

Career Exploration Guide

CONTINUING EDUCATION AT CCBC

Chart your course to a rewarding career →



Your future. Your move.

Success starts with a clear goal and a solid plan. This guide helps you map your way to a fulfilling career.

At CCBC, you can master a trade, earn your GED, get licensed or certified, boost your language and math skills, or become workforce-ready in about a year or less. With over 300 programs to choose from—degrees, credit certificates and Continuing Education certificates—you'll find the best path for your future.

Use this guide to discover your perfect career destination or visit ccbcmd.edu/pathways to explore all of your options.

Whatever you choose, CCBC offers a wide range of financial aid options, including tuition-free opportunities, to ensure a smooth journey. Visit ccbcmd.edu/freetuition to learn more.

Get started today →

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Basic Skills and English Language Services
Building and Industrial Training
Business and Management
Computers and Information Technology
Criminal Justice
Health and Human Services
Hospitality Services
Individuals with Disabilities
Transportation, Distribution and Logistics
Other certificates



CCBC

EMPOWERING YOUR JOURNEY

We recognize that you juggle various responsibilities regarding finances, time and energy as an employee, recent graduate, parent, job seeker or career changer. At CCBC, we've designed our programs with you in mind.

AFFORDABLE: We fit your budget.

Embark on a high-quality education without the financial strain. Our devoted financial aid advisors will match you with scholarships, grants, tuition-free opportunities, payment plans and more.

CONVENIENT: We fit your schedule.

With three main campuses, satellite locations across Baltimore County and many weekend, evening and online classes, CCBC accommodates your busy lifestyle.

TIME EFFICIENT: We fit your timeline.

Acquire the skills you need to progress swiftly. Most of our career-focused programs are structured to propel you from classroom to career in approximately a year or less.

RESPECTED: We fit your goals.

Our career-enhancing programs can give you confidence, proficiency and recognition in your field. Prepare for certification or licensure, master a trade or develop invaluable workplace skills.

ENGAGING: We fit your interests.

Discover curriculum crafted to give you practical career knowledge and skills. Experience hands-on learning, connect with like-minded peers and get expert instruction.

SUPPORTIVE: We fit you.

Discover abundant student and career services, tutoring, academic advising, supportive faculty and staff, clubs and more.

Rewarding career paths and programs ahead →



Bookkeeper

Ensure businesses are financially healthy.

Entry-level bookkeepers record transactions, reconcile accounts, generate basic financial reports and liaise with stakeholders on billing and payment matters. Enjoy work that is steady and can be done independently.

Career Outlook in Maryland

Median pay: \$64,000 annually; \$30.77 hourly

Jobs: Projected to grow 2.5% (2024-2034)

Annual job openings: 5,975

Source: Lightcast, 2024

Bookkeeper—Entry Level Continuing Education Workforce Certificate

Prepare for a strong start in this growing field. Master essential accounting concepts and terminology and receive expert training in vital software, including Microsoft Excel and QuickBooks.

Investment: \$816*, plus textbook costs

Financial aid: Yes

Prior learning eligible: Yes

Program duration: Five to six months

Locations: CCBC Essex,
CCBC Owings Mills, online

Prerequisites:

- Basic computer skills
- Recommended: GED/high school diploma, some Microsoft Excel experience; high school-level basic algebra

Program credential:

- CCBC Continuing Education Workforce Certificate

Opportunities

Bookkeepers can pursue work in a variety of sectors, including:

- Nonprofit organizations
- Privately held companies
- Self-employment



Have questions? Reach out today.

Julie Woo, program coordinator
jwoo@ccbcmd.edu | 443.840.4302

**Tuition and fees are subject to change. Please visit the program page for the most current information.*



Learn more and register!

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ccbcmd.edu/career.

Digital Marketing Assistant

Thrive in the dynamic world of online marketing.

Digital marketers connect with vibrant communities, craft compelling content and devise innovative strategies. Drive successful campaigns and make a significant impact by supporting marketing teams in the digital space.

Career Outlook in Maryland

Median pay: \$78,000 annually; \$37.50 hourly

Jobs: Projected to grow 11.3% (2024-2034)

Annual job openings: 1,161

Source: Lightcast, 2024

Digital Marketing Assistant Continuing Education Workforce Certificate

Gain skills essential for today's digital marketers. In four courses, you'll master marketing principles, digital strategies, data analytics, graphic design and content creation. Prepare to earn an additional professional certification.

Investment: \$1,938*

Financial aid: Yes

Program duration: Four months

Locations: CCBC Essex, online

Prerequisites:

- Proficiency in Microsoft Office Suite
- Computer and internet access

Credentials:

- CCBC Continuing Education Workforce Certificate
- Prepare to earn the professional Fundamentals of Digital Marketing Certificate

Certifying organizations: Interactive Advertising Bureau Europe and The Open University

Opportunities

Digital marketing assistants work in:

- Nonprofit organizations
- Privately held companies
- Self-employment



Have questions? Reach out today.

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Entrepreneur

Build your own empire.

Embarking on the journey of entrepreneurship is an exhilarating endeavor filled with endless possibilities and opportunities for growth. It takes courage, passion and an unwavering belief in your vision to take that first step toward building something remarkable.

Career Outlook in Maryland

Median pay: \$98,900 annually; \$47.54 hourly

Jobs: Projected to grow 4.8% (2024-2034)

Annual job openings: 23,564

Source: Lightcast, 2024

Essential Skills for Entrepreneurs Continuing Education Workforce Certificate

Reach new heights by investing in education designed for aspiring entrepreneurs. Discover the art of crafting compelling business plans, securing startup funding and mastering essential marketing strategies to launch or grow your business.

