LAUNCH OR BUILD YOUR CAREER IN A YEAR OR LESS
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This edition of ework presents a sampling of the credit and non-credit workforce training programs through which you can earn valuable workplace credentials in about a year or less. To explore these and others, including full-degree programs that can prepare you for today’s in-demand careers, visit ccbc-md.edu/work or call 443-840-5200.

*Programs and offerings subject to change. Time needed to complete programs may vary according to students’ individual circumstances.
careers start here.

Whether you are entering the job market, working to take your career to the next level, or looking to apply past military experience to new employment opportunities, you’re in the right place. Rooted in high technology, biosciences and services, as well as advanced manufacturing and international trade, Maryland’s economy is strong. CCBC’s impressive selection of short-term, certificate and degree programs is closely aligned to the recruitment and training needs of Maryland’s 166,000 businesses, employing more than two million workers. This makes us a perfect fit for first-time job seekers, career changers, veterans entering the civilian workforce, and all those needing training or certification to achieve their employment goals.

### MARYLAND’S HIGH-DEMAND JOBS*

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*Based on total employment by the numbers. Source: Daily Record, Ar What I Want to Be, 2018
where do YOU want to be?

Choose your career path.
CCBC can help you be job-ready in about a year or less.

TECHNOLOGY CREDENTIALS BOOST CAREER OPPORTUNITIES
Information technology, telecommunications and aerospace/defense are among the leading forces driving Maryland’s economic growth. CompTIA®, which produces a Cyberstates report ranking states by the number of residents holding technology jobs, lists Maryland 16th nationwide in tech employment. And here’s more good news for IT professionals. The average tech wage is nearly 87 percent more than the private wage: $107,200 versus $57,400 annually. » p. 4

LET YOUR CREATIVITY SHINE IN A MEDIA CAREER
Whether a simple artist’s brush or the latest in creative software and hardware, every creative tool is at your disposal in a wide range of media-related courses at CCBC. Explore a world of possibilities in Art, Design and Interactive Media, where you can find your style and passion in graphic design, media development, music production and more. Embrace your commitment to artistic expression while making the most of your career potential. » p. 6

BUILD A SOLID FUTURE WITH CONSTRUCTION, MANUFACTURING AND TRADES TRAINING
According to the Maryland Department of Commerce, the state is home to 3,740 manufacturing businesses, creating more than 103,000 jobs. Employers are always looking for skilled workers with up-to-date credentials in automotive, aerospace and defense, construction, energy and sustainability, manufacturing, facilities, skilled trades and related industries. Career opportunities encompass high-paying company jobs as well as lucrative self-employment. » p. 7
PUT YOUR PEOPLE SKILLS TO WORK IN HOSPITALITY
Since the legalization of table gaming in Maryland in 2012, employment opportunities at casinos throughout the state have been on the rise. Prepare for entry-level positions in this emerging sector of the economy, or enhance an established career path through CCBC workforce training and for-credit certificates. CCBC career pathways in Casino Dealer Training, Food Service, and Guest Services are offered in state-of-the-industry training facilities. » p. 11

GET MOVING WITH A CAREER IN TRANSPORTATION
CCBC’s Transportation, Distribution and Logistics Institute offers a smart mix of training and certificate programs to meet the Baltimore region’s growing workforce needs. Career training is available for an exciting variety of jobs on land, sea and air, including truck driving, diesel mechanics, logistics, drone pilot training, air traffic control and Coast Guard Captain’s License instruction. » p. 12

SKILLED PROFESSIONALS NEEDED IN WIDE RANGE OF HEALTH CARE AREAS
Due to an aging population, the need for qualified health care workers is on the rise. Whether in direct patient care or related support services like medical billing, CCBC’s flexible learning options help students gain the skills and certifications necessary to launch or expand a career in high-demand fields. The CCBC School of Health Professions consistently ranks among the top 10 professional schools in the Baltimore Business Journal’s “Book of Lists.” » p. 14

BUSINESS TRAINING PROMOTES SUCCESS
Across all products, services and industries, a solid foundation in basic business principles means increased career opportunity. From entrepreneurs launching new ventures to CEOs of multinational companies, successful businesspeople understand every aspect of what makes for a profitable enterprise. CCBC Business programs address the career training needs of students ready to get a foot in the door as well as those striding toward the executive suite. » p. 18
Survey Technology

**LAND SURVEYING**
3 semesters, 18 credits
This program prepares students for entry-level positions in surveying, government, and engineering firms as members of a surveying crew. Combined with appropriate field experience, this certificate may lead to party/crew chief positions and can be completed in 16 months. There are no licensure requirements for this profession in Maryland.

**MINOR ENGINEERING**
2 semesters, 12 credits
Students in this program gain knowledge and experience in designing water control features such as storm drains, drainage pipes and ditches, catchment ponds, and other storm water disposal systems. Courses also cover federal, state and local laws and regulations related to the safe and proper management of storm water runoff during construction and land management use. Completion of the certificate program satisfies Maryland Surveying License requirements for storm drain/storm water experience.

Cybersecurity Institute

**NETWORK SECURITY SPECIALIST**
(Certified Ethical Hacker)
6–14 weeks, non-credit
This program qualifies students to apply for security positions in the government IT sector. The National Security Agency, the Committee on National Security Systems and the Department of Defense use this certification in their process for clearing contractors and employees to access sensitive information.

**INFORMATION SECURITY ANALYST**
(Security+)
14 weeks, non-credit
Prepares students for the Computing Technology Industry Association’s (CompTIA®) Security+ certification exam, needed for a career as an information security analyst.

