



CONTINUING EDUCATION

# CAREER PREPARATION AND TRAINING RESOURCE GUIDE

July 2024–June 2025



Call **443.840.2222** or visit [ccbcmd.edu/careerresourceguide](https://ccbcmd.edu/careerresourceguide).



## CCBC School of Continuing Education Non-Credit Career Workforce Training & Certificate Programs

### **Careers Start Here - CCBC can help you be job-ready in about a year or less!**

Whether you are entering the job market or ready to take your career to the next level, CCBC can help you get basic education skills, earn a GED, or prepare for the workforce. You can earn a Continuing Education Workforce Training Certificate, improve your work skills, or prepare for professional licensure or certification. CCBC offers programs of study to help you prepare for and advance in a variety of workforce sectors, including building & industrial training, business & leadership, computers & IT, criminal justice, health & human services, hospitality, and transportation, distribution & logistics.

### **We Are In Your Neighborhood**

CCBC has convenient locations across the Baltimore region, including our three main campus sites at Catonsville, Dundalk, and Essex, our extension centers in Hunt Valley, Owings Mills, and Randallstown, and our many community locations that include area high schools. CCBC is mass transit-accessible, and with our customized contract training options, we can even bring instruction onsite at your workplace.

### **Flexible Online Learning That Fits Your Life**

We offer hundreds of online credit and non-credit courses that let you learn on your own terms. Check out our expanded selection of online courses and programs at [CCBC Online \(www.ccbcmd.edu/online\)](http://www.ccbcmd.edu/online).

### **Financial Aid Options**

Need money to get started? There are a number of financial aid opportunities to help support students in funding their career training. From Baltimore County Workforce Promise and Maryland College Promise for recent secondary-level graduates to Maryland Workforce Sequence Scholarships, there are options to help get you into class and on your way.

### **Choose Your Career Path**

CCBC connects you with Career Coach. Research and evaluate careers based on income potential and expected job growth on our website: [Welcome to Career Coach \(https://ccbcmcmd.emsicc.com/\)](https://ccbcmcmd.emsicc.com/). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies hiring in our area.

### **Find Out More**

For additional information or questions about Continuing Education options, please call us at 443-840-4222. In addition to workforce development training, CCBC offers industry-recognized credit certificates, associate degree programs, and transfer options. For details, go to [CCBC 2024-2025 College Catalog \(www.ccbcmd.edu/catalog\)](http://www.ccbcmd.edu/catalog).



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# Basic Skills and English Language Services

## English for Speakers of Other Languages (ESOL)

### **Program Description:**

English for Speakers of Other Languages (ESOL) classes help students learn the English language skills needed for life, work and civics concepts. Students will increase their general English language proficiency from a low beginning level to upper level. The goal of these classes is to enable students to better function as parents, workers and community members, as well as to successfully transition to ASE/GED, Academic ESOL and/or workforce training.

### **Program Credential:**

*CCBC Credential:* Students will have access to a Continuing Education academic record (transcript).

### **Program Length:**

Standard: 10 weeks; 2 classes per week (3-hour day/night classes)

Intensive: 5 weeks; 4 classes per week (3-hour day/night classes)

Saturday morning only: 15 weeks (4-hour class)

### **Program Requirements:**

- Minimum 18 years of age
- Not enrolled or required to be enrolled in secondary school under State law
- Students with an F-1 or J-1 visa are not eligible for grant funded classes

### **Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

### **Application Process:**

*Provisional Entry* – ESOL Level Intro through Level 5 and Reading/Writing students are required to attend a registration session (see below). New students must be assessed to determine their skill levels in reading, writing, listening and speaking.

### Registration Session – Mandatory for ESOL Level Intro through Level 5 and Reading/Writing:

For grant funded classes, students must attend a regional registration session. Regional registration sessions include completion of required registration forms, an assessment process, and advisement/placement. New students will be assessed to determine their skill levels in reading, writing, listening and speaking (2 to 3 hour process). Dates, times, and locations of regional registration sessions are available on the CCBC website ESOL page:

<https://www.ccbcmd.edu/Programs-and-Courses/Basic-Education/ESOL-Options/English-for-Speakers-of-Other-Languages/ESOL-Registration.aspx>

Information on classes and locations is available at [www.ccbcmd.edu](http://www.ccbcmd.edu). For closing announcements, please check <http://www.ccbcmd.edu/About-CCBC/Newsroom/Closings/Delay-and-Closing-Announcements.aspx>. For additional information, call 443-840-3070.

### **Course Objectives and Outcomes – Grant Funded Courses:**

*Level Intro – Life Skills:* Very low beginning students will learn basic English for life and work.

*Level 1 - Life Skills:* Low beginning students will learn simple English for life and work.

*Level 2 - Life Skills:* High beginning students will improve their simple English skills for life and work.

*Level 3 - Language/EL Civics:* Low intermediate students will develop English language skills and be introduced to civics concepts.



<i>Level 4 - Language/EL Civics:</i>	Intermediate students will continue to develop English language skills and build on civics concepts.
<i>Level 5 - Language/EL Civics:</i>	High intermediate students will continue to develop English language skills and extend civics concepts to civic engagement.
<i>Expanded Reading and Writing Skills:</i>	Upper-intermediate students will move beyond life skills reading and writing.
<i>Transition Reading and Writing:</i>	Upper-intermediate will learn strategies to approach academic reading and writing tasks to better prepare for transition.

**Course Objectives and Outcomes – Upper-Level Tuition Based Courses:**

*ESOL General English Language Skills:* Students will improve their general English skills by engaging in communicative tasks on various high-interest topics. Course integrates the development of listening, speaking, reading and writing skills with a focus on grammar and vocabulary appropriate to the language task.

*ESOL English Pronunciation Skills:* Students will refine their ability to communicate by learning to apply common rules in English pronunciation. Topics include self-monitoring techniques to improve vowel and consonant clarity, syllable and sentence stress, intonation patterns, and communication style.

**Program Sequence:**

Grant Funded Courses:

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
ADS302	ESOL Level Intro – Life Skills	60	Future Intro, 2 <sup>nd</sup> Edition Student Book w/ Practice plus App & Workbook Package; \$41.00	\$0 Grant Funded **
ADS301	ESOL Level 1 – Life Skills	60	Future 1, 2 <sup>nd</sup> Edition Student Book w/ Practice plus App & Workbook Package; \$41.00	\$0 Grant Funded **
ADS303	ESOL Level 2 – Life Skills	60	Future 2, 2 <sup>nd</sup> Edition Student Book w/ Practice plus App & Workbook Package; \$41.00	\$0 Grant Funded **
ADS304	ESOL Level 3 – EL Civics	60	Future 3, 2 <sup>nd</sup> Edition Student Book w/ Practice plus App & Workbook Package; \$41.00	\$0 Grant Funded **
ADS305	ESOL Level 4 – EL Civics	60	Future 4, 2 <sup>nd</sup> Edition Student Book w/ Practice plus App & Workbook Package; \$41.00	\$0 Grant Funded **

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
ADS306	ESOL Level 5 – EL Civic Engagement	60	Future 5, 2 <sup>nd</sup> Edition Student Book w/ Practice plus App & Workbook Package; \$41.00	\$0 Grant Funded **
ADS134	ESOL Expanded Reading and Writing Skills	60	TBD	\$0 Grant Funded **
ADS014	ESOL Transition Reading and Writing	60	TBD	\$0 Grant Funded **

**\*\* This class is supported by grant funding from the Maryland Department of Labor.**

Tuition Based Courses:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
ADS007	ESOL General English Language Skills	60	Textbook is provided and included in course costs	\$259 T-\$78/F-\$181
ADS008	ESOL English Pronunciation Skills	60	Textbook is provided and included in course costs	\$279 T-\$84/F-\$195

**Program Contact Information:**

*Grant Classes:*

Program Coordinator: Marcia Merriman | [mmerriman@ccbcmd.edu](mailto:mmerriman@ccbcmd.edu) | 443-840-3214 | Owings Mills | Room 305

Administrative Assistant: Judy White | [jwhite4@ccbcmd.edu](mailto:jwhite4@ccbcmd.edu) | 443-840-3070 | Owings Mills | Room 305

*Tuition Courses:*

Instruction: Suzi Monti | [smonti@ccbcmd.edu](mailto:smonti@ccbcmd.edu) | 443-840-3476 | Owings Mills, Room 305

# Basic Skills and English Language Services

## **GED - Essential Academic Skills (ASE/GED)**

### **Program Description:**

These classes help students who do not have their high school diploma improve their education skills – reading and writing, math, social studies and science– that are needed to prepare for and successfully pass the GED exams and earn their high school diploma.

### **Program Credential:**

*CCBC Credential:* Students will have access to a Continuing Education academic record (transcript).

### **Program Length:**

The following classes are offered at the following CCBC locations: Catonsville, Dundalk, Essex, and Owings Mills. Some of them are also offered online.

Essentials Skills I:	72 hours, 12 weeks; 2 classes per week / 3 hours per class
Essentials Skills II:	72 hours, 12 weeks; 2 classes per week / 3 hours per class
Essentials Skills III:	72 hours, 12 weeks; 2 classes per week / 3 hours per class
GED Content:	72 hours, 12 weeks; 2 classes per week / 3 hours per class
GED Mathematics:	72 hours, 12 weeks; 2 classes per week / 3 hours per class
Comprehensive Mathematics:	60 hours, 10 weeks, 2 classes per week/ 3 hours per class
Literacy Skills Development:	60 hours, 10 weeks; 2 classes per week / 3 hours per class

*\*Please note that the CCBC summer semester is a shortened session.*

### **Program Requirements:**

- Minimum of 18 years of age
- No high school diploma
- Officially withdrawn or not required to be enrolled

### **Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

### **Application Process:**

*Provisional Entry* – All students must attend a regional intake and assessment session (see below). Students under the age of 19 must provide a copy of official documentation of their withdrawal from school.

### Participation in Regional Registration & Assessment Session - Mandatory for All Levels

Students seeking to enroll in GED preparation courses must attend a two-step regional intake session which includes an assessment session and orientation presentation. Assessments determine skills levels in reading and math. Students meet with advisor and are then placed in appropriate classes.

Individuals seeking more information about the program may call 443-840-3456, email at [gednedp@ccbcmd.edu](mailto:gednedp@ccbcmd.edu) or visit the website at: <http://www.ccbcmd.edu/Programs-and-Courses/Basic-Education/Adult-Basic-Education-and-Essential-Skills/GED-and-Essential-Skills-Registration.aspx>

### **Course Objectives and Outcomes:**

Students will increase their educational functional level in reading, writing and mathematics as they progress through the skill levels. The goal of these classes is for the student to successfully pass all sections of the GED® test and transition to post-secondary education and/or workforce training. All GED level classes will prepare students to successfully utilize technology-enhanced items including drop down boxes, fill in the blanks, drag and drop, hot spot, and extended responses.

*Essential Skills I:* This course enables the student to learn basic educational skills in reading, writing, and mathematics. Learning outcomes include real-life skills, job-related skills, and preparation for further

education, including Essential Skills II. Topics include: reading comprehension; language; writing; and basic computation skills.

*Essential Skills II:* This course enables the student to learn the skills required to develop and review the reading, writing, math, social studies and science skills needed to transition to Essential Skills III. Topics include: reading comprehension improvement; parts of speech; vocabulary; sentence structure; paragraph development; critical thinking skills; decimals; fractions; percentages; and problem solving.

*Essential Skills III:* This course enables the student to learn the skills required to develop and review reading, writing, math, social studies and science skills needed to transition to the GED course. Topics include: reading comprehension for complex passages; content instruction in science and social studies; essay development; critical thinking skills; and basic algebra and geometry.

*GED Content Area Preparation:* This course enables the student to learn the comprehension, analysis, evaluation, and writing skills needed to pass the GED test in the areas of reading, science, and social studies. Topics include: interpretation of informational passages; analysis of specific claims in scientific and historical reading; deriving evidence and developing text-based arguments; interpretation of scientific and historical information from tables, graphs, and diagrams; constructing an analytic response using source texts; and completing a timed response. Students will be prepared to successfully answer technology-enhanced items, including: drop-down; fill-in-the-blank; drag and drop; hot spot; and written response.

*GED Mathematics Preparation:* This course enables the student to learn specific math concepts required to pass the 2014 General Educational Development (GED) Test. Topics include: complex measurement; algebra; functions; patterns; geometry; complex equations; plotting data; use of online calculator; symbol insertion; and word problems. This course prepares the student to successfully answer technology-enhanced items, including: multiple choice; drop-down; fill-in-the-blank; drag and drop; hot spot; and manipulation of both an online and handheld calculator.

#### **Program Course Sequence:**

Depending on placement scores, students do not necessarily take all courses, or take courses in succession. Students are expected to attend all classes and will be responsible for completing all in-class and homework assignments each week.

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> ( approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
ADS311	Essential Skills I	72	Students must pay a mandatory \$25 Fee to cover the cost of required books and materials. Information on textbooks and payments will be discussed at the orientation session.	\$0 T-\$0/F-\$0 Partially Grant Funded **
ADS312	Essential Skills II for Adult Learners	72	Students must pay a mandatory \$25 Fee to cover the cost of required books and materials. Information on textbooks and payments will be discussed at the orientation session.	\$0 T-\$0/F-\$0 Partially Grant Funded **
ADS313	Essential Skills III for Adult Learners	72	Students must pay a mandatory \$25 Fee to cover the cost of required books and	\$0 T-\$0/F-\$0

			materials. Information on textbooks and payments will be discussed at the orientation session.	Partially Grant Funded **
ADS159	GED Preparation	72	Required text included	\$80 T-\$24/F-\$56 Partially Grant Funded **
ADS160	GED Mathematics Preparation	72	Required text included	\$80 T-\$24/F-\$56 Partially Grant Funded **
<i>Totals:</i>		<b>360</b>		<b>\$160</b> <b>T-\$48/F-\$112</b>

*\*\* All classes are supported by grant funding from the Maryland Department of Labor*

#### **Course Substitutions:**

Other classes may be offered for skills enhancement:

- ADS 269 Comprehensive Mathematics II: 60 Hours, \$25, partially grant-funded\*
- ADS 071 Literacy Skills Development: 60 hours, \$25, partially grant-funded\*

*\*These classes are supported by grant funding from the Maryland Department of Labor*

#### **Career Opportunities:**

Transition to post-secondary training and education support available to all learners.

#### **Program Contact Information**

For questions or to schedule assessment appointments: 443-840-3456 | [gednedp@ccbcmd.edu](mailto:gednedp@ccbcmd.edu)

## **National External Diploma Program (NEDP)**

### **Program Description:**

This program is a Maryland State-approved method to earn a high school diploma. Very similar to an assessment of prior learning process, this program allows adults to demonstrate essential academic competencies, applying their knowledge and life experiences toward earning their high school diploma rather than attending class and successfully completing the GED exam. Each participant works toward a Maryland State High School Diploma by demonstrating academic skills in reading, writing, mathematics, oral communication, problem-solving, critical thinking, and communication technology within eight competency areas and must demonstrate a career/personal skill or readiness for transition to college or training. Participants are expected to meet with an assessor to develop a web-based/electronic portfolio which demonstrates that they have acquired the skills required to be awarded a Maryland High School Diploma.

The NEDP® assessors/advisors are available by appointment only at CCBC Catonsville and CCBC Essex.

### **Program Credential:**

*CCBC Credential:* Students will have access to a Continuing Education academic record (transcript).

*External Credential:* Maryland High School Diploma and NEDP® Transcript

### **Program Length:**

Self-Paced - Successful completion usually takes between 6 and 12 months, depending on client commitment and motivation.

### **Program Requirements:**

- Minimum age of 18
- No high school diploma
- Not enrolled or required to be enrolled in secondary school under State law
- Able to demonstrate a minimum of 9th-grade skills by pre-testing in math and reading
- Possess an individualized skill that can be demonstrated through documentation of a current occupation or trade, job skills demonstrated by a current job, a certificate of job training, a current occupational license, military service, or by researching & completing a skills portfolio
- Computer and internet access to complete all assignments for this self-paced/independent study program's web-based format
- Current Maryland photo ID

### **Application Process:**

*Provisional Entry* - Prospective participants are required to attend an information and pre-screening assessment session (see below), which includes taking math and reading skills assessments.

#### Information & Pre-Screening Assessment Session – Mandatory:

Students seeking to enroll in the National External Diploma Program® must attend a two-step regional intake session which includes an assessment session and an orientation presentation. Assessments determine skill levels in reading and math. Students meet with an advisor and are then placed in the appropriate program.

Individuals seeking more information about the program or who want to register for an intake session may call 443-840-3456, email [gednedp@ccbcmd.edu](mailto:gednedp@ccbcmd.edu), or visit the website at: <http://www.ccbcmd.edu/Programs-and-Courses/Basic-Education/Adult-Basic-Education-and-Essential-Skills/GED-and-Essential-Skills-Registration.aspx> and click *Register for an Intake Session*.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

Participants are required to meet with an assigned independent assessor/advisor on a regular basis. They are responsible for completing in-person web-based written and oral assessments at the center locations, and for completing all homework assignments.

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
NA	Pre-Screening	Varies – self-paced	None	\$0 ** T-\$0/F-\$0
ADS558	NEDP®: Skills Review	Varies – self-paced	None	\$50 ** T-\$0/F-\$50
ADS788	NEDP®: Portfolio Assessment	Varies – self-paced	None	\$50** T-\$0/F-\$50
<i>Course Series Totals:</i>		<b>Varies – self-paced</b>		<b>\$100</b> <b>T-\$0/F-\$100</b>

\*\* Program supported by Maryland Department of Labor

**Program Contact Information:**

NEDP ® Office: 443-840-1284

## Workforce and Academic Readiness

### Program Description:

The Workforce and Academic Readiness program is designed to prepare students for success in workforce development programming and beyond. These classes holistically address multiple elements essential to student success in the classroom and the workplace. Students will increase their knowledge of computer literacy and academic success strategies, so those skills can be applied in a workforce oriented, or other, educational setting. Students will become proficient in a wide range of job readiness skills to help them effectively secure employment. They will also improve their knowledge of financial literacy topics, and academic enhancement strategies. The goal of these classes is to prepare students to successfully complete a workforce training and/or academic certificate and to gain employment in a field related to their area of training, when applicable.

### Program Credential:

**CCBC Credential:** Students will be awarded a CCBC Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

### Length of Training:

6-12 weeks

### Application Process:

**Provisional Entry** - Students must meet with program director prior to enrollment. See below for contact information. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

### Financial Aid and Payment Options:

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### Prior Learning Assessment:

This program has no options for obtaining course waiver(s) for prior learning.

### Program Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
ADS173	Academic Success	20	N/A	\$206 T-\$59/F-\$147
ADS174	Basic Computer Skills	20	N/A	\$206



				T-\$59/F-\$147
FIN052	Financial Literacy	20	N/A	\$206 T-\$59/F-\$147
ADS158	Career and Employment Readiness	20	N/A	\$206 T-\$59/F-\$147
<b>Course Series Totals</b>		<b>80</b>	<b>N/A</b>	<b>\$824</b> <b>T-\$236/F-\$588</b>

**Course Substitutions:**

ASD158 can be substituted with AHL140 or AHL166

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Director, Workforce Solutions: Laura Finazzo | [lfinazzo@ccbcmd.edu](mailto:lfinazzo@ccbcmd.edu) | 443-840-5129 | Catonsville BESS 100F

## **Building Automation Systems Technician**

*Technology and Engineering Pathway*

### **Program Description:**

Building Automated Systems (BAS) technicians work to manage and maintain a centralized system that controls the heating, air-conditioning, ventilation, and lighting inside an industrial, commercial, or residential building. Duties may also include installation of system components, and regular system-wide safety and functionality tests. BAS specialists and engineers design systems, determine overall effectiveness, and choose components that meet the building's energy and operational needs. Possible career opportunities include BAS engineer, BAS equipment installer, BAS tester, and BAS sales representative.

This program features course and lab work that provides entry-level skills for computer-based aspects of HVAC. The BAS field contains the integration of HVAC and networked Information Technology (IT) systems that control all major buildings today. Students will be introduced to Data Communication, Computer Aided Design and Drafting (CADD), HVAC Electricity, and other topics.

Successful candidates must be self-motivated, independent learners, able to work both independently and as a team member, be detail-oriented, have strong analytical and troubleshooting skills, persistence, manual dexterity, mechanical aptitude, mathematical aptitude, ability to understand blueprints and schematics, ability to develop programming skills, ability to stand or crouch for long periods of time, and ability to lift 35 pounds.

According to the U.S. Department of Labor, overall employment of heating, air conditioning, and refrigeration mechanics and installers is projected to grow 11% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 970. Additional career information may be found in Career

Coach: <https://ccbcmd.lightcastcc.com/>.

### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and will have access to a Continuing Education academic record (transcript).

### **Length of Training:**

Approximately 12 to 18 months

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Program Requirements:**

- High School Diploma or GED
- Minimum age of 18
- College level reading and math skills

### **Application Process:**

**Open Entry** – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has potential options for waving select courses based on previous coursework or articulated coursework from an approved curriculum, and/or demonstrated portfolio and/or prior occupational learning. A maximum of 204 hours may be earned from prior learning.

**Program Sequence:**Required Courses:

Course Number	Course Title	Course Hours	Textbook Information	Costs
VOA802	Commercial Controls System	45	Modern Refrigeration & Air Conditioning 21st Ed. ISBN: 9781635638776 \$134.30-\$184 at CCBC bookstores	569 T-\$171/F-\$398
VOA801	Commercial HVAC Systems	46	Same as VOA802	\$569 T-\$171/F-\$398
VOA970	Basic HVAC Electricity	56	Same as VOA802	\$729 T-\$219/F-\$510
VOA656	Advanced HVAC Electricity	58	Same as VOA802	\$569 T-\$171/F-\$398
VOA559	Introduction to CAD	55	Estimated cost \$52	\$569 T-\$171/F-\$398
VOA764	Construction Blueprint Reading	43	Estimated cost \$142.50	\$569 T-\$171/F-\$398
PCA619 or PCA615 (if blended)  Shared with credit class DCOM 101	Networking and Data Communications	37.5	Digital Materials included with course	\$569 T-\$171/F-\$398

Data Communications Elective - A part of their program, student should choose one of the following two courses:

Course Number	Course Title	Course Hours	Textbook Information	Costs
PCA644 <i>or</i> PCA994 (if blended)  Shared with credit class DCOM 141	A+ Certification PC Technician Module 1	50	PC Pro (Access Key); TestOut; \$172  Check with Coordinator for potential text update before purchasing	\$729 T-\$219/F-\$510
PCA 610  Shared with credit class DCOM 202	Windows Server	50	Hybrid Server Pro: Core; TestOut; \$177.78	\$729 T-\$219/F-\$510

Course Series Total - Required Courses and Required Choice of Elective:

	Course Hours	Textbook Information	Cost
Course Series Total	390.50	\$556.28	\$4,872 T-\$1,464/F-\$3,408

#### **Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

#### **Program Contact Information:**

Coordinator: David Frey | [dfrey@ccbcmd.edu](mailto:dfrey@ccbcmd.edu) | 443-840-2793 | Dundalk STAT 110  
 Administrative Assistant: Margie Anne Bonnett | [mbonnett@ccbcmd.edu](mailto:mbonnett@ccbcmd.edu) | 443-840-5213 | Dundalk STAT 120

## **Certified Apartment Maintenance Technician (CAMT)**

*Technology and Engineering Pathway*

### **Program Description:**

Certified Apartment Maintenance Technicians are responsible for repairing and maintaining different parts of an apartment complex, including the interior and exterior of the apartments and the grounds of the property.

This program features training that will provide basic tool usage skills to perform tasks associated with the work of an entry-level maintenance technician. Basic plumbing, rough carpentry, introduction to HVAC concepts, and basic electrical skills are all covered throughout this course. Maintenance technicians can take further classes and specialize in fields such as electrical, plumbing, HVAC, and boiler operations. With experience, technicians can become lead technicians, supervisors, and building engineers. They may also transition into related fields such as equipment sales representatives, property managers, and leasing agents.

Students entering this program should have a desire to work with their hands and learn to perform multiple maintenance tasks. Students should also enjoy working with people such as apartment residents, and have a strong sense of customer service.

Employment can be found with property maintenance companies, apartment complexes, multi-family unit owners and other general maintenance providers. According to the U.S. Department of Labor, overall employment of maintenance and repair workers, general is projected to grow 11% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 2,540. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

### **Program Credentials:**

**CCBC Credential:** Students will receive a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

**External Credential:** Completers will receive a letter and provisional certificate from the National Apartment Association Education Institute (NAAEI) and will be eligible for a certificate from NAAEI upon completion of one year of field work. Students who pass the EPA 608 Type I test will receive certification from the EPA.

**Certifying Organization:** National Apartment Association Education Institute (NAAEI) [www.naahq.org](http://www.naahq.org) - NAAEI's curriculum has been accredited by the American National Standards Institute (ANSI): [www.ANSI.org](http://www.ANSI.org)  
For EPA 608 Type I certification: United States Environmental Protection Agency (US-EPA): [www.epa.gov](http://www.epa.gov)

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Program Length:**

8 weeks of part-time day or evening training (M/T/W)

Start dates vary.  
Courses are offered at CCBC Dundalk.

**Program Requirements:**

- GED/High School diploma
- Minimum age of 18
- Basic computer and keyboard skills for the online curriculum content (time in class on a provided computer for online activities)

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA556	Certified Apartment Maintenance Technician with HVAC Certification	100	Textbook provided in class.	\$1699 T-\$510/F-\$1189

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Coordinator: David Frey | [dfrey@ccbcmd.edu](mailto:dfrey@ccbcmd.edu) | 443-840-2793 | Dundalk STAT 110  
Administrative Assistant: Margie Anne Bonnett | [mbonnett@ccbcmd.edu](mailto:mbonnett@ccbcmd.edu) | 443-840-5213 | Dundalk STAT 120

## **Certified Production Technician**

*Technology and Engineering Pathway*

### **Program Description:**

Certified Production Technicians (CPT) work in a computer-driven, data-intensive advanced manufacturing workplace from entry-level to front-line supervisor. They perform a number of tasks in the manufacturing process such as align and adjust sensors, assemble mechanical drives, adjust pneumatic systems, connect pneumatic circuits, interface with industrial computers and similar automation components, troubleshoot machinery, and perform quality inspections and audits.

This program prepares students to take the MSSC's CPT exams in Safety, Quality Practices & Measurement, Manufacturing Processes & Production, and Maintenance Awareness. It covers safety-enhancing workplace practices, improving quality, common measurement systems and precision measurement tools, how manufacturing transforms materials into products, tools and equipment used in a manufacturing facility, and improving productivity through predictive and preventative maintenance.

To be successful, students should be detailed-oriented, dependable, show self-control, follow safety rules, follow directions, possess manual dexterity, have electrical, mechanical and mathematical aptitude, be able to stand for long periods of time, and be able to lift 35 pounds.

According to the U.S. Department of Labor, overall employment of production workers is projected to grow 10% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 530. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and will have access to a Continuing Education academic record (transcript).

**External Credential:** Successful completers will have the opportunity to demonstrate proficiency through four certifications from the Manufacturing Skills Standards Council (MSSC): Safety, Quality Practices & Measurement, Manufacturing Processes & Production, and Maintenance Awareness.

**Certifying Organization:** Manufacturing Skills Standards Council <https://www.msscusa.org>  
Course costs include fees for MSSC tests to be taken one time.

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Length of Training:**

Each course is 6 to 12 weeks depending on 1/2 day or full day schedule.  
Total program length varies based on schedule.

### **Program Requirements:**

*Required:*

- High School Diploma or GED

*Preferred:*

- Industry work experience and or technical skills preferred

### **Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

### **Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

### **Program Course Sequence:**

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
VOA583	Certified Production Technician - Safety	36	Course materials included in the cost	\$729 T-\$219/F-\$510
VOA584	Certified Production Technician - Manufacturing Processes & Production	36	Course materials included in the cost	\$729 T-\$219/F-\$510
VOA586	Certified Production Technician - Quality Practices & Measurements	36	Course materials included in the cost	\$729 T-\$219/F-\$510
VOA587	Certified Production Technician - Maintenance Awareness	36	Course materials included in the cost	\$729 T-\$219/F-\$510
<b>Program Series Total:</b>		<b>144</b>		<b>\$2,916</b> <b>T-\$876/F-\$2,040</b>

### **Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

### **Program Contact Information:**

Program Coordinator: Steve Ricketts | [sricketts@ccbcmd.edu](mailto:sricketts@ccbcmd.edu) | 443-840-4442 | Catonsville BESS 100L  
Administrative Assistant: Denise Bellamy | [dbellamy@ccbcmd.edu](mailto:dbellamy@ccbcmd.edu) | 443-840-4712 | Catonsville BESS 100



### **CNC Machine Tool**

*Technology and Engineering Pathway*

#### **Program Description:**

Work in entry-level skilled machine tool positions such as manual set-up operator, CNC mill set-up operator, maintenance machining, or machining quality inspector. Machinists set up and operate a variety of machine tools to produce precision parts and instruments out of metal applying knowledge of mechanics, mathematics, metal properties, layout, and machining procedures. Positions could be at machine shops or at equipment and parts manufacturers such as aerospace and automotive facilities. Industries that use production machinery, such as pharmaceutical and food/beverage, require maintenance machining workers.

In this program, students learn both manual and computer numerical control (CNC) machine tool technology with extensive hands-on and computer-based training at the CCBC Catonsville machine shop. The program starts with essential workplace literacy skills in computers, plus work habits and work ethics. Foundational topics of safety, quality, blueprint reading, and trade math follow. Extensive hands-on machining training includes both manual and CNC technology. The program also includes resume/interview skills. Completers are in a strong position to apply for entry-level employment. Once established, a student may pursue a machinist apprenticeship and/or other advanced training.

Students should have the following skills: Detailed-oriented, dependability, self-control, ability to follow safety rules, ability to follow directions, cooperation, integrity, persistence, manual dexterity, mechanical aptitude, mathematical aptitude, ability to stand for long periods of time, and ability to lift 35 pounds. According to the U.S. Department of Labor, overall employment of machinists is projected to grow 7% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 290. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

#### **Program Credentials:**

*CCBC Credential:* Students will be awarded a Continuing Education Workforce Certificate, and will have access to a Continuing Education academic record (transcript).

*External Credential:* Successful completers will have the opportunity to demonstrate proficiency through five certifications from the National Institute of Metal Working Skills (NIMS): NIMS Measurement, Materials and Safety I Credential; NIMS Chucking Level 1 Credential; NIMS Milling Level I Credential; and two NIMS CNC related credential(s) possible for high-performing students.

*Certifying Organization:* National Institute of Metalworking Skills (NIMS); [www.nims-skills.org](http://www.nims-skills.org)  
Course costs include fees for NIMS tests to be taken one time.

#### **Disclosures:**

CCBC cannot confirm whether the course or program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the CCBC course or program meets requirements for licensure in that state. If you need assistance finding contact information for your state, visit State Contact Information for Online Students:

<https://ccbcmd.acalogadmin.com/mime/media/47/1770/statecontactinformation.pdf>

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources

outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Pell Funding: Eligible for grants and college loans. Go to [www.fafsa.gov](http://www.fafsa.gov) to apply for Federal financial aid.

For more information about funding resources and how to apply for them, please contact CCBC Student Central at 443-840-4700.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

**Program Length:**

Approximately 9 months.

Courses are offered at CCBC Catonsville starting in September. Please call 443-840-4712 for additional information.

**Orientation:**

Students are required to attend an orientation session. Sessions are held in June, August, and September at the Catonsville Campus. Please call 443-840-4712 for additional information.

**Program Requirements:***Required:*

- Students are required to attend an orientation session, and must pass a basic mathematics and reading assessment.
- Students under the age of 18 at the start of classes may be required to submit parental authorization.

*Recommended:*

- Many employers are looking to hire employees with a High School Diploma/GED, but it is not a requirement for this program. However, it may be a requirement if you are seeking funding.

**Application Process:**

*Provisional Entry* – Prospective students must attend an orientation session and pass a basic math assessment test and a basic reading assessment test. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Non-Credit Workforce Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

Students must attain a 70% or higher final grade to progress to the next module in the series. A stringent attendance policy will be enforced.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA940	Machine Tool Short Term Training Part A	52	Book provided in class; cost is built into tuition	\$974 T-\$293/F-\$681
VOA941	Machine Tool Short Term Training Part B	91	Book provided in class; cost is built into tuition	\$1,275

				T-\$383/F-\$892
VOA942	Machine Tool Short Term Training Part C	91	Book provided in class; cost is built into tuition	\$1,275 T-\$383/F-\$892
VOA943	Machine Tool Short Term Training Part D	91	Book provided in class; cost is built into tuition	\$1,275 T-\$383/F-\$892
VOA944	Machine Tool Short Term Training Part E	93	Book provided in class; cost is built into tuition	\$900 T-\$270/F-\$630
VOA945	Machine Tool Short Term Training Part F	91	Book provided in class; cost is built into tuition	\$900 T-\$270/F-\$630
VOA946	Machine Tool Short Term Training Part G	91	Book provided in class; cost is built into tuition	\$900 T-\$270/F-\$630
<i>Course Series Totals:</i>		<b>600</b>		<b>\$7,499</b> <b>T-\$2,252/F-\$5,247</b>

#### **Additional Expenses:**

Pencils, notebook (3" binder), calculator (recommended TI 30X), safety glasses with side shields, work shoes (steel toe is not required), and flash drive. All items will be reviewed during orientation.

#### **Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

#### **Program Contact Information:**

Program Coordinator: Steve Ricketts | [sricketts@ccbcmd.edu](mailto:sricketts@ccbcmd.edu) | 443-840-4442 | Catonsville BESS 100L  
 Administrative Assistant: Denise Bellamy | [dbellamy@ccbcmd.edu](mailto:dbellamy@ccbcmd.edu) | 443-840-4712 | Catonsville BESS 100

## **Construction Pre-Apprenticeship Core Curriculum & Specialties Training**

*Technology and Engineering Pathway*

### **Program Description:**

CCBC, in partnership with Associated Builders and Contractors of Greater Baltimore (ABC), offers a series of courses to train for an apprenticeship or other positions in the skilled-trades. Work may include maintenance, repair, and construction, using a variety of techniques, tools, and equipment ranging from simple to highly sophisticated.

During the CORE training, students will learn OSHA safety, construction math, blueprint reading, tool usage and other trade skills used across the construction industry. Students will also be introduced to the various trades associated within the construction industry. Supportive topics such as job readiness as well as working with a case manager/advocate are also program requirements. Before the end of the CORE training students will choose their specialty trade. Specialty trades include carpentry, electrical, HVAC, or plumbing.

Working in the skilled trades requires considerable physical effort. Extended periods of standing, regularly lifting 35 pounds or more, climbing, crouching and working in cramped areas are all likely. Those who desire work in the skilled trades should have good manual dexterity, be detail-oriented, dependable, and cooperative. Skilled trades workers should also desire to work safely and follow directions.

Skilled-trades workers may find employment in commercial or residential settings. New construction, general contracting, and specialty industries all employ skilled trades workers. According to the U.S. Department of Labor, over the next 10 years growth in many of the skilled trades is growing faster or as fast as the national average. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate, and will have access to a Continuing Education academic record (transcript).

**External Credential:** Core - Upon successful completion of the core classes, students will receive a Continuing Education Workforce Certificate and the following industry certifications:

- First Aid/CPR
- OSHA 10 for Construction
- National Center for Construction Education and Research (NCCER).

**Certifying Organization:** Core & Specialties - National Center for Construction Education and Research (NCCER); [www.nccer.org](http://www.nccer.org)

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Program Length:**

Core – 2 months of part-time day training.

Specialty – 8 months of part-time evening training.