Investment: \$556 or \$636*

Financial aid: Yes

Prior learning eligible: Yes

Program duration: Six months

Locations: CCBC Essex, CCBC Hunt Valley, CCBC Owings Mills, online

Recommended: GED/high school diploma

Program credential: CCBC Continuing Education Workforce Certificate

Opportunities

By mastering the essentials of entrepreneurship, you'll be equipped to run your own business or position yourself as a valuable asset to employers seeking skilled professionals capable of driving business growth and innovation.



Have questions? Reach out today.

Moire Riley, program coordinator
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Human Resources Manager

Help employees thrive.

Use your skills in communication, empathy and problem solving. HR professionals lead teams to success, foster employee satisfaction and drive meaningful impact within organizations.

Career Outlook in Maryland

Median pay: \$85,800 annually; \$41.27 hourly

Jobs: Projected to grow 5.9% (2024-2034)

Annual job openings: 47,742

Source: Lightcast, 2024

Human Resources Manager (Entry-Level) Continuing Education Workforce Certificate

Build a solid foundation in human resources and get ready to ace the Associate Professional in Human Resources (aPHR™) Certification exam.

Investment: \$1178*
(aPHR™ exam cost not included)

Financial aid: Yes

Program duration: Five months

Locations: CCBC Hunt Valley,
CCBC Owings Mills, online

Recommended: GED/high school diploma

Program credentials:

- CCBC Continuing Education Workforce Certificate
- Prepare to sit for the Associate Professional in Human Resources (aPHR™) Certification exam (additional cost)

Certifying organization: HR Certification Institute; hrci.org

Opportunities

Gain human resources management skills that are valuable across diverse sectors, including:

- Privately held companies
- Government agencies
- Nonprofit organizations



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Project Manager

Derive satisfaction from seeing projects through.

In the dynamic world of project management, every day brings new challenges and opportunities for growth. Project managers lead teams to success, see projects through to completion and make a tangible impact on organizations.

Career Outlook in Maryland

Median pay: \$113,600 annually; \$54.63 hourly

Jobs: Projected to grow 7.6% (2024-2034)

Annual job openings: 23,466

Source: Lightcast, 2024

Project Management Continuing Education Workforce Certificate

Prepare to excel in this growing career field. Master foundational program management skills and gain experience using project management software. This program includes an option for PMP® certification exam prep.

Investment: \$2,454 or \$2,754
(with exam prep)*

Financial aid: Yes

Prior learning eligible: Yes

Program duration: Three to five months

Locations: CCBC Catonsville, Hunt Valley, Owings Mills, online

Prerequisite: GED/high school diploma

Program credentials:

- CCBC Continuing Education Workforce Certificate
- Satisfies PMI®'s educational requirement and prepares students for the PMP® certification exam (additional cost)

*Certifying organization:
Project Management Institute; pmi.org*

Opportunities

Gain project management skills that are valuable across various sectors, including:

- Consulting
- Education
- Financial services



- Government
- Healthcare
- Information technology
- Telecommunications

Have questions? Reach out today.

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Real Estate Salesperson

Master the art of real estate.

Real estate salespersons/agents assist their clients with renting, buying or selling property. They enjoy flexible schedules, unlimited earning potential and the satisfaction of helping clients achieve their goals.

Career Outlook in Maryland

Median pay: \$67,400 annually; \$32.41 hourly

Jobs: Projected to grow 3.6% (2024-2034)

Annual job openings: 1,657

Source: Lightcast, 2024

Real Estate Salesperson Continuing Education Workforce Certificate

Step into the world of real estate with confidence. Master essential concepts including real estate law, title transference, contracts, brokerage and agency financing, lending principles, land use and environmental laws.

Investment: \$549*, plus textbook costs

Financial aid: Yes

Program duration: Three to five months

Locations: Owings Mills, online

Recommended: GED/high school diploma

Program credentials:

- CCBC Continuing Education Workforce Certificate
- Be prepared to sit for the Maryland Licensed Real Estate Salesperson exam

Certifying organization: Maryland Real Estate Commission; dllr.state.md.us/license/mrec

Opportunities

Real estate agents find employment at:

- Appraisal firms
- Construction companies
- Government agencies
- Property management companies
- Real estate agencies/brokerages
- Self-employment



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Special Police Officer

Serve and protect your community.

Special police officers maintain order and safeguard communities by enforcing laws and ordinances. With a diverse range of responsibilities, including patrolling, directing traffic, investigating accidents and apprehending suspects, this dynamic career makes a real difference in people's lives while protecting life and property.

Career Outlook in Maryland

Median pay: \$41,873 annually; \$20.13 hourly

Jobs: Projected to grow 3% (2018-2028)

Annual job openings: 70,973

Source: Zippia.com

Special Police Officer Continuing Education Workforce Certificate

Prepare to gain employment as a special police officer. Explore the specialized duties, delve into criminal law, crime prevention and control strategies, master court procedures, enhance your interpersonal skills and gain vital training in first aid, CPR and defensive tactics.

Investment: \$849*

Financial aid: Yes

Program duration: Two and a half weeks

Location: CCBC Dundalk

Prerequisite: GED/high school diploma

Program credential:

- CCBC Continuing Education Workforce Certificate

*Certifying organization: Maryland State Police;
mdsp.maryland.gov*

Opportunities

Once commissioned by the Governor of Maryland, you'll have authority in various sectors, including:

- Municipal corporations, counties or other governmental bodies
- Colleges, universities and public schools
- Businesses providing security