**Mobile Development**
2-4 semesters, 16 credits
This certificate program facilitates dual entry into the ever-growing business of Android and iOS mobile application development. Students will be highly marketable in the mobile technology industry, particularly in the fields of computer programming and software applications development. The program consists of four courses that prepare students for in-demand careers creating the apps millions of people use and enjoy every day for social media, gaming, shopping, fitness, finance and more.
Systems and Network Certifications

CISCO

CISCO CERTIFIED NETWORK ASSOCIATE
3 semesters, Continuing Education Workforce Training Certificate
This program series prepares students to sit for the Cisco Certified Network Association (CCNA) certification exam, and for a professional career as a Cisco Certified Network Associate in the information and communication technology field.

PREPARATION FOR CISCO
4 semesters (part time), 16 credits
This certificate program prepares students to work with Cisco routers, switches and other networking equipment. During this program students will prepare for and take the Cisco Certified Network Associate (CCNA) certification exams.

MICROSOFT

MICROSOFT OFFICE SPECIALIST
Self-paced, non-credit
This program is designed to assist entry-level office employees in gaining Microsoft Word, Excel and Outlook training and experience. The MOS certification is valuable in boosting earning potential and career advancement.

MICROSOFT CERTIFIED INFORMATION TECHNOLOGY PROFESSIONAL (MCITP)
2 semesters, 19 credits
Learn how to design, implement, manage, maintain and troubleshoot Microsoft Windows® 2008-based networks. Coursework covers administration of Microsoft client operating systems and server operating systems, as well as administration of Microsoft network infrastructure.

MICROSOFT PROGRAM TRAINING
CCBC offers a variety of credit and non-credit classes, as well as self-paced options, in a variety of Microsoft Office products.

NETWORK/A+ CERTIFICATIONS

A+ CERTIFIED PC REPAIR TECHNICIAN
14-16 weeks, Continuing Education Workforce Training Certificate
This course series prepares students to sit for the CompTIA® A+ exam, and for a career as a computer service technician. Program completers will learn to identify computer problems and repair them; develop the skills to build and configure hardware, install and update software, and maintain computer networks.

NETWORK+ CERTIFIED TECHNICIAN
14-28 weeks, Continuing Education Workforce Training Certificate
Prepare for a career as a service technician or installer. Implement wireless networks, install and configure TCP/IP, perform diagnostic procedures to troubleshoot network malfunctions, and implement/ manage network security.

PREPARATION FOR NETWORK+ CERTIFICATE
1 semester, 13 credits
The program prepares students for the industry recognized CompTIA® Network+ certification exam and validates the knowledge and skills of networking professionals. Although not a prerequisite, it is recommended that CompTIA® Network+ candidates have at least nine months of experience in network support or administration or adequate academic training, along with a CompTIA® A+ certification.

VMWARE SYSTEMS ADMINISTRATOR
14-16 weeks, Continuing Education Workforce Training Certificate
This course prepares students to sit for the VMware VCP certification exam and, for a professional career in virtualization and cloud computing as a VMware systems administrator. Students will learn how to install, configure, manage, maintain and troubleshoot a virtual network infrastructure/cloud platform using VMware VSphere.

RED HAT

RED HAT CERTIFIED ENGINEER AND RED HAT CERTIFIED SYSTEM ADMINISTRATOR
1-3 semesters (each), non-credit
Prepare to sit for the RHCSA and RHCE exams, opening the door for entry-level, mid-level and upper-level positions, depending upon experience.

RED HAT CERTIFIED TECHNICIAN
1-2 semesters, 17 credits
This program prepares students to sit for the Red Hat certification exams for the Red Hat Certified Systems Administrator (RHCSA) and the Red Hat Certified Engineer (RHCE); set up and maintain workstation and server environments in a physical and virtual environment; and administer Red Hat Enterprise Linux systems and servers in a networked environment.

IT OPTIONS AT A GLANCE

CISCO
Continuing Education (non-credit)
➢ Cisco Certified Network Associate Credit
➢ Preparation for CISCO Certificate

CYBERSECURITY
Continuing Education (non-credit)
➢ Information Security Analyst (Security+)
➢ Network Security Specialist (Certified Ethical Hacker)

MICROSOFT
Continuing Education (non-credit)
➢ Microsoft Office Specialist Credit
➢ Microsoft Certified Information Technology Professional (MCITP) Certificate

MOBILE DEVELOPMENT
Credit
➢ Mobile Development Certificate

NETWORK/A+
Continuing Education (non-credit)
➢ A+ Certified PC Repair Technician
➢ Network+ Certified Technician
➢ VMware Systems Administrator Credit
➢ Preparation for Network+ Certificate

SURVEY TECHNOLOGY
Credit
➢ Land Surveying
➢ Minor Engineering

RED HAT
Continuing Education (non-credit)
➢ Red Hat Certified Engineer
➢ Red Hat Certified System Administrator Credit
➢ Red Hat Certified Technician

KEY
➢ = semester start
MEDIA AND COMMUNICATIONS

Art, Design and Interactive Media

GRAPHIC DESIGN
2 semesters, 21 credits
The Graphic Design certificate prepares students for positions as graphic designers and electronic publication design specialists in business, government and industry. Focusing primarily on print-based media, students work on original projects to produce all types of print collateral, from fliers and posters to dimensional packaging and signage.

INTERACTIVE MEDIA
2 semesters, 21 credits
The Interactive Media certificate prepares students to design and develop computer-based media for communications purposes.

PHOTOGRAPHY AND IMAGING
2 semesters, 21 credits
The Photography and Imaging certificate prepares students for positions in commercial photography studios, in-house imaging departments, portrait/event studios, industrial photography departments, digital imaging labs, photojournalism, and multimedia production companies.

