdate section on the registration form.

Employer/Sponsor Paid Tuition

Students must present written proof (purchase order, tuition assistance form or letter on company letterhead with employer's authorization to bill for registration) at the time of registration. In the event the employer does not pay the bill, the student is responsible for all tuition and fees.

Workforce Investment Act (WIA) Training Funds

People who are unemployed or employees/employers who want to upgrade skills may contact a representative from the Baltimore County Division of Employment Development at: Eastpoint Center (410-288-9050), Hunt Valley Center (410-887-7940), Liberty Center/Randallstown (410-887-8912) or the Mayor's Office of Employment Development Baltimore City (410-396-3009). These One-Stop Centers will provide you with information necessary to qualify for federal WIA job training funds.

Division of Rehabilitation Services (DORS)

Individuals with disabilities seeking funding may contact a representative from the Maryland State Department of Education at 410-412-7090.

For additional Financial Aid options, call 443-840-4700.

COLLEGE POLICIES

Student Concerns

If a student has a concern regarding curriculum, instruction, course cost, parking, refunds or any other concern, please call 443-840-4700 or email us at ceedstudentconcerns@ccbcmd.edu. If your concern cannot be immediately resolved, you will be promptly contacted by the appropriate Continuing Education department to address your issues.

Accommodations for People with Disabilities

CCBC is committed to providing educational opportunities for all students. Any person with a documented disability who wishes to enroll in a non-credit class should contact the Continuing Education division, 443-840-4700, at least two weeks prior to the start of class. The division will coordinate assistance such as reader assistance, instructional accommodation, note takers and sign language interpreters.

Room Assignments

For courses held on CCBC campuses and extension centers, call 443-840-4700 three days prior to the first day of class to learn or confirm room assignments. For courses held at area high schools, room assignments will be posted at the site when classes begin.

Class Cancellations

Students will be notified by phone, email or mail when courses are canceled or rescheduled. It is the student's responsibility to ensure that the college has accurate contact information on file. For class cancellations due to weather or other emergency closings, see Emergency Closings.

Residency Requirement

The Board of Trustees of CCBC has approved the following residency requirement: "A student must have resided in a county or city of the State of Maryland for at least 3 months prior to the first day of classes to be eligible for the resident rate of that county or city." The entire policy, including its definitions and procedures, is available in a current CCBC catalog (www.ccbcmd.edu/catalog).

Emergency Closings

In the event that the college (or a specific campus) opens late due to weather-related or other emergency conditions, classes will begin at the announced opening time and resume the normal schedule for the remainder of the day. Students and faculty engaged in field placement programs (such as clinical placements, etc.) should discuss the handling of emergency situations at the beginning of the placement period.

Weather Information

Please check the following CCBC resources for specific weather-related updates as they occur: www.ccbcmd.edu or the weather line for all campuses 443-840-1711. The college also alerts various local media of weather-related opening and closing updates.

CCBC Classes Held at Baltimore County Public Schools

When Baltimore County Public Schools (BCPS) are closed, all CCBC classes offered at BCPS facilities are canceled.

Baltimore County Public Schools Closing Alert System (www.schoolsout.com)

Receive an automatic update when weather, emergency or a facilities closing necessitates the canceling or delay of CCBC classes held at a Baltimore County Public School location by signing up to receive an alert through the School's Out notification system. For more information or to register, go to www.schoolsout.com.

CCBC Campus Alert System

Campus Alert is a free messaging service that allows users to receive emergency announcements distributed by the college. The service is offered in the form of text messages to mobile phones, voice calls to any phone and email. This is a flexible system that is ideal for students, parents, faculty, staff and community members who use CCBC facilities. The college uses the system for emergency college alerts only and will not share contact information. Sign up at www.ccbcmd.edu/campusalert and register today.

Campus Security

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by Congress in November 1999, requires that colleges and universities publish and distribute an annual security report. This report includes campus crime statistics for the previous three years, policy statements concerning drug use, crime prevention and procedures to be followed in sexual assault offenses. The Act also provides for timely notice to the campus of crimes considered threats to safety and to maintain a public log of all reported crimes. Interested parties may obtain a paper copy of the report at the Department of Public Safety office on each CCBC campus. The report may also be reviewed by accessing the CCBC Web site (www.ccbcmd.edu). Simply select Student Services, select the campus of interest and click Public Safety. Staff members of the Department of Public Safety are always available to provide assistance and information.