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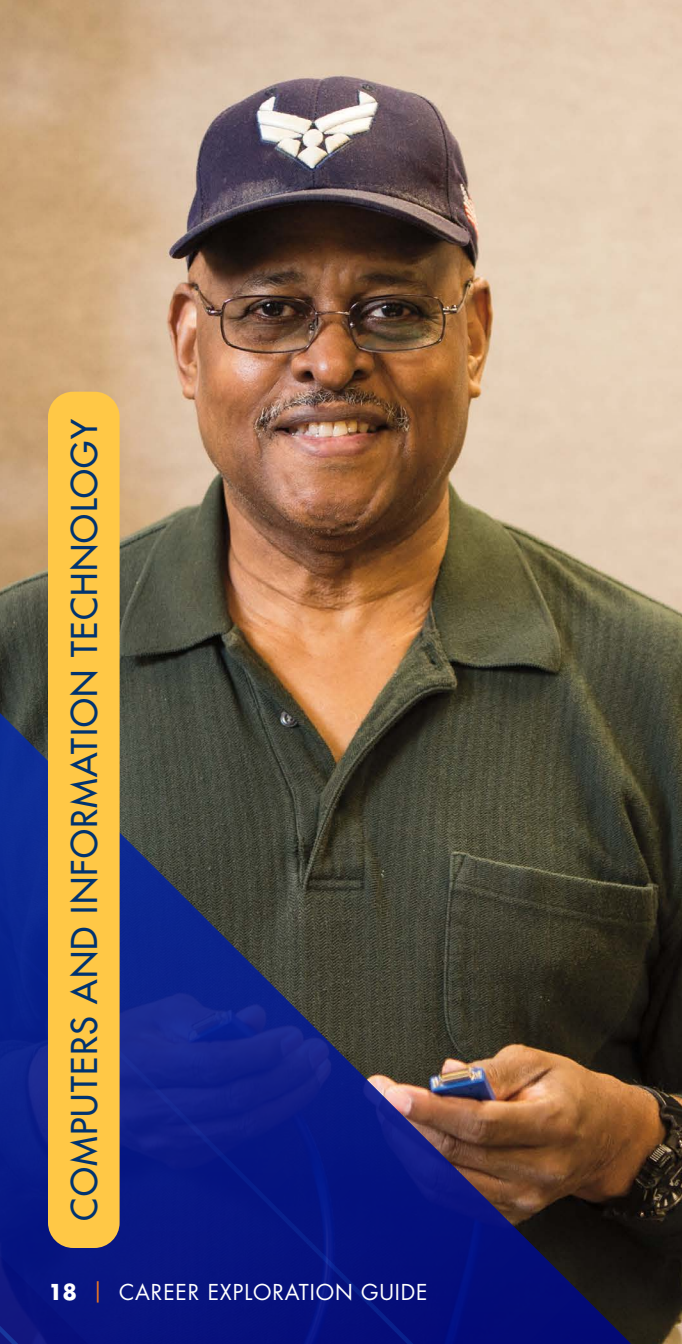
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A+ Certified PC Repair Technician

Excel as an IT professional.

Become an A+ certified computer repair technician and enter the dynamic world of tech. With strong analytical skills and a detail-oriented approach, you'll excel in diagnosing and resolving issues, making a meaningful impact in this fast-paced field.

Career Outlook in Maryland

Median pay: \$61,450; annually; \$29.54 hourly

Jobs: Projected to grow 14% (2020-2030)

Annual job openings: 1,230

*Source: O*Net Online 2024*

A+ Certified PC Repair Technician **Continuing Education Workforce Certificate**

Master the art of diagnosing and fixing computer issues while gaining experience in hardware assembly, software installation and network maintenance. Get ready to ace the CompTIA® A+ exams and kick-start your career in PC repair.

Investment: \$1,458*, plus textbook and exam costs

Financial aid: Yes

Program duration: One semester
(14 to 16 weeks)

Locations: CCBC Catonsville, CCBC Essex, Owings Mills, online (schedules vary by semester; in person, online or blended formats)

Prerequisites:

- Strong computer skills
- Strong analytical skills
- Computer and internet access

Program credentials:

- CCBC Continuing Education Workforce Certificate
- Prepare to take the two CompTIA® A+ exams

Certifying organization: Computing Technology Industry Association; comptia.org



Opportunities

Possible entry-level positions for those with CompTIA® A+ certification include:

- Computer user support specialist
- Field service technician
- Support technician (computer, help desk, system or desktop)

Have questions? Reach out today.

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**Tuition and fees are subject to change. Please visit the program page for the most current information.*



Learn more and register!

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ccbcmd.edu/career.

Network+ Certified Technician

Advance your networking skills.

With technology constantly evolving, skilled professionals are in high demand to ensure seamless network operations. From network implementation to troubleshooting connectivity, a Network+ certification prepares you for a successful career in network support.

Career Outlook in Maryland

Median pay: \$95,110 annually; \$45.73 hourly

Jobs: Projected to grow 11% (2020-2030)

Annual job openings: 700

*Source: O*Net Online 2024*

Network+ Certified Technician Continuing Education Workforce Certificate

Gain experience planning, installing and troubleshooting computer networks. Develop skills in network operating systems, hardware configuration, wireless networks, TCP/IP setup, diagnostic procedures and network security implementation. Prepare for the CompTIA® Network+ certification exam.

Investment: Prerequisite course sequence: \$1,458*; certificate course series: \$1,298*, plus textbook and exam costs

Financial aid: Yes

Prior learning eligible: Yes

Program duration: One to two semesters (14 to 32 weeks), not including prerequisites

Locations: CCBC Catonsville, CCBC Essex, Owings Mills, online (schedules vary by semester; in person, online or blended formats)

Prerequisites:

- GED/high school diploma
- Strong computer skills
- Computer and internet access
- Recommended: A+ courses, background or certification

Program credentials:

- CCBC Continuing Education Workforce Certificate
- Prepare to take the CompTIA® Network+ certification exam

Certifying organization: Computing Technology Industry Association; comptia.org

Opportunities

Possible entry-level positions for those with a CompTIA® Network+ Certification include:

- Computer network support specialist
- Network administrator
- Network engineer
- Network specialist
- Network technician
- System administrator

Have questions? Reach out today.

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Information Security Analyst Security+

Tackle the latest security challenges head-on.