Music Production and Audio Recording Technology
2½ semesters, 30 credits
CCBC’s nationally accredited Music program offers a Music Production and Audio Recording Technology certificate that enables students to combine their love of music, a knack for technology, and an interest in the business side of sound recording. Whether working with a musical artist in the recording studio or providing live sound services at a concert venue, students gain the knowledge and practical experience necessary to pursue careers in commercial recording and live sound reinforcement.

Media and Communications Options at a Glance

Credit
➤ Graphic Design
➤ Interactive Media
➤ Photography and Imaging
➤ Music Production and Audio Recording Technology

KEY
➤ = semester start
Manufacturing Technology

In order to keep up with ever-evolving advances in manufacturing technology, students learn to create parts from metal and plastics using saws, surface grinders, manual mills and lathes, and CNC (computer numeric controlled) machining centers and CNC lathes. These skills and others are taught as part of CCBC’s Computer-Aided Manufacturing program, which was recently awarded a five-year accreditation by the National Institute for Metalworking Skills. >>

Choose your path

CONTINUING EDUCATION (NON-CREDIT)
6-month path
The CNC Machine Tool Operator (Machine Tool Short-Term) training program enables students to earn a Continuing Education Workforce Training Certificate in six months with extensive hands-on and computer-based training. Completers, many receiving multiple job offers, are in a strong position to apply for entry-level employment and go on to pursue an apprenticeship or other advanced training.

CREDIT
18-month path
The Manual Machinist program (26 credits) prepares students for entry-level employment as manual mill and/or manual lathe operators. With CNC Programming (24 credits), students learn how to design and import parts using CAMM software, preparing for employment as Computer Numerical Control programmers. >>

Continued on page 8 >
Fab Lab

The CCBC Fabrication Laboratory (also known as Fab Lab Baltimore) is at the cutting edge in training students in additive technology: using a laser cutter/engraver, vinyl cutter, CNC router and CNC plasma cutter to make something in layers from a 3D design.

FAB LAB INTRODUCTION

3 hours, non-credit

To use the Fab Lab, students must learn basic safety and operating procedures. Those who complete the class become Fab Lab members, with access to most lab resources. Students may also take advantage of a variety of additional classes.

ADDITIONAL FAB LAB COURSES

Fab Lab Introduction is a prerequisite for each of the following:

› CNC Router Applications Introduction (6 hours)
› 3D Printing with SolidWorks (4.25 hours)
› CNC Plasma Cutter Applications Introduction (6 hours)
› Laser Cutter Applications (6 hours)

‘DESIGN AND MAKE’ BASIC COMBINED SERIES

9 weeks, non-credit

In addition to topics covered in Fab Lab Introduction, this combined series includes instruction on the use of appropriate software, 2D design and laser cutting, toolpath design and CNC routing, 3D modeling and 3D printing, and use of the vinyl cutter. Some out-of-class time required.»

Computer-Aided Design

Computer-Aided Design is the use of specialized computer hardware and software to generate drawings used in architectural, civil and mechanical engineering, and other disciplines. Virtually everything constructed or built today is first designed on a CAD system. Students have found employment at many government agencies and private corporations, and have experienced career advancement in the management, design or IT fields.

LEARN CAD SKILLS IN LESS THAN A WEEK

Choose from four non-credit CAD classes:

› Autodesk Revit (5 days)
› Basic AutoCAD (3 days)
› MicroStation Graphics (3 days)
› SketchUp Fundamentals (1 day)

CAD CERTIFICATION

AUTOCAD OPERATOR

2 semesters, 15 credits

This program prepares students for entry-level positions as AutoCAD operators, technicians and detailers. Upon successful completion, students will be able to construct and plot multiview drawings at designated scales; utilize AutoCAD as a precision drafting tool; and create, use and extract attributed blocks for use in spreadsheet and database programs.

CAD ARCHITECTURE

2 semesters, 15 credits

Students acquire the skills necessary to become successful CAD drafters or architectural design assistants. Certificate completers will be able to discuss current trends in architecture and Building Information Modeling (BIM); use the automated features of Autodesk Revit© software; and describe the basic construction drawings used to build a structure.»
Construction Technology

CONSTRUCTION PRE-APPRENTICESHIP
CORE SERIES
6-10 weeks, Continuing Education
Workforce Training Certificate

Choose from Core (preparation for a variety of construction apprenticeships), Carpentry, Electrical, Plumbing or Welding. Upon completion, students earn appropriate industry certifications to enter an apprenticeship program or other construction job.

Apprenticeship program students enjoy supervised, structured, on-the-job training combined with occupation-specific technical instruction. Apprenticeship programs are typically a four- to five-year commitment with the opportunity for long-term, lucrative careers.

CONSTRUCTION PROJECT CONTROLS
3 semesters, 12 credits

This program provides training in planning, scheduling and overseeing a construction project. Coursework includes the creation of the plan and schedule to oversee the project; communication among the owner, architect, contractors, subcontractors and suppliers; as well as procurement and cost control procedures.

INTRODUCTION TO CONSTRUCTION METHODS
2 semesters, 15 credits

This program prepares students to read, visualize and interpret construction documents; identify, describe and select construction materials and methods used in residential and commercial construction; identify and use formulas for areas and volumes as required for estimating; and identify and interpret safety and health regulations as they pertain to construction.

LEGAL ASPECTS OF CONSTRUCTION
2 semesters, 12 credits

This program covers how specifications and contract documents are developed and how they relate to the construction process. It also addresses how cost control throughout the project works, and how the claims and changes process affects financial settlement at the end of a construction project.

Automotive Technology

CCBC courses provide competency in engine drivability, electrical/electronic diagnosis and repair as well as general service in other automotive systems. Technical training is provided in the classroom and in the lab on CCBC vehicles. The Automotive Technology programs at CCBC Catonsville meet the standards of NATEF (National Automotive Technicians Education Foundation Inc.) and The National Institute for Automotive Service Excellence (ASE).