General Public Safety Number:
443-840-1111

Equal Opportunity and Affirmative Action Statement

The Community College of Baltimore County practices equal opportunity in education and employment and is strongly and actively committed to diversity within the college community.

Disclaimer

Any information listed in this publication and on the web is subject to change. The college regrets any discrepancies or typographical errors. This publication is not to be regarded as an irrevocable contract between the student and the college.

LOCATION

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 at the Liberty Center
3637 Offutt Road, 21133

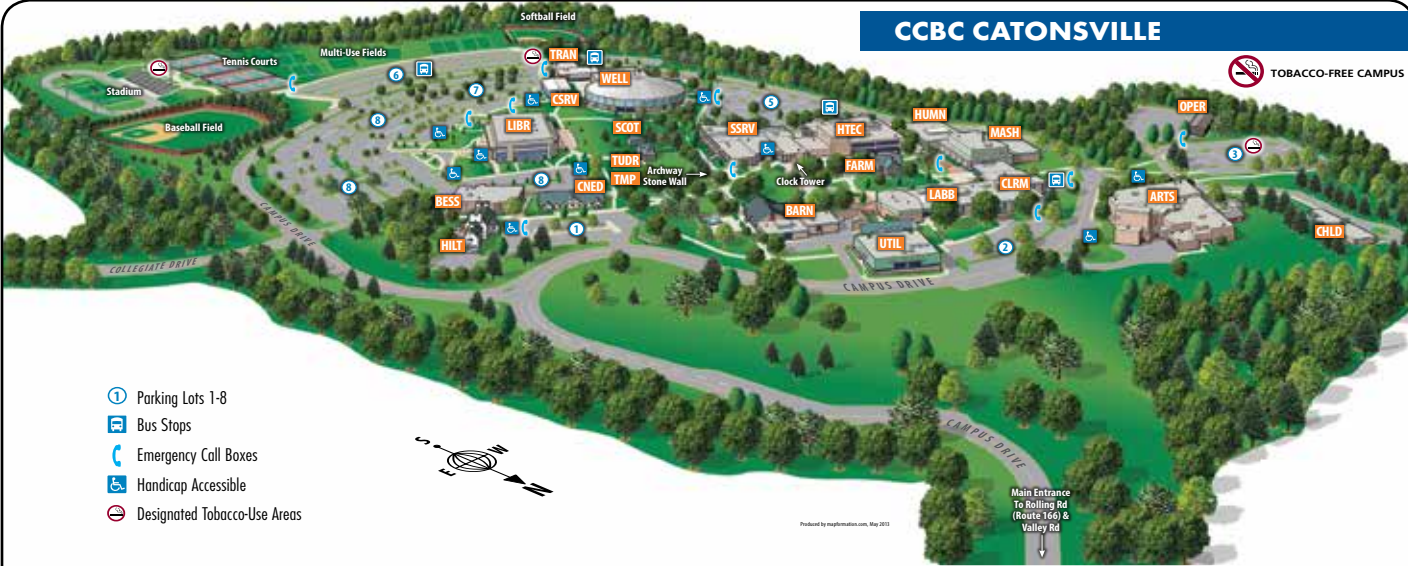
COMMUNITY CENTERS

- BLM The Bloomsbury Community Center
106 Bloomsbury Avenue, 21228
- BMU Baltimore Museum of Art
10 Art Museum Drive, 21218
- WWW Online Course

MAPS AND DIRECTIONS

FINDING YOUR WAY

The Community College of Baltimore County's (CCBC) three campuses, three extension centers and numerous community sites are convenient to anywhere in and around Baltimore County.



CCBC CATONSVILLE

TOBACCO-FREE CAMPUS

CCBC CATONSVILLE
 800 South Rolling Road, Baltimore, MD 21228
 443-840-4099

Take Baltimore Beltway (I-695) to Exit 12 (Wilkins Avenue)
 West to Valley Road. Turn right on Valley Road and follow
 to the college entrance.