Dive into cybersecurity and open doors to endless opportunities! Lead the charge in safeguarding sensitive data with advanced protection strategies and cutting-edge testing. Stay ahead of the curve with ongoing training and education.

Career Outlook in Maryland

Median pay: \$134,130 annually; \$64.49 hourly

Jobs: Projected to grow 37% (2020-2030)

Annual job openings: 1,000

*Source: O*Net Online 2024*

Information Security Analyst Security+ Certification

Continuing Education Workforce Certificate

Explore the fundamentals of information security, learn to identify and combat common threats and develop strategies to safeguard against attacks. Training in cryptography, physical security and disaster recovery equips you to tackle cybersecurity challenges confidently.

Investment: Prerequisite course: \$729*; certificate course series: \$569*, plus textbook and exam costs

Financial aid: Yes

Prior learning eligible: Yes

Program duration: One semester (14 to 16 weeks), not including prerequisite course

Locations: CCBC Catonsville, CCBC Essex, online (schedules vary by semester; in person, online or blended formats)

Prerequisites:

- GED/high school diploma
- Strong computer skills
- Computer and internet access
- Network+ certification or courses, or strong networking background

Program credentials:

- CCBC Continuing Education Workforce Certificate
- Prepare to take the CompTIA® Security+ certification exam

Certifying organization: Computing Technology Industry Association; comptia.org

Opportunities

Prepare to pursue a career as a(n):

- Information security analyst
- Information security specialist
- Network security analyst
- Security administrator
- Security analyst

Have questions? Reach out today.

Steve Ricketts, program coordinator
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Dental Assistant

Positively impact patient experiences and oral health.

Dental assistants work alongside dentists to provide exceptional care to patients. From assisting with procedures like fillings and root canals to managing reception duties and maintaining cleanliness, your role is essential in ensuring smooth operations at the dental office.

Career Outlook in Maryland

Median pay: \$47,900 annually; \$23.03 hourly

Jobs: Projected to grow 6.6% (2024-2034)

Annual job openings: 901

Source: Lightcast, 2024

Dental Assistant Continuing Education Workforce Certificate

Turn your passion for dental care into a thriving career. Learn essential clinical skills, safety protocols and effective communication techniques.

Investment: \$2,806 plus textbook costs

Financial aid: Yes

Prior learning eligible: Yes

Program duration: 16 to 24 weeks

Locations: CCBC Dundalk, CCBC Randallstown

Prerequisites:

- Minimum age: 18
- GED/high school diploma
- Mandatory orientation session
- Additional requirements

Program credentials:

- CCBC Continuing Education Workforce Certificate
- Be eligible to take the DANB Radiation Health and Safety, Infection Control, and Anatomy Morphology and Physiology certification exams to obtain National Entry Level Dental Assisting certification

Certifying organization: Dental Assistant National Board; danb.org



Opportunities

Dental assistants are needed in a variety of settings, including:

- Educational institutions
- Group practices
- Hospitals
- Private dental offices

Have questions? Reach out today.

CEHealth@ccbcmd.edu

**Tuition and fees are subject to change. Please visit the program page for the most current information.*



Learn more and register!

Scan the QR code for program details or visit **ccbcmd.edu/career**.

Massage Therapist

Earn while making a difference.

Massage therapists specialize in providing relaxation, pain relief and overall wellness to clients. Enjoy the freedom of a flexible schedule, the potential for unlimited income and the satisfaction of positively impacting your clients' lives.

Career Outlook in Maryland

Median pay: \$40,300 annually; \$19.38 hourly

Jobs: Projected to grow 5.8% (2024-2034)

Annual job openings: 509

Source: Lightcast, 2024

Massage Therapist Continuing Education Workforce Certificate

Dive into an intensive curriculum designed to equip you with the competencies and expertise needed to practice in Maryland as a licensed massage therapist.

Investment: \$10,907*, includes all modules

Financial aid: Yes

Program duration: 14 months; two to four cohorts offered annually

Location: CCBC Essex

Prerequisites:

- Minimum age: 18
- GED/high school diploma
- Computer literacy; computer and internet access
- Background check
- Mandatory information session

Program credentials:

- CCBC Continuing Education Workforce Certificate
- Meet Maryland Board of Massage Therapy Examiners' requirements and be eligible to take the national certification exam to become an LMT in Maryland

Accredited by the Commission of Massage Therapy Association; comta.org

Certifying organization: MD Board of Massage Therapy Examiners



Opportunities

Massage therapists can work in a variety of settings, including:

- Fitness centers and gyms
- Holistic health centers
- Hospitals and rehabilitation centers
- Hotels and resorts
- Private practice or as independent contractors
- Spas and wellness centers
- Sports medicine clinics

Have questions? Reach out today.

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Medical Front Office

Positively shape patient experiences.

Join the dynamic world of health care. In this role, you'll manage patient appointments, handle administrative tasks and ensure smooth operations in medical front offices.

Career Outlook in Maryland

Median pay: \$46,900 annually; \$22.56 hourly

Jobs: Projected to grow 2.2% (2024-2034)

Annual job openings: 16,812

Source: Lightcast, 2024

Medical Front Office Continuing Education Workforce Certificate

Gain essential knowledge in law, ethics, communication and health information management. Master appointment scheduling and electronic health record management.

Investment: \$1,187*, plus textbook costs

Financial aid: Yes

Prior learning eligible: Yes

Program duration: Six to nine months

Locations: CCBC Essex, CCBC Randallstown

Prerequisites:

- Computer literacy; computer and internet access
- Recommended: GED/high school diploma; may be required for employment

Program credentials:

- CCBC Continuing Education Workforce Certificate
- External credential: Certified Medical Administrative Assistant

Certifying organization: National Healthcareer Association; nhanow.com

Opportunities

Gain employment at:

- Clinics and labs
- Doctors' offices
- Hospitals
- Imaging and urgent care centers



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CEHealth@ccbcmd.edu

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Nursing Assistant

Get a healthy start to your nursing career.