In 1992 the Automotive Technology program was first awarded full Master Certification in all eight specialty areas from ASE.

AUTOMOTIVE AIR CONDITIONING AND HEATING SPECIALIST
2 semesters, 18 credits

Upon successful completion of this certificate, students will be able to successfully complete ASE testing for HVAC certification; know how to diagnose and repair HVAC systems in automotive vehicles; and successfully complete requirements for refrigerant handling license.

AUTOMOTIVE BRAKE AND SUSPENSION SPECIALIST
2 semesters, 12 credits

Certificate completers will be prepared to successfully complete ASE testing for Brakes and Suspension Certification; diagnose and repair brakes and related systems; and use necessary machinery to refinish brake system parts.

AUTOMOTIVE DRIVE TRAIN SPECIALIST
3 semesters, 23 credits

Students completing this program will be able to successfully complete ASE testing for Manual and Automatic Transmissions Certification; know how to diagnose and repair manual transmissions in automotive vehicles; and know how to diagnose and repair automatic transmissions in automotive vehicles.

AUTOMOTIVE ELECTRICAL AND ELECTRONIC SPECIALIST
3 semesters, 24 credits

Students will be prepared to successfully complete ASE testing for Electrical and Electronics Certification; know how to diagnose and repair electrical and electronic systems in automotive vehicles; and use necessary electrical equipment to aid in diagnosis of automotive vehicles.

AUTOMOTIVE SAFETY INSPECTOR (MARYLAND)
3 days, Continuing Education Workforce Training Certificate

Maryland Safety Inspectors work in an automotive repair or service outlet. They inspect and monitor transportation equipment, vehicles or systems to ensure compliance with state regulations and safety standards.

AUTOMOTIVE SERVICE ATTENDANT
2 semesters, 17 credits

Upon completion of this certificate, students will be able to successfully complete ASE testing for Brakes and Suspension Certification; successfully complete ASE testing for Electrical and Electronics Certification; successfully complete ASE testing for Steering and Suspension Certification; and gain employment in the independent or dealership arenas.

Continued on page 10
Skilled Trades and Management

ADVANCED HVAC AND ENERGY TECHNOLOGY
1-2 semesters, 13 credits
Program completers will achieve an advanced knowledge of all applications of HVAC, both practical and scientific, and be able to apply for and acquire entry-level positions in the HVAC field.

ALTERNATIVE ENERGY
2 semesters, 29 credits
This certificate curriculum blends up-to-date energy concepts in solar, wind and high-tech controls with HVACR theory and practical, hands-on experiences for the purpose of developing confident, professional technicians/installers.

BASIC HVAC AND ENERGY TECHNOLOGY
1-2 semesters, 17 credits
This program prepares students for careers in the heating, ventilating, air conditioning and energy industry. The curriculum blends leading-edge HVAC and energy theory with a large amount of practical, hands-on experience.

FACILITY MANAGEMENT PROFESSIONAL
4 months, Continuing Education Workforce Training Certificate
CCBC has partnered with the Chesapeake Chapter of the International Facility Management Association to offer courses leading to the Facility Management Professional™ credential. To earn the credential, all four courses must be successfully completed, in any order.

HVAC/REFRIGERATION TECHNICIAN
4-9 months, Continuing Education Workforce Training Certificate
Learn to install and/or repair heating, central air conditioning, or refrigeration systems, including oil and gas furnaces and boilers. Students prepare to sit for the EPA test to receive certification from the U.S. Environmental Protection Agency.

WELDING
5 weeks, non-credit
Offered in partnership with Earlbeck Gasses and Technologies, this series of courses takes students from beginning skills and techniques through intermediate and advanced welding processes. Students earn an American Welding Society qualification certificate upon completion of all intermediate-level courses, and an American Society of Mechanical Engineers qualification certificate after completing the full training.

Sustainable Horticulture

BASIC HORTICULTURE TECHNICIAN
1 semester, 12 credits
Students complete courses in Sustainable Horticulture, Soils and Fertilizers, Herbaceous Plant Materials, and Landscape Installation, Maintenance and Construction. A required Cooperative Education course is a one day/week work experience with a member company of the American Landscape Institute. Students also will be introduced to industry employers and provided with job interview opportunities at the completion of the program.

KEY ➔ = monthly start ➔ = semester start
Casino Dealer Training and Guest Services

CASINO DEALER
4 weeks, non-credit
CCBC Casino Dealer Academy at Horseshoe Baltimore is a comprehensive curriculum designed to train students to become casino table game dealers. Program completers will learn how to quickly calculate payout odds and control a table while delivering the highest level of guest service. Training is provided courtesy of a corporate sponsor, and at no cost to students. Classes begin every four weeks.

EVENT MANAGEMENT AND DESIGN
6 months or less, non-credit
Whether already working in this field or preparing to enter the profession, students can use this series of three online modules to build a career. Topics include profit and non-profit events, vendors, event coordination, marketing and the legal aspects of events management. In addition, students learn about types of events, marketable skills and technologies, finances, design and decorative elements. Complete each module in the Event Management and Design Online Training Program in a self-paced environment in less than six months.

HOTEL FRONT DESK CLERK/GUEST SERVICE AGENT
5 weeks, Continuing Education Workforce Training Certificate
Checking in a guest, presenting statements for payment collection, and everything in between — these tasks require staff with outstanding people skills. Students who successfully complete the Guest Service Agent/Hotel Front Desk two-part series will earn the Certified Front Desk Representative certification from the American Hotel and Lodging Association Educational Institute (AHELI). The Guest Service Gold® series focuses on the key elements required to consistently deliver the highest level of guest service.