MAPS AND DIRECTIONS

CCBC DUNDALK

TOBACCO-FREE CAMPUS

CCBC DUNDALK
 7200 Sollers Point Road, Baltimore, MD 21222
 443-840-3700

From Baltimore Beltway (I-695): Take Exit 39 (Merritt Boulevard). Turn right on Merritt Avenue. Merritt Avenue becomes Sollers Point Road. CCBC Dundalk is on the right.

From I-95: Take Exit 58 (Dundalk Avenue) to Holabird Avenue. Turn left on Holabird Avenue. Turn right on Delvale Avenue. CCBC Dundalk is on the left.

CCBC ESSEX

TOBACCO-FREE CAMPUS

CCBC ESSEX
 7201 Rossville Boulevard, Baltimore, MD 21237
 443-840-2700

Take Baltimore Beltway (I-695) to exit 34 (Rosedale). Turn at MD Rt.7 toward White Marsh. Proceed one mile and turn left onto Rossville Blvd. CCBC Essex is on the right.

Continuing Education Call Center Registration

443-840-4700 or www.ccbcmd.edu/ceed

CCBC Hunt Valley

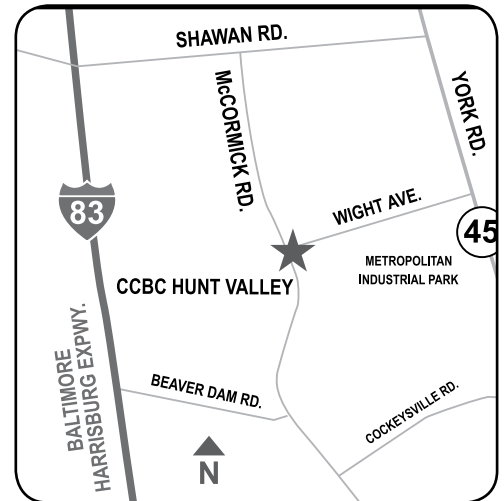
Take I-83 north to Exit 20 (Shawan Road). Go East on Shawan Road to right at first traffic signal (McCormick Road). Turn left on Wight Avenue. At the 1st driveway, turn left into CCBC Hunt Valley's Parking Lot. The front entrance is on the McCormick Road side of the building. Parking is free. No permit is needed.

CCBC HUNT VALLEY

11101 McCormick Road
Hunt Valley, MD 21031
443-840-5830

Registration

CCBC Hunt Valley accepts both credit and non-credit registrations at this location for courses held here and at all other CCBC campuses and extension centers. In person registration for continuing education classes is available Monday-Thursday from 9am-7pm and Friday from 9am-4pm. **This center does not accept cash payments.**



CCBC Owings Mills

From I-695, take exit 19 (I-795N/Northwest Expwy toward Reisterstown/Owings Mills). Take exit 4 (Owings Mills Blvd), keep right at fork, follow signs for Owings Mills Blvd N/MD-140 Reisterstown Rd., merge onto Owings Mills Blvd. Right onto S. Dolfield Rd. Right onto Painters Mill Rd. Right onto Grand Central Ave.; enter parking ramp. CCBC is west of the garage. Parking on floors 5-8 of garage. CCBC is accessible by Metro Subway and less than a 1/2 mile from the Owings Mills stop.

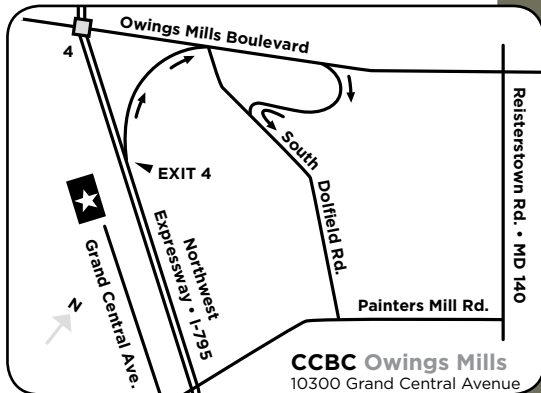
Note: Due to newness of location, many GPS and online mapping systems so not recognize the campus address. Enter the parking garage address (5048 Painters Mill Rd) for directions.