Play a vital, supportive role in health care. Under the guidance of RNs or LPNs, CNAs assist with daily activities, from personal care to vital sign monitoring, fostering patient comfort and well-being.

Career Outlook in Maryland

Median pay: \$36,200 annually; \$17.39 hourly

Jobs: Projected to grow 16.6% (2024-2034)

Annual job openings: 12,570

Source: Lightcast, 2024

Certified Nursing Assistant Continuing Education Workforce Certificate

Learn to excel as a professional caregiver through a blend of theory and clinical practice under an RN's supervision. Be prepared to meet the requirements to become a CNA.

Investment: \$2,194*, plus additional fees

Financial aid: Yes

Program duration: Four months

Locations: CCBC Dundalk, CCBC Essex,
CCBC Randallstown

Prerequisites:

- Computer and internet access
- Ability to access and navigate the online learning platform
- Proof of required vaccinations
- Recommended: GED/high school diploma; may be required for employment

Program credentials:

- CCBC Continuing Education Workforce Certificate
- Maryland Board of Nursing Assistant Certification (\$20 application fee)
- Be eligible to sit for the state GNA certification given by the National Nurse Aide Assessment Program through Credentia

Certifying organization: Maryland Board of Nursing; mbon.org



Opportunities

There's a rising need for skilled CNAs in various health care settings, including:

- Home health and community rehabilitation
- Hospitals
- Long-term care facilities
- Private homes through nursing agencies

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CEHealth@ccbcmd.edu

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Pharmacy Technician

Fulfill your Rx for a meaningful career.

Dive into a dynamic role assisting pharmacists in hospitals or pharmacies, where you'll engage with customers, process insurance claims, manage inventories and fill prescriptions.

Career Outlook in Maryland

Median pay: \$38,700 annually; \$18.59 hourly

Jobs: Projected to grow 5.5% (2024-2034)

Annual job openings: 966

Source: Lightcast, 2024

Pharmacy Technician Continuing Education Workforce Certificate

Acquire the education needed to confidently sit for the nationally recognized Pharmacy Technician Certifying Board certification exam.

Investment: \$2,409*,
prerequisite course: \$145*

Financial aid: Yes

Prior learning eligible: Yes

Program duration: 15-24 weeks

Locations: CCBC Essex,
CCBC Randallstown, online

Prerequisites:

- GED/high school diploma
- Computer literacy; computer and internet access

Program credentials:

- CCBC Continuing Education Workforce Certificate
- Be prepared to take the national certification exam through the PTCB-Pharmacy Technician Certifying Board

*Certifying organization: Pharmacy Technician
Certifying Board; ptcb.org*



Opportunities

Pharmacy technicians work in a variety of settings, including:

- Hospitals
- Long-term care facilities
- Pharmacies (compounding, mail order, retail)

Have questions? Reach out today.

CEHealth@ccbcmd.edu

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Polysomnographic (Sleep) Technician

Wake up to a dream career.

Enter the dynamic realm of sleep technology! As a sleep technician, you'll dive into overnight data collection using polysomnograms, decoding the bioelectrical activity of sleep. Play a crucial role in conducting studies and analyzing results before they are presented to physicians.

Career Outlook in Maryland

Median pay: \$58,900 annually; \$28.33 hourly

Jobs: Projected to grow 8.7% (2024-2034)

Annual job openings: 858

Source: Lightcast, 2024

Polysomnographic (Sleep) Technician Continuing Education Workforce Certificate

Gain comprehensive knowledge through targeted courses and hands-on experience using state-of-the-art technology, including 420 clinical hours in a sleep lab. Prepare to pass the board certification exam and begin working.

Investment: \$9,496*, plus textbook costs

Financial aid: Yes

Prior learning eligible: Yes

Program duration: 12 to 15 months

Start dates: Spring, summer and fall; online, evenings and weekends. The July 1 cohort is exclusively online and geared toward out-of-state students.

Locations: CCBC Essex, online

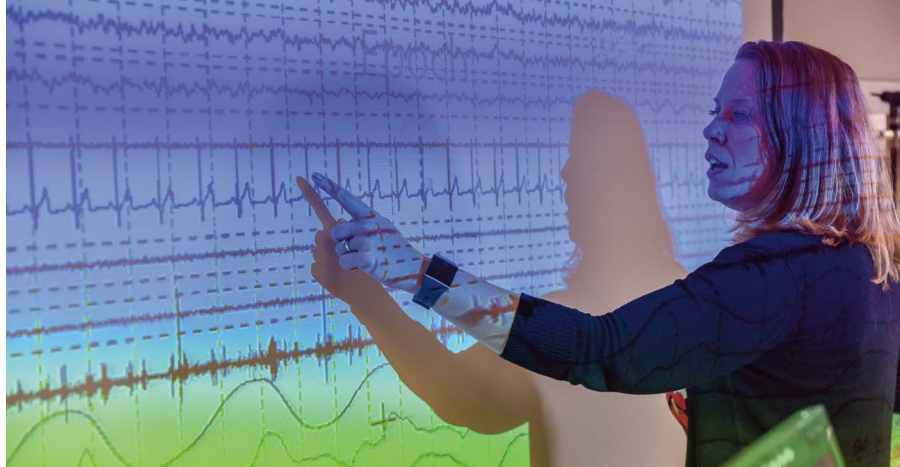
Prerequisites:

- GED/high school diploma
- Computer literacy; computer and internet access
- Recommended: Some experience with college courses

Program credentials:

- CCBC Continuing Education Workforce Certificate
- Prepare for the Board of Registered Polysomnographic Technologists certification exam

Certifying organization: Commission on Accreditation of Allied Health Education Programs; caahep.org



Opportunities

Sleep technicians can work in various health care settings, including:

- Diagnostic sleep laboratories
- Home sleep testing companies
- Hospitals
- Research facilities
- Sleep clinics

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Food Truck Operator

Drive your culinary dreams forward.