**Program Requirements:**

- High School Diploma or GED
- Minimum age of 18
- Basic math skills

**Application Process:**

*Provisional Entry:* Students must attend a mandatory orientation session prior to registration. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**Core Course Information:

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
VOB073	Core NCCER	74	Course materials are provided and included in the course cost.	\$2,034 T-\$611/F-\$1,423
ADS190	Academic and Job Readiness Skills for Pre-Apprenticeship	24	Texts will be provided in class.	\$450 T-\$135/F-\$315
<i>Core Course Series Totals:</i>		<b>98</b>		<b>\$2,484</b> <b>T-\$746/F-\$1,738</b>

Specialties Course Information – Carpentry:

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
APP394	ABC Carpentry Apprenticeship - 1st Year Part A	78	Course materials are provided and included in the course cost.	\$1,390 T-\$417/F-\$973
APP395	ABC Carpentry Apprenticeship - 1st Year Part B	78	Course materials are provided and included in the course cost.	\$1,390 T-\$417/F-\$973
<i>Totals for Carpentry Specialty:</i>		<b>156</b>		<b>\$2,780</b> <b>T-\$834/F-\$1,946</b>

<i>Course Series Totals: Core and Carpentry</i>		<b>254</b>		<b>\$5,264</b> <b>T-\$1,580/F-\$3,684</b>
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Specialties Course Information – Electrical:

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
APP366	Electrician Apprenticeship-1st Year-ABC Part A	78	Course materials are provided and included in the course cost.	\$1,390 T-\$417/F-\$973
APP367	Electrician Apprenticeship-1st Year-ABC Part B	78	Course materials are provided and included in the course cost.	\$1,390 T-\$417/F-\$973
<i>Totals for Electrical Specialty:</i>		<b>156</b>		<b>\$2,780</b> <b>T-\$834/F-\$1,946</b>
<i>Course Series Totals: Core and Electrical</i>		<b>254</b>		<b>\$5,264</b> <b>T-\$1,580/F-\$3,684</b>

Specialties Course Information – HVAC:

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
APP359	HVAC Apprenticeship: 1st Year-ABC Part A	78	Course materials are provided and included in the course cost.	\$1,390 T-\$417/F-\$973
APP360	HVAC Apprenticeship: 1st Year-ABC Part B	78	Course materials are provided and included in the course cost.	\$1,390 T-\$417/F-\$973
<i>Totals for HVAC Specialty:</i>		<b>156</b>		<b>\$2,780</b> <b>T-\$834/F-\$1,946</b>
<i>Course Series Totals: Core and HVAC</i>		<b>254</b>		<b>\$5,264</b> <b>T-\$1,580/F-\$3,684</b>

Specialties Course Information – Plumbing:

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
APP382	Plumber Apprenticeship-1st Year-ABC Part A	78	Course materials are provided and included in the course cost.	\$1,390 T-\$417/F-\$973
APP383	Plumber Apprenticeship-1st Year-ABC Part B	78	Course materials are provided and included in the course cost.	\$1,390 T-\$417/F-\$973
<i>Totals for Plumbing Specialty:</i>		<b>156</b>		<b>\$2,780</b> <b>T-\$834/F-\$1,946</b>
<i>Course Series Totals: Core and Plumbing.</i>		<b>254</b>		<b>\$5,264</b> <b>T-\$1,580/F-\$3,684</b>

### **Career Opportunities:**

Completers will be prepared to enter an apprenticeship program or other construction jobs. Apprenticeship programs typically take 4 to 5 years. Apprentices work in their chosen field under the supervision of an experienced (journey-level) worker. Apprentice wages typically start at \$16-\$20/hour plus benefits, and wages increase as they progress through the apprenticeship program. Apprentices also take classes, which are typically paid for by their employer. Apprenticeship completers may earn credits towards an Associate of Applied Science degree at CCBC called Construction Craft Professional. Credits will be articulated upon presentation of a certificate of completion to the Construction Management coordinator for registration.

Apprentices also receive a credential from the Maryland Department of Labor upon completion of their apprenticeship program.

Drug testing and transportation is typically required to qualify for an apprenticeship or other employment.

Journey-level workers may earn \$20-\$40/hour or more, plus benefits. They may also become managers, business owners, inspectors or instructors for their construction trade.

### **Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

### **Program Contact Information:**

Coordinator: David Frey | [dfrey@ccbcmd.edu](mailto:dfrey@ccbcmd.edu) | 443-840-2793 | Dundalk STAT 110  
 Administrative Assistant: Denise Bellamy | [dbellamy@ccbcmd.edu](mailto:dbellamy@ccbcmd.edu) | 443-840-4712 | Catonsville | BESS 100

## **Fab Lab Technology (Design and Make)**

*Technology and Engineering Pathway*

### **Program Description:**

This course series prepares students to work in digital and additive manufacturing, design careers, and innovative and entrepreneurial ventures.

Students receive instruction and hands-on training in specialized software and equipment used in the Fab Lab and the "maker" movement. Students learn about 3D printers, CNC routers, and laser cutters, along with the software needed for programming the equipment, and materials that may be used. Students should be innovative, artistic, or have an entrepreneurial flair.

Knowledge from the Fab Lab courses, along with previously acquired manufacturing knowledge and experience, can make an individual an "additive manufacturing/prototyping" skilled practitioner. Courses will also help students further their experience as an innovator, drafter, or entrepreneur. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and will have access to a Continuing Education academic record (transcript).

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Program Length:**

9 weeks; number of weeks vary for courses taken individually due to scheduling. Course schedules vary each semester. Courses are offered at CCBC Catonsville.

### **Program Requirements:**

*Required:*

- Minimum age of 16 with parental permission.

*Recommended:*

- Previous design or CAD experience is helpful, but not necessary.

### **Pre-Registration Lab Visit:**

A pre-registration visit to the Fab Lab can be scheduled. Contact the Fab Lab at [fablabbbaltimore@gmail.com](mailto:fablabbbaltimore@gmail.com) to schedule a visit.

### **Application Process:**

**Open Entry** – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.



**Prior Learning Assessment:**

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. A total of 12 program hours may be earned from prior learning.

**Program Course Sequence:**

Students must take the Fab Lab Introduction class first. Other classes can be taken in any order.

Individual courses are not eligible for financial aid.

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition F=Fees
VOD525	Fab Lab Introduction	2	None	\$99 T-\$0/F-\$99
VOB117	Fab Lab Introduction to Fusion 360	6	No textbook, but may need to purchase materials	\$169 T-\$51/F-\$118
VOB042	Fab Lab 3D Printer Applications Introduction	6	No textbook, but may need to purchase materials	\$169 T-\$51/F-\$118
VOB044	Fab Lab CNC Router Applications Introduction	6	No textbook, but may need to purchase materials	\$169 T-\$51/F-\$118
VOA773	Fab Lab Design and Print on the Vinyl Cutter	6	No textbook, but may need to purchase materials	\$169 T-\$51/F-\$118
VOB045	Fab Lab Laser Cutter Applications Introduction	6	No textbook, but may need to purchase materials	\$169 T-\$51/F-\$118
<b>Course Series Totals:</b>		<b>32</b>		<b>\$944</b>

				<b>T-\$255/F-\$689</b>
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**Course Substitutions:**

TEC 023 - Fab Lab Intro to Rhino 3D may be substituted for VOB 117 - Fab Lab Introduction to Fusion 360

**Additional Offerings:**

- VOD 529 - Introduction to 3D Scanning
- TEC 023 - Fab Lab Intro to Rhino 3D

**Use of Fab Lab equipment and resources:**

After completing the Fab Lab Introduction course, students become Fab Lab members and have access to many of the lab resources. Members must schedule time to use the equipment during open lab sessions and pay appropriate fees for use and materials. Materials used must meet Fab Lab guidelines. For more information, visit [www.fablabbaltimore.org](http://www.fablabbaltimore.org).

**Additional Expenses:**

Additional costs include fees for lab use and materials needed for individual student projects. Total additional expenses vary depending on the size, type, and scope of projects.

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

*For Program Information:*

Coordinator: Niki Rogers | [nrogers2@ccbcmd.edu](mailto:nrogers2@ccbcmd.edu) | 443-840-4422 | Essex BESS 127  
 Administrative Assistant: Denise Bellamy | [dbellamy@ccbcmd.edu](mailto:dbellamy@ccbcmd.edu) | 443-840-4712 | Catonsville BESS 100

*For Equipment-Specific and Laboratory Membership Use Questions:*

Fab Lab Manager: Geniia Elliott | [fablabbaltimore@gmail.com](mailto:fablabbaltimore@gmail.com) | 443-840-4811 | Catonsville HTEC 002

## **HVAC/Refrigeration Technician**

*Technology and Engineering Pathway*

### **Program Description:**

HVAC/Refrigeration Technicians install and/or repair heating, central air conditioning, or refrigeration systems, including oil and gas furnaces and boilers. Students typically begin a career as an entry-level HVAC Helper/Apprentice. Only certified technicians are permitted to perform refrigerant recovery in order to comply with U.S. Environmental Protection Agency (EPA) standards and requirements.

This program features both HVAC theory and practice. Students will perform hands-on training throughout the program and work with various types of HVAC equipment in a laboratory setting. Students can continue their education and obtain additional certificates and/or pursue an Associate of Applied Science degree in Heating, Ventilation & Air Conditioning (HVAC) and Energy Technology. Criminal background checks and random drug testing are required for employment.

Students in this program should be detail-oriented and have the ability to follow safe work practices. In addition to dependability and integrity, mathematical and mechanical aptitudes are desirable for this field. HVAC technicians should have the ability to stand or crouch for long periods of time, and have the capacity to lift 35 pounds regularly.

HVAC/Refrigeration Technicians can find employment opportunities in both commercial and residential settings. Property maintenance companies, HVAC repair contractors, utility providers, and industries that use refrigeration or climate control are all potential employers. According to the U.S. Department of Labor, overall employment of heating, air conditioning, and refrigeration mechanics and installers is projected to grow 11% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 970. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

### **Program Credentials:**

**CCBC Credential:** Students will receive a Continuing Education Workforce Certificate and will have access to a Continuing Education academic record (transcript).

**External Credential:** Students who pass the EPA test will receive EPA 608 Universal certification from the U.S. Environmental Protection Agency.

**Certifying Organization:** U.S. Environmental Protection Agency (EPA class only), [www.epa.gov](http://www.epa.gov)

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Program Length:**

Approximately 9 months

Courses are offered at CCBC Catonsville and Dundalk.

### **Program Requirements:**

- High School Diploma or GED

- Minimum age of 18.

### Application Process:

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

### Prior Learning Assessment:

This program has potential options for waving select courses based on previous coursework or articulated coursework from an approved curriculum or demonstrated portfolio and/or prior occupational learning. A maximum of 175.5 program hours may be earned from prior learning.

### Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost, subject to change)	Costs T=Tuition/F=Fees
VOA969 <i>Shared with credit class</i> AIRC 110	HVAC Safety, Tools & Methods	42	Modern Refrigeration & Air Conditioning 21st Ed. ISBN: 9781635638776 \$134.30-\$184 at CCBC bookstores	\$569 T-\$171/F-\$398
VOA 975 <i>Shared with credit class</i> AIRC 115	Fundamentals of Refrigeration	49	Same as VOA 969	\$569 T-\$171/F-\$398
VOA 985 <i>Shared with credit class</i> AIRC 205	Heating Systems	52	Same as VOA 969	\$569 T-\$171/F-\$398
VOA 970 <i>Shared with credit class</i> ELEI 101	Basic HVAC Electricity	56	None	\$729 T-\$219/F-\$510
VOC 953 <i>Shared with</i>	Comfort Cooling Systems	55	Same as VOA 969	\$569 T-\$171/F-\$398

<i>credit class</i>				
AIRC 210				
VOC 044 & VOC 991 (Test)	Refrigerant Recovery Certification & Test	12.5	None	\$185 T-\$56/\$129 \$50 T-\$0/F-\$50
<i>Course Series Totals:</i>		<b>266.5</b>	<b>\$184</b>	<b>\$3240</b> <b>T-\$959/F-\$2281</b>

#### **Additional Information:**

In addition to the Basic HVAC Certificate, students can pursue an Advanced Certificate program and/or Building Automation Systems Program Certificate. These certificates are offered as non-credit or credit courses.

#### **Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

#### **Program Contact Information:**

Program Coordinator: Dave Frey | [dfrey@ccbcmd.edu](mailto:dfrey@ccbcmd.edu) | 443-840-2793 | Dundalk STAT 110  
 Administrative Assistant: Margie Anne Bonnett | [mbonnett@ccbcmd.edu](mailto:mbonnett@ccbcmd.edu) | 443-840-5213 | Dundalk STAT 120

## **HVAC/Refrigeration Technician (Advanced Certificate)**

*Technology and Engineering Pathway*

### **Program Description:**

HVAC/Refrigeration Technicians install and/or repair heating, central air conditioning, or refrigeration systems, including oil and gas furnaces and boilers. Students typically begin a career as an entry-level HVAC Helper/Apprentice. Only certified technicians are permitted to perform refrigerant recovery in order to comply with U.S. Environmental Protection Agency (EPA) standards and requirements.

Like the basic program, this advanced program features both HVAC theory and practice. Students will perform hands-on training throughout the program and work with various types of HVAC equipment in a laboratory setting. Criminal background checks and random drug testing are required for employment.

Students in this program should be detail-oriented and have the ability to follow safe work practices. In addition to dependability and integrity, mathematical and mechanical aptitudes are desirable for this field. HVAC technicians should have the ability to stand or crouch for long periods of time and have the capacity to lift 35 pounds regularly.

HVAC/Refrigeration Technicians can find employment opportunities in both commercial and residential settings. Property maintenance companies, HVAC repair contractors, utility providers, and industries that use refrigeration or climate control are all potential employers. According to the U.S. Department of Labor, overall employment of heating, air conditioning, and refrigeration mechanics and installers is projected to grow 11% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 970. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

### **Program Credentials:**

**CCBC Credential:** Students will earn a CCBC Continuing Education Workforce Certificate and will have access to a Continuing Education academic record (transcript).

**External Credential:** Students who pass the EPA test will receive EPA 608 Universal certification from the U.S. Environmental Protection Agency.

**Certifying Organization:** U.S. Environmental Protection Agency (EPA class only), [www.epa.gov](http://www.epa.gov)

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Program Length:**

Approximately 9 months

### **Program Requirements:**

- Students must have completed the HVAC/Refrigeration Technician (Basic Certificate) prior to starting this program.

### **Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum, and/or demonstrated portfolio and/or prior occupational learning. A maximum of 110.5 hours may be earned from prior learning.

**Program Course Sequence:**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost, subject to change)	Costs T=Tuition/F=Fees
VOC044  <i>Shared with credit class</i>  AIRC121	EPA Refrigeration Certification	10		\$185 T-\$56/F-\$129
VOA991	EPA Refrigerant Recovery Exam	2.5		\$50 T-\$0/F-\$50
VOA656  <i>Shared with credit class</i>  AIRC204	Advanced HVAC Electricity	58		\$569 T-\$171/F-\$398
VOA653  <i>Shared with credit class</i>  AIRC215	Residential Load Calculations & Air Distribution	40		\$569 T-\$171/F-\$398

Program Sequence Electives (Student chooses any two courses from list below):

Course Number	Course Title	Course Hours	Textbook Information (approximate cost, subject to change)	Costs T=Tuition/F=Fees

VOA692 <i>Shared with credit class AIRC121</i>	Residential Estimates & Sales	39		\$569 T-\$171/F-\$398
VOA859 <i>Shared with credit class AIRC222</i>	Commercial Refrigeration Systems	50		\$569 T-\$171/F-\$398
VOA801 <i>Shared with credit class AIRC223</i>	Commercial HVAC Systems	47		\$569 T-\$171/F-\$398
VOA802 <i>Shared with credit class AIRC224</i>	Commercial Control Systems	45		\$569 T-\$171/F-\$398
VOA631 <i>Shared with credit class AIRC230</i>	Alternative & Renewable Energy Resources	50		\$569 T-\$171/F-\$398
VOA953 <i>Shared with credit class AIRC232</i>	Advanced Residential Systems	50		\$569 T-\$171/F-\$398
<i>Course Series Totals:</i>  <i>(Core Program Sequence with two electives)</i>		varies		<b>\$2,511</b> <b>T-\$740/F-\$1,771</b>

**Program Contact Information:**

Program Coordinator: Dave Frey | [dfrey@ccbcmd.edu](mailto:dfrey@ccbcmd.edu) | 443-840-2793 | Dundalk STAT 110

AdminAssistant: Margie Anne Bonnett | [mbonnett@ccbcmd.edu](mailto:mbonnett@ccbcmd.edu) | 443-840-5213 | Dundalk STAT 120

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FY25 CCBC School of Continuing Education Career Resource Guide – Final 7/1/24. Information on this page is subject to change. To register or get additional information, visit any CCBC campus or extension center, call 443-840-2222, or go to [www.ccbcmd.edu](http://www.ccbcmd.edu)



## **Mechatronics**

### *Technology and Engineering Pathway*

#### **Program Description:**

The mechatronics field is multidisciplinary and spans areas including mechanical, electrical, and automated systems. Mechatronics specialists are involved in installing, maintaining, operating, and repairing automated equipment often in manufacturing environments but could be in other types of automated facilities. Job titles in mechatronics include Electro-Mechanical Technician, Automation Specialist, and Mechatronics Technician. Career Opportunities include Mechatronics Engineer, Automation Engineer, Controls Engineer, and Process Development Engineer.

The Mechatronics program provides an intensive overview of skills necessary for a variety of industry sectors that use these types of integrated systems. You will learn math, inspection, safety, quality, electrical systems, automation, mechanical systems, fluid systems, rigging, and welding in Mechatronics.

Since this course is delivered completely online, students will need to have the self-discipline to complete all required material on their own. A course instructor will be available to assist students with questions and to lead online activities during the course of the class.

Career Outlook - According to the U.S. Department of Labor, overall employment of Electro-Mechanical and Mechatronics Technologists and Technicians is projected to decline 5% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 50. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate, and will have access to a Continuing Education academic record (transcript).

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Program Length:**

Approximately 180 hours/six months to complete.

#### **Program Requirements:**

- PC: Windows 8 or later / Mac: macOS 10.6 or later.
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.
- Adobe Acrobat Reader.
- Software must be installed and fully operational before the course begins.
- Email capabilities and access to a personal email account.

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA577	Mechatronics- Part 1	90	Instructional materials provided in class	\$998 T-\$50/F-\$948
VOA578	Mechatronics- Part 2	90	Same as VOA577	\$998 T-\$50/F-\$948
<i>Course Series:</i>		<b>180</b>		<b>\$1,996</b> <b>T-\$100/F-\$1,896</b>

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Director: Eric Venanzi | [evenanzi@ccbcmd.edu](mailto:evenanzi@ccbcmd.edu) | 443-840-5108 | Dundalk STAT 118  
 Administrative Assistant: Margie Anne Bonnett | [mbonnett@ccbcmd.edu](mailto:mbonnett@ccbcmd.edu) | 443-840-5213 | Dundalk STAT 120

## **Robotics Technician**

*Technology and Engineering Pathway*

### **Program Description:**

An increasing number of companies are turning to robotics as a means for increased production. Robots have an impressive range of applications, from "pick and place" for packaging, to welding, painting, or inspecting parts. However, robots are not foolproof; they require effective preventive maintenance to ensure they operate at full capacity. If a robot malfunctions, an experienced maintenance professional must know how to troubleshoot. Job titles include robotics technician and automation technician. Career opportunities include electrical and Instrumentation (E and I) technician, electronics technician, and instrumentation technician.

The Robotics Technician program provides an intensive overview of skills necessary for the robotics industry. Students will learn math, safety, quality, electrical systems, automation, mechanical systems, fluid systems, and rigging to prepare for a career as a robotics technician.

Since this course is delivered completely online, students will need to have the self-discipline to complete all required material on their own. A course instructor will be available to assist students with questions and to lead online activities during the course of the class.

According to the U.S. Department of Labor, overall employment of robotics technicians is projected to decline 5% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 50. Projected annual job openings in Maryland are 50. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

### **Program Credentials:**

CCBC Credential: Students will receive a Continuing Education Workforce Certificate, and have access to a Continuing Education academic record (transcript).

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Program Length:**

Approximately 155 hours/6 months to complete.

### **Program Requirements:**

- PC: Windows 8 or later / Mac: macOS 10.6 or later.
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.
- Adobe Acrobat Reader.
- Software must be installed and fully operational before the course begins.
- Email capabilities and access to a personal email account.

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA579	Robotics Technician - Part 1	77.5	Instructional materials provided in class	\$848 T-\$50/F-\$798
VOA580	Robotics Technician - Part 2	77.5	Same as VOA579.	\$848 T-\$50/F-\$798
<i>Course Series:</i>		<b>155</b>		<b>\$1,696</b> <b>T-\$100/F-\$1,596</b>

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Coordinator: Eric Venanzi | [evenanzi@ccbcmd.edu](mailto:evenanzi@ccbcmd.edu) | 443-840-5108 | Dundalk STAT 118  
 Administrative Assistant: Margie Anne Bonnett | [mbonnett@ccbcmd.edu](mailto:mbonnett@ccbcmd.edu) | 443-840-5213 | Dundalk STAT 120

## **Welding**

### *Technology and Engineering Pathway*

#### **Program Description:**

Welders join metal parts together using a tool that generates intense heat. They also study blueprints or project specifications, calculate the dimensions of the parts to be welded, inspect materials or structures that need welding, monitor the process of welding as a caution for overheating, and maintain welding machinery and equipment they work with. Welders work in a wide range of industries including aerospace, automobile, manufacturing, construction, maritime and more.

CCBC, in partnership with Earlbeck Gases and Technologies, offers a series of welding courses that covers the fundamentals of welding including basic metallurgy, welding codes, nondestructive examination, and welding symbols, through intermediate level welding in Gas Metal Arc (MIG), Shielded Metal Arc (Stick), or Gas Tungsten Arc (TIG) processes. Students perform various weld positions with different metals depending on the welding process. Classes are held at Earlbeck, which is fully equipped to offer hands-on training and instruction.

Students should be detailed-oriented, dependable, self-controlled, follow safety rules, follow directions, have manual dexterity, have mechanical aptitude and have mathematical aptitude. Students will also need to be able to stand for long periods of time, and be able to lift 35 pounds. Students will be working around flames, high temperatures, and fumes.

According to the U.S. Department of Labor, overall employment of welders is projected to grow 8% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 400. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com>.

#### **Program Credentials:**

*CCBC Credential:* *Program Options* - Students will be awarded a Continuing Education Workforce Certificate and will have access to a Continuing Education academic record (transcript).

*Individual Courses* - Students will receive a Continuing Education course completion certificate for each class and will have access to a Continuing Education academic record (transcript).

*External Credential:* Earlbeck Gases and Technologies completion certificates are given for each class, as well as an AWS qualification certificate upon successful completion of all intermediate level classes. An American Society of Mechanical Engineers (ASME) qualification certificate is awarded upon successful completion of Advanced Welding.

*Certifying Organization:* American Welding Society (AWS), [www.aws.org](http://www.aws.org)  
American Society of Mechanical Engineers (ASME), [www.asme.org](http://www.asme.org)

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

**Program Length:**

Courses are offered at Earlbeck Gases and Technologies. Earlbeck training is provided in both daytime and evening formats throughout the year.

5 weeks (days), 13 - 15 weeks (evenings)

**Program Requirements:**

- Minimum age of 18
- Possess good reading and writing skills

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

Program consists of Fundamentals of Welding and Intermediate Welding (MIG, Shielded Metal Arc/Stick, or TIG). These classes can be taken separately or combined in a Career Welding course. Total hours and prices vary dependent on the selected sequence.

MIG Welding - Option A - Two-course registration pricing (not financial aid eligible):

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA926	Fundamentals of Welding	36	Course material will be provided	\$1870 T-\$280/F-\$1590
VOA930	Intermediate MIG Welding	42	Course material will be provided	\$2750 T-\$412/F-\$2338
<i>MIG Welding Option A</i>  <i>Course Series Totals:</i>		<b>78</b>	<b>\$0</b>	<b>\$4620</b> <b>T-\$692/F-\$3928</b>

MIG Welding - Option B - Combined Pricing for single registration (financial aid eligible):

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA167	Career Welding - MIG	78	Course material will be provided	\$4251

				T-\$637/F-\$3614
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Stick Welding Option A - Two-course registration pricing (not financial aid eligible):

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
VOA926	Fundamentals of Welding	36	Course material will be provided	\$1870 T-\$280/F-\$1590
VOA932	Intermediate Shielded Metal Arc Welding	54	Course material will be provided	\$2750 T-\$412/F-\$2338
<i>Stick Welding Option A Course Series Totals:</i>		<b>90</b>	<b>\$0</b>	<b>\$4620</b> <b>T-\$692/F-\$3928</b>

Stick Welding Option B - Combined pricing for single registration (financial aid eligible):

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
VOA166	Career Welding - Stick	90	\$0	\$4251 T-\$637/F-\$3614

TIG Welding Option A - Two-course registration pricing (not financial aid eligible):

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
VOA926	Fundamentals of Welding	36	Course material will be provided	\$1870 T-\$280/F-\$1590
VOA928	Intermediate TIG Welding	48	Course material will be provided	\$2750 T-\$412/F-\$2338
<i>TIG Welding Option A</i>		<b>84</b>	<b>\$0</b>	<b>\$4620</b>

<i>Course Series Totals:</i>				<b>T-\$692/F-\$3928</b>
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TIG Welding Option B - Combined pricing for single registration (financial aid eligible):

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
VOA168	Career Welding - TIG	84	Course material will be provided	\$4251 T-\$637/F-\$3614

**Additional Offerings (not financial aid eligible):**

- APP285 - Welding Basics
- VOA772 - Intermediate GMAW - Aluminum
- VOA774 - Intermediate GMAW - Self Shield FCAW
- VOA775 - Intermediate GMAW - Stainless
- VOA581 - Advanced Welding

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Coordinator: Steve Ricketts | [sricketts@ccbcmd.edu](mailto:sricketts@ccbcmd.edu) | 443-840-4442 | Catonsville BESS 100L  
 Administrative Assistant: Margie Anne Bonnett | [mbonnett@ccbcmd.edu](mailto:mbonnett@ccbcmd.edu) | 443-840-5213 | Dundalk | STAT 120



## **Credit Certificates in Building and Industrial Training**

CCBC for-credit certificates offer education and training for students wanting a formal academic credential but needing a shorter-term experience. They are shorter programs that focus on a specific field or expertise. They can be a stand-alone credential or may be part of a pathway to a higher-level credential such as an Associates Degree.

For further information on Credit Certificates, see the CCBC website, or call CCBC Student Central at 443-840-2222.

### **Advanced Industrial Design and Technology**

#### **CNC Machinist Certificate**

This certificate is designed to prepare students for employment as a Computer Numerical Control (CNC) machine operator, machinist, and/or a set-up person.

Credential: Credit Certificate. A total of 34 credits is required for this certificate

#### **Manual Machinist Certificate**

This certificate prepares students for entry-level employment as a manual mill and/or manual lathe operator.

Credential: Credit Certificate. A total of 25 credits is required for this certificate

#### **CNC Programming Certificate**

This certificate is designed to prepare students for employment as a Computer Numerical Control (CNC) programmer.

Credential: Credit Certificate. A total of 24 credits is required for this certificate

#### **Quality Assurance Technician Certificate**

This certificate is designed to prepare students for employment as an inspector, production control and/or a quality assurance technician.

Credential: Credit Certificate. A total of 15 credits is required for this certificate

### **Computer-Aided Design for Architecture and Engineering**

#### **CAD Operator and Designer Certificate**

This certificate program prepares students to work as computer-aided drafters/designers in industry and to upgrade the skills of persons presently employed as drafters in a relatively short academic period by including only CADD and supporting courses. The CAD Operator Designer Certificate prepares students for entry-level positions as AutoCAD operators, technicians, and detailers.

Credential: Credit Certificate. A total of 15 credits is required for this certificate

#### **CAD Architecture and Civil Certificate**

This certificate program prepares students to work as computer-aided drafters/designers in industry and to upgrade the skills of persons presently employed as drafters in a relatively short academic period by including only CADD and supporting courses. The CAD Architecture and Civil Certificate provides the student with the skills necessary to become a successful CAD drafter or architectural design assistant.

Credential: Credit Certificate. A total of 15 credits is required for this certificate

## **Construction Management**

### **Construction Management Certificate**

The certificate option is a sequence of specialized courses designed for persons working in the construction field or those who have completed prior college-level studies and desire to train for a construction-related position.

Credential: Credit Certificate. A total of 39 credits is required for this certificate

### **Construction Craft Professional Certificate**

This certificate is for students who have completed a three, four, or five-year craft apprenticeship program in a technical craft area.

Credential: Credit Certificate. A total of 42 credits is required for this certificate

## **Geospatial Applications**

### **Advanced Geospatial Applications Certificate**

This certificate provides comprehensive instruction in Geographic Information Systems (GIS), photogrammetry and remote sensing, and Global Positioning Systems (GPS).

Credential: Credit Certificate. A total of 22 credits is required for this certificate

## **Heating, Ventilation and Air Conditioning (HVAC) & Energy Technology**

### **Advanced HVAC and Energy Technology Certificate**

This program is designed to prepare students for a career in the heating, ventilating, air conditioning and energy technology industry.

Credential: Credit Certificate. A total of 13 credits is required for this certificate

### **Basic HVAC and Energy Technology Certificate**

This program is designed to prepare students for a career in the heating, ventilating, air conditioning (HVAC) and energy industry. The curriculum blends “leading edge” HVAC and energy theory with a large amount of practical, “hands on” experiences for the purpose of developing confident, professional HVAC and energy technicians/installers. All classes completed for this certificate serve as building blocks for higher level certificates and the degree in HVAC and Energy Technology at CCBC.

Credential: Credit Certificate. A total of 17 credits is required for this certificate

### **Building Automation Systems Certificate**

The Building Automation Systems (BAS) certificate prepares students for an entry-level position with an HVAC Building Automation company. Course and lab work prepare them for this computer-based aspect of HVAC. This field contains integration of HVAC and networked IT systems that control all major buildings today.

Credential: Credit Certificate. A total of 26 credits is required for this certificate

## **Survey Technology**

### **Minor Engineering Certificate**

This certificate completes Maryland Surveying License Requirements for storm drain/storm water experience.

Credential: Credit Certificate. A total of 12 credits is required for this certificate

### **Land Surveying Certificate**

This certificate prepares students for entry-level positions in surveying, government, and engineering firms as members of a surveying crew. This certificate, combined with appropriate field experience, may lead to party/crew chief positions.

Credential: Credit Certificate. A total of 18 credits is required for this certificate

## **Administrative Professional**

### *Business Pathway*

#### **Program Description:**

Administrative assistants have a wide range of front-line responsibilities in an organization. They provide support to managers and employees, assisting in daily office needs and managing a company's general administrative activities such as filing paperwork, answering phone calls, preparing documents for a meeting, and managing the calendar of their supervisors.

This program features courses that will provide the key skills and help the student gain the proficiency and knowledge needed to become a successful professional administrative assistant. Students will learn communication skills, task and time management, document creation and file management, scheduling and travel planning skills that are related to day to day work relationships, as well as common technologies used in the current workplace such as Windows, Microsoft applications, online applications, and cybersecurity. Participants will have the opportunity to earn the Professional Administrative Certification of Excellence (PACE certification) as part of the program.

Students entering this program should have good oral and written communication skills, good interpersonal skills, good organizational skills, good problem-solving skills, ability to work independently and as part of a team, and ability to take direction. Recommended is a typing speed of 40 wpm.

Professional administrative assistants work in a variety of industry sectors, in privately held companies, government agencies, and non-profit organizations. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate, and will have access to a Continuing Education academic record (transcript).

**External Credential:** Professional Administrative Certificate of Excellence (PACE Certification). Students will prepare for the PACE exam, cost is included in the course price.

**Certifying Organization:** American Society of Administrative Professionals [www.asaporg.com](http://www.asaporg.com)

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Program Length:**

4 months

#### **Program Requirements:**

- HS Diploma or GED
- Good computer skills
- Recommended typing speed of 40 wpm

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
MGT850	The Role of the Administrative Professional	5	Materials provided	\$79 T-\$24/F-\$55
PCA872	Technology Skills for Today's Workplace	45	Materials provided	\$599 T-\$180/F-\$419
MGT851	Communication Skills for Workplace Success	12	Materials provided	\$149 T-\$45/F-\$104
MGT852	Planning and Advancing Your Career	15	Materials provided	\$199 T-\$60/F-\$139
MGT853	Core Skills for the Administrative Professional	48	Materials provided	\$995 T-\$299/F-\$696
<b>Course Series Totals:</b>		<b>125</b>		<b>\$2,021</b> <b>T-\$608/F-\$1413</b>

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: Priscilla Cheung-Ing | [pcheunging@ccbcmd.edu](mailto:pcheunging@ccbcmd.edu) | 443-840-1612 | Essex BESS 116

Administrative Assistant: Sarah Moore | [smoore3@ccbcmd.edu](mailto:smoore3@ccbcmd.edu) | 443-840-1632 | Essex BESS 116

## **Advanced Leadership Skills**

### *Business Pathway*

#### **Program Description:**

Effective leaders are required to work seamlessly up, down, and across organizations, equipped with the skills to influence and finesse the work environment. Empowering, inspiring, and motivating staff, communicating clearly, negotiating effectively, developing and leading strong teams, regardless of the organization type, are among the key attributes of successful leaders.

This program features courses that focus on key skills that are used by leaders on a regular basis to lead staff in an organization, including coaching, critical thinking, leading high performing teams, servant leadership, decision making, managing conflict, negotiation skills, and succession planning. Students will be better prepared to effectively lead others in a variety of business settings, as the classes teach concepts as well as employ activities to reinforce the learning.

Students entering this program should possess good planning and organizational skills, strong oral and written communication skills, excellent interpersonal skills, strong problem-solving skills, and the ability to build trust and relationships.

Careers in this field are available in a broad range of privately held companies, government agencies, and nonprofit organizations. Additional career information may be found in Career

Coach: <https://ccbcmd.emsicc.com/>.

#### **Program Credential:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Program Length:**

4-6 months

#### **Program Requirements:**

*Required:*

- High School Diploma or GED.

*Recommended:*

- 2-3 years work experience.

#### **Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

#### **Application Process:**

**Open Entry** – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Program Course Sequence:**

Courses can be taken in any order.

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
MGT848	Servant Leadership and Equitable Decision Making	6	Materials provided	\$149 T-\$45/F-\$104
MGT794	Managing Conflict	6	Materials provided	\$149 T-\$45/F-\$104
MGT 844	Empowerment: Inspiring Critical Thinking	6	Materials provided	\$149 T-\$45/F-\$104
MGT 845	Negotiation for Leaders	6	Materials provided	\$149 T-\$45/F-\$104
MGT846	Leading High Performing Teams	6	Materials provided	\$149 T-\$45/F-\$104
MGT793	Coaching for Enhanced Performance	6	Materials provided	\$149 T-\$45/F-\$104
MGT847	Succession Planning	6	Materials provided	\$149 T-\$45/F-\$104
<b>Course Series Totals:</b>		<b>42</b>		<b>\$1,043</b> <b>T-\$315/F-\$728</b>

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Coordinator: Julie Woo | [jwoo@ccbcmd.edu](mailto:jwoo@ccbcmd.edu) | 443-840-4302 | Owings Mills 305D  
 Program Assistant: Kristal Parker | [kparker3@ccbcmd.edu](mailto:kparker3@ccbcmd.edu) | 443-840-4483 | Owings Mills 302

## **Bookkeeper - Entry Level**

### *Business Pathway*

#### **Program Description:**

Bookkeepers compute, classify, and record numerical data to keep financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining and checking the accuracy of accounting records, calculations and postings.

This program features courses that will provide the entry-level skills needed to start out as a bookkeeper. Accounting concepts and terminology in the context of bookkeeping are introduced, as well as training on supporting software such as Microsoft Excel and QuickBooks.

Students entering this program should have a strong sense of self-discipline, basic math and computer skills, and be detail-oriented.

Bookkeeping jobs can be found at a number of profit and non-profit organizations. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and will have access to a Continuing Education academic record (transcript).

**External Credential:** Students will be prepared to sit for the certification exam for The Intuit Certified Bookkeeping Professional exam.

**Certifying Organization:** Intuit with Certiport, <https://www.intuit.com> and <https://certiport.pearsonvue.com/Certifications/Intuit/Certifications/Overview>

*Please note that this is an entry-level certificate and should not be confused with the Certified Bookkeeper status offered by the American Institute of Professional Bookkeepers (AIPB).*

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

5-6 months

#### **Program Requirements:**

##### *Required:*

- Basic computer skills
- Some experience with Microsoft Excel

##### *Recommended:*

- High School Diploma or GED

#### **Application Process:**

**Open Entry** – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. A maximum of 41 hours may be earned from prior learning.

**Program Course Sequence:**

Students may enroll in Excel for Bookkeepers at any time. However, Accounting/Bookkeeping I, Accounting/Bookkeeping II, and QuickBooks for Bookkeepers must be taken sequentially.

Course Number	Course Title	Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCA832 or PCO433	Excel for Bookkeepers or Excel Basics for Business	12	Text or ebook; available through campus bookstore Microsoft Excel 2021 & 365: Level 1, Labyrinth Learning, \$52 without e-lab, \$86 with e-lab.	\$189 T-\$57/F-\$132
ACC353 or ACC006	Accounting/Bookkeeping I	16	Text or ebook available through campus bookstore. Accounting Essentials, Labyrinth Learning, \$99 for Printbook or \$60 for ebook for Online Course; Text or ebook available through campus bookstore.	\$219 T-\$66/F-\$153
ACC354 or ACC007	Accounting/Bookkeeping II	12.5	Same as ACC 006	\$189 T-\$57/F-\$132
PCA836	QuickBooks For Bookkeepers	15	Text or ebook available through campus bookstore  QuickBooks Online: Basics, Academic Year 2024-2025, Labyrinth Learning. \$93 for Printbook or \$57 for ebook for Online Course	\$199 T-\$60/F-\$139
<b>Course Series Totals:</b>		<b>55.5</b>	<b>Up to \$278</b>	<b>\$816 T-\$246/F-\$570</b>

**Additional Expenses:**

Certification Exam cost for The Intuit Certified Bookkeeping Professional - \$130

Check the details from <https://store.certipoint.com/>

**Program Contact Information:**

Coordinator: Julie Woo | [jwoo@ccbcmd.edu](mailto:jwoo@ccbcmd.edu) | 443-840-4302 | Owings Mills 305D  
 Administrative Assistant: Sarah Moore | [smoore3@ccbcmd.edu](mailto:smoore3@ccbcmd.edu) | 443-840-1632 | BESS 116



## **Customer Service Professional**

### *Business Pathway*

#### **Program Description:**

Customer service is important for all businesses and can differentiate a business in a competitive market. Providing exceptional customer service ensures satisfied customers' loyalty and return for more services of any kind. A capable customer service assistant builds a positive brand reputation with in-person interactions as well as word-of-mouth recommendations and positive online reviews. Customer service positions can be found in many industries, including business, law, healthcare, retail, hospitality, and more.

