



**CARROLL TO  
CAREER**



Start > Advance > Change >

**Your Career**




Find a profession that fits  
**you!**



## Get on the FAST TRACK to Your Future

Don't want to—or can't—spend four or more years pursuing your education before you can find a related job?

Your journey to an in-demand career doesn't have to take years. In as little as two months, you can earn a Workforce Training Certificate in a range of skilled areas to prepare for state licensure, industrial certification or to meet regional workforce needs.



Exciting **new programs** are offered regularly.







# WHY CARROLL FOR CAREER TRAINING?

## Spend Less Time & Money

Carroll offers a variety of affordable and fast job training programs taught by highly qualified instructors who will prepare you for your new career.

## Get Hired After You Graduate

Thousands of our former students have successfully found employment in Carroll County. We strive to ensure you acquire the skills and certifications you need to be job-ready.

## Classes at Times Convenient for You

Carroll offers a selection of course types and times to fit your schedule, including evening, online and Saturday classes.

## Develop Your Professional Skills

If you are a working professional, Carroll's flexible programs for vocational development and training will prepare you for career advancement or a career change.





**Laura J. Miller Pharmacy Technician Completer**

The instructors made themselves available in and outside of class time... Not only was I successful in accomplishing the course work, but I took the certification exam and passed with flying colors. I am now working as a Certified Pharmacy Technician at Carroll Hospital Center.

# HEALTH CARE

Join one of the fastest growing and most stable job sectors in the U.S.  
Become a health care professional!

### Workforce Training Certificate Programs (non-credit)

- Certified Nursing Assistant and Geriatric Nursing Assistant
- Dental Assistant (learn in our new state-of-the-art Dental Lab!)
- EKG Technician
- Emergency Medical Technician
- Medical Assistant
- Medical Biller
- Medical Coder
- Patient Care Technician
- Pharmacy Technician
- Phlebotomy Technician
- Sterile Processing Technician

### Associate Degree and Certificate Programs

- Emergency Medical Services – Paramedic\*
- Health Information Technology
- Licensed Practical Nurse\*
- Physical Therapist Assistant\*
- Registered Nursing\*

\*Selective admissions

### Transfer Partnership to Johns Hopkins Medical Imaging Programs

- Diagnostic Medical Sonography
- Nuclear Medicine Technology
- Radiography

### Transfer Partnership to UMB Dental School

- Dental Hygiene

## MID-MARYLAND ALLIED HEALTHCARE EDUCATION CONSORTIUM

Several allied health care programs are offered in conjunction with other Mid-Maryland community colleges:

- Bio-Processing Technology (with Frederick CC)
- Cardiovascular Technology (with Howard CC)
- Emergency Medical Services (with Howard CC)
- Respiratory Care (with Frederick CC)
- Surgical Technology (with Frederick CC)

### Christine Kernwein Student, Dental Assistant Program

I was fortunate to receive my education from top-notch instructors, both of whom were dentists with years of experience as both practitioners as well as educators. I would recommend this program to anyone who is considering a professional career as a Dental Assistant.







# INFORMATION TECHNOLOGY

Compute this: Carroll's IT programs let you work toward a lucrative new career, improve your skills or run your own business.

### Short-Term Credit Certificate Programs

- Computer Aided Design (CAD) – Architectural/Civil/Mechanical
- Entertainment Technology
- Graphic Design
- Health Information Technology
- Multimedia Design
- Network Security

### Associate Degree Programs

- Computer Aided Design (CAD) – Architectural/Civil/Mechanical
- Computer Engineering
- Computer Information Systems Programming/ Web and Mobile Developer
- Cybersecurity
- Entertainment Technology
- Graphic Design and Multimedia Design
- Health Information Technology

**WE ALSO OFFER NON-CREDIT CERTIFICATION EXAM PREPARATION IN:**

Microsoft (Word, PowerPoint, Excel and Access), Adobe (Photoshop and Illustrator), Cisco (CCENT), CompTIA (A+, Net+, Security+), Autodesk (AutoCAD) and Intuit (QuickBooks)



**Daniel Hooper Student, Cybersecurity Program**  
 The hands-on experience and teaching help students learn the material and gives them confidence when sitting for the certification exams. The instructors are extremely helpful to students, sharing their personal and business experience in the IT field. The lab is wonderful.





# TRADES

Be in high demand and earn a great living in the trades. Our non-credit programs help prepare you for licensure, certification and employment.