CCBC OWINGS MILLS

CCBC Owings Mills
10300 Grand Central Avenue
Owings Mills, MD 21117
443-840-5884

Registration

CCBC Owings Mills accepts both credit and non-credit registrations at this location for courses held here and at all other CCBC campuses and extension centers. In person registration for continuing education classes is held Monday-Thursday, 8:30am-7pm, Friday, 8:30am-4pm. **This center does not accept cash payments.**



CCBC Randallstown at the Liberty Center

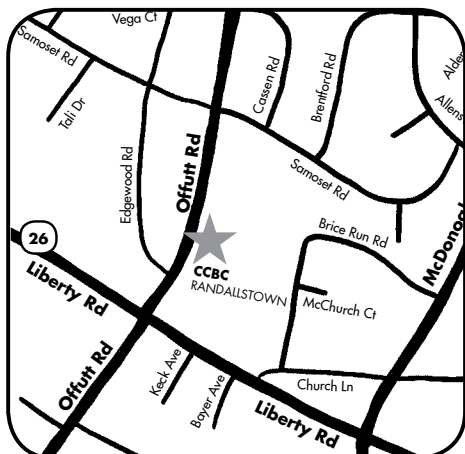
From Baltimore Beltway (I-695): Take exit 18 (Liberty Road). Merge onto MD-26W/Liberty Road toward Randallstown. Turn right at Offutt Road.

CCBC RANDALLSTOWN AT THE LIBERTY CENTER

3637 Offutt Road
Randallstown, MD 21133
443-840-2757

Registration

CCBC Randallstown at the Liberty Center accepts non-credit registration at this location for continuing education courses held here and at all other CCBC campuses and extension centers. In-person registration for continuing education classes is held Monday-Friday from 8am-4pm. **This center does not accept cash payments.**



OPPORTUNITY GRANT GUIDELINES

The Community College of Baltimore County (CCBC) offers institutional funding to students through Opportunity Grants. These grants are available to qualified students for application against the tuition and fees of selected non-credit, Continuing Education courses. These needs-based grants have a value of \$500 and are to be used after all other non-loan-based financial aid resources have been exhausted.

Students are eligible for only one grant per fiscal year (i.e., July 1 through June 30) and each grant awarded may only be used once. If a grant is applied against a total course cost of less than \$500 the difference is not available for future spending.

To apply for funding, students must complete an application form. *To receive an application form, please contact the Continuing Education Information Center at 443-840-4700.* The list of eligible Continuing Education certification programs and courses for FY2013 is below and is subject to change.

Health and Human Services

Cardiovascular Technician (CVT)
Central Service Technician
Certified Nursing Assistant (CNA)
Child Care (90 hour Course)
Dental Assisting
EKG Technician
Health Information Technology EHR Specialist
Health Information Technology IT Analyst
Medical Assisting Series
Medical Billing
Medical Coding
Medical Office Administrative Assistant
Medical Office Support
Nursing Assistant
Nursing Support Technician (not GNA)
Ophthalmic Medical Assistant
Pharmacy Technician
Physical Therapy Aide
Polysomnographic Tech (Sleep Technology)
Surgical Technology
Unit Clerk
Venipuncture and Specimen Collection
Veterinary Assistant

Computers

A+ Certification PC Repair Technician Certification (PCA556)
CISCO (CCNA) Certification Series Certified System Administrator (RHCSA) Certification Series
Ethical Hacking
Introduction to Firewalls (PCA595)
Introduction to Intrusion Detection/Prevention Systems (PCA592)
MS Project -Intro and Advanced
Network Forensics (PCA966)
Network+ Technician Certification Series
Photoshop-CS6and Flash CS6 series
Red Hat Certification Series
Red Hat Certified Engineer (RHCE) Certification (PCA556)
Red Hat Certified System Administrator (RHCSA) Certification Series
Windows 7 Professional Certification (PCA560)
Windows Server Active Directory Configuration Certification (PCA562)
Windows Server Certification (PCA561)
Windows Server Network Infrastructure Certification (PCA563)