Food truck operators have the freedom to roam and bring their culinary creations directly to consumers. Whether it's serving up savory delights at bustling festivals or bringing fresh flavors to local gatherings, each event presents a unique chance to connect with customers, showcase your creativity and build your brand.

Career Outlook in Maryland

Median pay: \$63,200 annually; \$30.36 hourly

Jobs: Projected to grow 8.6% (2024-2034)

Annual job openings: 599

Source: Lightcast, 2024

Food Truck Operator Continuing Education Workforce Certificate

Explore concept creation, menu planning, finance management, safety compliance and marketing strategies. Ensure your business runs smoothly by understanding licensing, permitting and insurance needs, and earn your ServSafe Manager Certification.

Investment: \$696 or \$776*

Financial aid: Yes

Prior learning eligible: Yes

Program duration: One to three months

Location: CCBC Owings Mills

Program recommendations:

- GED/high school diploma
- Previous business or food service experience

Program credentials:

- CCBC Continuing Education Workforce Certificate
- ServSafe Manager Certification

Certifying organization: National Restaurant Educational Foundation; restaurant.org

Opportunities

Food truck operators enjoy flexibility and partnerships with organizations like:

- Coffee shops or cafés
- Corporate offices
- Event planners



- Food and beverage suppliers
- Food delivery services
- Food festivals and markets
- Local breweries or wineries
- Local businesses and organizations

Have questions? Reach out today.

Yumi Kim, program coordinator

hospitalitycareers@ccbcmd.edu | 443.840.5840

**Tuition and fees are subject to change. Please visit the program page for the most current information.*



Learn more and register!

Scan the QR code for
program details or visit
ccbcmd.edu/career.



Professional Bartender

Shake up your career.

Pour yourself into the world of bartending, where creativity meets customer service. From crafting cocktails to managing inventory, each shift offers new challenges and opportunities for lucrative tips.

Career Outlook in Maryland

Median pay: \$34,800 annually; \$16.74 hourly

Jobs: Projected to grow 4.1% (2024-2034)

Annual job openings: 2,163

Source: Lightcast, 2024

Professional Bartending Continuing Education Workforce Certificate

Master the art of bartending, from bar and drink preparation to handling challenging situations responsibly and with confidence. Earn TIPS certification.

Investment: \$529*

Financial aid: Yes

Program duration: One month

Location: CCBC Owings Mills

Start dates: Evening classes offered during the fall, winter, spring and summer

Prerequisites:

- Minimum age: 21
- Recommended: GED/high school diploma

Program credentials:

- CCBC Continuing Education Workforce Certificate
- Training for Intervention ProcedureS certification

Certifying organization: TIPS; gettips.com



Opportunities

Professional bartenders are in demand at:

- Casinos
- Catering companies
- Hotels
- Resorts
- Restaurants
- And more

Have questions? Reach out today.

Yumi Kim, program coordinator

hospitalitycareers@ccbcmd.edu | 443.840.5840

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Certified Apartment Maintenance Technician

Keep buildings running smoothly.

CAMTs repair and maintain the interior and exterior of apartment buildings or similar facilities. In this role, you'll get to work with your hands, perform multiple maintenance tasks and interact with the public.

Career Outlook in Maryland

Median pay: \$39,400 annually; \$18.93 hourly

Jobs: Projected to grow 3.1% (2024-2034)

Annual job openings: 19,890

Source: Lightcast, 2024

Certified Apartment Maintenance Technician Continuing Education Workforce Certificate

Earn credentials and skills to succeed as an entry-level maintenance technician. Get hands-on training under field experts. Learn about the apartment business, interior and exterior maintenance, rough carpentry, electrical skills, appliance repair, HVAC concepts and plumbing.

Investment: \$1,699*

Financial aid: Yes

Program duration: Eight weeks part time, days or evenings

Location: CCBC Dundalk

Prerequisites:

- Minimum age: 18
- GED/high school diploma
- Basic computer skills

Program credentials:

- CCBC Continuing Education Workforce Certificate
- Be prepared to earn National Apartment Association Education Institute and Environmental Protection Agency certifications

NAAEI curriculum is accredited by the American National Standards Institute; ANSI.org



Opportunities

Trained CAMTs are in high demand at:

- Apartment complexes
- Homeowners Associations
- Multi-family residential properties
- Property management companies
- Senior living communities
- Student housing facilities

Have questions? Reach out today.

Dave Frey, program coordinator
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Computer Numerical Control Machine Tool Operator

Enjoy a career marked by precision.

CNC machine tool operators set up, operate and maintain cutting-edge technology that is vital to manufacturing. This career is great for those with mechanical and mathematical aptitudes and good manual dexterity.

Career Outlook in Maryland

Median pay: \$52,200 annually; \$25.11 hourly

Jobs: Projected to grow 6.4% (2024-2034)

Annual job openings: 663

Source: Lightcast, 2024

CNC Machine Tool Operator Continuing Education Workforce Certificate

Receive top-tier instruction in manual and CNC machine tool technology, safety, quality, blueprint reading and trade math. Resume and interview skills are also included, giving you a competitive edge.

Investment: \$7,499*

Financial aid: Yes
(with GED/high school diploma)

Start date: September

Program duration: Nine months

Location: CCBC Catonsville

Prerequisites:

- Minimum age: 18 or with approval
- Basic computer skills
- Passing score on a basic mathematics and reading assessment
- Orientation

Program credentials:

- CCBC Continuing Education Workforce Certificate
- Opportunity to earn five certifications from the National Institute of Metalworking Skills

First-round NIMS testing cost is included

Certifying organization: National Institute of Metalworking Skills; nims-skill.org



Opportunities

Skilled CNC Machine Tool operators are desired in a variety of sectors, including:

- Aerospace
- Automotive
- Food/beverage
- Machine shops
- Pharmaceuticals

Have questions? Reach out today.