- Home Improvement Contractor
- HVAC Technician  
(projected 14% job growth from 2014 to 2024\*)
- Home Inspector
- Welder (Advanced Welding exam option available)

\*Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition

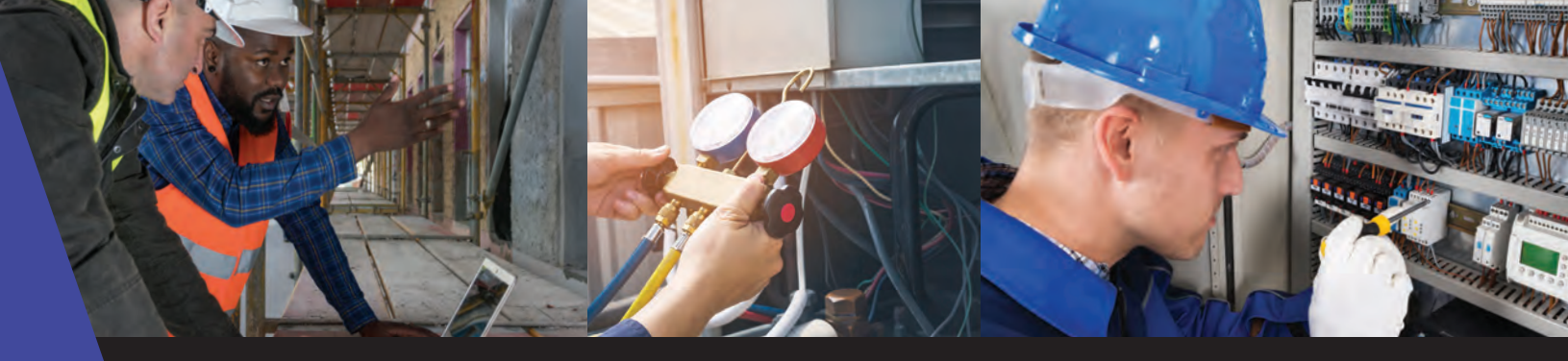
**Ryan Gibson Student,**  
Electrical Apprenticeship Program

There are many creative aspects of the job that I enjoy and no matter how computerized society becomes, we will always need hands-on workers like electricians.

**John W. Molesworth Licensed MHIC Contractor**

I was a student in the Home Improvement Contractor class at Carroll Community College. The instructor made the class informative and enjoyable. He took the mystery out of the process and made it seem obtainable to me.





# APPRENTICESHIP PROGRAMS

**Kicking off your career with a non-credit apprenticeship is an effective way to get a head start in your chosen field.**

Apprenticeships enable you to begin working and earn a decent wage while you gain the skills and qualifications employers want. And entering employment earlier provides greater potential for you to progress in your career quickly. Those who successfully complete any of our three apprenticeship programs may be awarded up to 24 academic credits towards an associate degree at Carroll.

Carroll's Maryland-approved apprenticeship programs in the trades typically include four years of combined classroom and on-the-job training.

## **Electrical Apprenticeship**

Offered in partnership with the Electrical Apprenticeship Program of Carroll County and approved by the Maryland Department of Labor, Licensing and Regulation.

## **HVACR Apprenticeship**

Offered in partnership with the Heating and Air Conditioning Contractors of Maryland (HACC MD) and approved by the Maryland State Apprenticeship and Training Council and the Maryland Department of Labor, Licensing and Regulation.

## **Plumbing Apprenticeship**

Offered in partnership with the Plumbing Apprenticeship Program of Carroll County and approved by the Maryland Department of Labor, Licensing and Regulation.

### **Scott A. Gardiner** President, Heer Brothers, Inc.

As the owner of a commercial mechanical contracting company, I can attest to the imminent growing need for commercial plumbers and pipe fitters. With little to no experience, one can expect to earn a respectable starting hourly wage when enrolled in a qualified apprenticeship program (paid for by your employer), leading to a significant pay increase once the program is completed successfully in four years.







**Christine Wasylyk** Student,  
Veterinary Assistant Training Program  
There is a lot of good hands-on experience, networking and interaction. The instructors are very knowledgeable and offer their real life experiences above and beyond the course material.

## OTHER IN-DEMAND CAREERS

Explore a variety of great paths to a fulfilling profession! Many of these offer both non-credit Workforce Training Certificates and degree options.

- Child Care Professional
- Commercial Drone Operator  
(UAS FAA Remote Pilot Certification Prep)
- Criminal Justice & Law Enforcement
- Digital Fabrication
- Floral Designer
- Media Production Specialist
- Personal Fitness Trainer
- Real Estate Salesperson
- Truck Driver – CDL-A or B/Hospitality
- Veterinary Assistant

**Alex Bruce** Personal Fitness Trainer  
The instructor's practical knowledge as a trainer herself has helped me immensely in my own career as a part-time trainer. Without the class, I would not have a job as a trainer today.