TRAVEL AGENT
6 months or less, non-credit
Travel is big business. Learn selling skills, world geography and the retail travel products available to consumers. This program consists of three modules, which can be completed in a self-paced environment. Students are prepared to sit for the first step toward professional recognition, the Travel Agent Proficiency test offered by the Travel Institute.

Food Service

CULINARY FOUNDATIONS
12 weeks, non-credit
CCBC has partnered with Maryland Food Bank’s FoodWorks program to offer the highly-regarded Culinary Foundations course. Student chefs become expert in knife skills, meat grilling, preparing sauces and much more. Using donated food and locally grown fresh ingredients, students prepare meals for hungry Marylanders in need.

FOOD AND BEVERAGE
5-10 weeks, non-credit
CCBC offers courses in professional bartending and mixology along with a Training Intervention Procedures (TIPS®) certification, plus a range of courses in food cost control, food and beverage management and many more. Course completion can lead to National Restaurant Association’s Educational Foundation’s Manage First Professional® certification.

SERVSAFE®
1 day, non-credit
Earn this in-demand National Restaurant Association’s certification at CCBC. Every restaurant and food service business needs employees who hold this endorsement to help avoid problems with sanitation, contamination and food-borne illnesses. There is also a recertification ServSafe® class for those needing renewal.

HOSPITALITY OPTIONS AT A GLANCE

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

FOOD SERVICE
Continuing Education (non-credit)
- Culinary Foundations
- Food and Beverage
- ServSafe®

KEY
➤ = monthly start
➤ = semester start
Truck Driving and Diesel Mechanics

Truck drivers, mechanics and diesel engine specialists are among the fastest growing occupations in the Baltimore County workforce area job outlook through 2022. For information on training for a career as a commercial bus or heavy straight truck driver (CDL Class B) or tractor-trailer driver (CDL Class A), call 443-840-4585.

INTRODUCTION TO BASIC DIESEL MECHANICS
300 hours (classroom and hands-on), Continuing Education Workforce Training Certificate

Students learn how to repair and maintain a wide range of diesel engines in marine vehicles, power plants and other heavy equipment for a wide variety of public and private employers. While preparing for an entry-level job as a diesel mechanic, program participants experience hands-on training in a repair shop and also earn an industry-valued Automotive Service Excellence (ASE) Student Light and Heavy Truck credential.

Logistics and Supply Management

CERTIFIED LOGISTICS ASSOCIATE/WAREHOUSE TECHNICIAN
59 hours, Continuing Education Workforce Training Certificate

This program prepares students to work in higher-skilled, front-line material handling roles for a wide variety of employers such as factories, warehouses, distribution centers and transporters. Program graduates also earn industry-valued Manufacturing Skills Standards Council (MSSC) Logistics Associate and OSHA 10-hour General Industry certification.

TRANSPORTATION, DISTRIBUTION AND MARITIME LOGISTICS CERTIFICATE
2 semesters, 21 credits

CCBC’s credit certificate program feeds into an Associate of Applied Science degree in Transportation, Distribution and Maritime Logistics. Seven new credit courses, including an internship, designed for the TD&ML major comprise the core of both the certificate and degree programs. »
Aviation Technology

AIR TRAFFIC CONTROL
2-3 semesters, 18 credits
Gather a strong foundation of air traffic control operations, which may lead to pursuit of the college’s approved Federal Aviation Administration (FAA) Collegiate Training Initiative degree program. CCBC’s program is one of only 30 FAA CTI programs in the United States.

DRONE PILOT TRAINING FOR THE REMOTE PILOT LICENSE
2 days, non-credit
In just one weekend, students can earn an FAA Remote Pilot license and learn to legally fly small unmanned aircraft (drones) for commercial purposes. Taught by an FAA-certified instructor, course content covers airspace, regulations, meteorology, safety, and flight operations. Students experience hands-on flight training with drone aircraft. A qualifying knowledge exam is given at the conclusion of the course for an additional fee.

FLIGHT ATTENDANT
1 semester, 12 credits
Flight attendants are FAA-licensed crew members who play a vital role in the efficient operation of the flight. They are responsible for the safety and comfort of passengers and are trained in emergency procedures, first aid, conflict management, aircraft systems, and safety equipment. This program provides students with the academic training to become flight attendants.

FLIGHT TRAINING
3 semesters, 20 credits
Students are trained to demonstrate the flight proficiency and instrument rating, safety, and procedural skills to obtain the FAA licensure required to secure a position as a commercial flight pilot. This course sequence provides all of the academic, simulator and ground training required for licensing as a commercial pilot.

Captain’s License
100 hours, Continuing Education Workforce Training Certificate
In about 100 hours of instruction and testing, students cover all aspects of the commercial operation of Coast Guard-inspected passenger vessels, including rules of the road, deck general and safety, chart reading, plotting, T-Boat regulations, watch-keeping, trim and stability, and ship construction. License holders are eligible to operate all types of vessels for hire including fishing charters, water taxis, and vessel deliveries.

Transportation Options at a Glance

AVIATION TECHNOLOGY
Continuing Education (non-credit)
- Drone Pilot
Credit
- Air Traffic Control
- Flight Attendant
- Flight Training

LOGISTICS AND SUPPLY MANAGEMENT
Continuing Education (non-credit)
- Certified Logistics Associate/Warehouse Technician
Credit
- Transportation, Distribution and Maritime Logistics

MARITIME
Continuing Education (non-credit)
- Captain’s License

KEY
- = semester start
*See page 9 for Automotive Technology program information.
Dental Assisting

**DENTAL ASSISTANT**
16-20 weeks, Continuing Education
Workforce Training Certificate

This program trains students to provide direct patient care and office support in a dental practice. Students are prepared to sit for the Radiation Health and Safety Exam, and after one year of experience, are eligible for the Dental Assistant National Board’s credentialing exam.