This program features courses that will provide students with effective strategies to make a positive contribution to the success of every customer service experience and interaction. The program consists of three courses that include topics such as written communication, oral communication, and body language, all important types of communication that reflect not only the employees but the entire organization. The program will also prepare students for a career in a customer service role by creating a well-designed resume and cover letter and learning strategies and techniques that can be used for effective interviews. Additionally, students will earn a certification from *The Customer Service Institute of America* upon successful completion of the course.

Students enrolling in this program should have strong computer literacy skills, proficiency in MS Office suite, effective time management, strong interpersonal skills, and the ability to work independently and as part of a team. Access to a computer and the Internet is also necessary.

Customer Service Assistants find employment opportunities in various industry sectors, including privately held companies and non-profit organizations. For additional career information, please refer to Career Coach: <https://ccbc.emsicc.com/>.

#### **Program Credentials**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate, and will have access to a Continuing Education academic record (transcript).

**External Credential:** Certified Customer Experience Professional

**Certifying Organization:** Customer Service Institute of America (CSIA), CSIA Customer Service Training, <https://www.serviceinstitute.com/>

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Program Length:**

2 months

#### **Program Requirements:**

- HS Diploma or GED
- Strong computer skills.
- Access to a computer and Wi-Fi connection

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
SBA100	Customer Service Communication Skills	12	Materials included	\$159 T-\$48/F-\$111
SBA102	Preparing for a Career in Customer Service	12	Materials included	\$159 T-\$48/F-\$111
SBA101	Core Skills of the Customer Service Professional	15	Materials included	\$479 T-\$144/F-\$335
<b>Course Series Totals:</b>		<b>39</b>		<b>\$797</b> <b>T-\$240/F-\$557</b>

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: Julie Woo | [jwoo@ccbcmd.edu](mailto:jwoo@ccbcmd.edu) | 443-840-4302 | Owings Mills 305 D  
 Program Assistant: Kristal Parker | [kparker3@ccbcmd.edu](mailto:kparker3@ccbcmd.edu) | 443-840-4483 | Owings Mills 302

## **Digital Marketing Assistant**

### *Business Pathway*

#### **Program Description:**

Digital Marketing Assistants work with new and ongoing marketing campaigns by collecting audience feedback, using data analytics to measure marketing performance, attracting and engaging with customers online, developing engaging content, and creating presentations and reports to update stakeholders on the progress or success of a marketing campaign. Positions can be found in many industries, including business, law, healthcare, and more.

This program features courses that will provide students with essential skills and knowledge relevant to today's dynamic marketing environment, with an emphasis on digital marketing. The program consists of four courses that include topics such as basic marketing principles, digital marketing fundamentals, current technology for creating online and printed media, online marketing strategies, data analytics, graphic design basics, website considerations, and content creation and effective business writing for print and web. Additionally, students will be prepared for the Fundamentals of Digital Marketing certification exam.

Students enrolling in this program should possess strong computer literacy skills, proficiency in MS Office suite, excellent written and verbal communication skills, strong organizational skills, effective time management abilities, and the ability to work both independently and as part of a team. Access to a computer and internet is also necessary.

Digital Marketing Assistants find employment opportunities in various industry sectors, including privately held companies and non-profit organizations. For additional career information, please refer to Career Coach: <http://ccbc.emsicc.com/>

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and will have access to a Continuing Education academic record (transcript).

**External Credential:** Fundamentals of Digital Marketing Certificate

**Certifying Organization:** Interactive Advertising Bureau Europe and The Open University

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Program Length:**

4 months

#### **Application Process:**

**Open Entry** – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

#### **Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
MAR014	Foundations of Marketing	12	Included	\$199 T-\$60/F-\$139
MAR015	Technology for Marketing Assistants	48	Included	\$695 T-\$209/F-\$486
MAR016	Content Creation for Marketing	18	Included	\$249 T-\$75/F-\$174
MAR017	Fundamentals of Digital Marketing	42	Included	\$795 T-\$239/F-\$556
<b>Course Series Totals:</b>		<b>120</b>		<b>\$1,938</b> <b>T-\$583/F-\$1355</b>

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: Priscilla Cheung-Ing | [pcheunging@ccbcmd.edu](mailto:pcheunging@ccbcmd.edu) | 443-840-1612 | Essex BESS 116  
 Program Assistant: Kristal Parker | [kparker3@ccbcmd.edu](mailto:kparker3@ccbcmd.edu) | 443-840-4483 | Owings Mills 302

## **Essential Skills for Entrepreneurs**

### *Business Pathway*

#### **Program Description:**

A small business owner or entrepreneur is responsible for the growth, overall direction, and everyday operation of a business. Specific activities vary according to the business' size and industry and may include: reviewing sales reports, profit and loss statements, and other financial reports; hiring, training, and managing staff; understanding federal, state, and local laws; marketing; and directing activities for sales or production staff. In this course series, students will learn foundational knowledge necessary for starting a business.

This program features foundational courses for a new business owner: instruction on key aspects of starting a business; how to write a business plan and why one is important; how to fund the start up and early growth of a business and identifying potential funding sources; and marketing basics needed to launch and grow a business.

Students entering this program should have good planning and organizational skills; strong oral and written communication skills; strong interpersonal skills; and good problem solving skills.

Students will be better prepared to start their own business entity or manage a small business. Careers in this field are available in a broad range of privately held companies, government agencies, and non-profit organizations. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

6 months

Course series offered at various CCBC sites and remotely via Zoom.

#### **Program Requirements:**

- High School Diploma or GED recommended

#### **Application Process:**

**Open Entry** – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

#### **Prior Learning Assessment:**

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. Maximum number of program hours that may be earned from prior learning: 15

**Program Course Sequence:**

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition F=Fees
SBA 808	How to Start and Manage Your Own Small Business	10	Materials provided	\$169 T-\$51/F-\$118
SBA 950	Customize Your Business Plan	5	Materials provided	\$129 T-\$39/F-\$90
SBA 956	The A,B,C's of Small Business Funding	5	Materials provided	\$129 T-\$39/F-\$90
SBA 964	Small Business Marketing Strategies	6	Materials provided	\$129 T-\$39/F-\$90
<b>Course Series Totals:</b>		<b>26</b>	<b>\$0</b>	<b>\$556</b> <b>T-\$168/F-\$388</b>

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Coordinator: Tatiana Nelson-Joseph | [tnelsonjoseph@ccbcmd.edu](mailto:tnelsonjoseph@ccbcmd.edu) | 443-840-5842 | Hunt Valley 109  
 Administrative Assistant: Kristal Parker | [kparker3@ccbcmd.edu](mailto:kparker3@ccbcmd.edu) | 443-840-4483 | OMC 302

## Essential Skills for Leaders

### *Business Pathway*

#### **Program Description:**

A business leader is someone who provides direction and motivates a group of people to achieve a common goal. Regardless of position in a company, anyone can be a leader. Business leaders work in a variety of sectors and organizations and need to be ethical and accountable in their decision making, influence others, empower and expand the capacity of individual employees to build more productive teams, cultivate change, guide projects to completion, and create a diverse culture.

This program is for those who want to explore and expand their leadership abilities. Classes focus on key skills that are used by leaders on a regular basis, including ethics, emotional intelligence, project management, strategic communications, and diversity and sensitivity. Classes include practical use of the skills as part of each class, reinforcing concepts learned. Students will be better prepared to effectively lead others in a variety of business settings.

Students entering this program should have good planning and organizational skills; strong oral and written communication skills; strong interpersonal skills; strong problem solving skills; and the ability to build trust and relationships.

Careers in this field are available in a broad range of privately held companies, government agencies, and nonprofit organizations. Additional career information may be found in Career Coach:

<https://ccbcmd.emsicc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

**Length of Training:** 4 - 6 months

#### **Program Requirements:**

*Required:*

- High School Diploma or GED

*Recommended:*

- 2-3 years of work experience

**Prior Learning Assessment:** This program has no options for obtaining course waiver(s) for prior learning.

#### **Application Process:**

**Open Entry** – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Program Course Sequence:**

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
MGT788	Ethics and Accountability	6	Materials provided	\$149 T-\$45/F-\$104
MGT789	Fostering Diversity and Sensitivity in the Workplace	6	Materials provided	\$149 T-\$45/F-\$104
MGT790	Emotional Intelligence	6	Materials provided	\$149 T-\$45/F-\$104
MGT792	Leading Multiple Generations	6	Materials provided	\$149 T-\$45/F-\$104
MGT791	Strategic Communications	6	Materials provided	\$149 T-\$45/F-\$104
MGT626 or MGT925	Practical Project Management or Introduction to Project Management Principles	12 or 6	Materials provided	\$499 T-\$150/F-\$349 or \$149 T-\$45/F-\$104
<b>Course Series Totals:</b>		<b>36 or 42</b>		<b>\$1,244</b> <b>T-\$375/F-\$869</b> or <b>\$894</b> <b>T-\$270/T-\$624</b>

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Coordinator: Julie Woo | [jwoo@ccbcmd.edu](mailto:jwoo@ccbcmd.edu) | 443-840-4302 | Owings Mills 305D  
 Administrative Assistant: Kristal Parker | [kparker3@ccbcmd.edu](mailto:kparker3@ccbcmd.edu) | 443-840-4483 | Owings Mills 302

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## **Essential Skills for Supervisors**

### *Business Pathway*

#### **Program Description:**

Supervisors work in a wide variety of sectors including production, service, retail, government and non-profit organizations. They supervise the work of office, administrative, manufacturing, or customer service employees to ensure adherence to quality standards, deadlines, and proper procedures, correcting errors or problems. Supervisors also provide guidance to employees in handling difficult or complex problems or in resolving escalated complaints or disputes. They work with management to implement corporate or departmental policies, procedures, and service standards, and may be involved in hiring, training, and performance evaluations.

This program is designed for individuals who are currently working or aspiring to work as supervisors in a wide variety of sectors including production, service, retail, government, and non-profit organizations. Classes focus on key skills that are used by supervisors on a regular basis and include practical use of the skills as part of each class, reinforcing concepts learned. Students will be better prepared to effectively supervise others in a variety of business settings.

Students entering this program should have good planning and organizational skills; strong oral and written communications skills; strong interpersonal skills; good problem-solving skills.

Supervisor roles can be found at a wide variety of companies and organizations of varying sizes, in many different fields. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and will have access to a Continuing Education academic record (transcript).

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

3-6 months.

Course series offered at various CCBC sites and remotely via Zoom.

#### **Program Requirements:**

##### *Required:*

- High School Diploma or GED

##### *Recommended:*

- 2 to 5 years work experience

#### **Application Process:**

**Open Entry** – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. Maximum number of program hours that may be earned from prior learning: 24

**Program Course Sequence:**

Classes can be taken in any order.

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
MAN058	The Role of the Supervisor	6	Materials provided	\$149 T-\$45/F-\$104
MAN909	Communication Skills & Interpersonal Interaction	6	Materials provided	\$149 T-\$45/F-\$104
MGT384	Managing Multiple Priorities	6	Materials provided	\$149 T-\$45/F-\$104
WOS055	Collaborative Outcomes: Teams and Teamwork	6	Materials provided	\$149 T-\$45/F-\$104
COU005	Managing Conflict and Confrontation	6	Materials provided	\$149 T-\$45/F-\$104
MGT634	Performance Management	6	Materials provided	\$149 T-\$45/F-\$104
<b>Course Series Totals:</b>		<b>36</b>		<b>\$894</b> <b>T-\$270/F-\$624</b>

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: Julie Woo | [jwoo@ccbcmd.edu](mailto:jwoo@ccbcmd.edu) | 443-840-4302 | Owings Mills 305D  
 Program Assistant: Kristal Parker | [kparker3@ccbcmd.edu](mailto:kparker3@ccbcmd.edu) | 443-840-4483 | Owings Mills 302

## Home Inspector Pre-License

### *Business Pathway*

#### **Program Description:**

Home Inspectors conduct inspections of newly built or previously owned homes, condominiums, town homes, manufactured homes, apartments and, at times, commercial buildings. They inspect a home's systems, components and structure. Although they look for and report violations of building codes, they do not have the power to enforce compliance with the codes. In addition to examining structural quality, home inspectors inspect all home systems and features, including roofing, house exterior, attached garage or carport, foundation, interior, plumbing, electrical, heating, and cooling systems.

This program fulfills the educational requirements for the Maryland Home Inspector license, which is one step in achieving a Maryland Home Inspector license. Topics include structural and internal systems, professional standards for home inspectors, Maryland minimum Standards of Practice and Maryland Code of Ethics, and inspection report writing.

Students entering this program should have basic business skills, self discipline, strong communication skills, basic math and computer skills, and be detail-oriented.

Licensed Home Inspectors conduct inspections for a company or organization, or can start their own business. Additional career information may be found at <https://ccbcmd.emsicc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will receive a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

**External Credential:** This course is a step in obtaining a Maryland Home Inspection License. Students successfully completing this course fulfill the educational requirements for the Maryland Home Inspector License.

**Licensing Organization:** Maryland Real Estate Appraisers & Home Inspectors Commission  
[www.dlr.state.md.us/license/reahi](http://www.dlr.state.md.us/license/reahi)

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

15 weeks

Courses start in September and January at CCBC Catonsville.

#### **Program Requirements:**

##### **CCBC Requirement:**

- High School Diploma or GED

##### **State of Maryland Requirement:**

- This program fulfills the educational requirements for the Maryland Home Inspector license. Additional state requirements for obtaining the Home Inspector's License can be found on the State

of Maryland Department of Labor, Licensing and Regulation website:  
<http://www.dllr.state.md.us/license/reahi/>

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

Students must attend all class sessions in order to complete the course.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
SBA511	Home Inspection Pre-License	80	Principles of Home Inspection: Systems & Standards by Carson Dunlop; \$126; available at the Catonsville Campus bookstore.	\$895.00 T-\$269/F-\$626

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Coordinator: Tatiana Nelson-Joseph | [tnelsonjoseph@ccbcmd.edu](mailto:tnelsonjoseph@ccbcmd.edu) | 443-840-5842 | Hunt Valley 109  
Administrative Assistant: Sarah Moore | [smoore3@ccbcmd.edu](mailto:smoore3@ccbcmd.edu) | 443-840-1632 | Essex BESS 116

## **Human Resources Manager (Entry Level)**

### *Business Pathway*

#### **Program Description:**

Human Resources (HR) Managers often serve as a link between management and employees by handling questions, interpreting and administering contracts, and helping resolve work-related problems. They frequently advise managers on organizational policy matters such as equal employment opportunity and sexual harassment and recommend needed changes. HR Managers also perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures. They generally plan, organize, direct, control, or coordinate the personnel training or labor relations activities of an organization.

This program features courses that will provide fundamental knowledge of the human resources field and prepare students for the Associate Professional in Human Resources (aPHR™) Certification exam.

Students entering this program should have good planning and organizational skills, strong oral and written communication skills, excellent interpersonal skills, and good problem-solving skills.

Careers in this field are available in a broad range of privately held companies, government agencies, and non-profit organizations. Additional career information may be found in Career Coach:

<https://ccbcmd.emsicc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).

**External Credential:** Students will be prepared to sit for the certification exam for Associate Professional in Human Resources (aPHR).

**Certifying Organization:** HR Certification Institute (HRCI), [www.hrci.org](http://www.hrci.org)

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

5 months

Courses start in June, September, and February

#### **Program Requirements:**

- High School Diploma or GED

#### **Application Process:**

**Open Entry** – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
MGT 346	Fundamentals of Human Resources aPHR Certification	36	Materials provided	\$969 T-\$291/F-\$678
MGT 762	Human Resources: An Application in Today's Business Climate	8	Materials provided	\$209 T-\$63/F-\$146
<b>Course Series Totals:</b>		<b>44</b>	* aPHR Exam cost not included	<b>\$1,178*</b> <b>T-\$354/F-\$824</b>

**Additional Expenses:**

aPHR Exam Cost: Go to HR Certification Institute (HRCI), [www.hrci.org](http://www.hrci.org)

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Coordinator: Julie Woo | [jwoo@ccbcmd.edu](mailto:jwoo@ccbcmd.edu) | 443-840-4302 | Owings Mills 305D  
 Administrative Assistant: Sarah Moore | [smoore3@ccbcmd.edu](mailto:smoore3@ccbcmd.edu) | 443-840-1632 | Essex BESS 116

## Human Resources Professional

### *Business Pathway*

#### **Program Description:**

SHRM Certified Professional (SHRM-CP) is intended for Human Resources professionals who work in operational roles implementing policies and performing day-to-day HR functions. SHRM Senior Certified Professional (SHRM-SCP) is intended for senior HR professionals who primarily work in a strategic role developing policies and strategies, overseeing the execution of HR operations, analyzing metrics, and aligning HR strategies to operational goals.

This advanced level program enhances the skills of Human Resources practitioners by utilizing the SHRM Body of Competency and Knowledge, covering topics such as strategic planning, talent acquisition, employee engagement, employee and labor relations, diversity and inclusion, and corporate social responsibility. Upon completion, participants will be prepared to sit for the SHRM-CP or SHRM-SCP credential.

Students entering this program should have good planning and organizational skills, strong oral and written communication skills, excellent interpersonal skills, and good problem-solving skills.

Careers in this field are available in a broad range of privately held companies, government agencies, and non-profit organizations. Additional career information may be found in Career Coach:

<https://ccbcmd.emsicc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).

**External Credential:** Students will be prepared to sit for the certification exam for SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP).

**Certifying Organization:** Society for Human Resources Management (SHRM), <https://www.shrm.org>

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

3 months

The course is offered online via Zoom.

#### **Program Requirements:**

- High School Diploma or GED
- Working knowledge of HR practice or academic HR degree.
  - Contact SHRM at [www.shrm.org](https://www.shrm.org) for details and current requirements.

*For SHRM-CP:*



- Candidates for the SHRM-CP certification are not required to hold an HR title and do not need a degree or previous HR experience to apply; however, a basic working knowledge of HR practices and principles is recommended.
- The SHRM-CP certification is for individuals who perform general HR/HR-related duties or for those pursuing a career in human resource management.
- Contact SHRM at [www.shrm.org](http://www.shrm.org) for details and current requirements.

**For SHRM-SCP:**

- Candidates for the SHRM-SCP certification are not required to hold an HR title and do not need a degree to apply.
- The SHRM-SCP certification is for individuals who have a work history of at least three years performing strategic-level HR/HR-related duties; or for SHRM-CP credential-holders who have held the credential for at least three years and are working in, or are in the process of transitioning to, a strategic-level role.
- Candidates for the SHRM-SCP certification are not required to hold an HR title and do not need a degree to apply.
- Contact SHRM at [www.shrm.org](http://www.shrm.org) for details and current requirements.

**Application Process:**

**Open Entry** – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
MGT757	SHRM-CP and SHRM SCP Certification Exam Prep	36	Materials provided	\$1,349* T-\$405/F-\$944

\* SHRM-CP® and SHRM-SCP® exam cost not included.

**Additional Expenses:**

SHRM-CP® and SHRM-SCP® certification exam cost: Please check Society for Human Resources Management (SHRM), <https://www.shrm.org>

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Coordinator: Julie Woo | [jwoo@ccbcmd.edu](mailto:jwoo@ccbcmd.edu) | 443-840-4302 | Owings Mills 305D  
 Administrative Assistant: Sarah Moore | [smoore3@ccbcmd.edu](mailto:smoore3@ccbcmd.edu) | 443-840-1632 | Essex BESS 116



## **Non-Profit Organization Manager**

### *Business Pathway*

#### **Program Description:**

The nonprofit manager is responsible for all aspects of an organization, and handles everything from structuring board meetings to creating a strategic plan for fundraising and securing adequate media exposure. Like their for-profit counterparts, managers in non-profit organizations plan, direct, and control aspects of the organization's work to ensure the effective and efficient utilization of resources (including staff), so the goals of the organization can be achieved and the organization can survive and thrive.

This program features courses that will provide foundational knowledge on skills used in managing a nonprofit organization. Topics include strategic planning; the development, monitoring, and control of budgets; management of programs, staff, and other resources; grant development and writing; creating and delivering presentations; and fundraising, marketing, and promotion of the organization.

Students entering this program should have good planning and organizational skills, strong oral and written communication skills, strong interpersonal skills, and strong problem solving skills.

Students will be better prepared to effectively assist in the management of a non-profit organization. A wide variety of career opportunities are available in the numerous areas of a non-profit organization. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

6 months

Courses offered at multiple times at CCBC Hunt Valley and CCBC Owings Mills, remotely via Zoom, and online.

#### **Program Requirements:**

##### *Recommended:*

- High School Diploma or GED
- Prior management or non-profit experience

#### **Application Process:**

**Open Entry** – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

#### **Prior Learning Assessment:**

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. Maximum number of program hours that may be earned from prior learning: 24

**Program Course Sequence:**

Each course is also offered as a standalone course. Courses can be taken in any order.

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
MGT619 or MGT901	Strategic Planning for the Non-Profit Organization	6	Materials provided	\$149 T-\$45/F-\$104
MGT620 or MGT902	Financial Management for Non-Profit Organizations	6	Materials provided	\$149 T-\$45/F-\$104
MGT621 or MGT904	Managing Paid and Volunteer Staff	6	Materials provided	\$149 T-\$45/F-\$104
MGT623 or MGT903	Making Effective Presentations	6	Materials provided	\$149 T-\$45/F-\$104
WRI039 or SBA033	Grant Writing	6	Materials provided	\$149 T-\$45/F-\$104
MGT625 or MAR013	Marketing and Fundraising for Non-Profit Organizations	6	Materials provided	\$149 T-\$45/F-\$104
<b>Course Series Totals:</b>		<b>36</b>		<b>\$894</b> <b>T-\$270/F-\$624</b>

**Additional Offerings:** MGT 683 - Advanced Marketing for Non-Profits: Identifying Targets & Planning Campaigns; MGT 807 - Selecting and Developing a Board of Directors; MGT912 - Developing Your Grant Proposal

**Program Contact Information:**

Program Coordinator: Juie Woo | [jwoo@ccbcmd.edu](mailto:jwoo@ccbcmd.edu) | 443-840-4302 | Owings Mills 305D  
 Program Assistant: Kristal Parker | [kparker3@ccbcmd.edu](mailto:kparker3@ccbcmd.edu) | 443-840-4483 | Owings Mills 302

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### **Payroll Associate (Entry Level)**

#### *Business Pathway*

#### **Program Description:**

Entry-level payroll specialists assist in processing payroll by accurately inputting employee data, calculating wages, preparing reports, handling inquiries, maintaining records, and ensuring compliance with payroll laws.

This program features courses designed for new payroll specialists, industry support staff, and those pursuing the Fundamental Payroll Certification (FPC). It focuses on essential skills for maintaining compliance, avoiding penalties, and preparing for the FPC exam, covering payroll concepts, calculations, benefits, reporting, taxes, record-keeping, accounting, and administration.

Students entering this program should have basic math and computer skills, organizational abilities, attention to detail, and proficient problem-solving skills.

Students will be better prepared to work effectively as Payroll Associates. Jobs and careers in this field are available in a broad range of privately held companies, government agencies, and for-profit and non-profit organizations. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate, and will have access to a Continuing Education academic record (transcript).

**External Credential:** Students will be prepared to sit for the Fundamental Payroll Certification (FPC) exam

**Certifying Organization:** PayrollOrg, <https://payroll.org>

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Program Length:**

3 months

#### **Program Requirements:**

##### **Recommended:**

- High School degree or GED.

##### **For FPC:**

- The Fundamental Payroll Certification is open to all those who wish to demonstrate a baseline of payroll competency.
- Contact PayrollOrg at <https://payroll.org> for details and current requirements.

##### **Hardware & Software Requirements:**

- This course can be taken on either a PC or Mac.

- PC: Windows 7 or later.
- Mac: macOS X with macOS X (10.11) or later.
- Zoom must be fully operational before the course begins
- Adobe Acrobat Reader
- Any word processing application
- Email capabilities and access to a personal email account.

#### Application Process:

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

#### Prior Learning Assessment:

This program has no options for obtaining course waiver(s) for prior learning.

#### Program Course Sequence:

Classes can be taken in any order.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
ACC004	PayTrain Level I	30	Materials provided	\$895* (T \$269, F \$626) *Exam cost not included.
PCO433	Excel Basics for Business		Textbook required.	
	Or	12	Text or ebook; available through campus bookstore Microsoft Excel 2021 & 365: Level 1, Labyrinth Learning, \$52 without e-lab, \$86 with e-lab.&nbsp;	\$189 (T \$57, F \$132)
PCA832	Excel for Bookkeepers			
<b>Course Series Totals:</b>		<b>42</b>		<b>\$1,084 (T \$326, F \$758)</b>

#### Additional Expenses:

FPC certification exam cost: Please check PayrollOrg, <https://payroll.org>

#### Program Contact Information:

Coordinator: Julie Woo | [jwoo@ccbcmd.edu](mailto:jwoo@ccbcmd.edu) | 443-840-4302 | Owings Mills 305D  
 Administrative Assistant: Sarah Moore | [smoore3@ccbcmd.edu](mailto:smoore3@ccbcmd.edu) | 443-840-1632 | Essex BESS 116

## **Payroll Professional**

### *Business Pathway*

#### **Program Description:**

Payroll professionals play a pivotal role in ensuring that employees are paid accurately and on time while also maintaining compliance with relevant regulations and laws.

This program features a course designed for experienced payroll professionals seeking compliance training, professional development, or certification as a Certified Payroll Professional (CPP). It focuses on enhancing the knowledge and skills required to ensure payroll compliance, avoid expensive penalties, and prepare for the CPP certification exam.

Students entering this program should have a strong sense of self-discipline, basic computer skills, organizational abilities, attention to detail, and proficient problem-solving skills.

Students will be better prepared to work effectively as Payroll Professionals. Jobs and careers in this field are available in a broad range of privately held companies, government agencies, and for-profit and non-profit organizations. Additional career information may be found in Career Coach:

<https://ccbcmd.emsicc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate, and will have access to a Continuing Education academic record (transcript).

**External Credential:** Students will be prepared to sit for the Certified Payroll Professional (CPP) exam

**Certifying Organization:** PayrollOrg, <https://payroll.org>

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Program Length:**

3 months

#### **Program Requirements:**

##### **Required:**

- High School Diploma or GED

##### **For CPP:**

The payroll professional has been practicing for at least a total of three (3) years out of the five (5) years preceding the date of the examination application. The practice of payroll is defined as direct or related involvement in at least one of the following:

- Payroll Production, Payroll Reporting, Payroll Accounting, Payroll Systems, and Payroll Taxation
- Payroll Administration
- Payroll Education/Consulting
- Contact PayrollOrg at <https://payroll.org> for details and current requirements.

**Hardware & Software Requirements:**

- This course can be taken on either a PC or Mac.
- PC: Windows 7 or later.
- Mac: macOS X with macOS X (10.11) or later
- Zoom must be fully operational before the course begins.
- Adobe Acrobat Reader.
- Any word processing application
- Email capabilities and access to a personal email account.

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
ACC005	PayTrain Level II	36	Materials provided	\$949* T-\$285, F-\$664  *Exam cost not included.
<b>Course Series Totals:</b>		<b>36</b>		<b>\$949*</b> <b>T-\$285, F-\$664</b>

**Additional Expenses:**

CPP certification exam cost: Please check PayrollOrg, <https://payroll.org>

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Coordinator: Julie Woo | [jwoo@ccbcmd.edu](mailto:jwoo@ccbcmd.edu) | 443-840-4302 | Owings Mills 305D  
 Administrative Assistant: Sarah Moore | [smoore3@ccbcmd.edu](mailto:smoore3@ccbcmd.edu) | 443-840-1632 | Essex BESS 116

## **Project Management**

### *Business Pathway*

#### **Program Description:**

Project managers organize and manage resources to take projects from initial concept through to successful completion on time, on budget, and in conformance with customer requirements. They are often hired as contracted Project Managers and, as an incumbent, they may be assigned to lead a company project. Strong leadership and management skills and attention to detail are needed in order to address the challenges of project constraints, such as project scope, time, and budget.

This program features courses that will provide foundational program management skills and the use of project management software. Both the Project Management Course Series (MAN 927) and Project Management Course with Exam Prep (MGT 900) satisfy the Project Management Institute's (PMI®) educational requirement to apply to take the Project Management Professional (PMP®) Certification Exam.

Students entering this program should have strong self-discipline, the ability to work both independently and in groups, strong communication skills, and strong management skills.

Project management jobs can be found at a number of private and for-profit companies. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will receive a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript). [Please note that this is not a certification.]

**Certifying Organization:** Project Management Institute (PMI ®)

This course satisfies PMI®'s educational requirement and helps prepare participants for PMI®'s certification exam. Cost of the exam varies. Please contact PMI ® at [www.pmi.org](http://www.pmi.org) for current information.

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

3 - 5 months

Courses start in September, October, February, March, and July at CCBC Hunt Valley, CCBC Owings Mills, or CCBC Catonsville, remotely via Zoom, or online.

#### **Program Requirements:**

- High School Diploma or GED

*To qualify to take the PMP® exam, the following is required:*

- A four-year degree (bachelor's or the global equivalent) and a minimum of three years of project management experience with 4500 hours leading and directing projects and 35 hours of project management education *Or* a secondary diploma (high school or the global equivalent) and a



minimum of five years of project management experience with 7500 hours leading and directing projects and 35 hours of project management education.

- PMI® requires applicants to document *project work hours* along with 35 hours of accepted project management education when applying to sit for the PMP® exam. Contact PMI® at [www.pmi.org](http://www.pmi.org) for current requirements.

### Application Process:

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

### Prior Learning Assessment:

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. Maximum number of program hours that may be earned from prior learning: 42

### Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
MAN927 or MGT900	Project Management Course Series or Project Management Course with Exam Prep	42-48	A Guide to the Project Management Body of Knowledge (PMBOK) 7th Edition – included in course price	\$1,995 T-\$599/F-\$1,396 or \$2295 T-\$689/F-\$1,606
PCP754 or PCO285	Microsoft Project 2016 or Microsoft Project 2019	14	Microsoft Project 2019 textbook-included in course price	\$459 T-\$138/F-\$321
<b>Course Series Totals</b>		<b>56-63</b>	<b>\$0</b>	<b>\$2,454</b> <b>T-\$737/F-\$1,717</b> <b>or</b> <b>\$2,754</b> <b>T-\$827/F-\$1,927</b>

### Additional Expenses:

There is an additional cost for the PMP certification exam. Contact PMI® at [www.pmi.org](http://www.pmi.org) for current information.

**Additional Offerings:** Introduction to Project Management Principles - MGT 925; PMP Certification Exam Preparation - MGT 926

### Program Contact Information:

Coordinator: Tatiana Nelson-Joseph | [tnelsonjoseph@ccbcmd.edu](mailto:tnelsonjoseph@ccbcmd.edu) | 443-840-5842 | Hunt Valley 109  
Administrative Assistant: Lori Dickens | [lporter@ccbcmd.edu](mailto:lporter@ccbcmd.edu) | 443-840-5837 | Hunt Valley 104



## **Real Estate Appraiser**

### *Business Pathway*

#### **Program Description:**

Real Estate Appraisers assess residential real estate property for its current fair market value. In order to appraise the property, the appraiser must go to the real estate site and take pictures and measurements of the land and/or residence. A search of local real estate records is done to establish a price comparison of like properties, and a computerized report on the findings is written up for the customer and lender.

This course series features courses that will prepare students to work in the field and to sit for the Maryland Licensed Appraiser exam. Students will be prepared to begin their required apprenticeship hours and, when completed, take the licensing exam to become a Maryland Licensed Appraiser. Students may apply for an Appraisal Trainee license after completing 75 hours of education (REA019 and REA020). To apply for the Licensed Appraiser exam, students must complete 150 hours of education and 1000 hours of appraisal apprenticeship hours.

Students entering this program should have strong analytical, math, listening, communication, and writing skills, and the ability to work both independently and within groups.

Typical job titles for this field include real estate appraiser, real property appraiser, and field appraiser. Jobs are available in the real estate industry and governmental agencies, and there are also opportunities to be self-employed. Additional career information can be found in Career Coach: <https://ccbcmd.emsicc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

Students will be prepared to begin their required apprenticeship hours and, when completed, take the licensing exam to become a Maryland Licensed Appraiser. Students may apply for the Appraisal Trainee license exam after completing 75 hours of education (REA019 and REA020). To apply for the Licensed Appraiser exam, students must complete 150 hours of education and 2000 hours of appraisal apprenticeship hours.

**Certifying Organization:** Maryland Real Estate Appraisers & Home Inspectors Commission  
<https://www.dllr.state.md.us/license/mrec>

#### **Disclosures:**

CCBC cannot confirm whether the course or program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the CCBC course or program meets requirements for licensure in that state. If you need assistance finding contact information for your state, visit State Contact Information for Online Students:

<https://ccbcmd.acalogadmin.com/mime/media/47/1770/statecontactinformation.pdf>

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

**Length of Training:**

Course series - 6 months; Apprenticeship - minimum of 2 years  
 Courses start in September and January at CCBC Hunt Valley.

**Application Process:** *Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:** This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. Maximum number of program hours that may be earned from prior learning: 90

**Program Course Sequence:**

Class attendance is mandatory. Students must pass a final exam in each of the five courses.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
REA019	Real Estate: Appraisal Principles & Procedures	60	Residential Property Appraisal by Mark R. Ratterman, Appraisal Institute; \$100. ( <i>Instructor will provide information about ordering the book at first class meeting</i> ).	\$849 T-\$255/F-\$594
REA173	Real Estate: Appraisal Standards & Ethics	15	Uniform Standards of Professional Appraisal Practice; \$35; and 15 hour National USPAP course Student Manual; \$45; available through the Appraisal Foundation	\$289 T-\$87/F-\$202
REA027	Supervisor Appraiser/Trainee Appraiser	4	Material included	\$95 T-\$29/F-\$66
REA020	Real Estate: Appraisal Practices & Analysis Part I	30	Residential Property Appraisal by Mark R. Ratterman	\$495 T-\$149/F-\$346
REA021	Real Estate: Appraisal Practices & Analysis Part II	45	Residential Property Appraisal by Mark R. Ratterman	\$629 T-\$189/F-\$440
<b>Course Series Totals:</b>		<b>154</b>	<b>\$180</b>	<b>\$2357 T-\$709/F-\$1648</b>

**Program Contact Information:**

Coordinator: Tatiana Nelson-Joseph | [tnelsonjoseph@ccbcmd.edu](mailto:tnelsonjoseph@ccbcmd.edu) | 443-840-5842 | Hunt Valley 109  
 Administrative Assistant: Sarah Moore | [smoore3@ccbcmd.edu](mailto:smoore3@ccbcmd.edu) | 443-840-1632 | Essex BESS 116

## **Real Estate Salesperson**

### *Business Pathway*

#### **Program Description:**

Real Estate Salespersons (or agents) act as intermediaries in negotiations between buyers and sellers of real estate property, typically representing one of the parties. They advise clients on market conditions, prices, and all matters related to real estate transactions. They market properties, prepare documents, show properties, and coordinate closing activities.

This course prepares students to sit for the Maryland Licensed Real Estate Salesperson exam. Students will learn real estate concepts, including real estate law, title transference, contracts, brokerage and agency, financing, lending principles, land use, and environmental laws.

Students entering this program should have strong oral and written communication skills, strong interpersonal skills, good math skills, and good problem-solving skills.

Students will be prepared to sit for the Maryland Licensed Real Estate Salesperson exam and begin work as a Real Estate Salesperson under the supervision of a Real Estate Broker. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate, and will have access to a Continuing Education academic record (transcript). Students will be prepared to sit for the Maryland Licensed Real Estate Salesperson exam.

**Certifying Organization:** Maryland Real Estate Commission <https://www.dlir.state.md.us/license/mrec/>

#### **Disclosures:**

CCBC cannot confirm whether the course or program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the CCBC course or program meets requirements for licensure in that state. If you need assistance finding contact information for your state, visit State Contact Information for Online Students:

<https://ccbcmd.acalogadmin.com/mime/media/47/1770/statecontactinformation.pdf>

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

3-5 months

Courses start at multiple times throughout each semester at various campuses and extension centers, in-person and remotely via Zoom.

#### **Program Requirements:**

- High School Diploma or GED recommended

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

Class attendance is mandatory. Students must pass a final exam in the course for successful completion.