Steve Ricketts, program coordinator
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**Tuition and fees are subject to change. Please visit the program page for the most current information.*



Learn more and register!

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HVAC/Refrigeration Technician

Become a cooling and heating hero.

Specialize in the installation, repair and maintenance of heating, ventilation, air conditioning and refrigeration systems. Become a trade professional whose skills are always in demand.

Career Outlook in Maryland

Median pay: \$74,600 annually; \$35.85 hourly

Jobs: Projected to grow 4.9% (2024-2034)

Annual job openings: 13,570

Source: Lightcast, 2024

HVAC/Refrigeration Technician Continuing Education Workforce Certificate

Learn HVAC theory and receive expert, hands-on training in state-of-the-art labs. Be set to pursue advanced study, including the Building Automation Systems program.

Investment: \$3,240*

Financial aid: Yes

Prior learning eligible: Yes

Program duration: About nine months

Locations: CCBC Catonsville, CCBC Dundalk

Prerequisites:

- Minimum age: 18
- GED/high school diploma

Program credentials:

- CCBC Continuing Education Workforce Certificate
- Prepare to pass the EPA 608 (refrigerant) Universal Certification exam

Certifying organization: U.S. Environmental Protection Agency (EPA class only); epa.gov

Opportunities

HVAC/refrigeration techs work in:

- Factories
- Homes
- Hospitals
- Office buildings
- Schools



Have questions? Reach out today.

Dave Frey, program coordinator
dfrey@ccbcmd.edu | 443.840.2793

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Welding

Forge your path to success.

Welders use their skills to join metal parts, crafting essential structures and products. This hands-on profession demands precision, creativity and keen attention to detail, offering the satisfaction of tangible results from your work.

Career Outlook in Maryland

Median pay: \$51,400 annually; \$24.71 hourly

Jobs: Projected to grow 6.3% (2024-2034)

Annual job openings: 3,278

Source: Lightcast, 2024

Welding

Continuing Education Workforce Certificate

Heat up your welding career with CCBC in partnership with Earlbeck Gases and Technologies. Gain hands-on experience in welding processes like MIG, Stick and TIG.

Investment: \$4,620*

Financial aid: Yes

Program duration: Five weeks (days);
13 to 15 weeks (evenings)

Location: Off-campus (Earlbeck Gases and Technologies)

Prerequisites:

- Minimum age: 18
- Good reading and writing skills

Program credentials:

- CCBC Continuing Education Workforce Certificate
- Earlbeck Gases and Technologies certificates
- AWS qualification certificate
- American Society of Mechanical Engineers qualification certificate (must complete Advanced Welding)

Certifying organizations: American Welding Society; aws.org. American Society of Mechanical Engineers; asme.org



Opportunities

Welders work in variety of industries, including:

- Aerospace
- Construction
- Manufacturing
- Maritime

Have questions? Reach out today.

Steve Ricketts, program coordinator
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Certified Logistics Associate/Warehouse Distribution

Get ahead in logistics and distribution.

As part of this vital workforce, you'll be at the forefront of global commerce, orchestrating the seamless flow of goods and materials while gaining valuable skills and experience in a fast-paced environment.

Career Outlook in Maryland

Median pay: \$124,800 annually; \$60.02 hourly

Jobs: Projected to grow 9.7% (2024-2034)

Annual job openings: 6,502

Source: Lightcast, 2024

Certified Logistics Associate/ Warehouse Distribution Continuing Education Workforce Certificate

Prepare for higher-skilled, frontline material handling roles. Receive specialized training in entry-level forklift operations, warehouse and logistics safety knowledge, and basic logistics and distribution operations.

Investment: \$1,297*

Financial aid: Yes

Prior learning eligible: Yes

Program duration: 50 hours

Locations: CCBC Catonsville, CCBC Dundalk

Prerequisites:

- GED/high school diploma
- Computer and email access and proficiency

Program credentials:

- CCBC Continuing Education Workforce Certificate
- Certified Logistics Associate; OSHA 10-Hour General Industry
- Prepare to earn the Certified Logistics Associate credential from the Manufacturing Skill Standards Council and other credentials

*Certifying organizations: Manufacturing Skill Standards Council; msscusa.org
Occupational Safety and Health Administration; osha.gov*



Opportunities

Find employment in a variety of supply chain facilities, including:

- Distribution centers
- Factories
- Transporters
- Warehouses

Long-term career opportunities include managerial, supervisory and technician roles.

Have questions? Reach out today.

Eric Venanzi, program coordinator

evenanzi@ccbcmd.edu | 443.840.5108

**Tuition and fees are subject to change. Please visit the program page for the most current information.*



Learn more and register!

Scan the QR code for program details or visit **ccbcmd.edu/career**.



Commercial Vehicle Operator—A Class

Travel the road to career satisfaction.

Experience the thrill of the open road and the freedom of travel as a commercial vehicle operator. Enjoy the independence of charting your own course while playing a crucial role in keeping goods moving efficiently across the country.

Career Outlook in Maryland

Median pay: \$51,600 annually; \$24.82 hourly

Jobs: Projected to grow 9.4% (2024-2034)

Annual job openings: 5,433

Source: Lightcast, 2024

Commercial Vehicle Operator-A Class Continuing Education Workforce Certificate

Master safety essentials, maneuvers and road skills in the classroom and behind-the-wheel, and prepare to earn your Maryland CDL-A license.

Investment: \$5,500*

Financial aid: Yes

Program duration: Eight to 20 weeks

Location: Transportation Training Center at Tradeport Atlantic, Sparrows Point, Md.