Business

Administrative Assistant
CPSM Exam Preparation
Hospitality
Human Resources Series
Non-Profit Organization Manager
PMP Exam Prep Course
Project Management Course Series
Property and Casualty Insurance
Real Estate Appraisal
Supply Chain Manager

Technical Training

Apartment Building MaintenanceAutodesk Revit Level I
Basic AutoCAD
Basic Carpentry
Basic Electricity
Basic Plumbing
CDL A and B
CBD-B Hospitality
CDL Learner's Permit
Carpentry, Electricity and/or Plumbing for Building Maintenance
Comprehensive Green Building
Construction Pre-Apprenticeship – 150 hour Core 6 classes (Electrical, Carpentry and/or Plumbing)
HVAC
Home Inspector Pre-License
Hospitality Transportation Specialist
Machine Tool Short-Term Training
MicroStation Graphics
Programmable Logic Controllers
Train the Trainer: Emergency Responder
Understanding Battery Electric and Hybrid Electric Vehicles
Weatherization
Welding I

Single Step

(for adults with disabilities)

Beginning Literacy for Special Learners
Beginning Literacy Van Service for Single Step
Child Care 90 hour Certification
Clerical & Office Skills
Professional Animal Workers Certification
Warehouse Tech and Forklift Series
Transition Program
Travel Training

Other

Captain's Licensing-U.S. Coast Guard
ESOL (several eligible courses)
Reading for Success (FLOORS)

NEED HELP PAYING FOR TRAINING?

Financial Aid Options

Find out how many ways there are to help you pay for training.

For detailed information see “**Payment Options and Financial Aid**”

Tuition Payment Method

Course tuition and associated fees may be paid by personal or third party check, money order, credit card (Visa, MasterCard, Discover, American Express), or cash (depending on location and method of registration chosen).

Financial Aid

Selected non-credit courses of study have been approved by the U.S. Department of Education as Pell eligible: Surgical Technology and Medical Assistant. To see if you qualify, contact the Financial Aid office at 443-840-4170

Continuing Education Opportunity Grants

Qualifying Continuing Education students may apply for need-based grants that can be applied to eligible Continuing Education courses. These courses are noted in the course schedule with a **G** and are awarded on a first come, first served basis. Apply early, prior to enrollment. Call 443-840-4700.

Partial Payment Options

Through Nelnet Business Solutions, you can have monthly payments automatically deducted from a checking, savings, or credit card account. Call 443-840-4700 for further information.

Workforce Investment Act (WIA) Training Funds

If you are unemployed or are an employee/employer wanting to upgrade your skills, or those of your staff, contact a representative at one of three WIA centers. Call 443-840-4700 or visit <http://www.baltimorecountymd.gov/Agencies/jobtraining>.

Division of Rehabilitative Services (DORS)

Individuals with disabilities seeking funding may contact a representative from the Maryland State Department of Education at 410-412-7090.

For Additional Financial Aid Options, call 443-840-4700.

A world of possibilities

Whatever you want to do, there's a class waiting for you right here, close to home – and for a lot less than you'd expect. So get the facts at www.ccbcmd.edu/ceed and take the first step toward a career or a learning experience just for the fun of it.

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FOUR WAYS TO REGISTER



MAIL

Send registration form and payment to:

CCBC Catonsville
Continuing Education Building
800 S. Rolling Road
Baltimore, MD 21228-5317

Method of payment:

credit card, money order or check



TELEPHONE

Have credit card number and expiration date ready when you call:

443-840-4700

Hours:

Monday–Thursday: 8am–7pm

Friday: 8am–4:30pm

Saturday: 8:30am–12pm

Method of payment:

credit card only



IN PERSON

Bring registration form and payment to the nearest CCBC campus.