Course Number	Course Title	Course Hours	Textbook Information	Costs
			(approximate cost; subject to change)	T=Tuition/F=Fees
REA 294	Real Estate Principles & Practices for Salespersons	60	Modern Real Estate Practice 21st Edition by Galaty, Allaway & Kyle; \$63. Maryland Real Estate Practice & Law, 16th Edition by Donald A. White; \$24.50 available at the Essex and Catonsville Bookstores.	\$549 T-\$165/F-\$384

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Coordinator: Tatiana Nelson-Joseph | [tnelsonjoseph@ccbcmd.edu](mailto:tnelsonjoseph@ccbcmd.edu) | 443-840-5842 | Hunt Valley 109  
 Administrative Assistant: Sarah Moore | [smoore3@ccbcmd.edu](mailto:smoore3@ccbcmd.edu) | 443-840-1632 | Essex BESS 116

## **Sales Manager**

### *Business Pathway*

#### **Program Description:**

A Sales Manager is responsible for leading and overseeing a team of sales representatives to achieve sales targets and objectives set by the organization.

This program features courses that will teach essential skills for success in both the roles of sales representative and sales management. Topics to be covered include product knowledge, customer relationships, situational sales, effective selling techniques, leading a sales team, creating and implementing a sales plan, and prospect identification.

Students entering this program should have basic math and computer skills, good planning skills, strong oral communication skills, excellent interpersonal skills, and good problem-solving skills.

Students will be better prepared to effectively lead others in a variety of business settings. Sales manager jobs and careers in this field are available in a broad range of privately held companies, government agencies, and for-profit and nonprofit organizations. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate, and will have access to a Continuing Education academic record (transcript).

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Program Length:**

6 months

#### **Program Requirements:**

##### *Required:*

- Basic math and computer skills
- Registration for **both** *Sales Manager-Module I* and *Sales Manager-Module II* is required during the registration process.

##### *Recommended:*

- High School Diploma or GED

##### *Hardware & Software Requirements:*

- This course can be taken on either a PC or Mac.
- PC: Windows 8 or later.
- Mac: macOS 10.6 or later.
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.
- Any word processing application.
- Adobe Acrobat Reader.

- Software must be installed and fully operational before the course begins.
- Email capabilities and access to a personal email account.

#### Application Process:

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

#### Prior Learning Assessment:

This program has no options for obtaining course waiver(s) for prior learning.

#### Program Course Sequence:

\*Registration for both *Sales Manager-Module I* and *Sales Manager-Module II* is required during the registration process.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
SBA041	Sales Manager-Module1	100	Online Materials Provided	\$1,000 T-\$20/F-\$980
SBA042	Sales Manager-Module2	100	Online Materials Provided	\$995 T-\$20/F-\$975
<b>Course Series Totals:</b>		<b>200</b>		<b>\$1,995</b> <b>T-\$40/F-\$1,955</b>

#### Career Coach:

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

#### Program Contact Information:

Coordinator: Julie Woo | [jwoo@ccbcmd.edu](mailto:jwoo@ccbcmd.edu) | 443-840-4302 | Owings Mills 305D  
 Program Assistant: Kristal Parker | [kparker3@ccbcmd.edu](mailto:kparker3@ccbcmd.edu) | 443-840-4483 | Owings Mills 302

## **Credit Certificates in Business and Management**

CCBC for-credit certificates offer education and training for students wanting a formal academic credential but needing a shorter-term experience. They are shorter programs that focus on a specific field or expertise. They can be a stand-alone credential or may be part of a pathway to a higher-level credential such as an Associates Degree.

For further information on Credit Certificates, see the CCBC website, or call CCBC Student Central at 443-840-2222.

### **Accounting**

#### **Accounting Certificate**

This course of study is designed for students who would like to expand their technical knowledge of accounting and business, and 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.

Credential: Credit Certificate. A total of 33 credits is required for this certificate

#### **Business Accounting Certificate**

This program prepares students for entry level positions in jobs designated as accounting clerk, bookkeeper, payroll/receivables/billing payables clerk or assistant accountant.

Credential: Credit Certificate. A total of 18 credits is required for this certificate

### **Business Management**

#### **Human Resources Management Certificate**

This program is designed for the student interested in receiving basic background for employment in the field of human resource management. All credits successfully completed in this program may be applied toward the Associate of Applied Science degree in Business Management.

Credential: Credit Certificate. A total of 27 credits is required for this certificate

#### **Entrepreneurship Certificate**

This program is designed to prepare students to own and operate a small business. 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.

Credential: Credit Certificate. A total of 27 credits is required for this certificate

## **A+ Certified PC Repair Technician**

*Technology and Engineering Pathway*

### **Program Description:**

Possible career opportunities for those with a CompTIA® A+ certification include entry-level positions such as Computer User Support Specialist, Computer Technician, Desktop Support Technician, Field Service Technician, Help Desk Support Technician, and System Support Technician. Tasks associated with these positions include: answer user inquiries regarding computer software or hardware operation to resolve problems; diagnose and troubleshoot hardware, software, and connectivity problems; install, upgrade, and repair hardware and software; and train users in the proper use of hardware or software. These tasks may be performed in person or remotely. This career requires continued training and education.

This program prepares students to take the CompTIA® A+ exams and for a career in computer support. Learn how to identify computer problems and repair them. Develop the skills to build and configure hardware, install and update software, and maintain computer networks. Work in a variety of settings in public and private business sectors.

Successful candidates must be self-motivated, independent learners, detail-oriented, and have strong analytical skills, the ability to take direction, and the ability to work both independently and as a team member.

According to the U.S. Department of Labor, overall employment of computer user support specialists is projected to grow 14% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 1,230. Additional career information may be found in Career

Coach: <https://ccbcmd.lightcastcc.com/>.

### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

**External Credential:** Students will be prepared to take the CompTIA® A+ certification exams.

**Certifying Organization:** Computing Technology Industry Association (CompTIA®), [www.comptia.org](http://www.comptia.org)

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Program Length:**

1 semester (14 - 16 weeks)

Course schedules vary each semester and may be offered face-to-face, online, or blended (a combination of the face-to-face and online).

### **Program Requirements:**

- Strong computer skills
- Strong analytical skills



- Access to the Internet to complete assignments

### Application Process:

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

### Prior Learning Assessment:

This program has no options for obtaining course waiver(s) for prior learning.

### Program Course Sequence:

Excellent class attendance is required.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCA 644 or PCA 994 (if blended)  <i>Shared with credit class DCOM 141</i>	A+ Certification PC Technician Module 1	50	PC Pro (Access Key); TestOut; \$172;  Check with Coordinator for potential text update before purchasing	\$729 T-\$219/F-\$510
PCA 645  or PCA 995 (if blended)  <i>Shared with credit class DCOM 235</i>	A+ Certification PC Technician Module 2	50	Same as Module 1	\$729 T-\$219/F-\$510
<b>Course Series Totals:</b>		<b>100</b>	<b>\$172</b>	<b>\$1,458 T-\$438/F-\$1,020</b>

### Additional Expenses:

2 CompTIA A+ Certification exams - \$506 (\$253 per exam)

### Career Coach:

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

### Program Contact Information:

Coordinator: Steve Ricketts | [sricketts@ccbcmd.edu](mailto:sricketts@ccbcmd.edu) | 443-840-4442 | Catonsville BESS 100L

## Computers and Information Technology

### **AWS Certified Cloud Practitioner**

*Technology and Engineering Pathway*

#### **Program Description:**

The AWS Certified Cloud Practitioner validates foundational, high-level understanding of AWS cloud services, and terminology. This is a good starting point on the AWS Certification journey for individuals with no prior IT or cloud experience switching to a cloud career or for line-of-business employees looking for foundational cloud literacy.

AWS Certified Cloud Practitioners are responsible for handling the cloud computing architecture of an organization. They are typically technical professionals who are well-versed in cloud computing and have a foundational knowledge of AWS. They support cloud operations across various industries. Some of the key responsibilities of a cloud practitioner include helping to define an organization's cloud strategy, designing and implementing cloud solutions, and managing and optimizing cloud resources.

This program prepares students for the AWS Certified Cloud Practitioner exam. It is for individuals who seek an overall understanding of the Amazon Web Services (AWS) Cloud, independent of specific technical roles. You will learn about AWS Cloud concepts, AWS services, security, architecture, pricing, and support to build your AWS Cloud knowledge.

AWS has approximately 33% of the market share among today's most extensive cloud services. According to the U.S. Department of Labor, overall employment of computer network architects is projected to grow 10% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 580. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate, and will have access to a Continuing Education academic record (transcript).

**External Credential:** Students will be prepared to take the AWS Certified Cloud Practitioner exam.

**Certifying Organization:** Amazon Web Services (AWS)

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Program Length:**

1 day - 7 hours

#### **Program Requirements:**

**Academic Requirements:**

- General IT technical knowledge

- General IT business knowledge

**Computer Requirements:**

- The following browsers are supported:
  - Microsoft Edge (Chromium) 77+
  - Chrome v76+
  - Safari v15+
  - Opera v63+
- Zoom Desktop Application preferred, but classes can be launched with Zoom from browser.

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCO444	AWS Cloud Practitioner Essentials	7	Included in course fee	\$695 T-\$75/F-\$620

**Additional Expenses:**

AWS Certified Cloud Practitioner exam = \$100

**Related Courses or Programs:**

- AWS Technical Essentials
- Architecting on AWS
- Cloud Operations on AWS

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: TBA  
 Administrative Assistant: TBA  
 Contact CCBC Student Central at 443-840-2222 for more information.

## **AWS Certified Solutions Architect – Associate**

*Technology and Engineering Pathway*

### **Program Description:**

Possible career opportunities for those with an AWS Certified Solutions Architect - Associate include Information Technology Architect (IT Architect), Network and Infrastructure Engineer, Network Engineer, Solutions Architect, Systems Architect, Systems Consultant, and Systems Engineer. Solutions Architects are responsible for managing an organization's cloud computing architecture. They have in-depth knowledge of the architectural principles and services used to develop technical cloud strategy, assist with cloud migration efforts, review workload architectures, and provide guidance on how to address high-risk issues.

This program prepares students to take the AWS Certified Solutions Architect – Associate exam. The program focuses on account security, networking, compute, storage, databases, monitoring, automation, containers, serverless architecture, edge services, and backup and recovery. At the end of the program, students will practice building a solution and apply what they have learned with confidence.

Successful candidates must be self-motivated and independent learners, detail-oriented, have strong analytical skills, the ability to take direction, and the ability to work both independently and as a team member. Skills required to be a successful Solutions Architect include flexibility and eagerness to learn, time management, communication skills and business acumen, decisiveness, and industry technical credentials.

AWS has approximately 33% of the market share among today's most extensive cloud services. According to the U.S. Department of Labor, overall employment of computer systems Engineers/Architects is projected to grow 14% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 1,640. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate, and will have access to a Continuing Education academic record (transcript).

**External Credential:** Students will be prepared to take the AWS Certified Solutions Architect – Associate exam.

**Certifying Organization:** Cisco Systems Amazon Web Services (AWS)

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Program Length:**

4 days - 28 hours

### **Program Requirements:**

#### **Academic Requirements:**

- High School Diploma or GED
- Computer literate

- Strong computer skills
- Access to a computer and Internet to attend classes

**Computer Requirements:**

- The following browsers are supported:
  - Microsoft Edge (Chromium) 77+
  - Chrome v76+
  - Safari v15+
  - Opera v63+ 3 –
- Zoom Desktop Application preferred, but classes can be launched with Zoom from browser.

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. Maximum number of program hours that may be earned from prior learning: 7

**Program Sequence:**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCO444	AWS Cloud Practitioner Essentials	7	Included in course fee	\$695 T-\$75/F-\$620
PCO394	Architecting on AWS	21	Included in course fee	\$2,025 T-\$200/F-\$1,825
<b>Course Series Totals:</b>		<b>28</b>		<b>\$2,720</b> <b>T-\$275/F-\$2,445</b>

**Additional Expenses:**

AWS Certified Solutions Architect - Associate exam = \$150

**Related Courses or Programs:**

- AWS Technical Essentials
- Cloud Operations on AWS
- Advanced Architecting on AWS

**Program Contact Information:**

Program Coordinator: TBA

Administrative Assistant: TBA

Contact CCBC Student Central at 443-840-2222 for more information.

## **AWS Certified SysOps Administrator – Associate**

*Technology and Engineering Pathway*

### **Program Description:**

Possible career opportunities for those with an AWS Certified SysOps Administrator - Associate include IT Specialist, Network Administrator, Network Coordinator, Network Manager, and Systems Administrator. An AWS SysOps Administrator manages and operates the AWS infrastructure, configuring networking, managing storage, and setting up databases. They are responsible for ensuring the smooth operation of systems and services running on AWS.

This program prepares students to take the AWS Certified SysOps Administrator - Associate exam. The program teaches systems operators and anyone performing cloud operations functions how to manage and operate automatable and repeatable deployments of networks and systems on AWS. Students learn about cloud operations functions, such as installing, configuring, automating, monitoring, securing, maintaining, and troubleshooting these services, networks, and systems. This program also covers specific AWS features, tools, and best practices related to these functions.

Successful candidates must be self-motivated and independent learners, detail-oriented, have strong analytical skills, the ability to take direction, and the ability to work both independently and as a team member.

AWS has approximately 33% of the market share among today's most extensive cloud services. According to the U.S. Department of Labor, overall employment of Network and Computer Systems Administrators is projected to grow 10% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 1,180. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate, and will have access to a Continuing Education academic record (transcript).

**External Credential:** Students will be prepared to take the AWS Certified SysOps Administrator – Associate exam.

**Certifying Organization:** Amazon Web Services (AWS)

### **Financial Aid and Payment Options**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Program Length:**

4 days – not including prerequisites

### **Program Requirements:**

#### **Academic Requirements:**

- High School Diploma or GED
- Computer literate

- Strong computer skills
- Access to a computer and Internet to attend classes

**Computer Requirements:**

- The following browsers are supported:
  - Microsoft Edge (Chromium) 77+
  - Chrome v76+
  - Safari v15+
  - Opera v63+
- Zoom Desktop Application preferred, but classes can be launched with Zoom from browser.

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

Prerequisite:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCO444	AWS Cloud Practitioner Essentials	7	Included in course fee	\$695 T-\$75/F-\$620

Course Series:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCO445	AWS Technical Essentials	7	Included in course fee	\$695 T-\$75/F-\$620
PCO446	Cloud Operations on AWS	21	Included in course fee	\$2,025 T-\$200/F-\$1,825
<b>Course Series Totals:</b>		<b>28</b>		<b>\$2,720</b> <b>T-\$275/F-\$2,445</b>
<b>Course Series &amp; Prerequisite Totals:</b>		<b>35</b>		<b>\$3,415</b> <b>T-\$350/F-\$3,065</b>

**Additional Expenses:**

AWS Certified SysOps Administrator - Associate exam = \$150

**Related Courses or Programs**

- Architecting on AWS
- Advanced Architecting on AWS

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: TBA

Administrative Assistant: TBA

Contact CCBC Student Central at 443-840-2222 for more information.



## **C++ Programmer**

*Technology and Engineering Pathway*

### **Program Description:**

Students can pursue a career as an entry-level C++ programmer. C++ programmers write, modify, and test C++ code for browsers, operating systems, applications, and gaming. They collaborate with stakeholders on company needs and turn that into applications people can use. They need to have a very good understanding of the object-oriented programming language and how it can be used in real-world situations.

This program is designed to introduce students to the concepts, terminology, application, and coding of the C++ programming language. Students will learn fundamental programming concepts, including decision making and looping, with the support of practical, step-by-step examples. Students will gain an understanding of the basics of structured and object-oriented programming techniques and will be able to build C++ programs.

Since this course is delivered completely online, students will need to have the self-discipline to complete all required material on their own. A course instructor will be available to assist students with questions and to lead online activities during the course of the class.

According to the U.S. Department of Labor, overall employment of computer programmers is projected to decline 9% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 380. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and have access to a Continuing Education record (transcript).

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

2 months

### **Program Requirements:**

*Academic requirements:*

- Prior knowledge of any programming language is helpful.

*Computer requirements:*

- Course must be taken on a PC.
- PC: Windows 8 or later.
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge is also compatible.
- Adobe Acrobat Reader.
- All software must be installed and fully operational before the course begins.
- Email capabilities and access to a personal email account.

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs
				T=Tuition/F=Fees
PCA886	C++ Programmer	100	Included in class fees	\$995 T-\$20/F-\$975

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: Steve Ricketts | [sricketts@ccbcmd.edu](mailto:sricketts@ccbcmd.edu) | 443-840-4442 | Catonsville | BESS  
100 L  
Administrative Assistant: TBA

## **Certified Associate in Healthcare Information and Management Systems – CAHIMS**

*Technology and Engineering Pathway*

### **Program Description:**

Health IT professionals assist in the implementation and utilization of Electronic Health Records in various healthcare settings, while operating within state and federal guidelines. They analyze, improve, and implement technology and workflow solutions to improve patient care, and support the growing use of technology throughout all aspects of healthcare.

This course series prepares students to sit for the certification exam for Certified Associate in Healthcare Information & Management Systems (CAHIMS). This is a blended-format program, with classes held both in the classroom and online.

Students entering this program should be self-motivated, independent learners, as the program is a mixture of fully online and blended format (both online and face-to-face classroom) courses. They need strong writing and analytical skills. In the workplace, they will need strong analytical, communication, and management skills, as well as the ability to work both independently and in teams.

Depending on prior educational and work experience, there are a range of job opportunities as Systems Analysts, Workflow Specialists, Software Specialists, and Implementation Support Specialists. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>.

### **Program Credentials:**

**CCBC Credential:** Students will receive a Continuing Education Workforce Certificate, and will have access to a Continuing Education academic record (transcript).

**External Credential:** Students will be prepared to sit for the certification exam for Certified Associate in Healthcare Information & Management Systems (CAHIMS).

**Certifying Organization:** Healthcare Information and Management Systems Society; [www.himss.org](http://www.himss.org)

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Program Length:**

13 months.

Courses start in the fall at CCBC Essex

### **Information/Orientation:**

Orientation sessions are held in the fall and the winter. Check the CCBC Continuing Education Class Schedule for locations, dates and times.

### **Program Requirements:**

- Degree or certification in healthcare field or IT field or 5 years related work experience.

- Prior completion of AHE 534 Medical Terminology for Health Occupations or AHL 717 Challenge Exam for Medical Terminology.
- Computer literate
- Computer access.

### Application Process:

*Provisional Entry* – Documentation of healthcare or IT background: degree or certification in the healthcare field or IT field or 5 years related work experience. Documentation of completed medical terminology course AHE 534 or AHL 717 or AHE 124.

To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

### Prior Learning Assessment:

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. Maximum number of program hours that may be earned from prior learning: 52

### Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL867	Foundations of Health Information Technology	30	"Health IT and EHR's: Principles & Practice, 6th ed."; \$120; "Health Information Management Technology: An Applied Approach, 6th ed."; \$150	\$399 T-\$120/F-\$279
AHL823 Or AHE641	Introduction to IT & Computer Science –&nbsp;for students with Healthcare background  Introduction to Healthcare Systems – for students with IT background	20  15	AHL 823 – None  AHE 641 – Introduction to Health Care; 4th Edition; \$170	\$199 T-\$60/F-\$139
AHL819	Working in Teams	6	None	\$109 T-\$33/F-\$76
AHL943	Health Management Information Systems	40	Same as AHL 867; AHIMA Virtual Lab pass; \$195	\$589 T-\$177/F-\$412
AHL825	Quality Management	12	None	\$199

				T-\$60/F-\$139
AHL944	Information Technology Vendor Management	12	None	\$199 T-\$60/F-\$139
AHL820	EHR Process, Design & Implementation	60	Same as AHL 867	\$869 T-\$261/F-\$608
AHL827	Public Health IT	6	None	\$109 T-\$33/F-\$76
<i>Course Series Totals:</i>		<b>181-186</b>	<b>\$635</b>	<b>\$2,672</b> <b>T-\$804/F-\$1,868</b>

**Additional Expenses:**

CAHIMS Certification exam \$379

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Coordinator: Mary Ellen Wehr | [mwehr@ccbcmd.edu](mailto:mwehr@ccbcmd.edu) | 443-840-2907 | Essex ECHP 305  
Administrative Assistant: Kristal Parker | [kparker3@ccbcmd.edu](mailto:kparker3@ccbcmd.edu) | 443-840-4483 | Owings Mills Suite 302

## **Certified Information Systems Security Professional (CISSP)**

*Technology and Engineering Pathway*

### **Program Description:**

The Certified Information Systems Security Professional (CISSP) is ideal for experienced security practitioners, managers, and executives interested in proving their knowledge across a wide array of security practices and principles. Common job positions for CISSP holders include Chief Information Security Officer, Security Systems Administrator, Information Security Assurance Analyst, IT Security Engineer, Senior IT Security Consultant, Security Manager, Security Architect, and Network Architect. They design, implement, and manage the security programs that assure the protection of information assets for various organizations.

This program prepares students for the CISSP certification exam. Learn about security and risk management, asset security, security engineering, communication and network security, identity and access management, security assessment and testing, security operations, and software development.

Since this course is delivered completely online, students will need to have the self-discipline to complete all required material on their own. A course instructor will be available to assist students with questions and to lead online activities during the course of the class.

CISSP professionals are in high demand across industries due to their advanced knowledge and ability to defend against data breaches and improve security measures. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

### **Program Credentials:**

**CCBC Credential:** Students will earn a CCBC Workforce Certificate and have access to a Continuing Education academic record (transcript).

**External Credential:** *Students will be prepared to take the (ISC)<sup>2</sup> CISSP certification exam\**

**Certifying Organization:** International Information System Security Certification Consortium (ISC)<sup>2</sup>.

\*Please note: Individuals wishing to take the CISSP exam are required to have a minimum of 5 years of paid full-time work experience in 2 of the 8 domains of the CISSP CBK, which covers critical topics in security today including risk management, cloud computing, mobile security, application development security, and others. Information about the CISSP credential and exam is available on their website:

<https://www.isc2.org/Certifications/CISSP>

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Length of Training:**

4 months

### **Program Requirements:**

**Academic requirements:**

- Base knowledge or certification in SSCP.

**Computer requirements:**

- PC - Windows 8 or later or Mac - macOS 10.6 or later. Mac users are encouraged to have access to a Windows environment on their device.
- Browser - latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.
- Adobe Acrobat Reader.
- Software must be installed and fully operational before the course begins.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Application Process:**

**Open Entry** – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Program Course Sequence:**

Prerequisite Course:

Course Number	Course Title	Course Hours	Textbook Info	Costs
PCO278	Systems Security Certified Practitioner (SSCP)	80	Included in course fee	\$1,595 T-\$50/F-\$1,545

Course Information:

*Note: Must register for both courses at the same time.*

Course Number	Course Title	Course Hours	Textbook Info	Costs
PCO276	Certified Information Systems Security Professional (CISSP) – Module 1	75	Included in course fee	\$1,000 T-\$20/F-\$980
PCO277	Certified Information Systems Security Professional (CISSP) – Module 2	75	Included in course fee	\$995 T-\$20/F-\$975
<b>Course Series Totals:</b>		<b>150</b>		<b>\$1,995</b> <b>T-\$40/F-\$1,955</b>

<b>Course Series &amp; Prerequisite Totals:</b>		<b>230</b>		<b>\$3,590</b> <b>T-\$90/F-\$3,500</b>
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**Additional Expenses:**

CISSP Certification exam = \$749

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: Steve Ricketts | [sricketts@ccbcmd.edu](mailto:sricketts@ccbcmd.edu) | 443-840-4442 | Catonsville | BESS  
100 L  
Administrative Assistant: TBA



## **Cisco Certified Network Associate**

*Technology and Engineering Pathway*

### **Program Description:**

Possible career opportunities for those with a Cisco Certified Network Association (CCNA) certification include Information Network Associate; Network Specialist; Network Administrator; Network Support Engineer; and Information Technology (IT) Specialist. Tasks associated with these positions include: Install, configure, and maintain an organization's local area network (LAN), wide area network (WAN), data communications network, operating systems, and physical and virtual servers; perform system monitoring and verify the integrity and availability of hardware, network, and server resources and systems; and analyze network and server resource consumption and control user access.

This program prepares students to take the Cisco Certified Network Association (CCNA) certification exam. Learn how to install, configure, operate, and troubleshoot medium-size routed and switched networks. Students are introduced to the architecture, components and operation of routers, including the principles of routing and the primary routing process.

Successful candidates must be self-motivated and independent learners, detail-oriented, have strong analytical skills, the ability to take direction, and the ability to work both independently and as a team member.

According to the U.S. Department of Labor, overall employment of network and computer systems administrators is projected to grow 10% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 1,180. Additional career information may be found in Career

Coach: <https://ccbcmd.lightcastcc.com/>.

### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate, and will have access to a Continuing Education academic record (transcript).

**External Credential:** Students will be prepared to take the Cisco Certified Network Association (CCNA) certification exam.

**Certifying Organization:** Cisco Systems [www.cisco.com](http://www.cisco.com)

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Program Length:**

2 semesters (28 - 32 weeks) not including prerequisites; Parts I and II in one semester and Part III in the following semester.

Course schedules vary each semester and may be offered face-to-face, online or blended (a combination of the two).

### **Program Requirements:**

- High School Diploma or GED
- Computer literate
- Strong computer skills
- Prior networking classes or background
- Access to a computer and the Internet to complete assignments

**Recommended:**

- A+ certification

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum and demonstrated portfolio and/or prior occupational learning. Maximum number of program hours that may be earned from prior learning: 137

**Program Course Sequence:**

Excellent attendance is required.

Prerequisite:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCA619  or PCA615 (if blended)  Shared with credit class DCOM101	Network and Data Communications	37.5	Digital Materials  Check with Coordinator for potential text update before purchasing	\$569 T-\$171/F-\$398

Course Series:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCO270  or PCO273  (if blended)	Cisco I: Introduction to Networks	50	CCNAv7: Intro to Networks Companion Guide; Cisco; \$90  Check with Coordinator for potential text update before purchasing	\$729 \$219/F-\$510

Shared with credit class DCOM217				
PCO271 or PCO274 (if blended) Shared with credit class DCOM218	Cisco II: Switching, Routing, and Wireless Essentials	50	CCNAv7: Switching, Routing, and Wireless Essentials Companion Guide; Cisco; \$80  Check with Coordinator for potential text update before purchasing	\$729 \$219/F-\$510
PCO272 or PCO275 (if blended) Shared with credit class DCOM219)	Cisco III: Enterprise Networking, Security, and Automation	50	CCNAv7: Enterprise Networking, Security, and Automation Companion Guide; Cisco; \$80  Check with Coordinator for potential text update before purchasing	\$729 \$219/F-\$510
<i>Course Series Totals:</i>		<b>150</b>	<b>\$250</b>	<b>\$2,187 T-\$657/F-\$1,530</b>
<b>Course Series &amp; Prerequisite Totals:</b>		<b>187.5</b>	<b>\$250</b>	<b>\$2,756 T-\$828/F-\$1,928</b>

#### **Additional Expenses:**

CCNA Certification exam = \$300

#### **Additional Offerings:**

Students pursuing certification in Cisco often enroll in the following computer network/security related classes: A+ Certification; Network+ Certification; Security+ Certification; Windows Server Certification; and VMware Certification.

#### **Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

#### **Program Contact Information:**

Program Coordinator: Steve Ricketts | [sricketts@ccbcmd.edu](mailto:sricketts@ccbcmd.edu) | 443-840-4442 | Catonsville | BESS  
100 L  
Administrative Assistant: TBA

## **CompTIA Cloud+ Certification Training**

*Technology and Engineering Pathway*

### **Program Description:**

Possible career opportunities for those with a CompTIA® Cloud+ certification include Cloud Engineer, Cloud Specialist, Sr. Network Administrator, Sr. Network Engineer, and Systems Engineer. Tasks associated with these positions include: migrate computer systems to the cloud; configure cloud infrastructure components like networking and security services; create applications and databases that perform on the cloud; monitor cloud management and data storage services; troubleshoot and maintain cloud computing solutions; and manage company data securely across multi-cloud environments. This career requires continued training and education.

This program prepares students to take the CompTIA® Cloud+ exam and for a career in cloud computing. It is designed for individuals who have limited experience in cloud technology. This program covers key concepts and skills, including virtualization, infrastructure, troubleshooting, resource management, security, systems management, and business continuity. Included are applied learning activities to ensure students gain a working knowledge of the concepts taught, as well as the ability to implement them in real-life situations.

Since this course is delivered completely online, students will need to have the self-discipline to complete all required material on their own. A course instructor will be available to assist students with questions and to lead online activities during the course of the class.

According to the U.S. Department of Labor, overall employment of computer network architects is projected to grow 10% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 580. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and will have access to a Continuing Education academic record (transcript).

**External Credential:** Students will be prepared to take the CompTIA® Cloud+ certification exam.

**Certifying Organization:** Computer Technology Industry Association (CompTIA®); <https://certification.comptia.org/>

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Program Length:**

2 months

### **Program Requirements:**

*Academic Requirements:*

- CompTIA® A+ and CompTIA® Network+ certifications, or comparable training, or equivalent industry experience is strongly recommended prior to taking this course.

**Computer Requirements:**

- PC - Windows 8 or later / Mac: macOS 10.6 or later.
- Browser - Latest version of Google Chrome or Mozilla Firefox preferred. Microsoft Edge and Safari are also compatible.
- Adobe Acrobat Reader.
- Software must be installed and fully operational before the course begins.
- Email capabilities and access to a personal email account.

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCA800	CompTIA Cloud + Certification Training	75	Instructional materials are included in course costs.	\$1,495 T-\$50/F-\$1,445

**Additional Expenses:**

CompTIA Cloud+ exam - \$358.

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: Steve Ricketts | [sricketts@ccbcmd.edu](mailto:sricketts@ccbcmd.edu) | 443-840-4442 | Catonsville | BESS  
100 L  
Administrative Assistant: TBA

## **Information Security Analyst (Security+ Certification)**

*Technology and Engineering Pathway*

### **Program Description:**

Possible career opportunities for those with a CompTIA® Security+ certification include Information Security Analyst, Information Security Specialist, Network Security Analyst, Security Administrator, Security Analyst, and Systems Analyst. Tasks associated with these positions include: develop plans to safeguard sensitive data; perform risk assessments; conduct penetration testing; encrypt data transmissions and erect firewalls; research IT security trends; monitor current reports of computer viruses; and recommend security upgrades. This career requires continued training and education.

This program prepares students to take the CompTIA® Security+ exam and for a career in computer network security. Gain an introduction to the Information Security field and explore how it relates to other IT areas and specialized security fields. Students learn: current security essentials; common security threats and ramifications; development of secure information security strategies; common attacks and how to safeguard against them; cryptography basics; physical security; disaster recovery; business continuity; the role of computer forensics in information security; and ethical behavior appropriate to security-related technologies.

Successful candidates must be self-motivated, independent learners, detail-oriented, and have strong analytical skills, the ability to take direction, and the ability to work both independently and as a team member.

According to the U.S. Department of Labor, overall employment of information security analysts is projected to grow 37% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 1,000. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Training Certificate, and will have access to a Continuing Education academic record (transcript).

**External Credential:** Students will be prepared to sit for the CompTIA® Security+ Certification Exam.

**Certifying Organization:** Computing Technology Industry Association (CompTIA®) [www.comptia.org](http://www.comptia.org)

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Program Length:**

1 semester (14 - 16 weeks) not including prerequisites.

Course schedules vary each semester and may be offered face-to-face, online or blended (a combination of the two).

### **Program Requirements:**

- High School Diploma or GED

- Computer literate
- Strong computer skills
- Access to a computer and the Internet to complete assignments
- Network+ certification or strong networking background - students without this requirement must take the prerequisite course listed below

### Application Process:

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

### Prior Learning Assessment:

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. Maximum number of program hours that may be earned from prior learning: 50

### Program Course Sequence:

Excellent attendance is required.

### Prerequisite:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCA620  or  PCA616  (if blended)  Shared with credit class DCOM251	Network+ Technician Certification	50	The Official CompTIA Network+ Student Guide; CompTIA; \$65.33  CompTIA Labs for Network+ (Access Key); CompTIA; \$82.67  Check with Coordinator for potential text update before purchasing	\$729 T-\$219/F-\$510

### Course Series:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCA594  or  PCP777  (if blended)	Introduction to Information Security	37.5	The Official CompTIA Security+ Student Guide; CompTIA; \$169  CompTIA CertMaster Labs for Security+ (Access Key); CompTIA; \$92  Check with Coordinator for potential text update before purchasing	\$569 T-\$171/F-\$398

Shared with credit class DCOM258				
<i>Course &amp; Prerequisite Totals:</i>		<b>87.5</b>	<b>\$409</b>	<b>\$1,298 T-\$390/F-\$908</b>

**Additional Expenses:**

CompTIA Security+ Certification exam = \$404

**Additional Offerings:**

Students pursuing certification in Information Security often enroll in the following computer network/security related classes: A+ Certification; Network+ Certification; Cisco Certification; Windows Server Certification; and VMware Certification.

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: Steve Ricketts | [sricketts@ccbcmd.edu](mailto:sricketts@ccbcmd.edu) | 443-840-4442 | Catonsville | BESS  
100 L  
Administrative Assistant: TBA



## **Java Programmer**

*Technology and Engineering Pathway*

### **Program Description:**

Students can pursue a career as an entry-level Java programmer. Java programmers write, modify, and test Java code for a variety of computer applications including desktop, web, mobile, gaming, big data, and cloud based. Java programmers often work closely with developers and designers to create fully integrated programs and applications for their companies or clients.

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

Since this course is delivered completely online, students will need to have the self-discipline to complete all required material on their own. A course instructor will be available to assist students with questions and to lead online activities during the course of the class.

According to the U.S. Department of Labor, overall employment of computer programmers is projected to decline 9% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 380. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

### **Program Credential:**

**CCBC Credential:** Students will receive a Continuing Education Workforce Certificate, and have access to a Continuing Education academic record (transcript).

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Program Length:**

2 months

### **Program Requirements:**

#### *Academic requirements:*

Prior knowledge of any programming language is helpful.

#### *Computer requirements:*

- PC: Windows 10 or later/ Mac: macOS 11.0 or later.
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.
- Java (download and installation instructions are provided in course).
- Visual Studio Code (download and installation instructions are provided in course).
- Adobe Acrobat Reader.
- Software must be installed and fully operational before the course begins.
- Email capabilities and access to a personal email account.

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCA799	Java Programmer	100	Included in class fees	\$995 T-\$20/F-\$975

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: Steve Ricketts | [sricketts@ccbcmd.edu](mailto:sricketts@ccbcmd.edu) | 443-840-4442 | Catonsville | BESS  
100 L  
Administrative Assistant: TBA

## **JavaScript Developer**

*Technology and Engineering Pathway*

### **Program Description:**

Students can pursue a career as an entry-level JavaScript Developer. JavaScript Developers develop and implement websites, web applications, and interactive web interfaces using JavaScript. They evaluate code to ensure that it is properly structured, meets industry standards, and is compatible with browsers and devices as well as optimizes website performance, scalability, and server-side code and processes.

This program teaches students the basic constructs of JavaScript, how to use JavaScript to access and change page elements and their properties, and how to test and debug JavaScript. Students are introduced to React and learn the latest React techniques to build an application. Students also learn Vue.js to create a small but featureful math app and learn jQuery to maintain and modernize existing websites that use jQuery.

Since this course is delivered completely online, students will need to have the self-discipline to complete all required material on their own. A course instructor will be available to assist students with questions and to lead online activities during the course of the class.

According to the U.S. Department of Labor, overall employment of web developers is projected to grow 13% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 550. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

### **Program Credential:**

**CCBC Credential:** Students will receive a Continuing Education Workforce Certificate, and have access to a Continuing Education academic record (transcript).

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Program Length:**

4 months

### **Program Requirements:**

*Academic requirements:*

- Prior experience with HTML and at least a basic understanding of CSS.

*Computer requirements:*

- PC: Windows 10 or later or Mac: macOS 11.0 or later.
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge is also compatible.
- Java (download and installation instructions are provided in course).
- Visual Studio Code (download and installation instructions are provided in course).
- Adobe Acrobat Reader.
- Software must be installed and fully operational before the course begins.
- Email capabilities and access to a personal email account.

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs
				T=Tuition/F=Fees
PCA884	JavaScript Developer Module One	90	Included in class fees	\$1,000 T-\$20/F-\$980
PCA885	JavaScript Developer Module Two	90	Included in class fees	\$995 T-\$20/F-\$975
<i>Course Series Totals:</i>		<b>180</b>		<b>\$1,995</b> <b>T-\$40/F-\$1,955</b>

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: Steve Ricketts | [sricketts@ccbcmd.edu](mailto:sricketts@ccbcmd.edu) | 443-840-4442 | Catonsville | BESS  
100 L  
Administrative Assistant: TBA

## **Linux+ Certification Training**

*Technology and Engineering Pathway*

### **Program Description:**

Possible career opportunities for those with a CompTIA® Linux+ certification include Linux Administrator, Junior Cloud Engineer, Junior DevOps Support Engineer, Technical Support Specialist, Systems Administrator, Network Administrator, Web Administrator/Developer, Cybersecurity Engineer, and Linux Engineer. Tasks associated with these positions include: install, configure, and maintain computer networks; perform system monitoring; analyze network and server resource consumption and control user access; and install and upgrade software and maintain software licenses.

This program prepares students to take the CompTIA® Linux+ Certification exam and for a career in computer network support. Learn to install the Linux operating system, configure hardware and software, manage storage in a Linux environment, automate and schedule jobs, apply security best practices, and configure firewalls and logging services.

Successful candidates must be self-motivated and independent learners, have strong analytical skills, the ability to take direction, and the ability to work both independently and as a team member.