**DENTAL ASSISTING EXPANDED FUNCTIONS**
7 weeks, Continuing Education
Workforce Training Certificate

For students who have nine months of dental office experience and wish to expand their careers, this brief program provides the training to become a chair-side dental assistant. Students are prepared for the Maryland State Board of Dental Examiners Expanded Functions Exam.

**DENTAL ASSISTING ORTHODONTIC EXPANDED FUNCTIONS**
7 weeks, Continuing Education
Workforce Training Certificate

Current dental assistants working in an orthodontic office can equip themselves for advanced tasks that require increased skill and responsibility, such as preparing, fitting and cementing orthodontic bands and bonding and placing brackets. The program prepares students to take the Maryland State Expanded Orthodontic Functions certification exam.

**DENTAL AND ORAL RADIOGRAPHY**
6-8 weeks, Continuing Education
Workforce Training Certificate

Students currently working as clinical dental assistants or who have already completed a dental assistant program can increase their career marketability through completion of this course. At the end of the class, students are eligible for the state radiography certification exam. »
Medical Office Administration and Technology

CERTIFIED ASSOCIATE IN HEALTH CARE INFORMATION AND MANAGEMENT SYSTEMS
12 months, Continuing Education Workforce Training Certificate
This program is designed for students who already hold a health care or IT certificate or degree, or have five years of related work experience, and want to get into the rapidly expanding field of health information management. Program completers are prepared to take the HIMSS national certification exam.

HEALTH UNIT COORDINATOR
6-9 months, Continuing Education Workforce Training Certificate
Students in this program are trained to schedule support services for patients, respond to triage calls, and handle incoming and outgoing communication for a hospital unit. After completing the coursework, students are prepared to sit for the National Association of Health Unit Coordinators certification exam.

MEDICAL FRONT OFFICE
6-9 months, Continuing Education Workforce Training Certificate
Students in this program prepare to perform and coordinate the administrative activities of a medical office, whether for a physician, clinic, hospital or other medical facility workplace. Coursework addresses the skills necessary to store, retrieve and integrate information for dissemination to staff, patients and clients. Students who complete the program are prepared for CMAA certification.

MEDICAL OFFICE ADMINISTRATION
3 semesters, 35 credits
This certificate offers two options to prepare students for either front office or back office entry-level jobs in the medical office. Both options prepare students to become part of a team coordinating administrative functions in settings such as hospitals, clinics and physician offices.

Medical Billing and Medical Coding

MEDICAL BILLING
8-10 months, Continuing Education Workforce Training Certificate
This program prepares students to interact with patients, agencies and insurance providers to ensure medical bills are routed correctly. This includes knowing how to read a medical invoice, understanding some medical coding language, and possessing strong human relations skills. Program completers are prepared to take the NHA exam to become a certified Medical Billing Specialist.

MEDICAL CODING
12-18 months, Continuing Education Workforce Training Certificate
Medical Coding professionals combine health information knowledge with computer technology and management skills. They utilize clinical decisions to evaluate reimbursement of insurance claims, and provide information for indexing statistics and research. Students who complete this certificate are prepared to sit for the AAPC national exam to become a Certified Professional Coder.

YOGA TEACHER
9 months, non-credit
This comprehensive 200-hour course series provides students with the knowledge and tools needed to teach beginner and intermediate yoga classes. Training includes classical yoga practices and theories, hands-on experience in Asana technique, teaching methodology, postural sequencing and more. Program completers are eligible to apply for the RYT200 registration with the certifying organization, Yoga Alliance.

Fitness and Wellness

PERSONAL TRAINER
3 semesters, 16 credits
Students who complete this program are ready to enter the workforce immediately as a personal trainer, fitness professional, or strength and conditioning coach. CCBC funds one attempt for the American Council on Exercise (ACE) Personal Trainer exam, a universally approved certification in the fitness industry.

PHYSICAL THERAPY TECH/AIDE
12-20 weeks, Continuing Education Workforce Training Certificate
Students in this program are prepared to work under the close supervision of a physical therapist in a variety of settings, including long-term care facilities, hospitals, rehabilitation centers and home/community-based settings. Courses include HIPAA training, CPR and First Aid, and Medical Technology for Health Occupations.
Pharmacy Technology

PHARMACY TECHNICIAN
10-18 months, Continuing Education Workforce Training Certificate
This course series prepares students to take the national PTCB certification exam to become a Certified Pharmacy Technician. The program includes five courses, two externships and a national certifying exam review.

Sleep Technology

SLEEP TECHNOLOGIST
12-15 months, Continuing Education Workforce Training Certificate
Students in this accredited program learn how to operate high-tech sleep monitoring equipment to diagnose and treat sleeping disorders. Program completers are prepared to take the Board of Registered Polysomnographic Technologists national certification exam.

Veterinary Technology

VETERINARY ASSISTANT
16-20 weeks, Continuing Education Workforce Training Certificate
Becoming a veterinary assistant is a great way to enter the animal care field. This brief program prepares students to work in veterinary offices, animal shelters, kennels and animal hospitals.

Nursing/Patient Care

PRACTICAL NURSING
12 months, 46 credits
In this accredited program, students learn to assist other licensed health care professionals as part of a health care team. Those who complete the program are eligible to take the National Council Licensure Examination (NCLEX-PN).

CENTRAL SERVICE TECHNICIAN
6-8 months, Continuing Education Workforce Training Certificate
There are few health care roles more important than the central service technician, who ensures all instruments, equipment and products are sterilized, decontaminated, packaged and distributed. In just six months, students can be prepared for the CRSCT certification exam and a new career.

DELEGATING NURSE
2 days, Continuing Education Workforce Training Certificate
This program equips registered nurses with the skills and knowledge to delegate nursing functions in an assisted living setting.