CCBC Catonsville

Continuing Education Building
Hours: Monday–Thursday, 8am–7pm
Friday, 8am–4:30pm

CCBC Dundalk

Student Services Center
Hours: Monday–Thursday, 9am–7pm
Friday, 9am–4:30pm

CCBC Essex

Student Services Center
Hours: Monday–Thursday, 9am–7pm
Friday, 9am–4:30pm

Method of payment:

credit card, money order, check or cash

Hunt Valley

Hours: Monday–Thursday: 8am–7pm
Friday: 8am–4pm
(this center does not accept cash)

Owings Mills

Hours: Monday–Friday: 8:30am–4pm
(this center does not accept cash)

Randallstown

Hours: Monday–Friday: 8:30am–4:30pm
(this center does not accept cash)

Method of payment:

credit card, money order or check

ASE/GED/ESOL Registration

In person registration only. See the Basic Education and English Language Services section of this book for details.

Students Under 18

All registrations for students under the age of 18 must be signed by the student's legal parent or guardian in the space provided on the registration form.



ONLINE

New and Improved Online
Registration

To Browse Course List:

Anyone can browse the catalogue for classes by going to:

www.ccbcmd.edu/flexreg

To Register:

Students who are previous or current students of CCBC may register for class through our new Flexreg system.

To register simply follow the directions to create an account.

New Students

If you are new to CCBC and have not previously taken classes with us, you'll need to create an account.

For new students who either live outside of Baltimore County, are employees/retirees from CCBC and/or who are Seniors, we encourage you to call 443-840-4700 for your first-time registration with CCBC to ensure you receive appropriate course pricing.

For questions or issues: Please contact 443-840-4700.

CCBC Continuing Education (Non-Credit) Registration Information

MAIL
Send registration form and payment (check or money order) in full amount to CCBC, Continuing Education Division, Bldg. CNGD, 800 South Rolling Road, Balto. MD 21228-5317.

IN PERSON
Bring registration form and payment to the Registration Office of the CCBC campus nearest you.

TELEPHONE
Phone in your registration by using MasterCard, VISA, Discover, or American Express. Please have your credit card number and expiration date ready.
443-840-4700

ONLINE
Visit our website at www.ccbc.md.edu/flexreg and use our online flexible registration system to select classes, register, and make payment.

How Did You Hear About Us?
 Radio
 Newspaper
 Course Schedule
 Brochure
 Web
 Employer
 Friend/Relative

New Student { Returning Student Check if student information has changed }

CCBC Employee?
 Yes No

Last First M.I.

Are you a Veteran?
 Yes No

Home Address (no Post Office Box) Email Address

Gender
 Female Male

City State Zip

Class Location
Please call three business days prior to start for class locations.

Home Phone (Include Area Code) Work Phone (Include Area Code)

Class Changes
To drop a class, call no later than one business day prior to start date.

Social Security Number or Student ID number (not SSN #) Birthdate (MM/DD/YYYY)

County of Residence
 Baltimore County Baltimore City
 Other (specify): _____

Age Verification
 I am 60 yrs. or older
 I am under 16

Hours of Operation
Business hours/days are
M-R 9am-7pm
F 9-4pm
excluding holidays
and college closings.

Residency Verification
 I am a U.S. Citizen Yes No
 I have been a MD resident for at least 3 months Yes No

CRN#	COURSE#	COURSE TITLE#	BEGIN DATE	TIME	LOCATION	COST*

*Out-of-State or International Students, call 443-840-4700 for course cost.
 Non-Baltimore County Residents add \$10 per course.

Signature (I certify all information is correct) Date

Guardian (if under 18, signature of Legal Guardian is required) Date

Are you of Hispanic or Latino origin? Yes No
What is your race? Select one or more of the following categories.
 White
 Black or African American
 Hispanic or Latino
 Asian
 American Indian or Alaska Native
 Native Hawaiian or Other Pacific Islander

Register early for the best selection of Summer and Fall 2014 courses!

REGISTRATION BEGINS:

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April 28 Fall semester

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July 14 Second 6-week session
July 21 Second 5-week session

FALL CLASSES START:

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September 16 12-week Late Start session
October 20 Second 7-week session

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Chris Caruso,
CCBC graduate
Teacher Education, 2013

Register online or stop by an extension center or the Enrollment Services Center on any CCBC campus.

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