According to U.S. Department of Labor, overall employment of network and computer systems administrators is projected to grow 10% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 1,180. Additional career information may be found in Career Coach <https://ccbcmd.lightcastcc.com/>.

### **Program Credentials:**

**CCBC Credential:** Students will earn a CCBC Continuing Education Workforce Certificate and will have access to a Continuing Education academic record (transcript).

**External Credential:** *Students will be prepared to take the CompTIA® Linux+ Certification exam*

**Certifying Organization:** Computing Technology Industry Association (Comp TIA®)

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Program Length:**

2 semesters (28 – 32 weeks) – not including prerequisites

Course schedules vary each semester and may be offered face-to-face, online or blended (a combination of the two).

### **Program Requirements:**

#### **Required:**

- High School Diploma or GED
- Computer literate

- Strong computer skills
- Access to a computer and the Internet to complete assignments

**Recommended:**

- A+ courses, background or certification.

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum, and demonstrated portfolio and/or prior occupational learning. A total of 37.5 program hours may be earned from prior learning.

**Program Course Sequence:**

Prerequisite:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCA619  or PCA615  (if blended)  Shared with Credit class DCOM101	Networking and Data Communications	37.5	Digital Materials	\$569 T-\$171/F-\$398

Course Series:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCA623  or PCA627 (if blended)  Shared with Credit class DCOM142	Linux Fundamentals	37.5	CompTIA CertMaster Learn for Linux+; CompTIA; \$68  CompTIA CertMaster Labs for Linux+ (Access Key); CompTIA; \$82.67  Check with Coordinator for potential text update before purchasing	\$569  T-\$171/F-\$398

PCA891  or PCO304 (if blended)  Shared with Credit class DCOM224	Advanced Linux Administration	50	Same as PCA 623	\$729 T-\$219/F-\$510
<i>Course Series Totals:</i>		87.5	<b>\$144.33</b>	<b>\$1,298</b> <b>T-\$390/F-\$908</b>
<i>Course Series &amp; Prerequisite Totals:</i>		<b>125</b>	<b>\$144.33</b>	<b>\$1,867</b> <b>T-\$561/F-\$1,306</b>

**Additional Expenses:**

CompTIA Linux+ Certification exam = \$358

**Additional Offerings:**

Students pursuing certification in Linux often enroll in the following computer related classes: A+ Certification, Network+ Certification, Security+ Certification, and PenTest+ Certification.

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: Steve Ricketts | [sricketts@ccbcmd.edu](mailto:sricketts@ccbcmd.edu) | 443-840-4442 | Catonsville | BESS  
100 L  
Administrative Assistant: TBA

## **Network+ Certified Technician**

*Technology and Engineering Pathway*

### **Program Description:**

Possible career opportunities for those with a CompTIA® Network+ certification include Computer Network Support Specialist, Network Administrator, Network Engineer, Network Specialist, Network Technician, and System Administrator. This career requires continued training and education. Tasks associated with these positions include: back up network data; configure security settings or access permissions; use diagnostic testing software and equipment to identify and troubleshoot network or connectivity problems; install and configure networking hardware and software; perform routine maintenance or standard repairs to networking components; and install or repair network cables.

This program prepares students to take the CompTIA® Network+ Certification exam and for a career in computer network support. Learn how to plan, install, configure, and troubleshoot a computer network. Develop the skills to install and configure network operating systems and network hardware. Implement wireless networks, install and configure TCP/IP, perform diagnostic procedures to troubleshoot network malfunctions, and implement/manage network security.

Successful candidates must be self-motivated and independent learners, have strong analytical skills, the ability to take direction, and the ability to work both independently and as a team member.

According to U.S. Department of Labor, overall employment of computer network support specialists is projected to grow 11% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 700. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate, and will have access to a Continuing Education academic record (transcript).

**External Credential:** Students will be prepared to take the CompTIA® Network+ certification exam.

**Certifying Organization:** Computing Technology Industry Association (Comp TIA®) [www.comptia.org](http://www.comptia.org)

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Program Length:**

1 - 2 semesters (14 – 32 weeks) not including prerequisites.

Course schedules vary each semester and may be offered face-to-face, online, or blended (a combination of the two).

### **Program Requirements:**

**Required:**

- High School Diploma or GED



- Computer literate
- Strong computer skills
- Access to a computer and the Internet to complete assignments.

**Recommended:**

- A+ courses, background or certification.

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum and demonstrated portfolio and/or prior occupational learning. Maximum number of program hours that may be earned from prior learning: 137.5

**Program Course Sequence:**

Excellent attendance is required.

Prerequisites:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCA644 or PCA994 (if blended) Shared with credit class DCOM141	A+ Certification PC Technician Module 1	50	PC Pro (Access Key); TestOut; \$172  Check with Coordinator for potential text update before purchasing	\$729 T-\$219/F-\$510
PCA 645 or PCA995 (if blended) Shared with credit class DCOM235	A+ Certification PC Technician Module 2	50	Same as Module 1	\$729 T-\$219/F-\$510
<b>Prerequisite Totals:</b>		<b>100</b>	<b>\$172</b>	<b>\$1,458 T-\$438/F-\$1,020</b>

Course Series:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCA619  or  PCA615 (if blended)  Shared with credit class DCOM 101	Networking and Data Communications	37.5	Digital materials	\$569 T-\$171/F-\$398
PCA620  or  PCA616 (if blended)  Shared with credit class DCOM251	Network+ Technician Certification	50	The Official CompTIA Network+ Student Guide; CompTIA; \$65.33  CompTIA Labs for Network+ (Access Key); CompTIA; \$82.67  Check with Coordinator for potential text update before purchasing	\$729 T-\$219/F-\$510
<b>Course Series Totals:</b>		<b>87.5</b>	<b>\$148.00</b>	<b>\$1,298</b> <b>T-\$390/F-\$908</b>
<b>Course Series and Prerequisite Totals:</b>		<b>187.5</b>	<b>\$320.00</b>	<b>\$2,756</b> <b>T-\$828/F-\$1,928</b>

**Additional Expenses:**

CompTIA Network+ Certification exam = \$369

**Additional Offerings:**

Students pursuing certification in Network+ often enroll in the following computer network/security related classes: A+ Certification; Security+ Certification; Windows Server Certification; and VMware Certification.

**Program Contact Information:**

Program Coordinator: Steve Ricketts | [sricketts@ccbcmd.edu](mailto:sricketts@ccbcmd.edu) | 443-840-4442 | Catonsville | BESS  
100 L  
Administrative Assistant: TBA

## **Oracle SQL and PL/SQL Developer**

*Technology and Engineering Pathway*

### **Program Description:**

Students can pursue a career as an entry-level Oracle SQL Developer. SQL developers design relational databases and write code that interacts with stored data to complete functional requirements for a business.

This program teaches students how to use SQL to build applications and generate business reports and helps them master SQL using an Oracle database. Also included is learning PL/SQL extension language to write sophisticated queries against an Oracle database. It is designed for those new to writing SQL queries.

Since this course is delivered completely online, students will need to have the self-discipline to complete all required material on their own. A course instructor will be available to assist students with questions and to lead online activities during the course of the class.

According to the U.S. Department of Labor, overall employment for database architects is projected to grow 10% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 440. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

### **Program Credential:**

**CCBC Credential:** Students will receive a Continuing Education Workforce Certificate, and have access to a Continuing Education academic record (transcript).

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Program Length:**

4 months

### **Program Requirements:**

#### **Academic Requirements:**

- Some prior programming language knowledge is helpful.

#### **Computer Requirements:**

- This course must be taken on a PC. Dual monitors are helpful but are not required.
- PC: Windows 10 or later (not the home edition).
- Browser: The latest version of Chrome (preferred), Microsoft Edge, or Firefox browsers.
- Oracle Database Express Edition (XE) 12c, 18c, or 21c - Free edition of Oracle RDBMS (download and installation instructions are provided in course).
- Oracle SQL Developer - The client interface for connecting to Oracle (download and installation instructions are provided in course).
- Adobe Acrobat Reader.
- Email capabilities and access to a personal email account.

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

Students must register for both courses at the same time.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCA806	Oracle SQL and PL/SQL Developer Module One	60	Included in class fees	\$497 (T-\$10/F-\$487)
PCA807	Oracle SQL and PL/SQL Developer Module Two	60	Same as PCA806	\$498 (T-\$10/F-\$488)
<i>Course Series Totals:</i>		<b>120</b>	<b>Included in class fees</b>	<b>\$995 (T-\$20/F-\$975)</b>

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: Steve Ricketts | [sricketts@ccbcmd.edu](mailto:sricketts@ccbcmd.edu) | 443-840-4442 | Catonsville | BESS  
100 L  
Administrative Assistant: TBA

## **PenTest+ Certification**

*Technology and Engineering Pathway*

### **Program Description:**

Those with a CompTIA® PenTest+ certification can pursue a career as a Penetration Tester. Penetration Testers evaluate network system security by conducting simulated internal and external cyberattacks using adversary tools and techniques. They attempt to breach and exploit critical systems and gain access to sensitive information to assess system security. This career requires continued training and education.

This program prepares students to take the Computing Technology Industry Association (CompTIA) PenTest+ certification exam. Learn how to use various tools to exploit network-based and host-based system vulnerabilities for given scenarios after conducting a vulnerability analysis. Students complete post-exploit tasks and then analyze and report penetration test results for given scenarios. Students develop mitigation strategies for vulnerabilities that are discovered based on best practices.

Successful candidates must be self-motivated, independent learners, detail-oriented, have strong analytical skills, the ability to take direction, and the ability to work both independently and as a team member.

According to the U.S. Department of Labor, overall employment of penetration testers is projected to grow 14% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 1,640. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

**External Credential:** Students will be prepared to take the CompTIA® Pentest+ certification exam.

**Certifying Organization:** Computing Technology Industry Association (CompTIA®), [www.comptia.org](http://www.comptia.org)

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Program Length:**

1 semester (14 - 16 weeks) - not including prerequisites.

Course schedules vary each semester and may be offered face-to-face, online, or blended (a combination of the two).

### **Program Requirements:**

- High School Diploma or GED;
- strong computer skills;
- strong analytical skills;
- access to the Internet to complete assignments; and
- CompTIA Security+ certification.

**Prior Learning Assessment:**

This program has potential options for waving select courses based on previous coursework or articulated coursework from an approved curriculum, and demonstrated portfolio and/or prior occupational learning. A maximum of 87.5 program hours may be earned from prior learning.

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Program Course Sequence:**Prerequisites:

Course Number	Course Title	Course Hours	Textbook Information	Costs
PCA891 or PCO304 (if blended)  Shared with credit class DCOM224	Advanced Linux Administration	50	CompTIA CertMaster Learn for Linux+; CompTIA; \$68  CompTIA CertMaster Labs for Linux+ (Access Key); CompTIA; \$82.67  ** Check with coordinator for potential text up date before purchasing.	\$729  T-\$219/F- 510
PCA 594 or PCP 777 (if blended)  Shared with credit class DCOM 258	Introduction to Information Security	37.5	The Official CompTIA Security+ Student Guide, CompTIA, \$169;  CompTIA CertMaster Labs for Security+ (Access Key), CompTIA, \$92  ** Check with coordinator for potential text update before purchasing.	\$569  T-\$171/F- 398
<b>Prerequisite Totals:</b>		<b>87.5</b>	<b>\$401.33</b>	<b>\$1,298 T-\$390/F- \$908</b>

Course Series:

Course Number	Course Title	Course Hours	Textbook Information	Costs
PCO 302  or  PCO 303 (if blended)  Shared with credit class DCOM 215	PenTest+ Certification	50	Official CompTIA PenTest+ Student Guide, CompTIA, \$84.29; CompTIA Labs for PenTest+, CompTIA, \$92.00 Check with coordinator for potential textupdate before purchasing.	\$729 T- \$219/F- \$510
<b>Course Series &amp; Prerequisites Totals:</b>		<b>137.5</b>	<b>\$587.96</b>	<b>\$2,027 T- \$609/F- \$1,418</b>

**Additional Expenses:**

CompTIA PenTest+ Certification exams - \$404

**Additional Courses:**

Students pursuing certification in PenTest+ often enroll in the following computer network/security related classes: A+ Certification; Security+ Certification; Windows Server Certification; Linux+ Certification; and VMware Certification.

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: Steve Ricketts | [sricketts@ccbcmd.edu](mailto:sricketts@ccbcmd.edu) | 443-840-4442 | Catonsville | BESS  
100 L  
Administrative Assistant: TBA

## **Python Developer**

*Technology and Engineering Pathway*

### **Program Description:**

Students can pursue a career as an entry-level Python programmer. Python programmers write code for various applications, including big data manipulation, web servers, program scripting, and more. You can find work in web or game development, data visualization, and analyzing data, among others. Your job duties vary based on your specialization, but they usually include working with files and extensive support libraries, creating, testing and implementing new or updated applications, and examining the code to spot problems.

This comprehensive program covers introductory through advanced methods of Python and gets students coding quickly. Students start by learning the basics of programming, how Python works, and gaining an understanding of Python's place in the wider programming world. More advanced methods are covered next, including how to work with iPhone Notebook, the Collections Module, regular expressions, databases, CSV files, JSON, and XML. Students will also learn advanced sorting, how to write object-oriented code in Python, and how to test and debug Python code. Additionally, students get a rapid introduction to NumPy, pandas, and matplotlib, which are Python libraries.

Since this course is delivered completely online, students will need to have the self-discipline to complete all required material on their own. A course instructor will be available to assist students with questions and to lead online activities during the course of the class.

According to the U.S. Department of Labor, overall employment of computer programmers is projected to decline 9% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 380. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

### **Program Credential:**

**CCBC Credential:** Students will receive a Continuing Education Workforce Certificate, and have access to a Continuing Education academic record (transcript).

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Program Length:**

4 months

### **Program Requirements:**

#### **Academic Requirements:**

- Prior knowledge of any programming language is helpful

#### **Computer requirements:**

- PC: Windows 10 or later or Mac: macOS 11.0 or later.
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.
- Python (download and installation instructions are provided in course).
- Software must be installed and fully operational before the course begins.
- Adobe Acrobat Reader.



- Email capabilities and access to a personal email account.

### Application Process:

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

### Prior Learning Assessment:

This program has no options for obtaining course waiver(s) for prior learning.

### Program Course Sequence:

Students must register for both courses at the same time.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCA797	Python Developer - Module One	100	Included in class fees	\$497 T-\$10/F-\$487
PCA798	Python Developer - Module Two	55	Same as PCA 797	\$498 T-\$10/F-\$488
<b>Course Series Totals:</b>		<b>155</b>	<b>Included in class fees</b>	<b>\$995</b> <b>T-\$20/F-\$975</b>

### Career Coach:

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

### Program Contact Information:

Program Coordinator: Steve Ricketts | [sricketts@ccbcmd.edu](mailto:sricketts@ccbcmd.edu) | 443-840-4442 | Catonsville | BESS  
100 L  
Administrative Assistant: TBA

## **Systems Security Certified Practitioner (SSCP)**

*Technology and Engineering Pathway*

### **Program Description:**

The Systems Security Certified Practitioner (SSCP) is ideal for IT administrators, managers, directors, and network security professionals responsible for the hands-on operational security of their organization's critical assets. Common job positions for SSCP holders include Network Security Engineer, Systems Administrator, Security Analyst, Systems Engineer, Security Administrator, Systems/Network Analyst, and Database Administrator. They implement, monitor, and administer IT infrastructure using security best practices.

This program prepares students for the Systems Security Certified Practitioner (SSCP) certification exam and a career as a network or security administrator. Learn about access controls and security operations, monitoring and incident recovery, cryptography and network security, and systems and application security. Since this course is delivered completely online, students will need to have the self-discipline to complete all required material on their own. A course instructor will be available to assist students with questions and to lead online activities during the course of the class.

According to U.S. Department of Labor, overall employment of network and computer systems administrators is projected to grow 10% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 1,180. Additional career information may be found in Career

Coach: <https://ccbcmd.lightcastcc.com/>.

### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and will have access to a Continuing Education academic record (transcript).

**External Credential:** Students will be prepared to take the (ISC)<sup>2</sup> SSCP certification exam.

**Certifying Organization:** International Information System Security Certification Consortium (ISC)<sup>2</sup>.

Please note: For the SSCP certification, one year of cumulative work experience in one or more of the seven domains of the SSCP CBK is required. If you do not have the required experience, you may still sit for the exam and become an Associate of (ISC)<sup>2</sup> until you have gained the required experience. Information about the SSCP credential and exam is available on their website: <https://www.isc2.org/Certifications/SSCP>

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Program Length:**

2 months

### **Program Requirements:**

*Academic requirements:*

- Base knowledge about computer hardware, networking, and security knowledge. Recommended that you first take CompTIA A+ and Network+ or have the equivalent of two years of experience working with computers.

**Computer requirements:**

- PC - Windows 10 or later or Mac - macOS 10.6 or later. Mac users are encouraged to have access to a Windows environment on their device.
- Browser - latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.
- Adobe Acrobat Reader.
- Software must be installed and fully operational before the course begins.

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

Course Number	Course Title	Course Hours	Textbook Info	Costs
PCO 278	Systems Security Certified Practitioner (SSCP)	80	Included in course fee	\$1,595 T-\$50/F-\$1,545

**Additional Expenses:**

SSCP Certification exam = \$249

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: Steve Ricketts | [sricketts@ccbcmd.edu](mailto:sricketts@ccbcmd.edu) | 443-840-4442 | Catonsville | BESS  
100 L  
Administrative Assistant: TBA

## **VMware Systems Administrator**

*Technology and Engineering Pathway*

### **Program Description:**

A VMware Systems Administrator is responsible for monitoring and managing systems that operate through VMware products and services. VMware administrators ensure the security and stability of VMware networks by running technical control procedures to maintain quality standards. They enhance the network infrastructure, configure user interface, and create system designs and codes according to business requirements and client specifications.

This program 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. This course teaches students to install, configure, manage, maintain, and troubleshoot a virtual network infrastructure/cloud platform using VMware VSphere. Students will install and configure virtual machines, virtual networks and virtual hard disks on datacenter and cloud servers.

Successful candidates must be self-motivated and independent learners, detail-oriented, have strong analytical skills, the ability to take direction, and the ability to work both independently and as a team member.

According to the U.S. Department of Labor, overall employment of network and computer systems administrators is projected to grow 10% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 1,180. Additional career information may be found in Career

Coach: <https://ccbcmd.lightcastcc.com/>.

### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and will have access to a Continuing Education academic record (transcript).

**External Credential:** Students will be prepared to take the VMware VCP certification exams.

**Certifying Organization:** VMware, Inc. [www.vmware.com](http://www.vmware.com)

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Program Length:**

1 semester (14 - 16 weeks) not including prerequisites.

Course schedules vary each semester and may be offered face-to-face, online or hybrid (a combination of the two).

### **Program Requirements:**

**Required:**

- High School Diploma or GED

- Computer literate
- Strong computer skills
- Access to a computer with high-speed Internet to complete course work
- Network+ certification or strong networking background - students without this requirement must take the prerequisite course listed below.

**Recommended:**

- A+ courses, background or certification.

**Application Process:**

**Provisional Entry** - Students must have permission from the Coordinator before registering for this class. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. A maximum number of 37.5 program hours may be earned from prior learning.

**Program Course Sequence:**

Excellent attendance is required.

Prerequisite:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCA619  or PCA615 (if blended)  Shared with credit class DCOM 101	Network and Data Communications	37.5	Digital Materials - Check with coordinator for potential text update before purchasing	\$569 T-\$171/F-\$398

Course:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCA614	VMware Virtualization and Cloud Computing Certification (HYB)	50	No textbook required	\$729 T-\$219/F-\$510

Shared with credit class DCOM263				
<b>Course &amp; Prerequisite Totals:</b>		<b>87.50</b>	<b>\$0.00</b>	<b>\$1,298 T-\$390/F-\$908</b>

**Additional Expenses:**

VMware VCP Certification exam = \$250

**Additional Offerings:**

Students pursuing certification in VMware often enroll in the following computer network/security related classes: A+ Certification; Network+ Certification; Security+ Certification; Windows Server Certification; and Cisco Certification.

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: Steve Ricketts | [sricketts@ccbcmd.edu](mailto:sricketts@ccbcmd.edu) | 443-840-4442 | Catonsville | BESS  
100 L  
Administrative Assistant: TBA

## **Credit Certificates in Computers and Information Technology**

CCBC for-credit certificates offer education and training for students wanting a formal academic credential but needing a shorter-term experience. They are shorter programs that focus on a specific field or expertise. They can be a stand-alone credential or may be part of a pathway to a higher-level credential such as an Associates Degree.

For further information on Credit Certificates, see the CCBC website, or call CCBC Student Central at 443-840-2222.

### **Cybersecurity**

#### **Cybersecurity Certificate**

This program is designed to provide the knowledge and skills needed to analyze security vulnerabilities, create a comprehensive incident-response plan, and implement the equipment, policies, and procedures that protect a network and its related resources from unauthorized intrusion, information damage, or theft. Behaving ethically, writing policies and procedures, security operating systems, installing and administering contemporary intrusion detection systems and firewalls, implementing network defenses and countermeasures, responding to intrusions, and utilizing system-wide, multi-layered, compliance-based approaches are emphasized.

Credential: Credit Certificate. A total of 39 credits is required for this certificate

### **Information Technology**

#### **Office Specialist Certificate**

This certificate provides students with expertise in the Microsoft products, emerging software technologies, and help desk management.

Credential: Credit Certificate. A total of 18 credits is required for this certificate

#### **Information Management Certificate**

This certificate provides students with data analysis techniques for decision making and problem solving.

Credential: Credit Certificate. A total of 16 credits is required for this certificate

#### **Database Certificate**

Students will create relational databases and explore other database design and development topics.

Credential: Credit Certificate. A total of 16 credits is required for this certificate

#### **Information Technology Support Certificate**

Students study software applications, PC and network hardware, and a broad range of Information Technology-related subjects, including operating systems installation, configuration, diagnoses, and repair.

Credential: Credit Certificate. A total of 34 credits is required for this certificate

#### **Programming Certificate**

Students will acquire the knowledge and skills needed to become an IT programmer using languages such as C++, Visual Basic, and Java

Credential: Credit Certificate. A total of 23 credits is required for this certificate

## Network Technology

### General Networking Certificate

In this certificate program, students acquire the knowledge and skills needed to become a well-rounded LAN Technician and pass the industry recognized A+, Network+, and Security+ certification exams, all at the same time!

Credential: Credit Certificate. A total of 42 credits is required for this certificate

### Preparation for Cisco Certificate

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.

Credential: Credit Certificate. A total of 12 credits is required for this certificate

### Microsoft Certified Information Technology Professional (MCITP) Certificate

This certificate is designed for students who plan to design, implement, manage, maintain, and troubleshoot Microsoft Windows® 2008-based networks.

Credential: Credit Certificate. A total of 19 credits is required for this certificate

### Preparation for Network+ Certificate

The program prepares students for the industry recognized CompTIA Network+ certification exam and validates the knowledge and skills of networking professionals.

Credential: Credit Certificate. A total of 13 credits is required for this certificate

### A+ Certificate

This certificate program prepares students for CompTIA A+ certification exams and validates the skills needed by computer support professionals. The program confirms a technician's ability to perform tasks such as installation, configuration, diagnosing, preventive maintenance, and basic networking, as well as tasks related to security, safety and environmental issues, and communication and professionalism.

Credential: Credit Certificate. A total of 14 credits is required for this certificate



### **E-Discovery Specialist**

*Criminal Justice and Law Pathway*

#### **Program Description:**

E-Discovery Specialists organize, assess, manage, and maintain all the electronic documents shared between parties during the discovery process of a legal proceeding. They work as part of a legal team in the pre-trial and trial phases of a legal proceeding in the overall management of electronically stored information. Electronically stored information (ESI) is the new standard in evidence in criminal and civil litigation. This program features courses that will provide students entry-level skills in the management, retention, and collection of ESI in legal proceedings.

Students entering the program should have strong analytical and deductive reasoning skills, strong computer skills, and be detail oriented.

E-Discovery Specialist jobs can be found in private litigation firms and large corporations with in-house counsel offices. For more information see [www.indeed.com](http://www.indeed.com)

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and will have access to a Continuing Education academic record (transcript).

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

3 Months

#### **Program Requirements:**

- High school diploma or GED
- Good computer skills

#### **Application Process:**

**Open Entry** – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

#### **Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
SSP378	E-Discovery: Forensics, Social Media and Data Review	5	none	\$249 T-\$75/F-\$174
SSP377	E-Discovery: Electronically Stored Information, Privileges, and Sanctions	5	none	\$249 T-\$75/F-\$174
SSP376	E-Discovery: Discovery and Preserving Important Information	5	none	\$249 T-\$75/F-\$174
<b>Course Series Totals:</b>		<b>15</b>	<b>none</b>	<b>\$747</b> <b>T-\$225/F-\$522</b>

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: Greg Zuest | 443-840-3037 | [gzuest@ccbcmd.edu](mailto:gzuest@ccbcmd.edu) | D.STAT 119  
 Program Assistant: Shreen Mandour | 443-840-5107 | [smandour@ccbcmd.edu](mailto:smandour@ccbcmd.edu) | D.STAT 120

## **Private Investigator**

*Criminal Justice and Law Pathway*

### **Program Description:**

Private Investigators are hired to do investigative work involving legal, financial, or personal matters, and offer a variety of services including background verification, locating missing persons, conducting surveillance, and more. They must have a good understanding of federal, state, and local laws, as well as legal issues affecting their work. Private investigators work in many places, depending on their assignment or case. Some spend more time in offices, doing computer searches, while others spend more time in the field, conducting interviews and performing surveillance. They may work irregular hours.

This Continuing Education Certificate prepares students for a job in the field of Private Investigation. The program will provide a combination of education and experience to assist a student in obtaining an entry-level position in a public or private organization. Students will learn the fundamentals of constitutional law and criminal law, the relationship between private investigation and the criminal justice system, including regulations, scope of operations, ethics, civil law, and legal considerations.

Students entering this program should have self-discipline, computer skills, strong interpersonal skills, strong problem-solving skills, the ability to analyze evidence, and be detail-oriented, organized, and resourceful.

Private investigator jobs can be found in the private and public sector, and in small and large organizations or companies. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>

### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and will have access to a Continuing Education academic record (transcript).

Students will be prepared to begin employment with a licensed agency and must pass a criminal background check by the Federal Bureau of Investigation (FBI); the student can also apply for a Private Investigator certificate with Maryland State Police.

**Certifying Organization:** Maryland State Police <https://mdsp.maryland.gov>

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Length of Training:**

1 year

### **Program Requirements:**

- High School Diploma or GED

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has potential options for waving select courses based on previous coursework or articulated coursework from an approved curriculum. A maximum of 135 program hours may be earned from prior learning.

**Program Course Sequence:**

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
SSP259	Criminal Justice and the Constitution	45	Criminal Justice and the Constitution, \$22.00	\$549 T-\$165/F-\$384
SSP261	Criminal Law	45	Criminal Law Practical Workbook, \$13.05	\$549 T-\$165/F-\$384
SSP260	Private Investigation	45	Open Educational Resource, no cost	\$549 T-\$165/F-\$384
SSP262	Criminal Justice Internship	100	None required	\$549 T-\$165/F-\$384
<i>Course Series Totals:</i>		<b>235</b>	<b>\$35.05</b>	<b>\$2,196</b> <b>T-\$660/F-\$1,536</b>

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: Greg Zuest | 443-840-3037 | [gzuest@ccbcmd.edu](mailto:gzuest@ccbcmd.edu) | D.STAT 119  
 Program Assistant: Shreen Mandour | 443-840-5107 | [smandour@ccbcmd.edu](mailto:smandour@ccbcmd.edu) | D.STAT 120

### **Special Police Officer**

*Criminal Justice and Law Pathway*

#### **Program Description:**

A special police officer must be at least 18 years old and holds a commission granted by the Governor of Maryland. A commission is granted for a specific company, institution, or municipality, and authorizes the officer to maintain order and protect life and property by enforcing local, state, or federal laws and ordinances, apprehend and arrest criminal suspects, respond to emergencies to provide assistance, maintain public order and security, prepare investigation and incident reports, and direct and control traffic on public highways and roadways in the immediate vicinity of the property described in the commission. Special Police Officers have knowledge of public safety, security, law and government.

This program features a course that is approved by the Secretary of the Maryland State Police. Students will learn the role of a Special Police Officer, criminal law and matters, crime prevention, crime control, court procedure, interpersonal interactions, first aid and CPR, and defensive tactics.

Students entering this program should have self-discipline, computer skills, strong interpersonal skills, strong problem-solving and critical thinking skills, social perceptiveness, stress tolerance, strong negotiation skills, and integrity. Students should also be organized, detail-oriented, and resourceful.

Special Police Officers work in the private and public sector, and in small and large organizations, companies, and local, state, or federal levels. Among others, Special Police Officers may work as a Corrections Officer (CO), Public Safety Officer, Deputy, Deputy Sheriff, Bailiff, Peace Officer, Campus Security Officer, Custom Protection Officer, Customer Service Security Officer, Hotel Security Officer, Loss Prevention Officer, Safety and Security Officer, Security Agent, Security Guard, or Security Officer. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Training Certificate and will have access to a Continuing Education academic record (transcript).

Students will be prepared to begin employment with a municipal corporation, county, or other governmental body of the State, a college, university, or public school system in the State, or a business that provides security.

**External Credential:** Students must apply to the Maryland State Police for a Special Police Officer commission. All original SPO applications require FBI and CJIS fingerprint submissions.

**Certifying Organization:** Maryland State Police <https://mdsp.maryland.gov>

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

2.5 weeks

**Program Requirements:**

- High School Diploma or GED

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
SSP288	Special Police Officer-Initial Training	84	All material included	\$849 T: \$255/F: \$594
<b>Course Totals</b>		<b>84</b>		<b>\$849</b> <b>T: \$255 F: \$594</b>

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: Greg Zuest | 443-840-3037 | [gzuest@ccbcmd.edu](mailto:gzuest@ccbcmd.edu) | D.STAT 119

Program Assistant: Shreen Mandour | 443-840-5107 | [smandour@ccbcmd.edu](mailto:smandour@ccbcmd.edu) | D.STAT 120



### **Central Service Technician**

*Health Professions Pathway*

#### **Program Description:**

The Central Service Technician, also called Sterile Processing Technician, works in hospitals and surgical centers and plays a critical role in preventing and controlling infection by sterilizing, cleaning, processing, assembling, storing, and distributing medical supplies. Central Service Technician have very little direct patient contact. Work in the sterile processing department entails cleaning and decontaminating surgical instruments where the technician is exposed to blood, bodily fluid, or harsh cleaning agents and often needs to wear personal protective equipment. The technician is tasked to carefully inspect instruments which requires a high level of concentration, and to distribute supplies throughout the facility which can involve heavy lifting.

The Central Service Technician program teaches the student the principles and methods of infection control. The student will review types of surgical instruments, their use, and how to clean and decontaminate them. They will learn how to inspect instruments, and how to assemble, package and safely transport them throughout the healthcare facility.

After completing the program the student will be prepared to work in an entry-level technician position and sit for the CRCST certification exam administered by the Healthcare Sterile Processing Association (HSPA).

The student has the option of gaining 400 hours of hands-on experience needed for the full national CRCST certification exam by enrolling in the four CST Clinical classes. These classes are not required for the completion of the program.

Students entering this program need to be dedicated to their studies, attending all in-person classes and have computer and internet access for their homework. The Central Service Technician needs to be able to stand or sit for long hours while constantly being focused on the task at hand. The technician needs to have a high level of work ethic since failure to perform according to protocol can have far-reaching consequences for the patients.

Central Service Technician have an excellent career outlook. Demand for certified technicians has been consistently high with new technologies expanding the tasks of the sterile processing department.

#### **Program Credentials:**

*CCBC Credential:* Students will earn a CCBC Continuing Education Workforce Certificate and will have access to a Continuing Education academic record (transcript).

*External Credential:* The Central Service Technician Program is designed to meet the requirements of the Healthcare Sterile Processing Association (HSPA). Students will be eligible to take the provisional national certification exam administered by the HSPA. After obtaining 400 hours of practical training in a sterile processing facility, they will be eligible to take the full national certification exam to become a Certified Registered Central Service Technician (CRCST).

*Certifying Organization:* Healthcare Sterile Processing Association (HSPA) <https://myhspa.org>

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.



*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

**Length of Training:**

4-6 months

**Orientation:**

An Information session will be scheduled in regular intervals. Please email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu) for dates and location.

**Program Requirements:**

*Requirements for the CST program:*

- A High School Diploma or GED is NOT required for program entry, but may be required for employment
- Computer literate
- Internet access

*Requirements for the optional CST Clinical classes:*

- Students must be ready for placement within six months of completing the CST program
- Students must be able to work a minimum of 24 unpaid hours per week during the daytime for 10-20 weeks in a local hospital to obtain their 400 clinical hours
- Students must be able to pass a background check and drug test

**Paperwork Requirements:**

- Student must upload the following paperwork to <https://discover.castlebranch.com>. Students will receive instructions on how to upload documents to CastleBranch during their CST Theory class.
  - Medical Exam Report signed by your physician
  - Negative Tuberculosis test (PPD or blood test) or negative chest x-ray (not older than one year)
  - Measles, mumps, rubella, varicella vaccination or positive titer
  - Current flu vaccination
  - Hep B vaccination or declination form
  - Tetanus shot (less than 10 years)
  - Covid-19 vaccination
  - Health insurance card
  - CPR for Healthcare Providers verification
  - Drug test
  - Background check
  - Valid government issued picture ID

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum, or successful completion of a CCBC placement or challenge exam. A maximum of 37 program hours may be earned from prior learning.

**Program Course Sequence:**

*CPR and First Aid classes REQUIRE 100% attendance. Students arriving late to class will not be admitted. Late arrival to or early exit from class will also result in a failing grade and no refund. Students will then be required to retake the class at their expense.*

All three courses must be finished for successful completion

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHE534	Medical Terminology for Health Occupations	30	Programmed <b>Learning Approach to Medical Terminology</b> , Third Edition ISBN-13: 9781496360991	\$329 T- \$99/F - \$230
Or				
AHE124	Medical Terminology Online	30	Price is \$ 95.95	
AHE805	CPR for Health Care Providers	7	Textbook provided on first day of class, included in program	\$109 T- \$33/F- \$76
AHL045	Central Service Technician Classroom	72	Textbook provided on first day of class, included in program	\$1,369 T-\$411/F-\$958
<b>Program Series Total:</b>		<b>109</b>	<b>\$95.95</b>	<b>\$1,807</b> <b>T-\$543/F-\$1,264</b>

**Optional Classes:**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL046	Central Service Technician Clinical I	100		\$149 T- \$45/F- \$104
AHL047	Central Service Technician Clinical II	100		\$149 T- \$45/F- \$104
AHL048	Central Service Technician Clinical III	100		\$119

				T- \$36/F- \$83
AHL049	Central Service Technician Clinical IV	100	Fee for CRCST certification exam included in class	\$79 T- \$24/F- \$55
<b>Total</b>		<b>400</b>		<b>\$496</b> <b>T- \$150/F-\$346</b>

**Additional Expenses:**

*For the optional CST Clinical classes:* CastleBranch service, including drug test and background check approximate cost \$107.50. Cost of medical exam and vaccinations/titers required for clinical placement can vary widely depending on provider and insurance. These possible additional expenses could range from \$50 - \$500.

**Course Substitutions:**

Medical Terminology and CPR for Healthcare Provider may be waived upon providing sufficient documentation. Please contact [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu) to discuss.

**Career Opportunities:**

Students may have the opportunity to move into a position that is more material/inventory related, specialize in certain fields (for example endoscope processor), teach, or become supervisors in central processing departments. Membership in the Healthcare Sterile Processing Association (HSPA) is recommended.

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

For more information contact [CEHealthGrant@ccbcmd.edu](mailto:CEHealthGrant@ccbcmd.edu)

## Technical Standards for CCBC's Central Service Technician Training Series

The primary goal of The Community College of Baltimore County's Central Service Technician Training Series is to adequately prepare students for an entry-level position in the sterile processing department functioning as a central service technician. The duties of a CS Technician require the ability to stand or sit for long hours while constantly being focused on the task at hand. They need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail oriented and to work accurately and quickly. A high level of manual dexterity, psychomotor skills, and integrity are vital.

Central Service Technicians (CSTs) are responsible for processing surgical supplies and equipment. CSTs provide support to patient care services in a health care facility. Their tasks include decontaminating, cleaning, processing, assembling, sterilizing, storing, and distributing medical devices and supplies.