# BUSINESS & PROFESSIONAL DEVELOPMENT

Want to start a business, grow your business, polish your business skills or gain new ones?

Our instructors, a select group of business professionals and experts, provide specialized training in Communication, Management, Technology and Finance/Business Acumen, with new courses offered regularly.

## Workforce Training Certificates (non-credit):

- Digital and Social Media Professional
- Management Development
- Office Technology
- QuickBooks Pro Specialist

## Certificate or Letter of Recognition (credit):

- Accounting CPA Exam Qualification
- Administrative Associate
- Enrolled Agent (*represents an individual to the IRS*)

## Professional Development Courses (non-credit):

- Management & Leadership
- Project Management
- Business Productivity
- Communications & Marketing
- Human Resources
- Non-Profit
- OSHA/Safety



# FINANCIAL ASSISTANCE

Tuition assistance may be available for eligible credit and non-credit students.

Many federal and state grants, scholarships and payment plan options are available for credit students. To determine eligibility for financial aid, first complete the Free Application for Federal Student Aid (FAFSA) at [fafsa.ed.gov](http://fafsa.ed.gov). For more information on the financial aid process, call 410-386-8437 or visit [carrollcc.edu/finaid](http://carrollcc.edu/finaid).

Non-credit students should complete the appropriate Application for Tuition Assistance form found on the Carroll website and submit it with all the required documentation at least three weeks before the class start date. All decisions are contingent upon the availability of funds.

## Other Funding Resources:

**Unemployed**—Contact the Carroll County Business and Employment Resource Center at 410-386-2820 before you register for training.

**Military Veterans**—Certain career training may be approved for Veterans Education Benefits. For more information, call Continuing Education and Training at 410-386-8100.

**The Military Spouse Career Advancement Account (MyCAA) Scholarship** is a workforce development program providing up to \$4,000 of tuition assistance to eligible military spouses. The scholarship helps military spouses pursue licenses, certifications or associate degrees necessary to gain employment in high-demand, high-growth occupations. Students are responsible to verify eligibility of programs through MyCAA.

**Payment Plan**—Enroll in the FACTS Deferred Payment Plan. To qualify for a payment plan, your tuition and fees must total \$200 or more in the same term. For more information, call the Cashier's Office at 410-386-8040.

**Employer Paid Non-Credit Classes**—An employer or other third party may pay for any non-credit course(s). Students must have either a purchase order, voucher, letter of authorization or credit card from the company/third party when registering. For more information, call Continuing Education and Training at 410-386-8100.

**Disability Waiver**—Individuals with total and permanent disabilities may be eligible for tuition waivers. For more information, call the Cashier's Office at 410-386-8040.



## Career Choice Assistance

Can't decide on a career path? Attend this free monthly session to learn important factors to consider when making decisions about a new career, including required training, cost versus return, family commitments, interests and aptitudes and more.

For more information and to reserve your seat, visit [www.carrollcc.edu/career-choice-assistance](http://www.carrollcc.edu/career-choice-assistance).





# EMPLOYERS ♥ HIRING OUR STUDENTS!

**Bruce A. Timmcke** Human Resources Business Partner, Carroll Health Group

We are so fortunate to have Carroll Community College, with their Medical Assisting program, right here in our community. They do a great job of preparing students for the Medical Assistant role. We are proud to provide opportunities for these students and it is a great source of qualified applicants for us.

**Linda Harley** Recruiter, Koniag Government Services

When I'm looking for the strongest, best prepared IT and cyber candidates, students from Carroll Community College's Cybersecurity program are among the top applicants. We have interviewed and hired students from the program and their education and hands-on training experience are impressive.

**Dr. Dinesh S. Kalaria, M.D.**

I have had the privilege of employing a student from Carroll Community College's EKG Technician Training Program. I am quite pleased with the performance and the knowledge that this employee has received from completing the program successfully, earning their certificate in this field.

**Dennis A. Blackledge** Director of Production, Olney Theatre Center

The well thought-out Entertainment Technology degree and certificate program that Carroll now offers seems certain to put well-trained, qualified personnel back into the professional pipeline. Leadership in the Carroll Theatre Department and at the College recognized a need. They stepped up to do something about it!

## Need Help?

For more information about our Career programs, please call the Admissions Office at 410-386-8430 or email [admissions@carrollcc.edu](mailto:admissions@carrollcc.edu).



Find a profession that fits  
**you!**

**What will you do today for your future?**

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For more information about Carroll's  
Career & Continuing Education programs,  
visit [www.carrollcc.edu/yourcareer](http://www.carrollcc.edu/yourcareer).



**CARROLL**  
COMMUNITY COLLEGE