Program requirements:

- Minimum age: 18 (or 21 to cross state lines)
- Pass Dept. of Transportation drug screen and physical
- Possess a valid Maryland driver's license (regular Class C)
- Maintain zero drug/alcohol violations
- Preferred: GED/high school diploma

Program credentials:

- CCBC Continuing Education Workforce Certificate
- Be prepared to take the Maryland Commercial Driver's License exam
- CDL certificates

Licensing organization: CDL A: Maryland Motor Vehicle Administration; mva.maryland.gov



Opportunities

Employers of truck drivers include:

- Manufacturing and distribution facilities
- Retail and wholesale businesses
- Transportation and logistics companies
- Trucking companies (long haul, regional, local)

Have questions? Reach out today.

Stacy Igo, assistant director

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**Tuition and fees are subject to change. Please visit the program page for the most current information.*



Learn more and register!

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Marine Engine Maintenance Repair Technician

Dive into the field of marine mechanics.

As an entry-level marine technician, you'll maintain and repair marine engines and systems, using the latest diagnostic technology to keep sea vessels running smoothly.

Career Outlook in Maryland

Median pay: \$38,000 annually; \$18.27 hourly

Jobs: Projected to grow 6.8% (2024-2034)

Annual job openings: 381

Source: Lightcast, 2024

Marine Engine Maintenance Repair Continuing Education Workforce Certificate

Master fundamentals of the marine industry and marine service careers, including outboard systems. Use cutting-edge technology to perform routine maintenance, diagnostics and basic repairs on marine engines and related systems.

Investment: \$944*

Financial aid: Yes

Program duration: Five weeks

Location: CCBC Catonsville

Program requirement: Ability to lift 40 pounds

Program credentials:

- CCBC Continuing Education Workforce Certificate
- Be prepared to take the Yamaha Introduction to Outboard Systems exam

Certifying organization: Yamaha

Opportunities

Be prepared for various roles, including:

- Entry-level marine technician
- Marina or boatyard assistant
- Marine engine dealership salesperson



Have questions? Reach out today.

Kempton Baldrige, program coordinator
kbaldridge@ccbcmd.edu | 443.840.1237

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Additional programs

Basic Skills and English Language Services

English for Speakers of Other Languages (ESOL)

GED— Essential Academic Skills (ASE/GED)

National External Diploma Program (NEDP)

Building and Industrial Technology

Building Automation Systems Technician

Certified Production Technician

Construction Pre-Apprenticeship Core Curriculum and Specialties Training

Fab Lab Technology (Design and Make)

Mechatronics

Robotics Technician

Business and Management

Administrative Professional

Advanced Leadership Skills

Customer Service Professional

Essential Skills for Leaders

Essential Skills for Supervisors

Home Inspector Pre-License

Human Resources Professional

Non-Profit Organization Manager

Payroll Associate

Payroll Professional

Real Estate Appraiser

Sales Manager

Computers and Information Technology

C++ Programmer

Certified Associate in Healthcare Information and Management Systems—CAHIMS

Certified Information Systems Security Professional (CISSP)

Cisco Certified Network Associate

CompTIA Cloud+ Certification Training

Java Programmer

JavaScript Developer

Linux+ Certification Training

Oracle SQL and PL/SQL Developer

PenTest+ Certification

Python Developer

VMware Systems Administrator

Criminal Justice

E-Discovery Specialist

Private Investigator

Health and Human Services

Central Service Technician

Child Care Provider

Community Health Worker

Delegating Nurse

Dental Assisting Maryland General Expanded Functions

Dental Assisting Orthodontic Expanded Functions

Dental Assisting: Oral Radiography

Emergency Medical Services (EMS) Specialty Certifications (CEU)

Emergency Medical Technician (EMT)

Medical Assistant

Medical Billing

Medical Coding

Medicine Aide

Nurse Refresher Series

Nursing Assistant

Operating Room Registered Nurse

Patient Care Technician

Phlebotomist

Veterinary Assistant

Continued on next page.

Hospitality Services

Casino Dealer
Catering Professional
Corporate Event Planner
Event Management and Design
FoodWorks: Basic Culinary Training
Travel Agent Training
Wedding Planner

Individuals with Disabilities

Child Care—Individuals with Disabilities
Child Care Assistant—Individuals with Disabilities
Infant and Toddler Provider—Individuals with Disabilities
Office Skills—Individuals with Disabilities

Professional Animal Workers (PAWS)—Individuals with Disabilities
Security Guard—Individuals with Disabilities
Single Step Academic Preparation
Veterinary Assistant—Individuals with Disabilities
Warehouse Technician—Individuals with Disabilities

Transportation, Distribution, and Logistics

Automotive Safety Inspector (Maryland)
Certified Forklift Technician
Certified Supply Chain Professional (CSCP)
Procurement and Purchasing Management

Other Certificates

Animal Reiki Practitioner
ESOL Instructor—TESOL CE Certificate
Hair Braiding Professional
Lifeguard
Makeup Artistry Professional
Yoga Instructors/Practitioners

Still undecided?

Begin your journey to success by earning the **Workforce and Academic Readiness Continuing Education Workforce Certificate**.

Learn more and register!

Scan the QR code for program details or visit **ccbcmd.edu/career**.



CCBC LOCATIONS

CCBC Catonsville

800 South Rolling Road
Baltimore, MD 21228

CCBC Owings Mills

10300 Grand Central Avenue
Owings Mills, MD 21117

CCBC Dundalk

7200 Sollers Point Road
Baltimore, MD 21222

CCBC Randallstown

3637 Offutt Road
Randallstown, MD 21133

CCBC Essex

7201 Rossville Boulevard
Baltimore, MD 21237

Transportation Training Center at Tradepoint Atlantic

2007 Reservoir Road
Sparrows Point, MD 21219

CCBC Hunt Valley

11101 McCormick Road
Hunt Valley, MD 21031

Apply today! ccbcmd.edu/career →