The following is a partial listing of the types of skills typically required for adequate job performance:

### Physical Requirements:

- A. Sufficient strength and mobility to:
  - Lift or otherwise maneuver large instrument trays weighing up to 30 pounds
  - Stand or sit in one area for long periods of time
  - Work quickly to meet deadlines and/or production requirements
- B. Fine motor coordination sufficient to perform precise tasks such as:
  - Handle delicate surgical instruments
  - Safely handle sharp instruments
  - Handle instruments and equipment that may be costly to replace if damaged
  - Perform basic repairs to instrumentation
  - Clean and assemble instrumentation
- C. Adequate vision to:
  - Read and interpret digital or paper displays on machinery
  - Adequate distinction of colors to read and interpret sterilization indicators
  - Read instruction sheets and computer screens
- D. Sufficient hearing to:
  - Hear and understand verbal instructions in person and over the telephone under noisy conditions from masked personnel
  - Hear alarms and operating noises of equipment

### Interpersonal Skills and Professionalism:

- A. Have the ability to:
  - Work in a professional manner under sometimes extremely stressful situations
  - Pay close attention to detail and recordkeeping
  - Commitment to learning and understanding new technologies, instrumentation, and procedures
  - Commitment to following approved standards, guidelines, policies, and procedures
  - Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
  - Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
  - Maintain proper certifications required to perform the duties of the profession
  - Accurately utilize all resource material available to remain current in the profession, including attending departmental in-service training
  - Maintain a surgical conscience/professional morality in the application of infection control techniques
  - Willingness to precept (train) others
  - Commitment to working shifts as assigned, which may include on-call, holidays, and weekends
- B. Sufficient communication skills to:
  - Give and receive accurate written and verbal instructions
  - Carry out all written and verbal instructions
  - Follow proper channels of communication
  - Communicate in a calm and professional manner

- Communicate clearly and effectively to any team members regarding issues that may be difficult to address (i.e. problem with machinery that could affect sterilization; admission of own errors, etc.)

Intellectual Ability and Emotional Stability To:

- Apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Accurately utilize all resource material available to perform the task at hand
- Work calmly and efficiently in a fast-paced, stressful environment
- Maintain calm during emergency situations
- Perform duties while exposed to communicable diseases and unpleasant sights, odors, and materials
- Accept feedback from others in an open and positive way
- Learn from mistakes

Environmental Requirements:

The central service technician profession involves risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves, and eye protection
- Working in an environment that is often noisy
- Working in an environment that exposes one to potentially hazardous materials, such as cleaning agents, chemicals, and blood-borne pathogens
- Providing proof of recent immunizations against infectious diseases such as measles, mumps, and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submitting to periodic drug screening

### **Child Care Provider**

#### *Education Pathway*

#### **Program Description**

Child Care Providers attend to children in schools, businesses, private households, and child care institutions. They perform a variety of tasks such as dressing, feeding, and overseeing play; are responsible for the safety and wellbeing of the children in their care; and work as part of a team.

The primary goal of The Community College of Baltimore County's Child Care series is to prepare individuals interested in working with young children, infants or pre-adolescents for an entry-level position (with room for growth) in group child care centers. CCBC offers four different course series options for students interested in this career track (see options below). The instruction in these scenarios includes skills for relating well to children and their parents or caregivers.

Students entering this program should have the ability to routinely lift children and sustain long hours of active work. They need to maintain a safe play environment for children while also supporting children's emotional and social development. Their duties also require them to have good communication skills for communicating with parents about daily activities, behaviors, and related issues.

Career Outlook: Demand for this position is high and many local daycare facilities are looking to fill positions. This training can also be the first step to pursue a career in education or social work. Without certification in Maryland, you cannot become a senior staff or director of a childcare center or run in-home daycare.

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at: <https://www.youtube.com/watch?v=jnKS2W3Z4k8>. Explore career and training opportunities at: <https://ccbcmd.emsicareercoach.com/>.

#### **Program Outcomes**

Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. meet the eligibility requirements set forth by the Maryland State Department of Education for child care providers;
2. demonstrate effective skills to work in child care settings as a professional.;
3. employ proper professional communication and employability skills in the workplace while serving as a child care professional; and
4. perform to a professional standard the operation of child care centers or as a family provider.

#### **Program Credentials**

##### *CCBC Credential:*

Students will have access to a Continuing Education academic record (transcript). Students will be awarded a Continuing Education Workforce Certificate. Students will receive their 99 hour child care certificate and be eligible for their state certification.

##### *Certifying Organization:*

Maryland State Department of Education <https://earlychildhood.marylandpublicschools.org/node/733>

#### **CCBC Pathway**

Education Pathway. Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career

opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

### Financial Aid and Payment Options

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### Program Length

16 to 20 weeks

Childcare courses begin monthly at the Randallstown Extension Center, Essex Campus, Catonsville Campus, and Dundalk Campus. Courses are also offered online.

### Program Requirements

A High School Diploma or GED is NOT required for program entry but may be required for employment. All students must be computer literate and have Internet access.

All childcare providers are required to maintain active CPR certification.

### Application Process

To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

### Prior Learning Assessment

This program has potential options for obtaining course waiver(s) for prior learning, based on previous coursework or articulated coursework from an approved curriculum. A maximum of 74 hours may be earned from prior learning. There are no prior learning course waiver(s) for the Family Provider option.

### Program Course Sequence

*Child Care Provider/Child Care Teacher Preschool:* Student objective is to become a family childcare provider in the home, or to work in a daycare center as senior staff or director.

Course Number	Course Title	Course Hours	Textbook Information	Costs
			(approx cost- subject to change)  Refer to Campus Bookstore for appropriate Textbook	T=Tuition/F=Fees
CHI019 or CHI043	Child Care 1 Growth and Development  or	45	CHI 019/CHI043: Child and Youth Development; G-W / Decker;  E-Book ISBN# 978-1-68584-534-6\$40.00	\$280.00  T-\$84/F-\$196

	Child Care I: Growth and Development Online		Print ISBN# 97821637767283 \$106	
CHI020 or CHI044	Child Care 2 Activities for Young Children or Child Care 2 Activities for Young Children Online	45	CHI 020/CHI044: Child and Youth Development; G-W / Decker;  E-Book ISBN# 978-1-68584-534-6 \$40.00  Print ISBN# 97821637767283 \$106  Note: The same book is used for Child Care I & Child Care II	\$280  T-\$84/F-\$196
<b>Child Care Provider Totals:</b>		<b>90</b>	<b>\$40/\$106</b>	<b>\$560 T-\$168 F-\$392</b>

*Child Care Family Provider:* Student objective is to open a family provider daycare in their home.

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
CHI035	Family Child Care Pre-Service Module 1: Child Development	4	Online Materials Provided within course, no textbook to purchase	\$55 T-\$17/F-\$38
CHI036	Family Child Care Pre-Service Module 2: Curriculum	4	Online Materials Provided within course, no textbook to purchase	\$55 T-\$17/F-\$38
CHI037	Family Child Care Pre-Service Module 3: Health, Safety, and Nutrition	4	Online Materials Provided within course, no textbook to purchase	\$55 T-\$17/F-\$38
CHI038	Family Child Care Pre-Service Module 4: Special Needs	4	Online Materials Provided within course, no textbook to purchase	\$55 T-\$17/F-\$38
CHI039	Family Child Care Pre-Service Module 5: Professionalism	4	Online Materials Provided within course, no textbook to purchase	\$55 T-\$17/F-\$38
CHI040	Family Child Care Pre-Service Module 6: Community	4	Online Materials Provided within course, no textbook to purchase	\$55 T-\$17/F-\$38



<b>Child Care Family</b>		<b>24</b>		<b>\$330</b>
<b>Provider Totals:</b>				<b>T-\$102/F-\$228</b>

Child Care Teacher School Age: Student objective is to work in an after-school program for children ages 6-12.

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>*Textbook Information (approximate cost- subject to change)  Refer to Campus Bookstore for appropriate Textbook</b>	<b>Costs</b>  T = Tuition/F = Fees
CHI019  or  CHI043	Child Care 1 Growth and Development  or  Child Care I: Growth and Development Online	45	CHI 019/CHI043: Child and Youh Development; G-W / Decker;  E-Book ISBN#978-1-68584-534-6 \$40.00  Print ISBN# 97821637767283 \$106	\$280  T-\$84/F-\$196
CHI015	Child Care: The School Age Child Online	45	School Age Care Environment Rating Scale; Harms;  ISBN-13: 978-0807745496 OR ISBN- 10: 0807745499  \$25.95*	\$280  T - \$84/F- \$196
<b>Child Care School Age  Provider Totals:</b>		<b>90</b>	<b>\$65.95/\$131.95</b>	<b>\$560</b>  <b>T-\$168</b>  <b>F-\$392</b>

Child Care Infant/Toddler Provider: Student objective is to acquire certification to work with infants and toddlers.

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information (approx cost- subject to change)  Refer to Campus Bookstore for appropriate Textbook</b>	<b>Costs</b>  T=Tuition/F=Fees
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CHI 019 or CHI 043	Child Care 1 Growth and Development or Child Care I: Growth and Development Online	45	CHI 019/CHI043: Child and Youth Development; G-W / Decker; E-Book ISBN#978-1-68584-534-6 \$40.00 Print ISBN# 97821637767283 \$106	\$280 T-\$84/F-\$196
CHI 032	Group Care of Infants and Toddlers	45	Online supplement handouts provided in Brightspace	\$280 T-\$84/F-\$196
<b>Child Care Infant/ Toddler Provider Totals:</b>		<b>90</b>	<b>\$40/\$106</b>	<b>\$560 T-\$168 F-\$392</b>

*Optional Course for Child Care Provider/Child Care Teacher Preschool, Child Care School Age Provider, Child Care Infant/Toddler Provider (not financial aid eligible)*

Course Number	Course Title	Course Hours	Textbook Information (approx cost- subject to change) Refer to Campus Bookstore for appropriate Textbook	Costs T=Tuition/F=Fees
CHI031	Communication Skills for Child Care Professionals	9	None	\$109 T-\$33/F-\$76

#### **Additional Information**

##### **Course Substitutions:**

Courses from other community colleges may be similar, but need to be reviewed by the Coordinator prior to registration.

##### **Additional Offerings:**

CPR Certification: CPS 001; childcare providers are required to maintain active CPR certification

Communication Skills Training: CHI 031; 9-hour requirement for 99-hour certification

Medication Administration: CHI 042; state-approved course meets 6-hour requirement for providers to administer medication

Child Care Administration CHI008 state-approved course that meets 45 hour Director requirement

Credential Booster Classes: Instruction in higher Maryland Child Care Credential levels to help daycare providers be aligned with Maryland EXCELS (Excellence Counts in Early Learning and School-age Care)

CHI 057 Age & Developmentally Appropriate Supervision

CHI 068 Conflict Resolution Strategies

CHI 067 Cultural Competencies and Awareness

CHI 066	Developmentally Appropriate Practice
CHI 065	Family and Community Partnerships
CHI 063	Including All Children and the ADA
CHI 054	Introduction to Environmental Rating Scale
CHI 061	Nutrition and Active Living
CHI 056	Observation and Assessment Birth-12
CHI 062	Playground Safety
CHI 058	Positive Child Guidance and Discipline Theory
CHI 059	Resources that Guide Daily Planning
CHI 064	Supporting Children with Disabilities
CHI 060	Taking Learning Outside
CHI 055	The Child Care Provider as a Professional
CHI 031	Communication Skills

### **Skills for Success:**

See Technical Standards at end of this document.

### **Career Opportunities:**

Demand for this position is high and many local daycare facilities are looking to fill positions. This training can also be the first step to pursue a career in education or social work. Without certification in Maryland, you cannot become a senior staff or director of a childcare center or run in-home daycare.

Students who complete CHI 019/043 and CHI 020/044 can receive college credit for the Early Childhood Development degree if they successfully demonstrate content proficiency by scoring an 80% or better on the Teacher Education Proficiency Exam administered by CCBC's School of Wellness, Education, Behavioral and Social Sciences.

### **Career Coach**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

### **Program Contact Information**

Lauren Perrera, Coordinator Health & Human Services | [lperrera@ccbcmd.edu](mailto:lperrera@ccbcmd.edu)

For more information email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu)

## Technical Standards

### Technical Standards for CCBC's Childcare Certification Training Series

The primary goal of The Community College of Baltimore County's Child Care series is to prepare individuals interested in working with young children, infants or pre-adolescents for an entry-level position (with room for growth) in group child care centers. The duties of a Child Care worker require the ability to routinely lift children and sustain long hours of active work. They need to maintain a safe play environment for children while also supporting children's emotional and social development. Their duties also require them to have good communication skills for communicating with parents about daily activities, behaviors, and related issues. Following is a partial listing of the types of skills typically required for adequate job performance:

#### Physical Requirements:

##### A. Sufficient strength and mobility to:

- Lift or move children up to 50 pounds or more
- Climbing, balancing, and stooping

##### B. Fine motor coordination sufficient to perform precise tasks such as:

- Physical activities that require considerable use of arms and legs, moving your whole body
- Assembling and handling playground equipment
- Assisting in preparing food and serving meals

##### C. Adequate vision to:

- See details at close range (within a few feet of the observer)

##### D. Sufficient hearing to:

- Hear and give verbal instructions in person under noisy conditions
- Identify and understand the speech of another person

#### Interpersonal Skills and Professionalism:

##### A. Have the ability to:

- Develop and maintain constructive, cooperative working relationships with others
- Provide customer and personal services, including the ability to perform customer needs assessment, meet quality matters standards, and evaluate customer satisfaction
- Commit to learning and understanding new principles and methods for curriculum and training design
- Commit to following approved standards, guidelines, policies, and procedures given by the Maryland State Department of Education
- Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
- Maintain proper certifications required to perform the duties of the profession

##### B. Sufficient communication skills to:

- Provide information to supervisors, coworkers, and subordinates by telephone, written form, email, and in person
- Communicate with people outside of the organization and representing the organization to customers
- Communicate with children's parents about daily activities, behaviors, and related issues

- Communicate in a calm and professional manner

Intellectual Ability and Emotional Stability To:

- Apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Support children's emotional and social development, including encouraging understanding of others and developing a positive self- concept
- Work with young children, infants and/or pre-adolescents from various backgrounds and with different levels of emotional stability and social development
- Work calmly and efficiently in a fast-paced, stressful environment
- Maintain calm during emergency situations
- Identify signs of emotional or developmental problems in children and appropriately communicate the issue to their parents

Environment Requirements:

- Working in an environment that is often noisy
- Working in an often times stressful and fast paced environment
- Working in an environment where you will be exposed to bodily fluids

### **Community Health Worker**

*Health Professions Pathway*

#### **Program Description:**

Community health workers assist members of the community to maneuver through the health and human services system. Community health workers may go by other titles depending on where they work, for example: outreach worker, lay health advocate, health coach, peer counselor, and patient navigator. The CHW program covers the Maryland core competencies: advocacy and community capacity building skills, effective oral and written communication skills, cultural humility/anti-oppressive practice, knowledge of local resources and system navigation, care coordination support skills, teaching skills to promote healthy behavior change, outreach methods and strategies, and understanding of public health concepts and health literacy.

CHW students will need to be computer literate and have regular access to the internet. They will also need to be able to dedicate time outside of the classroom to study and complete assignments. Additional skills are listed in the program technical standards. To be a successful CHW, individuals must have strong communication skills, empathy, problem-solving skills, work well with the public, and a willingness to learn. Opportunities in this field include Community health worker, promotores(as) de salud, community outreach specialist, or contact tracer. Overall employment of health education specialists and community health workers is projected to grow 12 percent from 2021 to 2031, much faster than the average for all occupations. Learn more about CHW at the US Occupational Outlook Handbook.

*This program is accredited by the Maryland Department of Health (Accreditation Number: 009-2021-G). Upon successful completion, students are eligible to apply for CHW certification from the Maryland Department of Health. Additional information on the Maryland CHW certification process is available on the Maryland Department of Health website.*

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a CCBC Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

Upon successful completion, students are eligible to apply for CHW certification from the Maryland Department of Health. Certification Exam/Application Fee: \$0

*Certifying Organization:* Maryland Department of Health

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

4 months

#### **Orientation:**

Prospective students are required to attend an information session prior to beginning AHL233 (Intro to CHW and Contact Tracing). Contact Claire Loeblein at [cloeblein@ccbcmd.edu](mailto:cloeblein@ccbcmd.edu) or 443-840-1389 to register.

**Program Requirements:**

- High School Diploma or GED
- Must be 18 years or older

**Paperwork Requirements:**

Students must submit the following paperwork via CastleBranch before beginning AHL258. Details regarding this paperwork will be presented at the mandatory orientation:

- Negative PPD (six months) or negative chest x-ray less than one year old
- Positive titer or proof of vaccination/immunity for measles, mumps, rubella, and varicella
- Current flu vaccine
- Hepatitis B vaccination or declination form
- Tetanus shot (less than ten years)
- Copy of health insurance card
- COVID-19 vaccine (or approved waiver)

Practicum eligibility is, in part, dependent upon a criminal background check and random urine drug testing completed through CastleBranch, CCBC's only approved vendor. The cost of the test and background check is the responsibility of the student.

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate application. Then, email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu) for information about upcoming course options.

**Prior Learning Assessment:**

This program has potential options for waving select courses based on previous coursework or articulated coursework from an approved curriculum, and/or successful completion of a CCBC placement or challenge exam. Maximum number of program hours that may be earned from prior learning: 38.

**Program Course Sequence:**Prerequisite/Corequisite

Note: Medical Terminology may be taken at the same time as AHL233 (corequisite) with permission of the program coordinator.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL149 or AHL246	Medical Terminology for Administrative Health Care Professionals  Medical Terminology for Administrative Healthcare Professionals Online	18	Handouts provided online	\$189 T-\$57/F-\$132

Course Series:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
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AHL233	Community Health and Contact Tracing	20	Foundations for Community Health Workers, 2nd Edition (2016). Timothy Berthold (Editor) ISBN:978-1-119-06081-9. Note: Textbook is provided on the first day of class at no cost for all students.	\$229 T-\$69/F-\$160
AHL258	Expanded Concepts of Community Health	80	Same as Community Health and Contact Tracing	\$1,139 T-\$342/F-\$797
AHL259	Community Health Worker Practicum	40	N/A	\$329 T-\$99/F-\$230
<b>Course Series Totals</b>		<b>140</b>		<b>\$1,697</b> <b>T-\$510/F-\$1,187</b>
<b>Course Series &amp; Prerequisite/Corequisite Totals:</b>		<b>158</b>		<b>\$1,886</b> <b>T-\$567/F-\$1,319</b>

**Course Substitutions:**

AHE 534: Medical Terminology for Health Occupations, AHE 124: Medical Terminology Online, or AHL 717: Challenge Exam for Medical Terminology can be substituted for AHL 149: Medical Terminology for Administrative Professionals.

**Program Contact Information:**

For more information email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu)



## Technical Standards for CCBC's Community Health Worker Program

The primary goal of the Community College of Baltimore County's Community Health Worker (CHW) is to adequately prepare students for an entry-level position as a frontline public health worker. CHW duties require the ability to sit for long hours and focus on the task at hand. CHWs must also have outstanding communication skills, empathy for others, and strong human relations skills. They must pay attention to detail, be computer literate, and demonstrate problem-solving skills.

The following is a partial listing of the types of skills typically required for adequate job performance:

### Physical Requirements:

- A. Sufficient strength and mobility to:
  - Lift or otherwise maneuver papers/folders/charts/equipment up to 30 pounds
  - Stand or sit in one area for long periods of time
  - Perform basic keyboarding functions
  - Apply infection control techniques (as needed)
- B. Coordination sufficient to perform tasks such as:
  - Adjust actions in relation to others' reactions
  - Attend community meetings or health fairs to understand community issues and build relationships with community members
  - Distribute flyers, brochures or other informational or educational documents to inform members of a specific community
- C. Adequate vision and hearing to:
  - Read and understand displays on computers/laptops/tablets
  - Read and understand forms and communications from all entities
  - Hear and understand language in person and over the telephone in a noisy environment

### Interpersonal Skills and Professionalism:

- A. Have the ability to:
  - Work in a professional manner under sometimes extremely stressful situations
  - Pay close attention to detail and recordkeeping to maintain accurate client records
  - Commitment to learning and understanding new technologies, regulations, and laws
  - Commitment to following approved standards, guidelines, policies, and procedures
  - Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
  - Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
  - Maintain proper certifications required to perform the duties of the profession
  - Accurately utilize all resource material available to remain current in the profession, including attending departmental in-service training
  - Willingness to precept (train) others
- B. Sufficient communication skills to:
  - Give and receive accurate written and verbal instructions
  - Carry out all written and verbal instructions
  - Follow proper channels of communication
  - Communicate in a calm and professional manner
  - Communicate clearly and effectively to all team members
- C. Intellectual ability and emotional stability to:
  - Advise clients or community groups on issues related to improving general health
  - Apply critical thinking and problem solving skills
  - Exercise independent judgment to properly perform tasks at hand
  - Accurately utilize all resource material available to perform the task at hand
  - Work calmly and efficiently in a fast-paced, stressful environment
  - Maintain calm during emergency situations
  - Accept feedback from others

Environmental Requirements:

- Ability to work in an environment that may be noisy at times
- Providing proof of recent immunizations against infectious diseases as requested
- Submit to periodic drug screening

### **Delegating Nurse**

*Health Professions Pathway*

#### **Program Description:**

A delegating nurse assigns the performance of activities or tasks related to patient care to unlicensed assistive personnel while retaining accountability for the outcome. The registered nurse cannot delegate responsibilities related to making nursing judgments.

This course provides students who are Registered Nurses (RN) with a basic foundation for delegating nursing functions in an assisted living setting. Students will learn current standards of practice of the Delegating Nurse and will be authorized to teach the Medication Administration Training Program to the Medication Technician (MT) working in the assisted living setting. Upon successful completion of the course, the student will have a Case Manager/Delegating Nurse (CM/DN) credential application submitted on his/her behalf, with the Maryland Board of Nursing (MBON).

Candidates for this program are required to be Registered Nurses in good standing with the Maryland Board of Nursing. Candidates must provide current RN documentation and complete the CCBC Continuing Education Workforce Certificate program application. This program length of training is 2 days (16 hours), typically a Friday and Saturday on the CCBC Campus. Program completers will have access to a CCBC Continuing Education academic record (transcript). External Credential of Case Manager/Delegating Nurse and will be certified through the Maryland Board of Nursing ([www.mbon.org](http://www.mbon.org)).

A successful candidate must be an active RN in good standing with the Maryland Board of Nursing, have a high level of integrity, excellent interpersonal and communication skills and be able to professionally and safely manage in an assisted living facility.

Completion of this course allows Registered Nurses working in assisted living facilities to work as a Case Manager/Delegating Nurse.

#### **Program Credentials:**

*CCBC Credential:* Students will have access to a Continuing Education academic record (transcript).

*External Credential:* Case Manager/Delegating Nurse

*Certifying Organization:* Maryland Board of Nursing; [www.mbon.org](http://www.mbon.org)

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

2 days (Friday & Saturday)

Daytime cohorts start in February, May, August, and November at CCBC Essex.

#### **Program Requirements:**

- Must be a Registered Nurse in good standing with the Maryland Board of Nursing

**Application Process:**

*Provisional Entry* – Must provide current RN documentation.

**Program Course Sequence:**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL107	RN CM/DN Training in Assisting Living	16	Supplied in Class	\$285 T-\$86/F-\$199

**Career Opportunities:**

Completion of this course allows Registered Nurses working in assisted living facilities to work as a Case Manager/Delegating Nurse.

**Skills for Success:**

See Technical Standards at the end of this document.

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

For all inquiries, please e-mail [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu)

## Technical Standards for CCBC's Delegating Nurse Training

The primary goal of The Community College of Baltimore County's Delegating Nurse course is to train RNs how to delegate nursing functions in an assisted living setting, including medication administration.

Nurses are required to be on their feet for long periods of time, caring for patients at the bedside, transferring and/or positioning patients. They need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to function quickly with accuracy while being detail-oriented. A high level of manual dexterity, psychomotor skills, and personal integrity are vital.

The following is a partial listing of the types of skills usually required for adequate job performance:

### Physical Requirements:

- A. Sufficient strength and mobility to:
  - Work/or stand on feet for up to 12 hours
  - Lift at least 50 pounds or more and position patients
  - Move swiftly within close quarters while maintaining sterile field
  - Assist with minor procedures
- B. Adequate vision to:
  - Read patient ID bracelets for correct administration of care
  - Read instruction sheets and computer screens
  - Read medical measuring equipment, scale, thermometer, graduated cylinder, sphygmomanometer
- C. Sufficient hearing to:
  - Hear and understand verbal instructions
  - Properly use of stethoscope
  - Hear machines/equipment or room bells

### Interpersonal Skills and Professionalism:

- A. Have the ability to:
  - Interact with other health professionals in a polite and professional manner
  - Respect patient confidentiality and rights
  - Adhere to all policies of CCBC and/or clinical externship facility
  - Work in a professional manner as part of a team
  - Interact in a professional manner with many personalities, attitudes, and with people from many different backgrounds
- B. Sufficient communication skills to:
  - Give and receive accurate written and verbal instructions
  - Carry out all written and verbal instructions
  - Follow proper channels of communication
  - Communicate in a calm and professional manner
  - Accurately interpret patient needs
  - Provide patient/public education related to the Delegating Nurse profession

### Intellectual Ability and Emotional Stability To:

- Exercise independent judgment within the practice to properly care for patients
- Accurately identify and carry out tasks delegated by Registered Nurses
- Work calmly and efficiently in stressful situations
- Maintain calmness during an emergency situation
- Complete program requirements

### Environmental Requirements:

- Wearing gowns, caps, masks, gloves, and eye protection
- Working in an environment that may be noisy at times
- Working in an environment that exposes one to potentially hazardous materials including cleaning agents and chemicals, body fluids
- Working in an environment with unpleasant odors
- Provide proof of recent immunizations against infectious diseases such as measles, mumps, rubella, varicella, and tetanus
- Receive Hepatitis B vaccinations and/or sign a waiver

### **Dental Assistant**

#### *Health Professions Pathway*

#### **Program Description:**

Dental Assistants work in dental offices assisting dentists in providing services to patients. The majority of the work is performed for procedures that include development of impressions, assisting with treatment such as fillings and root canals, and preparation of patient operator. They may assist in reception and scheduling duties, sterilization of instruments, cleaning and disinfection of operatories, exposing radiographs, and other duties. Hours are generally standard daytime with some evening and weekend flexibility depending on the facility.

This program trains you to become a member of a dental team developing impressions, assisting with fillings and root canals and preparing patients for procedures. In addition dental assistants often assist with reception and scheduling duties, sterilization of equipment and oral radiography. As a participant students will be trained to demonstrate clinical competencies of a Radiation Health Technologist, learn how to function safely and efficiently as a member of the dental team under the supervision of the dentist, communicate effectively with patients and dental team members, and exhibit legal and ethical behavior which adheres to professional conduct standards for dentistry.

Prospective students should be detail oriented, demonstrate dexterity (good at working with hands), interpersonal skills, listening skills, and organizational skills. According to the *Bureau of Labor Statistics Employment* the number of dental assistants has been projected to grow 8% from 2021 to 2031, faster than the average for all occupations. 56,400 openings for dental assistants are projected each year, on average, over the decade.

#### **Program Credentials**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and will have access to a Continuing Education academic record (transcript).

Students will be eligible to take the DANB Radiation Health and Safety (RHS) Exam, as well as the Infection Control Exam (ICE), and Anatomy Morphology & Physiology Exam (AMP). Collectively, the mentioned certifications would allow candidates to obtain the National Entry Level Dental Assisting certification (NELDA) as well as be prepared to gain an entry level dental assistant position.

Following successful completion of the Dental Assistant program, students may complete advanced training by enrolling in the Maryland General Expanded Functions course (conditions apply, see the Maryland General Expanded Functions listing for more details); as well as the Orthodontic Expanded Functions course (conditions apply, see the Orthodontic Expanded Functions listing for more details).

**Certifying Organization:** Dental Assistant National Board (DANB) [www.danb.org](http://www.danb.org)  
Maryland State Board of Dental Examiners  
<https://health.maryland.gov/dental/Pages/home.aspx>

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

**Program Length:** 16-24 weeks. Dental courses are offered at CCBC Dundalk and CCBC Randallstown.

**Orientation Session - Mandatory:**

Following successful completion of AHL 870 (Anatomy, Morphology, & Physiology), students are required to register for AHL 184 (Dental Assisting Application course). Contact [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu) for upcoming sessions.

**Program Requirements:**

- Prospective students must complete AHL870 (Anatomy, Morphology and Physiology (AMP)) Online prior to enrolling in the program.
- Computer literate
- Internet Access
- Students are required to use Brightspace (an online Learning Management System) to complete assignments and assessments in the course.

*The following paperwork turned in two weeks PRIOR to the start of the program:*

- High School Diploma or GED (self reported to DANB)
- Must be at least 18 years old
- All other documents provided/submitted via Brightspace

**Prior Learning Assessment:** This program has potential options for waving select courses based on previous coursework or articulated coursework from an approved curriculum. A maximum of 7 program hours may be earned from prior learning.

**Application Process: Provisional Entry** - Students must first complete AHL 870 (Anatomy, Morphology & Physiology) prior to enrolling in AHL 870 (Dental Assistant Application Course). This is an asynchronous online information session. Registration info will be sent from program area.

To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Program Course Sequence:**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)**	Costs T=Tuition/F=Fees
AHL275 or AHL870	Anatomy, Morphology and Physiology (AMP) for Dental Assisting  or Anatomy, Morphology and Physiology (AMP) for Dental Assisting (online)	30	Bird & Robinson Modern Dental Assisting 13 <sup>th</sup> Edition; ISBN 978-0-323-62485-5 \$140.00 (same as AHL938)	\$329  T-\$99/F-\$230
AHL140	Essential Skills for the Healthcare Professional	20	Handouts online	\$179  T-\$54/F-\$125

AHE805	CPR for Healthcare Providers	7	Textbook provided on the first day of class; price included in course costs.	\$109 T-\$33/F-\$76
AHL938	Dental Assisting and Oral Radiography	90	Bird & Robinson Modern Dental Assisting 13 <sup>th</sup> Edition; ISBN 978-0-323-62485-5 \$140.00 (same as AHL275 or AHL870)  Bartolomucci Boyd Dental Instruments 7th Edition; ISBN 978-0-323-67243-6; \$55.95  Dental Radiography Principles and Techniques; published by Elsevier; 6 <sup>th</sup> Edition; ISBN 978-0-323-69550-3; \$94.95	\$ 2,189 T-\$657/F-\$1,532
<b>Course Series Totals:</b>		<b>147</b>	<b>\$290.90</b>	<b>\$2,806</b> <b>T-\$843/F-\$1,963</b>

#### Course Substitutions:

CPR for Healthcare Providers (AHE805) can be substituted with current AHA BLS Provider certification (must be completed within the last year).

#### Course Waiver for CCBC LEAP Students:

For students who have completed CCBC's LEAP program, Essential Skills may be waived if the student has successfully completed ADS158 Career and Employment Readiness, ADS781 Applying Skills to the Workplace, and PDV145 Academic/Life MGMT/Comp/Lit /Read/Soft Skill.

#### Career Opportunities:

Entry level dental assistant position. Students who have completed the Dental Assistant program courses have the option to register for AHL 196 (Dental Assisting Externship Part I) and AHL 197 (Dental Assisting Externship Part II) an unpaid dental externship in order to get hands-on experience in a dental office. Students may also enroll in AHL 754 (Maryland General Expanded Functions Online) following successful completion of AHL 938 (Dental Assistant/Oral Radiography) and securing employment in a General Dental Practice or Facility. Contact [Cehealth@ccbcmd.edu](mailto:Cehealth@ccbcmd.edu) or the Dental Assistant Program Director for more information.

#### Additional Expenses:

Expenses beyond the cost of tuition, fees, and books include any costs associated with medical paperwork (Dr. appointment, vaccinations) scrubs, exam fees (up to \$400), and miscellaneous supplies—approximately \$500.

#### Technical Standards:

Technical Standards identify what physical, interpersonal, and environmental requirements the student should meet in order to successfully perform in this occupation. The technical standards for this program can be found online in the CCBC academic catalog by going to <https://catalog.ccbcmd.edu> and searching by the program title.

#### Program Contact Information:

For more information email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu)



### **Dispensary Technician**

*Health Professions Pathway*

#### **Program Description:**

Dispensary Technicians work in the health care field, in cannabis dispensaries, performing day-to-day operations, helping patients with the Maryland state regulations process, and working with patients to find the best delivery methods and products that suit their needs and ensure proper dosing and usage.

This program features courses that provide an overview of the Dispensary Technician's role, Maryland regulations for dispensary operations, patient care, education, and management, medicinal properties of cannabis, security, and inventory management. Courses align with regulations and best practices of the Maryland Cannabis Administration (MCA).

Students entering this program should have strong interpersonal skills, strong customer service skills, strong oral communication skills, the ability to work independently and as part of a team, basic math skills, and basic computer skills. A background check is usually required for employment.

Dispensary technician jobs are found in cannabis dispensaries of varying sizes. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will have access to a Continuing Education academic record (transcript).

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Program Length:**

Four months.

#### **Orientation Session – Mandatory:**

Contact [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu) for information.

#### **Program Requirements:**

Must be a minimum of 21 years old, high school diploma or equivalent.

#### **Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

#### **Application Process:**

**Open Entry** – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Program Course Sequence:**

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
AHL327	Dispensary Technician I	30	Material included in course cost	\$409 T-\$69/F-\$340
AHL328	Dispensary Technician I	30	Material included in course cost	\$409 T-\$69/F-\$340
<b>Course Series Totals:</b>		<b>60</b>		<b>\$818</b> <b>T-\$138/F-\$680</b>

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Director: Moire Riley | [mriley@ccbcmd.edu](mailto:mriley@ccbcmd.edu) | 443-840-1804

## Technical Standards for CCBC'S Dental Assistant Training Series

The primary goal of The Community College of Baltimore County's Dental Assistant Training Series is to adequately prepare students for an entry-level position as a chair side dental assistant in a dental office. The duties of a dental assistant require the ability to stand or sit for long periods of time, in sometimes awkward positions, while constantly being focused on the task at hand. Dental assistants need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail oriented and to work accurately and quickly. A high level of manual dexterity, psychomotor skills, and integrity are vital. Following is a partial listing of the types of skills typically required for adequate job performance:

### Physical Requirements:

- A. Sufficient strength and mobility to:
  - Work quickly to meet deadlines and/or production requirements
  - Keep hand and arm steady while performing a task with the other hand and arm.
- B. Fine motor coordination sufficient to perform precise tasks such as:
  - Handle delicate instruments with precision
  - Safely handle sharp instruments
  - Handle instruments and equipment that may be costly to replace if damaged
  - Quickly and precisely adjust controls on equipment
  - Perform basic repairs to instrumentation
  - Clean and assemble instrumentation
- C. Adequate vision to:
  - Read and interpret digital or traditional radiographs
  - Adequate distinction of colors to read and interpret sterilization indicators
  - Read instruction sheets and computer screen

### Interpersonal Skills and Professionalism:

- A. Have the ability to:
  - Work in a professional manner under sometimes stressful situations
  - Pay close attention to detail and recordkeeping
  - Commitment to learning and understanding new technologies, instrumentation, and procedures
  - Commitment to following approved standards, guidelines, policies, and procedures
  - Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
  - Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
  - Maintain proper certifications required to perform the duties of the profession
  - Accurately utilize all resource material available to remain current in the profession,
  - Maintain a conscience/professional morality in the application of infection control techniques
  - Willingness to precept (train) others
- B. Sufficient communication skills to:
  - Give and receive accurate written and verbal instructions
  - Carry out all written and verbal instructions
  - Follow proper channels of communication
  - Communicate in a calm and professional manner
  - Communicate clearly and effectively to any team members regarding issues that may be difficult to address (i.e. problem with machinery that could affect sterilization; admission of own errors, etc.)

### Intellectual Ability and Emotional Stability To:

- Ability to apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Accurately utilize all resource material available to perform the task at hand
- Perform duties while exposed to communicable diseases and unpleasant sights, odors, and materials
- Accept feedback from others

Environment Requirements:

The dental assisting profession involves risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves, and eye protection
- Working in an environment that exposes one to potentially hazardous materials, such as cleaning agents and chemicals and blood-borne pathogens
- Providing proof of recent immunizations against infectious diseases such as measles, mumps, and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submitting to periodic drug screening

### **Dental Assisting Maryland General Expanded Functions**

#### *Health Professions Pathway*

#### **Program Description:**

A Maryland General Expanded Functions Assistant is a dental assistant who may perform selected intraoral functions. An EFDA is a dental assistant who performs expanded functions. Each state has different allowable duties, but some examples of expanded functions are applying sealants, taking impressions, performing coronal polishing, applying topical anesthetic or applying topical fluoride. This course instructs the students in the theory and techniques used to perform general expanded functions approved by the State Board of Dental Examiners, and it prepares them to take the Maryland State Board of Dental Examiners General Expanded Functions Examination. This program includes a clinical training component. Students will complete the theory portion of the class online, but they must be employed in a general dental practice where the supervising dentist agrees to verify their clinical skills practice.

Students should be detail oriented, and demonstrate dexterity (good at working with hands), interpersonal skills, listening skills, and organizational skills which are all essential for success. See Technical Standards at the end of this document.

Career opportunities include promotion to Maryland General Expanded Functions Dental Assistant.

According to the *Bureau of Labor Statistics Employment* the number of dental assistants has been projected to grow 8% from 2021 to 2031, faster than the average for all occupations. 56,400 openings for dental assistants are projected each year, on average, over the decade.

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

Students will be prepared to take the Maryland General Dental Assisting Expanded Functions Examination.