EKG TECHNICIAN
25-40 weeks, Continuing Education Workforce Training Certificate
Students learn to conduct EKG testing in a variety of health care settings. Program completers are prepared to sit for the National Health Careers Certification exam.

MEDICAL ASSISTANT
12 months, Continuing Education Workforce Training Certificate
Medical assistants perform a wide variety of patient care and administrative duties in today’s medical office. This program prepares students to take the National Health Career Association CCMS and CPT certification exams.

MEDICINE AIDE
6 weeks, Continuing Education Workforce Training Certificate
Current geriatric nursing assistants can advance their careers by becoming fully trained medicine aides, able to properly administer medication.

NURSE REFRESHER SERIES
3-4 months, Continuing Education Workforce Training Certificate
This program is designed for students who wish to update their knowledge and renew their nursing licenses.

NURSING ASSISTANT
1-3 months, Continuing Education Workforce Training Certificate
Nursing assistants monitor patients’ vital signs and help them with daily living functions. This program prepares students to apply for Maryland State Certification as a CNA or GNA.

PATIENT CARE TECHNICIAN
18-24 weeks, Continuing Education Workforce Training Certificate
Students are trained to collect patient specimens in hospitals, physicians’ offices, clinics and other settings. At the completion of the program, students are prepared to take the National Health Care Association certification exam.

PHLEBOTOMIST
18-24 weeks, Continuing Education Workforce Training Certificate
In this program, students are trained to play an integral role on the surgical team at a hospital or surgicenter by preparing rooms and surgical equipment and assisting during procedures. The program includes the national certification exam.
Human Services Counseling

**AT-RISK YOUTH PRACTITIONER**  
2 semesters, 21 credits  
Students gain the necessary skills to promote the well-being of children and adolescents, focusing on working with vulnerable/at-risk populations within the context of family and community settings.

**BEHAVIORAL HEALTH COUNSELING ADVANCED**  
2 semesters, 30 credits  
For those interested in behavioral health counseling, this certificate supplements a degree in a related field to prepare students for certification as an Alcohol and Drug Counselor by the Maryland Board of Professional Counselors and Therapists.

**ELDER CARE**  
2 semesters, 21 credits  
This program provides a broad understanding of the aging processes and the programs and skills necessary to work in this diverse and expanding field.

**HUMAN SERVICES GENERALIST**  
2 semesters, 21 credits  
This program provides a broad base of training, preparing students to work in a wide array of human service positions.

Health Care and Human Services Options at a Glance

**DENTAL ASSISTING**  
Continuing Education (non-credit)  
- Dental Assistant  
- Dental Assisting Expanded Functions  
- Dental Assisting Orthodontic Expanded Functions  
- Dental and Oral Radiography

**FITNESS AND WELLNESS**  
Continuing Education (non-credit)  
- Physical Therapy Tech/Aide  
- Yoga Teacher  
Credit  
- Personal Trainer

**HUMAN SERVICES**  
Continuing Education (non-credit)  
- Child Care Provider  
- Community Health Care Worker

**HUMAN SERVICES COUNSELING**  
Credit  
- At-Risk Youth Practitioner  
- Behavioral Health Counseling Advanced  
- Behavioral Health Counseling Trainee  
- Elder Care  
- Human Services Generalist

**MEDICAL BILLING AND MEDICAL CODING**  
Continuing Education (non-credit)  
- Medical Billing  
- Medical Coding  
Credit  
- Medical Coding

**MEDICAL OFFICE ADMINISTRATION AND TECHNOLOGY**  
Continuing Education (non-credit)  
- Certified Associate in Health Care Information and Management Systems  
- Health Unit Coordinator  
- Medical Front Office  
Credit  
- Medical Office Administration

**NURSING/PATIENT CARE**  
Continuing Education (non-credit)  
- Central Services Technician  
- Delegating Nurse  
- EKG Technician  
- Medical Assistant  
- Medicine Aide  
- Nurse Refresher Series  
- Nursing Assistant  
- Patient Care Technician  
- Phlebotomist  
- Surgical Technologist  
Credit  
- Practical Nursing

**PHARMACY TECHNOLOGY**  
Continuing Education (non-credit)  
- Pharmacy Technician

**SLEEP TECHNOLOGY**  
Continuing Education (non-credit)  
- Sleep Technologist

**VETERINARY TECHNOLOGY**  
Continuing Education (non-credit)  
- Veterinary Assistant

Key: ➞ = monthly start  ➞ = semester start
Budding entrepreneurs with a viable business concept and the passion to make it a reality find tools for success at CCBC. Hardworking CCBC alumna Tavia Mick’s love for baking and a fierce determination to create her own business formed the foundation for A Bite of Heaven Bakery. The unique company specializes in creating fresh-baked products, made from scratch with no additives or preservatives.

Small Business and Entrepreneurship

ENTREPRENEURSHIP CERTIFICATE
2 semesters, 27 credits
In this program, students learn how to plan, organize, lead and staff a small-business entity. As an integral part of the program, each student is required to develop a business plan which includes provisions for financing, site selection, marketing, budgeting, record keeping, physical facilities, incorporation, insurance, inventory control and possible franchising.

HOME INSPECTOR PRE-LICENSE
15 weeks, Continuing Education Workforce Training Certificate
Home inspectors conduct inspections of newly built or previously owned homes, condominiums, townhomes, manufactured homes, apartments and, at times, commercial buildings. Course topics include structural and internal systems; professional standards for home inspectors, Maryland Minimum Standards of Practice and Maryland Code of Ethics, and inspection report writing. This program fulfills the educational requirement for the Maryland Home Inspector license, required before taking the licensing exam.