**Certifying Organization:** Dental Assisting National Board (DANB) [www.danb.org](http://www.danb.org)  
Maryland Board of Dental Examiners  
<https://health.maryland.gov/dental/Pages/home.aspx>

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Program Length:**

7 weeks

#### **Program Requirements:**

- High School Diploma or GED (self-report to DANB)
- Employment as a clinical dental assistant for at least one year, or provide official transcripts verifying successful completion of a Dental Assisting program at a DANB approved institution

- Employment as a clinical dental assistant in a general dental practice facility throughout the duration of the course
- Letter from your current dental employer verifying their willingness to supervise your clinical training and attest to your skills (required prior to enrolling)
- Computer literate
- Internet access

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Application Process:**

*Provisional Entry* – Verification of dental office experience and current dentist's agreement to supervise clinical training. Contact [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu) for information about upcoming course options.

**Program Course Sequence:**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL147	Maryland General Expanded Functions	42	Debbie S. Robinson Modern Dental Assisting 14 <sup>th</sup> Edition; ISBN 9780323824408 \$152.99	\$979 T-\$264/F-\$685

**Skills for Success:**

Detail oriented, Dexterity (good at working with hands), Interpersonal skills, Listening skills, and Organizational skills are all essential for success. See Technical Standards at the end of this document.

**Career Opportunities:**

Promotion to Maryland General Expanded Functions Dental Assistant.

According to the *Bureau of Labor Statistics Employment* the number of dental assistants has been projected to grow 8% from 2021 to 2031, faster than the average for all occupations. 56,400 openings for dental assistants are projected each year, on average, over the decade.

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

For more information email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu)

## Technical Standards for CCBC'S Dental Assistant Training Series

The primary goal of The Community College of Baltimore County's Dental Assistant Training Series is to adequately prepare students for an entry-level position as a chair side dental assistant in a dental office. The duties of a dental assistant require the ability to stand or sit for long periods of time, in sometimes awkward positions, while constantly being focused on the task at hand. Dental assistants need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail oriented and to work accurately and quickly. A high level of manual dexterity, psychomotor skills, and integrity are vital.

Following is a partial listing of the types of skills typically required for adequate job performance:

### Physical Requirements:

- A. Sufficient strength and mobility to:
  - Work quickly to meet deadlines and/or production requirements
  - Keep hand and arm steady while performing a task with the other hand and arm.
- B. Fine motor coordination sufficient to perform precise tasks such as:
  - Handle delicate instruments with precision
  - Safely handle sharp instruments
  - Handle instruments and equipment that may be costly to replace if damaged
  - Quickly and precisely adjust controls on equipment
  - Perform basic repairs to instrumentation
  - Clean and assemble instrumentation
- C. Adequate vision to:
  - Read and interpret digital or traditional radiographs
  - Adequate distinction of colors to read and interpret sterilization indicators
  - Read instruction sheets and computer screen

### Interpersonal Skills and Professionalism:

- A. Have the ability to:
  - Work in a professional manner under sometimes stressful situations
  - Pay close attention to detail and recordkeeping
  - Commitment to learning and understanding new technologies, instrumentation, and procedures
  - Commitment to following approved standards, guidelines, policies, and procedures
  - Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
  - Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
  - Maintain proper certifications required to perform the duties of the profession
  - Accurately utilize all resource material available to remain current in the profession,
  - Maintain a conscience/professional morality in the application of infection control techniques
  - Willingness to precept (train) others
- B. Sufficient communication skills to:
  - Give and receive accurate written and verbal instructions
  - Carry out all written and verbal instructions
  - Follow proper channels of communication
  - Communicate in a calm and professional manner
  - Communicate clearly and effectively to any team members regarding issues that may be difficult to address (i.e. problem with machinery that could affect sterilization; admission of own errors, etc.)

### Intellectual Ability and Emotional Stability To:

- Ability to apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Accurately utilize all resource material available to perform the task at hand
- Perform duties while exposed to communicable diseases and unpleasant sights, odors, and materials

- Accept feedback from others

Environment Requirements:

The dental assisting profession involves risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves, and eye protection
- Working in an environment that exposes one to potentially hazardous materials, such as cleaning agents and chemicals and blood-borne pathogens
- Providing proof of recent immunizations against infectious diseases such as measles, mumps, and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submitting to periodic drug screening



### **Dental Assisting Orthodontic Expanded Functions**

*Health Professions Pathway*

#### **Program Description:**

Orthodontic dental assistants provide chairside assistance to orthodontists and ensure that patients are well-informed about orthodontic procedures and braces aftercare. They prepare appointment rooms, sterilize orthodontic tools, and adjust patients' braces as directed by the orthodontist. This course prepares current dental assistants to learn expanded orthodontic dental assisting functions as approved by the Maryland State Board of Dental Examiners (MBDE) and prepares them to take the Maryland Dental Assisting Expanded Orthodontic Functions Examination. These expanded functions are advanced tasks that require increased skill and responsibility. Students must be employed in an orthodontic office where their orthodontist will sign off on their clinical skills. Course topics include: preparing, fitting and cementing orthodontic bands; placing and removing arch wires; and isolating, etching, bonding and placing brackets.

Students should be detail oriented, and demonstrate dexterity (good at working with hands), interpersonal skills, listening skills, and organizational skills which are all essential for success. See Technical Standards at the end of this document.

Career opportunities include promotion to Maryland Orthodontic Expanded Functions Dental Assistant. According to the *Bureau of Labor Statistics Employment* the number of dental assistants has been projected to grow 8% from 2021 to 2031, faster than the average for all occupations. 56,400 openings for dental assistants are projected each year, on average, over the decade.

#### **Program Credential:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and will have access to a Continuing Education academic record (transcript).

Students will be prepared to take the Maryland Dental Assisting Orthodontic Expanded Functions Examination.

**Certifying Organization:** Dental Assisting National Board (DANB) [www.danb.org](http://www.danb.org)  
Maryland State Board of Dental Examiners  
<https://health.maryland.gov/dental/Pages/home.aspx>

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Program Length:**

7 weeks

#### **Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

#### **Program Requirements:**

- High School Diploma or GED (self report to DANB)

- Employment as a clinical dental assistant for at least one year, or provide official transcripts verifying successful completion of a Dental Assisting program at a DANB approved institution
- Employment as a clinical dental assistant in an orthodontic dental practice facility throughout the duration of the course
- Letter from your current dental employer verifying their willingness to supervise your clinical training and attest to your skills (required prior to enrolling)
- Must be employed in a orthodontic dental practice
- Computer literate
- Internet access.

#### **Application Process:**

*Provisional Entry* - Verification from current dentist agreeing to supervise and perform skills assessment. Contact [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu) for information about upcoming course options.

#### **Program Course Sequence:**

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
AHL 332	Maryland Orthodontic Expanded Functions Online	42	Debbie S. Robinson Modern Dental Assisting 14 <sup>th</sup> Edition; ISBN 9780323824408 \$152.99	\$879 T-\$264/F-\$615

#### **Additional Expenses:**

Maryland Dental Assisting Orthodontic Expanded Functions Examination \$265.

#### **Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

#### **Program Contact Information:**

For more information email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu)

## Technical Standards for CCBC'S Dental Assistant Training Series

The primary goal of The Community College of Baltimore County's Dental Assistant Training Series is to adequately prepare students for an entry-level position as a chair side dental assistant in a dental office. The duties of a dental assistant require the ability to stand or sit for long periods of time, in sometimes awkward positions, while constantly being focused on the task at hand. Dental assistants need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail oriented and to work accurately and quickly. A high level of manual dexterity, psychomotor skills, and integrity are vital.

Following is a partial listing of the types of skills typically required for adequate job performance:

### Physical Requirements:

- A. Sufficient strength and mobility to:
  - Work quickly to meet deadlines and/or production requirements
  - Keep hand and arm steady while performing a task with the other hand and arm.
- B. Fine motor coordination sufficient to perform precise tasks such as:
  - Handle delicate instruments with precision
  - Safely handle sharp instruments
  - Handle instruments and equipment that may be costly to replace if damaged
  - Quickly and precisely adjust controls on equipment
  - Perform basic repairs to instrumentation
  - Clean and assemble instrumentation
- C. Adequate vision to:
  - Read and interpret digital or traditional radiographs
  - Adequate distinction of colors to read and interpret sterilization indicators
  - Read instruction sheets and computer screen

### Interpersonal Skills and Professionalism:

- A. Have the ability to:
  - Work in a professional manner under sometimes stressful situations
  - Pay close attention to detail and recordkeeping
  - Commitment to learning and understanding new technologies, instrumentation, and procedures
  - Commitment to following approved standards, guidelines, policies, and procedures
  - Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
  - Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
  - Maintain proper certifications required to perform the duties of the profession
  - Accurately utilize all resource material available to remain current in the profession,
  - Maintain a conscience/professional morality in the application of infection control techniques
  - Willingness to precept (train) others
- B. Sufficient communication skills to:
  - Give and receive accurate written and verbal instructions
  - Carry out all written and verbal instructions
  - Follow proper channels of communication
  - Communicate in a calm and professional manner
  - Communicate clearly and effectively to any team members regarding issues that may be difficult to address (i.e. problem with machinery that could affect sterilization; admission of own errors, etc.)

### Intellectual Ability and Emotional Stability To:

- Ability to apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Accurately utilize all resource material available to perform the task at hand
- Perform duties while exposed to communicable diseases and unpleasant sights, odors, and materials

- Accept feedback from others

Environment Requirements:

The dental assisting profession involves risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves, and eye protection
- Working in an environment that exposes one to potentially hazardous materials, such as cleaning agents and chemicals and blood-borne pathogens
- Providing proof of recent immunizations against infectious diseases such as measles, mumps, and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submitting to periodic drug screening

### **Dental Assisting: Oral Radiography**

*Health Professions Pathway*

#### **Program Description:**

Dental Assistants work in dental offices assisting dentists in providing services to patients. The majority of the work is performed for procedures that include development of impressions, assisting with treatment such as fillings and root canals, and preparation of patient operator. They may assist in reception and scheduling duties, sterilization of instruments, cleaning and disinfection of operatories, exposing radiographs, and other duties. Hours are generally standard daytime with some evening and weekend flexibility depending on the facility. This course prepares students to sit for the Dental Assisting National Board's Radiation Health and Safety Exam which is required to become a Dental Radiation Technologist in Maryland. This course is open to students who have had previous training at a dental office or facility.

Students should be detail oriented, and demonstrate dexterity (good at working with hands), interpersonal skills, listening skills, and organizational skills which are all essential for success. See Technical Standards at the end of this document.

Career opportunities include entry level dental assistant position.

According to the *Bureau of Labor Statistics Employment* the number of dental assistants has been projected to grow 8% from 2021 to 2031, faster than the average for all occupations. 56,400 openings for dental assistants are projected each year, on average, over the decade.

#### **Program Credentials:**

**CCBC Credential:** Students will have access to a Continuing Education academic record (transcript).

Students will be eligible to take the DANB Radiation Health and Safety (RHS) Exam.

**Certifying Organization:** Dental Assistant National Board (DANB) [www.danb.org](http://www.danb.org)  
Maryland State Board of Dental Examiners  
<https://health.maryland.gov/dental/Pages/home.aspx>

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Program Length:**

Oral Radiography course: 8 weeks

Radiation Safety Update course: 3 class sessions (9 hours)

Courses are offered at CCBC Dundalk and Randallstown extension center.

#### **Orientation Session – Mandatory:**

Contact [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu) for information.

#### **Program Requirements:**

- Computer literate

- Internet access
- Students are required to use Brightspace (an online learning platform) to complete some assignments and tests in the course

The following paperwork turned in two weeks PRIOR to the start of the program:

- High School Diploma or GED (self report to DANB)
- Must be at least 18 years old
- All other documents provided at information session that require signatures
- Letter from dentist verifying employment - Individual must have been employed as a clinical dental assistant for at least one year in a dental practice or facility.

### **Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

### **Application Process:**

*Provisional Entry* - Students must attend a mandatory information session prior to registration. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

### **Program Course Sequence:**

For clinical dental assistants taking the standalone Oral Radiography course:

Course Number	Course Title	Course Hours	Textbook Information	Costs
			(approximate cost; subject to change)	T=Tuition/F=Fees
AHE792	Oral Radiography	45	Dental Radiography Principles and Techniques, 6 <sup>th</sup> Edition; Elsevier; ISBN 978-0-323-69550-3; \$92.75	\$715 T-\$215/F-\$500

### **Additional Offering:**

For students whose oral radiography certification has expired that want to be reinstated. Must present copy of Dental Radiation Technologist certificate:

Course Number	Course Title	Course Hours	Textbook Information	Costs
			(approximate cost; subject to change)	T=Tuition/F=Fees
AHL 826	Radiation Safety Update	9	None	\$219 T-\$66/F-\$153

### **Additional Expenses:**

Expenses beyond the cost of tuition, fees, and books include any costs associated with medical paperwork (Dr. appointment, vaccinations) scrubs, exam fee (\$270), and miscellaneous supplies—approximately \$400.

### **Program Contact Information:**

For more information email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu)

## Technical Standards for CCBC'S Dental Assistant Training Series

The primary goal of The Community College of Baltimore County's Dental Assistant Training Series is to adequately prepare students for an entry-level position as a chair side dental assistant in a dental office. The duties of a dental assistant require the ability to stand or sit for long periods of time, in sometimes awkward positions, while constantly being focused on the task at hand. Dental assistants need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail oriented and to work accurately and quickly. A high level of manual dexterity, psychomotor skills, and integrity are vital.

Following is a partial listing of the types of skills typically required for adequate job performance:

### Physical Requirements:

- A. Sufficient strength and mobility to:
  - Work quickly to meet deadlines and/or production requirements
  - Keep hand and arm steady while performing a task with the other hand and arm.
- B. Fine motor coordination sufficient to perform precise tasks such as:
  - Handle delicate instruments with precision
  - Safely handle sharp instruments
  - Handle instruments and equipment that may be costly to replace if damaged
  - Quickly and precisely adjust controls on equipment
  - Perform basic repairs to instrumentation
  - Clean and assemble instrumentation
- C. Adequate vision to:
  - Read and interpret digital or traditional radiographs
  - Adequate distinction of colors to read and interpret sterilization indicators
  - Read instruction sheets and computer screen

### Interpersonal Skills and Professionalism:

- A. Have the ability to:
  - Work in a professional manner under sometimes stressful situations
  - Pay close attention to detail and record keeping
  - Commitment to learning and understanding new technologies, instrumentation, and procedures
  - Commitment to following approved standards, guidelines, policies, and procedures
  - Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
  - Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
  - Maintain proper certifications required to perform the duties of the profession
  - Accurately utilize all resource material available to remain current in the profession,
  - Maintain a conscience/professional morality in the application of infection control techniques
  - Willingness to precept (train) others
- B. Sufficient communication skills to:
  - Give and receive accurate written and verbal instructions
  - Carry out all written and verbal instructions
  - Follow proper channels of communication
  - Communicate in a calm and professional manner
  - Communicate clearly and effectively to any team members regarding issues that may be difficult to address (i.e. problem with machinery that could affect sterilization; admission of own errors, etc.)

### Intellectual Ability and Emotional Stability To:

- Ability to apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Accurately utilize all resource material available to perform the task at hand
- Perform duties while exposed to communicable diseases and unpleasant sights, odors, and materials

- Accept feedback from others

Environment Requirements:

The dental assisting profession involves risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves, and eye protection
- Working in an environment that exposes one to potentially hazardous materials, such as cleaning agents and chemicals and blood-borne pathogens
- Providing proof of recent immunizations against infectious diseases such as measles, mumps, and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submitting to periodic drug screening



### **Emergency Medical Services (EMS) Specialty Certifications (CEU)**

#### *Health Professions Pathway*

#### **CEU Courses Description:**

##### *EMS Specialty Certifications Overview*

Advanced certifications make existing healthcare providers more marketable across the emergency medical services field. Emergency Medical Services (EMS) Specialty Certifications (CEU) are intended for EMTs and paramedics looking to expand their knowledge base and qualify for advanced positions.

Successful students will be eager to learn, have strong communication skills, and good interpersonal skills. Successful EMTs/paramedics work well in a fast paced, high-pressure environment, and are flexible, compassionate, and knowledgeable. Overall employment of EMTs and paramedics is projected to grow 7 percent from 2021 to 2031, about as fast as the average for all occupations.

For more information about career outlook: US Occupational Outlook Handbook.

#### **CEU Credentials:**

*CCBC Credential:* Students will earn a CCBC Course Certificate and will have access to a Continuing Education academic record (transcript).

*External Credential:* American Heart Association (AHA) certification valid for two years  
National Association of Emergency Medical Technicians (NAEMT) Courses certification valid for four years

*Certifying Agency:* American Heart Association (AHA)  
National Association of Emergency Medical Technicians (NAEMT)

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

#### **Length of Training:**

One to eight weeks, varies by course.

Classes offered at CCBC Essex

#### **Application Process:**

AHL218 and AHL220 students must have prior permission to register. All other courses are open for registration. Contact Katie York at [kyork@ccbcmd.edu](mailto:kyork@ccbcmd.edu) for upcoming sessions.

#### **Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

#### **CEU Courses:**

*National Association of Emergency Medical Technicians (NAEMT) Courses*

### Advanced Medical Life Support Provider (AMLS)

This course emphasizes the use of scene size-up, history, potential treatment strategies, and a physical exam to systematically rule out and consider possibilities and probabilities in treating patients' medical crises.

<b>Course Number</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
AHL251	16	Included with course cost and provided during class.	\$239 T-\$72/F-\$167

### Prehospital Trauma Life Support (PHTLS)

This course provides students with the knowledge, skills, and abilities necessary to successfully assess and manage a trauma patient prior to arrival at a hospital.

<b>Course Number</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
AHL216	16	Included with course cost and provided during class.	\$249 T-\$75/F-\$174

### Tactical Emergency Casualty Care (TECC)

This course teaches skills designed to decrease preventable death in a mass casualty or active shooter event.

<b>Course Number</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
AHL203	16	Included with course cost and provided during class.	\$275 T-\$83/F-\$192

### Geriatric Education for EMS (GEMS) Core Provider

This course provides students the skills and knowledge to handle the unique medical, social, environmental and communications challenges of older adults.

<b>Course Number</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
AHL248	8	Included with course cost and provided during class.	\$149 T-\$45/F-\$104

### *American Heart Association (AHA) Courses*

#### CPR for Health Care Providers

This course trains participants in basic life support skills such as identifying life-threatening emergencies, giving high-quality chest compressions, delivering appropriate ventilations, and providing early use of an AED.

<b>Course Number</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees

AHE805	7	Included with course cost and provided during class.	\$109 T-\$33/F-\$76
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#### Advanced Cardiovascular Life Support (ACLS)

This course builds on the foundation of lifesaving BLS skills, emphasizing the importance of continuous, high-quality CPR, systems of care, recognition and intervention of cardiopulmonary arrest, and post-cardiac arrest care.

Course Number	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL213	12	Included with course cost and provided during class.	\$195 T-\$59/F-\$136

#### Advanced Cardiovascular Life Support (ACLS) Refresher

Course Number	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL218	8	Included with course cost and provided during class.	\$150 T-\$45/F-\$105

#### Pediatric Advanced Life Support (PALS)

This course prepares students to identify and treat cardiopulmonary arrest and common conditions that may lead to cardiopulmonary arrest in infants and children.

Course Number	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHE526	12	Included with course cost and provided during class.	\$225 T-\$68/F-\$157

#### Pediatric Advanced Life Support (PALS) Refresher

Course Number	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL220	8	Included with course cost and provided during class.	\$150 T-\$45/F-\$105

#### **Program Contact Information:**

For more information, email Katie York [kyork@ccbcmd.edu](mailto:kyork@ccbcmd.edu)

### **Emergency Medical Technician (EMT)**

*Health Professions Pathway*

#### **Program Description:**

Emergency Medical Technicians (EMTs) respond to emergency calls, perform medical services, and transport patients to medical facilities. This program introduces theory and techniques of basic emergency medical care in the pre-hospital setting and pathophysiological principles related to the recognition and management of a variety of patient conditions.

Successful students will be eager to learn, have strong communication skills, and good interpersonal skills. See technical standards at end of this document for additional skills.

Successful EMTs/paramedics work well in a fast paced, high-pressure environment, and are flexible, compassionate, and knowledgeable. Overall employment of EMTs is projected to grow 7 percent from 2021 to 2031, about as fast as the average for all occupations. For more information about career outlook: US Occupational Outlook Handbook.

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a CCBC Workforce Certificate and have access to a Continuing Education academic record (transcript).

Students who successfully complete the program are also eligible to apply for certification as an EMT.

**Certifying Organization:** Maryland Institute for Emergency Medical Services Systems (MIEMSS) <https://www.miemss.org/home/ems-providers/initial-certification>  
Certification Exam/Application Fee: \$0

National Registry of Emergency Medical Technicians (NREMT)  
<https://www.nremt.org/EMT/Certification>  
Certification Exam/Application Fee: \$104.00

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Program Length:**

3 months

#### **Orientation – Mandatory:**

Prospective students must attend an orientation approximately 2 weeks prior to course. Contact EMT Program Director Jaime Taylor at [jtaylor2@ccbcmd.edu](mailto:jtaylor2@ccbcmd.edu) to confirm scheduled dates.

#### **Program Requirements:**

- Students must be 16 years or older
- Computer literate
- Internet access

Students must submit the following paperwork via CastleBranch:

- Negative PPD (six months) or negative chest x-ray less than one year old
- Positive titer or proof of vaccination/immunity for measles, mumps, rubella and varicella
- Current season flu vaccine
- Hepatitis B vaccination or declination form
- Tetanus shot (less than ten years)
- Copy of health insurance card
- COVID-19 vaccine (or approved waiver)

Field experience placement is, in part, dependent upon a criminal background check and random urine drug testing completed through CastleBranch, CCBC's only approved vendor. The cost of the test and background check is the responsibility of the student. Field experience is necessary to meet the eligibility requirements for certification.

### Application Process:

*Provisional Entry* - prospective students should contact Katie York at [kyork@ccbcmd.edu](mailto:kyork@ccbcmd.edu) prior to registration. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Non-Credit Workforce Training Certificate application. Then, email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu) for information about upcoming course options.

### Prior Learning Assessment:

This program has no options for obtaining course waiver(s) for prior learning.

### Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL282	Emergency Medical Technician (EMT)	90	BLS Provider Manual (2020), Publisher: AHA, ISBN: 9781616697686 \$22.50; Emergency Care and Transportation of the Sick and Injured Essentials Package 12th Edition, Publisher: Public Safety Group, Jones & Bartlett Learning ISBN: 9781284227222, \$172.95; Fisdap Assessment Package: EMT First Edition, Publisher: Public Safety Group, Jones & Bartlett Learning, ISBN: 9781284131987, \$94.50	\$749 T-\$225/F-\$524
AHL283	Emergency Medical Technician (EMT) Lab	90	N/A-Uses same textbooks as AHL282	\$749 T-\$225/F-\$524
AHL267	Emergency Medical Technician (EMT) Clinical Field Experience	40	N/A	\$299 T-\$90/F-\$209

<b>Course Series Totals:</b>		<b>220</b>	<b>\$289.95</b>	<b>\$1,797 T-\$540/F-\$1,257</b>
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**Additional Expenses:**

Castle Branch (background check, drug screening, health record tracking) & uniform (polo shirt) approx. \$130

**Career Opportunities:**

Emergency Medical Technology is a rapidly expanding profession involving the provision of immediate care for the critically ill or injured at the scene of an emergency and transporting these patients to a medical facility.

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: Katie York | [kyork@ccbcmd.edu](mailto:kyork@ccbcmd.edu) | 443-840-1152  
For more information, email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu)

## Technical Standards for CCBC's Emergency Medical Technician (EMT) Program

The primary goal of the Community College of Baltimore County's Emergency Medical Technician (EMT) program is to adequately prepare students for an entry-level position as a frontline emergency health worker. EMT duties require the ability to attend to cognitive and psychomotor tasks for extended periods of time. EMTs must also have outstanding communication and human relations skills. They must pay attention to detail and demonstrate problem-solving skills in noisy and stressful environments.

Following is a partial listing of the types of skills typically required for adequate job performance:

### Physical Requirements:

#### A. Sufficient strength, mobility, and coordination to:

- Lift, carry, and balance up to 125 pounds (250 pounds with assistance)
- Apply infection control techniques
- Maintain balance from any position
- Crouch, kneel, bend and twist for extended periods of time
- Step up to heights of 14 inches
- Adjust actions in relation to others' reactions
- Maneuver in small, confined areas
- Negotiate level and uneven surfaces, ramps, and stairs

#### B. Adequate vision and hearing to:

- Read and understand displays on computers/laptops/tablets
- Read and understand forms and communications from all entities
- Hear and understand language in person, over a radio, via computer, or by telephone in a noisy environment
- Accurately discern street signs and address numbers

### Interpersonal Skills and Professionalism:

#### A. Have the ability to:

- Work in a professional manner under sometimes extremely stressful situations and adapt to changing environments
- Pay close attention to detail and recordkeeping to maintain accurate patient records
- Commitment to learning and understanding new technologies, regulations, and laws
- Commitment to following approved standards, guidelines, policies, and procedures
- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
- Maintain proper certifications required to perform the duties of the profession
- Accurately utilize all resource material available to remain current in the profession, including attending departmental in-service training
- Willingness to precept (train) others

#### B. Sufficient communication skills to:

- Give and receive accurate written and verbal instructions
- Carry out all written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner
- Communicate clearly and effectively to all team members

### Intellectual ability and emotional stability to:

- Demonstrate compassion and emotional support for patients experiencing extreme physical and/or mental illness.
- Interact with individuals from a variety of emotional, cultural, and intellectual backgrounds
- Apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Accurately utilize all resource material available to perform the task at hand
- Work calmly and efficiently in a fast-paced, stressful environment
- Accept feedback from others

- Ability to work in an environment that may be noisy at times
- Ability to function in a variety of environmental conditions including extreme heat, cold, and all forms of precipitation.
- Provide proof of recent immunizations against infectious diseases as requested
- Submit to periodic drug screening

Environment Requirements:

- Ability to work in an environment that may be noisy at times
- Ability to function in a variety of environmental conditions including extreme heat, cold, and all forms of precipitation.
- Provide proof of recent immunizations against infectious diseases as requested.
- Submit to periodic drug screening

*Revised March 2022*



### **Massage Therapist**

*Health Professions Pathway*

#### **Program Description:**

Licensed Massage Therapists provide massage and bodywork services using hands-on manual techniques on soft tissues of the human body for the purpose of enhancing muscle relaxation, improving circulation, relieving muscular pain, reducing stress, or promoting health and well-being. Massage Therapists are present in multiple settings from private practice to working in clinics, and play a vital role in helping to maintain the physical health and wellness of their clients.

This program is blended, with courses taking place on the Essex Campus of CCBC and further work completed online. Accredited by the Commission of Massage Therapy Association (COMTA), this program prepares students to take and pass the Massage & Bodywork Licensing Examination (MBLEx) as well as the MD Jurisprudence Examination, ultimately leading to Massage Therapy Licensure in the state of Maryland. This program is a hybrid of in person and online learning, and courses will take place on the Essex Campus at CCBC. Students who successfully complete the program earn a Continuing Education Workforce Training Certificate.

The median annual wage for massage therapists was \$46,910 in May 2021, and the Massage Therapy industry is expected to grow 20% from 2021-2031

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

**External Credential:** The Licensed Massage Training Curriculum is designed to meet the Maryland Board of Massage Therapy Examiners' requirements. Students will be eligible to take the national certification exam to become Licensed Massage Therapists in the state of MD.

**Certifying Organization:** MD Board of Massage Therapy Examiner  
<https://health.maryland.gov/massage/Pages/home.aspx>

#### **Disclosures:**

CCBC cannot confirm whether the course or program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the CCBC course or program meets requirements for licensure in that state. If you need assistance finding contact information for your state, visit State Contact Information for Online Students:

<https://ccbcmd.acalogadmin.com/mime/media/47/1770/statecontactinformation.pdf>

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Pell Funding: Eligible for grants and college loans. Go to [www.fafsa.gov](http://www.fafsa.gov) to apply for Federal financial aid.

For more information about funding resources and how to apply for them, please contact CCBC Student Central at 443-840-4700.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

**Program Length:**

14 months

2-4 cohorts offered each year

**Program Requirements:**

- Minimum age of 18
- High School Diploma or GED
- Computer literate
- Internet access to utilize Brightspace (online learning management system) to complete course assignments and assessments
- Able to pass a background check

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Orientation – Mandatory:**

Students must attend a mandatory information session before registering for classes. Check our website for updated times and dates, and meeting invite links or contact [blaguerre@ccbcmd.edu](mailto:blaguerre@ccbcmd.edu)

**Application Process:**

*Provisional Entry* - Students must attend a mandatory online information session prior to registration. Students must complete the program application and meet with the Director of Massage Therapy for admission.

Application Process:

- Complete and submit a FAFSA (if you are applying for Pell funding)
- Call Registration and request to enroll in the Massage Therapy Program: 443.840.2222
- Provide the Course Title: AHL 279 - CCBC Massage Therapy Program Application
- Provide the Course Registration Number: 73166
- Complete the Program application in Brightspace by logging into myCCBC and clicking "MyCourses"
- Make sure to complete the Poll in the Brightspace Application Course to select your preferred cohort schedule

**Program Course Sequence:**

Module I:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL298	Anatomy & Physiology I for Massage Therapy	60	All textbooks included in course cost	\$895 T-\$269/F\$626
AHL299	Principles of Swedish for Massage Therapy	60	All textbooks included in course cost	\$785 T-\$236/F-\$549

AHL300	Health, Safety & Ethics for Massage Therapy	56	All textbooks included in course cost	\$715 T-\$215/F-\$500
AHL301	Intro to Touch & Joint Movement for Massage Therapy	44	All textbooks included in course cost	\$569 T-\$171/F-\$398
AHL302	Applied Reiki I for Massage Therapy	12	None	\$169 T-\$51/F-\$118
AHE805 or AHL250	CPR for Healthcare Providers or BLS Provider	7	None	\$109 T-\$33/F-\$76
<b>Module I Totals:</b>		239		\$3,242 T-\$975/F-\$2,267

Module II:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL303	Principles of Chair for Massage Therapy	32	Textbooks included in course cost	\$429 T-\$129/F-\$300
AHL304	Deep Tissue Theory & Practice for Massage Therapy	28	Textbooks included in course cost	\$359 T-\$108/F-\$251
AHL305	Anatomy & Physiology II for Massage Therapy	64	All textbooks included in course cost	\$805 T-\$242/F-\$563
AHL306	Fundamentals of Pathology for Massage Therapy	52	Textbooks included in course cost	\$675 T-\$203/F-\$472
<b>Module II Totals:</b>		176		<b>\$2,268</b> <b>T-\$682/F-\$1,586</b>

Module III:

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information (approximate cost; subject to change)</b>	<b>Costs T=Tuition/F=Fees</b>
AHL307	Fundamentals of Neuromuscular Therapy- Lecture & Palpation	72	Textbooks included in course cost	\$909 T-\$273/F-\$636
AHL308	Neuromuscular Therapy- Theory & Practice	72	Same as AHL307	\$909 T-\$273/F-\$636
AHL309	Spa Bodywork- A Fundamental Approach	68	All textbooks included in course cost	\$855 T-\$257/F-\$598
AHL310	Applied Pharmacology for the Massage Therapist	28	Textbooks included in course cost	\$359 T-\$108/F-\$251
AHL311	Principles of Business for Massage Therapy	40	All textbooks included in course cost	\$499 T-\$150/F-\$349
<b>Module III Totals:</b>		<b>280</b>		<b>\$3,531</b> <b>T-\$1,061/F-\$2,470</b>

Module IV:

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information (approximate cost; subject to change)</b>	<b>Costs T=Tuition/F=Fees</b>
AHL312	Principles of Sports Massage	28	Textbooks included in course cost	\$359 T-\$108/F-\$251
AHL313	Principles of Research and Massage Therapy	24	Textbooks included in course cost	\$309 T-\$93/F-\$216
AHL314	Introduction to Myofascial Release	36	All textbooks included in course cost	\$475 T-\$143/F-\$332
AHL315	Massage Therapy Clinic	24	N/A	\$309

				T-\$93/F-\$216
AHL316	Introduction to Reflexology for Massage Therapy	16	Textbooks included in course cost	\$209 T-\$63/F-\$146
AHL317	MD Law, Jurisprudence & MBLEx Test Prep for Massage Therapy	16	Textbooks included in course cost	\$205 T-\$62/F-\$143
<b>Module IV Totals:</b>		<b>144</b>		<b>\$1,866</b> <b>T-\$562/F-\$1,304</b>
<b>Course Series Totals:</b>		<b>839</b>		<b>\$10,907</b> <b>T-\$3,280/F-\$7,627</b>

#### **Course Substitutions:**

CPR for Healthcare Providers (AHE 805) can be substituted with current AHA BLS Provider certification (must be completed within six months of cohort start date).

#### **Additional Expenses:**

The Massage Program includes payment of the MBLEx & MD Board of Massage Therapy Examiners application (which includes the Jurisprudence Exam)- a value totaling \$565. The student will be obligated to pay an initial Licensure Fee of \$200 to the MD Board upon passing the Jurisprudence Exam. Students will have to complete Castle Branch background check requirements totaling \$74 in order to submit the application for the Massage Therapy Program.

#### **Skills for Success:**

See Technical Standards at the end of this document.

#### **Career Opportunities:**

Students can become Licensed Massage Therapists and members of the Allied Health Community. Licensed Massage Therapists work in various settings including Private Practice, Healthcare facilities, with allied health professionals and Spas.

#### **Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

#### **Program Contact Information:**

**Program Director:** Bremacha LaGuerre | [blaguerre@ccbcmd.edu](mailto:blaguerre@ccbcmd.edu) | 443-840-1391 | Essex ECHP 305 B  
For more information email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu)

## Technical Standards for CCBC's Massage Therapist Program

### Physical Requirements:

#### A. Sufficient strength and mobility to:

- Stand or sit in one area for extended periods of time
- Use body to perform repetitive motions
- Have stamina to withstand and endure muscular fatigue
- Lift or move tables weighing up to 40 pounds or more
- Work quickly to meet deadlines
- Assist clients on and off the massage table based on client's needs

#### B. Fine motor coordination sufficient to perform precise tasks such as:

- palpatory assessments
- isolating structures of the body
- Manual dexterity
- Hand strength, flexibility and fine motor coordination
- Balance and flexibility
- Constant physical movement (standing, walking, bending, lifting, pushing etc.)

### Interpersonal Skills and Professionalism:

#### A. Have the ability to:

- Develop and maintain constructive, cooperative working relationships with others
- Pay close attention to detail and recordkeeping
- Provide customer and personal services, including the ability to perform customer needs assessment, meet quality standards, and evaluate customer satisfaction
- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
- Commit to following approved standards, guidelines, policies, and procedures
- Interact in a professional manner with many personalities and attitudes and with people from many diverse backgrounds

#### B. Sufficient communication skills to:

- Communicate with people outside of the organization and representing the organization to customers
- Give and receive accurate written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner

### Intellectual Ability and Emotional Stability To:

- Apply critical thinking and problem-solving skills
- Exercise independent judgment to properly perform tasks at hand
- Accurately utilize all resource material available to perform the task at hand
- Perform duties while exposed to communicable diseases and unpleasant sights, odors
- Maintain calm during emergency situations
- Accept feedback from others in an open and positive way

### Environment Requirements:

- Working in an environment where you will be exposed to bodily fluids
- Providing proof of recent immunizations against infectious diseases as requested
- Demonstrated ability to formulate a session plan based upon the client's needs. Inherent in this plan is the assumption that the therapist has a solid knowledge in human anatomy and physiology, evaluates for cautions and contraindications, pathology and limitations.

## **Medical Assistant**

*Health Professions Pathway*

### **Program Description:**

Medical Assistants perform clinical duties and some administrative duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, taking EKGs, and administering medications (e.g. flu shots) as directed by a physician. The Medical Assistant course series prepares students to take the national certification exam to become a certified Medical Assistant (MA). The MA program is accredited by the Commission on Accreditation of Allied Health Education Programs, [www.caahep.org](http://www.caahep.org), upon the recommendation of the Medical Assisting Education Review board (MAERB).

Students must be computer literate and have access to a computer. The student should meet the technical standard requirements. To be successful in the Medical Assistant program, you should have motivation, self-discipline, and the desire to help others in a health-care setting.

According to the U.S. Department of Labor, Bureau of Labor Statistics (2022), employment of medical assistants is projected to grow 16 percent from 2021 to 2031 - much faster than the average for all occupations. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As a result, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients.

### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

Students will be prepared to take the national certification exam through National Healthcareer Association.

**Certifying Organization:** National Healthcareer Association [www.nhanow.com](http://www.nhanow.com)

### **Disclosures:**

CCBC cannot confirm whether the course or program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the CCBC course or program meets requirements for licensure in that state. If you need assistance finding contact information for your state, visit State Contact Information for Online Students:

<https://ccbcmd.acalogadmin.com/mime/media/47/1770/statecontactinformation.pdf>

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

**Pell Funding:** Eligible for grants and college loans. Go to [www.fafsa.gov](http://www.fafsa.gov) to apply for Federal financial aid.