SMALL BUSINESS BASICS
6 months, Continuing Education Workforce Training Certificate
This program will provide students with the information necessary to take the first steps toward starting a small business. Topics include managing staff; understanding federal, state, and local laws; customizing a business plan; small business funding; and marketing strategies.

SOCIAL MEDIA FOR BUSINESS
6 months, Continuing Education Workforce Training Certificate
Students in this program are prepared to obtain work designing and implementing a company’s social media marketing plan. Course topics include content strategy, developing brand awareness, generating inbound traffic, and cultivating leads and sales.»
Project Management

PROJECT MANAGEMENT PROFESSIONAL (PMP®)

2 months, Continuing Education Workforce Training Certificate

Project managers organize and manage resources to take projects from initial concept through successful completion: on time, on budget and in conformance with customer requirements.

To qualify for a Project Management Professional® certification, an individual must complete training approved by the Project Management Institute®, submit an application detailing their experience, and take an exam.

CCBC provides training that qualifies for the educational component of the PMP® certificate. This six-session course provides a thorough coverage of the emerging body of knowledge used by project management professionals.

Training is offered as comprehensive face-to-face instruction with qualified PMP® professionals who are working daily in the field and have a range of experience in construction management, IT and business.

Once the training is complete, the application process begins. To qualify to take the Project Management Professional® exam, an individual must have:

- A high school diploma, at least five years of project management experience with 7500 hours leading and directing projects; and 35 hours of project management education or
- A four-year degree (bachelor’s or the global equivalent) and at least three years of project management experience with 4500 hours leading and directing projects, and 35 hours of project management education.

Project Management Institute® requires applicants to document “project work hours” along with 35 hours of accepted project management education when applying to sit for the PMP® exam. Visit www.pmi.org for current requirements.

Accounting

ACCOUNTING
3 semesters, 18 credits

This is a course of study designed for those students who would like to expand their technical knowledge of accounting and business. The program is particularly beneficial for entrepreneurs, individuals who are looking to enhance their employability, and students who are considering pursuing a two- or four-year degree.

CERTIFIED BOOKKEEPING
2 semesters, 24 credits

CCBC’s credit certificate program feeds into an Associate of Applied Science degree in Accounting. This course of study is designed for students who desire to secure employment in private and public businesses as certified bookkeepers. The required courses prepare students to complete the National Certified Bookkeepers Exam and the QuickBooks Certification Exam.

ENTRY LEVEL BOOKKEEPER
5-6 months, Continuing Education Workforce Training Certificate

Students in this program are prepared for the first step toward a career in bookkeeping. These business professionals compute, classify and record numerical data to keep financial records complete. The three-course series is designed for individuals with basic computer skills, some experience with Microsoft Excel, and who have successfully completed a high-school level basic algebra class.

CCBC also offers training for people with bachelor’s degrees who want to sit for their CPA exam, or those interested in Management Accounting – where an accountant participates in decision making, planning and budgeting, control and performance evaluation, and strategy in business and other organizations.

Human Resources Management

HUMAN RESOURCES MANAGEMENT
2 semesters, 27 credits

CCBC’s credit certificate program feeds into an Associate of Applied Science degree in Business Management. This program examines processes that are involved in the procurement, development, and maintenance of human resources, including analysis of key internal and external factors, legislation, and global influences affecting management of employees.

HUMAN RESOURCES MANAGER
3 months, non-credit Continuing Education Workforce Training Certificate

This program will prepare students to sit for the certification exam for Associate Professional in Human Resources (aPHR) certified by the HR Certification Institute (HRCI). Skills in planning and organization, oral and written communications, interpersonal relationships and problem-solving are helpful to achieve successful completion.
TWO TYPES OF PROGRAMS TO GET YOU WHERE YOU WANT TO GO – FAST.

» Choose the option that works best for your goals, interests and schedule.

1. CCBC Workforce Training Certificates
   Short-term training that helps you get industry certified and right to work!

   **HOW TO GET STARTED:**
   1. Find your program and learn the details at ccbcm.edu/work.
   2. Apply, if necessary.
   3. Review financial aid and payment plan options.
   4. Register for classes and get started on your program.

2. CCBC Credit Certificates
   Fast training that gets you to work and earns college credit you can put toward a degree at CCBC or elsewhere!

   **HOW TO GET STARTED:**
   1. Find your program and learn the details at ccbcm.edu/work.
   2. Apply to CCBC.
   3. Review financial aid and payment plan options.
   4. Take a placement test or provide test scores or college transcripts.
   5. Register for classes and get started on your program.

» Have a question? Call **443.840.5200**.

» Visit us online at ccbcm.edu/work to explore a more extensive slate of program options, including the latest course offerings and helpful details about applying, registering and securing financial aid.

» Own a business? We have customizable options for you.
CCBC Online
Flexible online learning that fits your life

Check out our expanded selection of online courses and programs, combining the value and quality of CCBC with the flexibility and independence of online learning.

ONLINE DEGREE AND CERTIFICATE PROGRAMS

CCBC offers 20 fully online degree and certificate programs in a variety of fields.

Three of these career-boosting programs can be completed in about a year:

›› Accounting (page 19)
›› Entrepreneurship (page 18)
›› Human Resources Manager (page 19)

ONLINE COURSES

We offer hundreds of credit and non-credit online courses that let you learn on your terms. Pick up a new skill, learn for fun, or fit an extra course into your schedule.

GET STARTED TODAY!
ccbcmd.edu/online
be in demand!

CCBC can help with an impressive selection of job-entry and career-advancing programs you can complete in about a year or less. Most offer an industry certification or license that will make you a valuable and sought-after asset to employers.

Classes for our career training certificate programs are starting all the time, and with an expanded array of online learning options, it's never been more convenient.

Get started today! ccbcmd.edu/work