For more information about funding resources and how to apply for them, please contact CCBC Student Central at 443-840-4700.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

**Program Length:**

11-13 months

Courses start in July at CCBC Hunt Valley (daytime; moves slightly faster than the weekend/evening sessions), in October at CCBC Randallstown (evening/weekend), and the Essex campus (daytime), and in February at CCBC Essex (evening/weekend).

**Orientation - Mandatory:**

Email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu) for information about the application process.

**Program Requirements:**

- Computer literate
- Internet access

***NHA exam and employment requirements:***

- A High School Diploma or GED is required for the National Healthcareer Association (NHA) exam and employment

***Clinical practicum requirements:***

Prior to beginning a clinical practicum(externship), students must have the following paperwork submitted to [www.CastleBranch.com](http://www.CastleBranch.com)

- Negative PPD (six months) or negative chest x-ray less than one year old
- Positive titer or proof of vaccination/immunity for measles, mumps, rubella and varicella
- Current Flu vaccination
- Hepatitis B vaccination or declination form
- Tetanus shot (less than ten years)
- Copy of health insurance card
- Copy of high school diploma or GED
- Copy of Covid-19 vaccination card

Clinical eligibility is in part dependent upon a criminal background check and random urine drug testing. Cost of testing is the responsibility of the student.

**Prior Learning Assessment:**

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum, or successful completion of a CCBC placement or challenge exam. A maximum of 489 program hours may be earned from prior learning.

**Application Process:**

To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Non-Credit Workforce Training Certificate application. Then, email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu) for information about upcoming class options and application instructions.

**Selective Entry** - The Medical Assistant program requires the following application and acceptance process:

1. New Students: Call CCBC Registration at 443-840-2222 or 443-840-4700 to apply for a CCBC Student Identification (ID) number. Application cost is \$10.00. After receiving your ID number, proceed to Step 2 below.
2. Go to <https://shwa.ccbcmd.edu/> to retrieve your username and create a password.
3. Go to <https://ccbcmd.brightspace.com> to access the online application.
4. Enter your Username and Password.
5. Click the "Course" tab at the top of the page. You will see the application course for your area of study on your list: Medical Assistant Series Application - AHC 381
6. Click on the application course and read the instructions on the first page.



7. You must submit the following items by the cutoff date – "Submit Admission Materials" in Brightspace- to meet all of the requirements for the application:
  - a. Application (2 pages)
    - i. Must be submitted as a .doc, .docx or .rtf
  - b. Scanned copy of one or more of the following:
    - i. High School Diploma or other proof of completion
    - ii. GED
    - iii. College Transcript
    - iv. Other requirements for specific areas of study as detailed in Brightspace
8. You will receive an acceptance or declination email within 5 days after the closing date of the application period.
9. Plan to attend the mandatory orientation for your series as detailed on Brightspace.

**Application timeframes:**

- Course series starting in October: June 1 – August 15
- Course series starting in February: October 1 – December 15
- Course series starting in July: March 1 - May 15

**Program Course Sequence:**

*CPR and First Aid classes REQUIRE 100% attendance. Students arriving late to class will not be admitted. Late arrival to, or early exit from, class will also result in a failing grade and no refund. Students will then be required to retake the class at their expense.*

Module I:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHE534 or AHE124	Medical Terminology for Health Occupations  Medical Terminology Online	30	Programmed Learning Approach to Medical Terminology, 3rd Edition Author: Judi Nath Publisher: Jones & Bartlett Learning ISBN: 9781284224825  Price is approximately \$95.95	\$329  T-\$99/F-\$230
AHE125	Introduction to Health	30	Core Concepts in Health; published by Insel/Roth; 9781265493684 \$145.35	\$329  T-\$99/F-\$230
AHE641	Introduction to Healthcare Systems	15	Introduction to Health Care, 5th edition; published by Mitchell and Haroun; 9781337192422; \$159.95	\$199  T-\$60/F-\$139
WOS064 or AHL217	Basic Math Skills for the Healthcare Worker  Basic Math Skills for Healthcare Workers Online	10	Handouts online	\$145  T-\$44/F-\$101

AHL140	Essential Skills for the Healthcare Professional	20	Handouts online	\$179. T-\$54/F-\$125
<b>Module I Totals:</b>		<b>105</b>	<b>\$403.30</b>	<b>\$1,181</b> <b>T-\$356/</b> <b>F-\$825</b>

Module II:

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
AHE672	Anatomy and Physiology For Healthcare Workers Online	30	The Human Body in Health & & Disease; Patton & Thibodeau, Elsevier Mosby;8th edition; 978-0-323-754165; \$89.59	\$329 T-\$99/F-\$230
AHE577	Pharmacology	18	Same as Basic Patient Intake	\$275 T-\$83/F-\$192
AHE528	Medicine Administration	18	Same as AHE 577	\$275 T-\$83/F-\$192
AHE796	Basic Patient Intake	50	Comprehensive Medical Assisting Text & Study Guide Package; Jones & Bartlett; 6th edition textbook: 9781284256666-\$144.95, study guide: 9781284256680-\$68.95	\$655 T-\$197/F-\$458
AHE802	Basic EKG Technician Training	20	Huszars ECG & 12 lead Interpretation, 6 <sup>th</sup> Edition; published by Elsevier; 978-0-323-711951; \$77.99	\$425 T-\$128/F-\$297
AHL929	Certified Medical Administrative Assistant	75	Same as AHE 796	\$819 T-\$246/F-\$573
<b>Module II Totals:</b>		<b>211</b>	<b>\$381.48</b>	<b>\$2,778</b> <b>T-\$836/F-\$1,942</b>

Module III:

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
AHE126	Phlebotomy	60	Phlebotomy Essentials, Enhanced 8th Edition, Author: Ruth McCall Publisher: Jones & Bartlett Learning, ISBN: 9781284263480  Price is approximately \$ 109.95	\$1,209 T-\$363/F-\$846
AHE578	Intermediate Patient Intake	70	Same as CMAA AHL 929	\$935 T-\$281/F-\$654
AHL721	Introduction to Laboratory Techniques	36	Same as CMAA AHL 929	\$879 T-\$264/F-\$615
AHE805 or AHL250	CPR for Healthcare Providers  BLS Provider	7	Included in course cost and provided during class	\$109 T-\$33/F-\$76
<b>Module III Totals:</b>		<b>173</b>	<b>\$109.95</b>	<b>\$3,132</b> <b>T-\$941/F-\$2,191</b>

Module IV:

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
AHE122	Medical Assisting Practicum I	80	None	\$275 T-\$83/\$192
AHE123	Medical Assisting Practicum II	80	None	\$275 T-\$83/\$192
AHL097	Medical Assisting Certification	3	None	\$79 T-\$24/F-\$55

	Review Class			
<b>Module IV Totals:</b>		<b>163</b>	<b>\$0</b>	<b>\$629</b> <b>T-\$190/F-\$439</b>
<b>Course Series Totals:</b>		<b>652</b>	<b>\$894.73</b>	<b>\$7,720</b> <b>T-\$2,323/F-\$5,397</b>

#### **Course Substitutions:**

- Medical Terminology for Health Occupations (AHE 534) can be substituted with: OFAD/MDAS 141 or ALHL 115 or AHL 717 or AHL149
- Anatomy and Physiology for Health Occupations (AHE 519) can be substituted with: AHL 672 or AHE 715 or BIOL 109 or BIOL 220 and BIOL 221
- Basic Math Skills for the Healthcare Worker (WOS 064) can be substituted with: AHL 716 or MATH 083
- CPR for Healthcare Providers (AHE 805) can be substituted with current AHA BLS Provider certification (must be completed within the last year).

#### **Additional Expenses:**

The cost of the background check and drug screening through [www.CastleBranch.com](http://www.CastleBranch.com) is included in tuition. Scrubs/uniform is paid for by the students. The cost of the physical exam prior to practicum is the responsibility of the student.

NHA Certified Clinical Medical Assistant (CCMA) exam cost: \$160 is included in the tuition.

#### *National Certification Pass Rate:*

The Medical Assistant Program at CCBC has a five-year average of 88.1% for the national exam passage rate for years 2018 through 2022. Year/Percentage to Pass National Certification Exam:

- 2022-- 82.35%
- 2021 -- 100%
- 2020 -- 100%
- 2019 -- 75%
- 2018 -- 94.12%

#### **Skills for Success:**

See Technical Standards at the end of this document

#### **Career Opportunities:**

The outlook for medical assistants' positions from 2021-2031 is 16% which is higher than average. Medical assistants acquire a variety of skills. Some team members have become lead certified medical assistants, master certified medical assistants, and back office supervisors.

Graduates from our program who become nationally certified can receive up to 22 credits toward the AAS (Associate of Applied Science) degree in Allied Health offered here at CCBC.

#### **Program Contact Information:**

For more information email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu)

## Technical Standards for CCBC's Medical Assistant Training Series

The primary goal of The Community College of Baltimore County's Medical Assistant Series is to adequately prepare students for an entry-level position in the medical field. Medical Assistants work under the direction of a physician, and therefore, are most often employed in physician practices.

The duties of a medical assistant require the ability to stand for long hours while moving among a variety of tasks. They need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail oriented and to have strong human relation skills.. A high level of manual dexterity, psychomotor skills, and integrity are vital.

Following is a partial listing of the types of skills usually required for adequate job performance:

### Physical Requirements

- A. Sufficient strength and mobility to:
  - Lift and position patients as needed.
  - Move swiftly within close quarters
  - Lift up to 50 pounds without assistance
  - Move quickly among tasks in different areas of an office
- B. Fine motor coordination sufficient to perform precise and delicate tasks such as:
  - Handle instruments for minor surgeries
  - Safely handle hypodermic needles
  - Manipulate instruments
  - Perform a variety of tasks involving patients (needles, blood draws) requiring strong eye-hand coordination
  - Record medical information into an electronic record system
- C. Adequate vision to:
  - Read physician or lab orders
  - Read small numbers on thermometers, sphygmomanometers, or other equipment
  - Identify correct instruments to assist with exams or procedures
  - Read small print as found on medication labels
  - Read instruction sheets and computer screens
- D. Sufficient hearing to:
  - Hear and understand verbal instructions under noisy conditions from masked personnel
  - Sufficiently record breaths, heart rate or other sounds in noisy conditions

### Interpersonal Skills and Professionalism

- A. Have the ability to:
  - Work in a professional manner as a member of a medical team in stressful situations
  - Remain calm and perform as trained during emergency and life and death situations
  - Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
  - Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
  - Maintain proper certifications required to perform the duties of the profession
  - Work shifts as assigned, which may include on-call, holidays, and weekends
  - Respond professionally to patients, colleagues and physicians in all circumstances
  - Demonstrate a strong work ethic with outstanding attendance
- B. Sufficient communication skills to:
  - Give and receive accurate written and verbal instructions
  - Carry out all written and verbal instructions
  - Follow proper channels of communication
  - Communicate in a calm and professional manner
  - Accurately interpret the patient's needs
  - Communicate clearly and effectively to any team member
  - Provide patient/public education related to the medical office where employed

Intellectual ability and emotional stability to:

- Exercise independent judgment to properly care for patients
- Accurately utilize all resource material available perform tasks assigned
- Accurately identify, calculate dosage, and transfer medications
- Work calmly and efficiently in stressful situations
- Maintain calm during emergency situations
- Perform duties while exposed to communicable diseases and unpleasant sights, odors, and materials
- Accept feedback from others
- Complete program requirements

Environment Requirements

Medical Assistant work involves risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves, and eye protection
- Providing proof of recent immunizations against infectious diseases such as measles, mumps, and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submitting to periodic drug screening
- Being exposed to bio-hazardous materials (blood).

## **Medical Billing**

*Health Professions Pathway*

### **Program Description:**

Medical Billers must ensure that patients and insurance companies are properly billed for all medical procedures and services, and that payments are received and processed in a timely manner. Their work includes updating patient data, developing payment plans, and preparing invoices. This involves interaction with patients, government agencies, and insurance companies. This is a good job for someone who wants to balance interaction with people and analyzing invoices and data. This program features courses that provide students with the fundamental knowledge of medical insurance billing and skills needed to know how to read a medical invoice, claims preparation and submission, major insurance carriers, managed care, medical accounts receivable management, and the use of information systems in the process.

Medical billing jobs can be found at hospitals, doctor offices, billing agencies, clinics, insurance companies, and be self-employed. Healthcare workers are always needed, and the demand for medical billers is steady. You will have good chances of finding a well-paying job as a fully trained medical biller.

### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Training Certificate, and have access to a Continuing Education academic record (transcript).

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Length of Training:**

6-9 months

Billing courses begin in February, May, August, and November with classes once a week in the evenings.

### **Program Requirements:**

- High School Diploma or GED
- Computer literate
- Internet access.

### **Prior Learning Assessment:**

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum, and successful completion of a CCBC placement or challenge exam. A maximum of 18 hours may be earned from prior learning.

### **Application Process:**

**Open Entry** – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. Then, contact [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu) for information about upcoming class options.

### **Program Course Sequence:**

Contact [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu) for information about upcoming course options. *All courses must be finished for successful program completion.*

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)**	<b>Costs</b> T=Tuition/F=Fees
AHL149 or AHL246	Medical Terminology for Administrative Healthcare Professionals  Medical Terminology for Administrative Healthcare Professionals Online	18	Handouts provided Online	\$189 T-\$57/F\$132
AHE130 or AHL188	Comprehensive Medical Billing  Comprehensive Medical Billing Online	75	Medical Insurance A Revenue Cycle Approach, Version 8E7 \$143.79 Publisher: McGraw Hill ISBN: 978-1-260-48911-8	\$899 T-\$270/F-\$629
<b>Course Series Totals:</b>		<b>93</b>	<b>\$143.79</b>	<b>\$1088</b> <b>T-\$327/F-\$761</b>

#### **Course Substitutions:**

Medical Terminology for Administrative Healthcare Professionals can be substituted with: AHE124 or AHE534 or OFAD141 or ALHL115 or AHL717

#### **Skills for Success:**

The duties of a Medical Biller require the ability to sit for long hours and focus on the task at hand. Their duties also require them to have:

- Outstanding communication skills
- Strong math skills
- Strong human relations skills
- Attention to detail
- Ability to work well with moderate human interaction
- Computer literacy
- Problem solving skills

#### **Career Opportunities:**

Billers are employed at hospitals, doctor offices, billing agencies, clinics, temp agencies, insurance companies, accountant offices, legal firms, state agencies, and can be self-employed.

#### **Program Contact Information:**

For more information email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu)



## Technical Standards for CCBC's Medical Billing Training Series

The primary goal of The Community College of Baltimore County's Medical Billing Series is to adequately prepare students for an entry-level position in a medical facility as a Medical Biller. The duties of a Medical Biller require the ability to sit for long hours and focus on the task at hand. Their duties also require them to have:

- Outstanding communication skills
- Strong math skills
- Strong human relations skills
- Attention to detail
- Ability to work well with moderate human interaction
- Computer literacy
- Problem solving skills

The following is a partial listing of the types of skills typically required for adequate job performance:

### Physical Requirements:

#### A. Sufficient strength and mobility to:

- Lift or otherwise maneuver papers/folders up to 30 pounds
- Stand or sit in one area for long periods of time
- Work quickly to meet deadlines and/or production requirements

#### B. Fine motor coordination sufficient to perform precise tasks such as:

- Perform basic keyboarding functions

#### C. Adequate vision to:

- Read and understand displays on computers/laptops/tablets
- Read and understand forms and communications from outside entities

#### D. Sufficient hearing to:

- Hear and understand language in person and over the telephone, potentially under noisy conditions

### Interpersonal Skills and Professionalism:

#### A. Have the ability to:

- Work in a professional manner under sometimes extremely stressful situations
- Pay close attention to detail and recordkeeping
- Commitment to learning and understanding new technologies, regulations and laws
- Commitment to following approved standards, guidelines, policies, and procedures
- Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
- Maintain proper certifications required to perform the duties of the profession
- Accurately utilize all resource material available to remain current in the profession, including attending departmental in-service training
- Willingness to precept (train) others

#### B. Sufficient communication skills to:

- Give and receive accurate written and verbal instructions
- Carry out all written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner
- Communicate clearly and effectively to all team members

### Intellectual Ability and Emotional Stability To:

- Apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Accurately utilize all resource material available to perform the task at hand
- Work calmly and efficiently in a fast-paced, stressful environment
- Maintain calm during emergency situations
- Accept feedback from others

## **Medical Coding**

*Health Professions Pathway*

### **Program Description:**

Medical Coders typically work in medical practices, hospitals, or coding agencies. They must use federal diagnostic and procedure codes to express medical services provided. This coding of services provides the basis for billing and collection of money for services. Accurate medical coding is essential to the delivery of quality health care and efficient health care administration. This program features courses that will provide the skills needed to assign valid diagnostic and procedure codes. Students practice assigning codes to complex examples through case studies, scenarios and actual de-identified medical records and obtain an in-depth understanding of intricate coding conventions, terminology, and rules. Students will learn the procedures for reviewing medical record documentation.

This course series prepares students to take the American Academy of Professional Coders (AAPC) national certification exam to become a Certified Professional Coder (CPC). Coding jobs can be found in hospitals, doctor offices, billing agencies, clinics, temp agencies, insurance companies, accountant offices, legal firms, state agencies, and be self-employed.

### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and will have access to a Continuing Education academic record (transcript).

**External Credential:** Certified Professional Coder (CPC)

**Certifying Organization:** American Academy of Professional Coders (AAPC) [www.aapc.com](http://www.aapc.com)

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Length of Training:**

12-15 months

Coding courses begin in January and March online with 6pm Zoom classes once a week, and May at CCBC Essex once a week 6-9:15pm.

### **Program Requirements:**

- High School Diploma or GED.
- Computer literate
- Internet access.

### **Application Process:**

**Open Entry** – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate application. Then, send an email to [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu) to learn about upcoming course options.

**Prior Learning Assessment:** This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum, or successful completion of a CCBC placement or challenge exam. A maximum of 120 program hours may be earned from prior learning.

## Program Course Sequence:

### Prerequisites:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)**	Costs T=Tuition/F=Fees
AHE534 or AHE124	Medical Terminology for Health Occupations  Medical Terminology Online	30	Programed Learning Approach to Medical Terminology-3rd Edition, Author: Judi L. Nath. Publisher: Wolters/Kluwer. ISBN: 9781284209129 Price \$101.71	\$329  T-\$99/F-\$230
AHE519  or  AHE672	Anatomy & Physiology for Health Occupations   Anatomy & Physiology for Health Care Workers Online	30	The Human Body in Health & Disease, 8 <sup>th</sup> Edition  ISBN: 978-0-323-734165 \$94.97	\$329   T-\$99/F-\$230
<b>Prerequisite Totals:</b>		<b>60</b>	<b>\$196.68</b>	<b>\$658</b> <b>T\$198/F\$460</b>

### Course Series:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)**	Costs T=Tuition/F=Fees
AHL 904 or AHL 829	Medical Coding I  Medical Coding I Online	60	1) Current Year Buck's ICD-10-CM For Physicians Buck, Publisher Elsevier, \$113; 2) Current Year CPT Professional Ed, American Med Assoc, Copyright Publisher AMA, \$155;	\$815  T-\$245/F-\$570

			3) Current Year Buck's HCPCS Level II Publisher Elsevier, \$105;  4) Current Year Step By Step Medical Coding Textbook, Elsevier \$118.	
AHL 905  or  AHL 830	Medical Coding II  Medical Coding II Online	60	Same as Medical Coding I	\$465  T-\$140/F-\$325
<b>Course Series Totals:</b>		<b>120</b>	<b>\$491</b>	<b>\$1,280</b> <b>T-\$385/F-\$895</b>
<b>Course Series &amp; Prerequisite Totals:</b>		<b>180</b>	<b>\$687.68</b>	<b>\$1,938</b> <b>T-\$583/F-\$1,355</b>

#### Course Substitutions:

Medical Terminology can be substituted with: OFAD/MDAS141, ALHL115, AHL717, AHL149, or AHL246  
Anatomy & Physiology can be substituted with: AHE715, BIOL109, or BIOL220 and BIOL221

#### Additional Expenses:

- AAPC Membership \$205
  - AAPC Practice Exams \$79.95
  - AAPC Study Guide \$99.95
  - AAPC Exam Review \$249
- AAPC Certification Exam: One attempt \$399, Two attempts \$499. In person or online.

#### Skills for Success:

The duties of a Medical Coder require the ability to sit for long hours and focus on the task at hand. Their duties also require them to have:

- Outstanding communication skills
- Computer literacy
- Self-motivation and self-direction
- Attention to detail
- Ability to work well with limited human interaction
- Analytical problem-solving skills
- Excellent visual acuity

#### Career Opportunities:

Coders can work in hospitals, doctor offices, billing agencies, clinics, temp agencies, insurance companies, accountant offices, legal firms, state agencies, and be self-employed.

Students who complete the program and receive their national certification can receive credits toward an Associate of Applied Science in Allied Health through the School of Health Professions.

#### Program Contact Information:

For more information email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu)

## Technical Standards for CCBC's Medical Coding Training Series

The primary goal of The Community College of Baltimore County's Medical Coding Series is to adequately prepare students for an entry-level position in a medical facility as a Medical Coder. The duties of a Medical Coder require the ability to sit for long hours and focus on the task at hand. Their duties also require them to have:

- Outstanding communication skills
- Computer literacy
- Self-motivation and self-direction
- Attention to detail
- Ability to work well with limited human interaction
- Analytical problem solving skills
- Excellent visual acuity

The following is a partial listing of the types of skills typically required for adequate job performance:

### Physical Requirements:

#### A. Sufficient strength and mobility to:

- Lift or otherwise maneuver papers/folders/books/charts up to 30 pounds
- Stand or sit in one area for long periods of time
- Work quickly to meet deadlines and/or production requirements

#### B. Fine motor coordination sufficient to perform precise tasks such as:

- Perform basic keyboarding functions

#### C. Adequate vision to:

- Read and understand displays on computers/laptops/tablets
- Read and understand forms and communications from outside entities
- Read and understand small print

#### D. Sufficient hearing to:

- Hear and understand language in person and over the telephone, potentially under noisy conditions

### Interpersonal Skills and Professionalism:

#### A. Have the ability to:

- Work in a professional manner under sometimes extremely stressful situations
- Pay close attention to detail and recordkeeping
- Commitment to learning and understanding new technologies, regulations and laws
- Commitment to following approved standards, guidelines, policies, and procedures
- Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
- Maintain proper certifications required to perform the duties of the profession
- Accurately utilize all resource material available to remain current in the profession, including attending departmental in-service training
- Willingness to precept (train) others

#### B. Sufficient communication skills to:

- Give and receive accurate written and verbal instructions
- Carry out all written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner
- Communicate clearly and effectively to all team members

### Intellectual Ability and Emotional Stability To:

- Ability to apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Accurately utilize all resource material available to perform the task at hand
- Work calmly and efficiently in a fast-paced, stressful environment
- Maintain calm during emergency situations
- Accept feedback from others

### **Medical Front Office**

*Health Professions Pathway*

#### **Program Description:**

Medical Front Office (MFO) staff perform and coordinate the administrative activities of a medical office, whether it is a physician, clinic, hospital, or other medical facility. They store, retrieve, and integrate information for dissemination to staff, patients, and clients. MFO personnel often register patients, schedule appointments, process communications, and enter data into electronic health records systems. This program features courses that provide students skills needed at the front desk of medical offices such as basic law and ethics, communication, telephone, appointment and health information management, and electronic health records.

Medical front office jobs can be found at hospitals, doctor offices, clinics, labs, and imaging and urgent care centers. Healthcare workers are always needed, and the demand medical front office personnel is extremely high.

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate, and have access to a Continuing Education academic record (transcript).

**External Credential:** Certified Medical Administrative Assistant (CMAA)

**Certifying Organization:** National Healthcareer Association (NHA). Exam cost, \$125 [www.nhanow.com](http://www.nhanow.com)

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

6-9 months

Classes start in January, May, and September.

#### **Program Requirements:**

A High School Diploma or GED is NOT required for program entry but may be required for employment. *All students must be computer literate and have Internet access.*

#### **Prior Learning Assessment:**

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum, or successful completion of a CCBC placement or challenge exam. A maximum of 45 program hours may be earned from prior learning.

#### **Application Process:**

**Open Entry** – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Non-Credit Workforce Training Certificate application. Then, email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu) for information about upcoming course options.

#### **Program Course Sequence:**

Course Number	Course Title	Course Hours	Textbook Information	Costs
			(approximate cost; subject to change)** *Refer to Campus Bookstore for Appropriate Text	T=Tuition/F=Fees
AHL149 or AHL246	Medical Terminology for Administrative Healthcare Professionals  Medical Terminology for Administrative Healthcare Professionals Online	18	Handouts provided online	\$189 T-\$57/F-\$132
AHL140 or AHL166	Essential Skills for the Healthcare Professional  Essential Skills for the Healthcare Provider (Online)	20	Handouts provided online	\$179 T-\$54/F-\$125
AHL 929 or AHL198	Certified Medical Administrative Assistant  Certified Medical Administrative Assistant Online	75	Administrative Medical Assisting, 4 <sup>th</sup> Edition.  Hard copy - ISBN: 9781284218169 \$112.95. eBooks are available.	\$819 T-\$246/F-\$573
<b>Course Series Totals:</b>		<b>113</b>	<b>\$112.95</b>	<b>\$1,187</b> <b>T-\$357/F-\$830</b>

**Course Substitutions:**

- Medical Terminology AHL149 can be substituted with: AHE534, AHE124, OFAD 141, ALHL 115, or AHL717
- Essential Skills AHL140/AHL166 can be substituted with: ADS158, ADS781, or PDV 295

**Additional Expenses:**

- NHA Study Guide \$58. NHA Practice Exams \$44.
- NHA Certification Exam: \$125

**Skills for Success:**

- Outstanding communication skills
- Empathy for others
- Strong human relations skills
- Attention to detail
- Ability to work well with extensive human interaction
- Ability to multi-task
- Computer literacy
- Problem solving skills

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

For more information email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu)



## Technical Standards for CCBC's Medical Front Office Training Series

The primary goal of The Community College of Baltimore County's Medical Front Office course series is to adequately prepare students for an entry-level position in a medical facility as a Medical Front Office professional. The duties of a Medical Front Office professional require the ability to sit for long hours and focus on the task at hand. Their duties also require them to have:

- Outstanding communication skills
- Empathy for others
- Strong human relations skills
- Attention to detail
- Ability to work well with moderate human interaction
- Ability to multi-task
- Computer literacy
- Problem solving skills

The following is a partial listing of the types of skills typically required for adequate job performance:

### Physical Requirements:

#### A. Sufficient strength and mobility to:

- Lift or otherwise maneuver papers/folders/charts/equipment up to 30 pounds
- Stand or sit in one area for long periods of time
- Work quickly to meet deadlines and/or production requirements

#### B. Fine motor coordination sufficient to perform precise tasks such as:

- Perform basic keyboarding functions

#### C. Adequate vision to:

- Read and understand displays on computers/laptops/tablets
- Read and understand forms and communications from all entities

#### D. Sufficient hearing to:

- Hear and understand language in person and over the telephone, under potentially noisy and stressful conditions

### Interpersonal Skills and Professionalism:

#### A. Have the ability to:

- Work in a professional manner under sometimes extremely stressful situations
- Pay close attention to detail and recordkeeping
- Commitment to learning and understanding new technologies, regulations and laws
- Commitment to following approved standards, guidelines, policies, and procedures
- Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
- Maintain proper certifications required to perform the duties of the profession
- Accurately utilize all resource material available to remain current in the profession, including attending departmental in-service training
- Willingness to precept (train) others

#### B. Sufficient communication skills to:

- Give and receive accurate written and verbal instructions
- Carry out all written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner
- Communicate clearly and effectively to all team members

### Intellectual Ability and Emotional Stability To:

- Ability to apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Accurately utilize all resource material available to perform the task at hand

- Work calmly and efficiently in a fast-paced, stressful environment
- Maintain calm during emergency situations
- Accept feedback from others

Environment Requirements:

The medical front office profession may involve risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves and eye protection
- Working in an environment that may be noisy at times
- Working in an environment that exposes one to potentially hazardous materials, such as cleaning agents and chemicals, cytotoxic agents, radiopharmaceuticals and blood borne pathogens
- Providing proof of recent immunizations against infectious diseases such as measles, mumps and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submit to periodic drug screening
- Complete any blood borne pathogen, universal and standard precautions training as needed

## **Medicine Aide**

### *Health Professions Pathway*

#### **Course Description:**

Medicine Aides are currently employed Certified Nursing Assistants (CNA) or Geriatric Nursing Assistants (GNA) that have been recommended by their Director of Nursing to pursue the Certified Medical Aide Training. Certified Medicine Aides assume the responsibility of safely administering non-parenteral medications under the supervision of a licensed nurse.

This course will train and prepare currently employed Maryland Certified Nursing Assistants (CNA) and/or Certified Geriatric Nursing Assistants (GNA) for a role in safely administering non-parenteral medications under the supervision of a licensed nurse. The course includes instruction in both theory and the clinical setting, and the focus is on all approved routes of medication administration and the scope of responsibility of the CMA.

Students entering this program should have effective verbal and written communication skills using the English language and must be competent in basic mathematics.

Completion of this course allows a CNA/GNA to work as a CMA and safely prepare, administer and record medications for patients in assisted living and long term care facilities. According to the Bureau of Labor Statistics, the job outlook is 8% growth between 2020 and 2030, with a predicted 192,800 new job openings per year. This growth is in line with the average growth for all occupations.

#### **Course Credentials:**

**CCBC Credential:** Students will have access to a Continuing Education academic record (transcript). Students will be awarded a Continuing Education Workforce Training Certificate.

**Certifying Organization:** Students who successfully complete the program will have their completion information sent to the Maryland Board of Nursing, which will indicate on the website that the student is a Certified Medicine Aide.

#### **Length of Training:**

6 weeks

Course offerings and times vary by campus

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Course Requirements:**

- Current, active, unencumbered Maryland CNA\GNA\CMA certificate per Maryland Board of Nursing web page (MBON) <https://mbon.maryland.gov>.
- Written verification from the employer (nursing facility) or the CMA applicant affirming that the applicant has:
  - practiced as a CNA for at least 16 hours in the two (2) years immediately preceding admission to the CMA Clinical Update;
  - practice as a GNA for at least eight (8) hours in the preceding two (2) years; and

- practice as a CMA for 100 hours in the two (2) years immediately preceding admission to the CMA Clinical Update.
- Written recommendation for the CMA Training Program by the Director of Nursing of the employing ICF/MR or licensed nursing home.
- Current CPR certification.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Application Process:**

*Provisional Entry* – Before admission to the program candidate must have a positive recommendation from the director of nursing in the facility where the candidate is employed. Documentation is to be provided to course coordinator prior to registration. Email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu) for more information.

**Course Sequence:**

Excellent attendance is required.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL281	Medicine Aide Training	82	Hartman's Complete Guide for the Medicine Aide ISBN# 9781604251319 \$25.00.  Davis Drug Guide for Nurses, 18th ed. ISBN# 9781719646406 \$42.36	\$949  T-\$285/F-\$664

Additional Offering:

For students to maintain Medicine Aide Certification, certification renewal must be completed every 2 years - renewal with CNA/GNA certification

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL172	Medicine Aide Continuing Education	8	Handouts Provided in Class	\$99  T-\$30/F-\$69

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Course Contact Information:**

Email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu) for more information.

## Technical Standards for CCBC's Medicine Aide Training

The primary goal of The Community College of Baltimore County's Medicine Aide Training program is to train Geriatric Nursing Assistants to become Certified Medicine Aides through the Maryland Board of Nursing. Certified Medicine Aides are required to be on their feet for long periods of time, caring for patients at the bedside, transferring and/or positioning patients. They need to exercise safe practices while exposed to unpleasant sights, odors, materials and communicable diseases. Their duties also require them to function quickly with accuracy while being detail-oriented. A high level of manual dexterity, psychomotor skills, and personal integrity are vital.

The following is a partial listing of the types of skills usually required for adequate job performance:

### Physical Requirements:

- A. Sufficient strength and mobility to:
  - Work/or stand on feet for up to 12 hours
  - Lift at least 50 pounds or more and position patients
  - Move swiftly within close quarters while maintaining sterile field
  - Assist with minor procedures
- B. Adequate vision to:
  - Read patient ID bracelets for correct administration of care
  - Read instruction sheets and computer screens
  - Read medical measuring equipment, scale, thermometer, graduated cylinder, sphygmomanometer
- C. Sufficient hearing to:
  - Hear and understand verbal instructions
  - Properly use of stethoscope
  - Hear machines/equipment or room bells

### Interpersonal Skills and Professionalism:

- A. Have the ability to:
  - Interact with other health professionals in a polite and professional manner
  - Respect patient confidentiality and rights
  - Adhere to all policies of CCBC and/or clinical externship facility
  - Work in a professional manner as part of a team
  - Interact in a professional with many personalities and attitudes and with people from many different backgrounds
- B. Sufficient communication skills to:
  - Give and receive accurate written and verbal instructions
  - Carry out all written and verbal instructions
  - Follow proper channels of communication
  - Communicate in a calm and professional manner
  - Accurately interpret patient needs
  - Provide patient/public education related to the Nurse Support Technician profession

### Intellectual Ability and Emotional Stability To:

- Exercise independent judgment within the practice to properly care for patients
- Accurately identify and carry out tasks delegated by registered nurses
- Work calmly and efficiently in stressful situations
- Maintain calmness during an emergency situation
- Complete program requirements

### Environmental Requirements:

- Wearing gowns, caps, masks, gloves, and eye protection
- Working in an environment that may be noisy at times
- Working in an environment that exposes one to potentially hazardous materials including cleaning agents and chemicals, body fluids
- Working in an environment with unpleasant odors
- Provide proof of recent immunizations against infectious diseases such as measles, mumps, rubella, varicella, and tetanus
- Receive Hepatitis B vaccinations and/or sign a waiver

### **Nurse Refresher Series**

*Health Professions Pathway*

#### **Program Description:**

Nurses play a critical role in a wide variety of healthcare settings ranging from acute care hospitals, physician's offices, urgent care centers, ambulatory care facilities, long-term care centers, to school nurse's offices. A registered nurse's (RN) or licensed practical nurse's (LPN) primary role is to ensure that every patient receives the direct and proper care they need. RNs and LPNs assess and identify patients' needs, and implement and monitor patients' medical plans and treatments. RNs and LPNs perform routine procedures, adjust and administer the patient's medication, and provide instant medical care in emergencies. They collaborate with physicians and the facility's healthcare team to provide the best possible care for the patient. It is the RNs and LPNs duty to ensure that patient care is conducted according to policies and standards of their healthcare facility.

In the Nurse Refresher Series students will be provided with instruction that updates a nurse's knowledge on the current practice of medical-surgical nursing in the acute care setting. Topics covered include: patient safety; infection control; healthcare trends; electronic healthcare documentation; nursing roles; nursing process; pharmacology and dosage calculation; body systems (neurological, cardiovascular, respiratory, gastrointestinal, renal, endocrine, musculoskeletal, and reproductive); and nursing considerations regarding hematology, immunity, gerontology, oncology, and pain management.

Students entering this program need to be dedicated to their profession; they need to be able to be on their feet for long periods of time caring for patients at the bedside and transferring and/or positioning patients; they need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to function quickly with accuracy while being detail-oriented. A high level of manual dexterity, psychomotor skills, and personal integrity are vital.

Nurses are currently entering a job market with an abundance of open positions. More information can be found at <https://www.bls.gov/ooh/healthcare/registered-nurses.htm>

#### **Program Credentials:**

**CCBC Credential:** Students will have access to a Continuing Education academic record (transcript).

Students will be able to apply to the Maryland Board of Nursing for active nursing licensure.

**Certifying Organization:** Maryland Board of Nursing (MBON) <https://mbon.maryland.gov/Pages/default.aspx>  
4140 Patterson Avenue, Baltimore, MD, 21215;  
(888) 202-9861 or (410) 585-1900

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

**Length of Training:**

4-6 months

**Program Requirements:**

- Non-expired active, inactive or volunteer Registered Nurse license with MBON or non-expired, active, inactive or volunteer Licensed Practical Nurse license with MBON
- Computer literate
- Internet access.

**Paperwork Requirements:**

Students must have the following paperwork uploaded to <https://discover.castlebranch.com> prior to the start of Part II: Clinical. Please e-mail [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu) with any questions.

- Medical Exam Report signed by your physician
- N95 Mask Questionnaire signed by your physician
- Negative Tuberculosis test (PPD, blood test) or negative chest x-ray (not older than one year)
- Measles, mumps, rubella, varicella vaccination or titer record
- Current flu vaccination
- Covid-19 vaccination
- Hep B vaccination or titer record (vaccination series in progress accepted)
- Tetanus shot (less than 10 years)
- Health insurance card
- CPR for Healthcare Providers verification
- Drug test
- Background check
- Valid government issued picture ID
- Nurse's Professional Liability Insurance (cannot be student coverage)

**Prior Learning Assessment:**

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. A maximum of 90 program hours may be earned from prior learning.

**Application Process:**

*Provisional Entry* - Students must provide verification of nursing credentials before or at the first class session.

**Program Course Sequence:**

Attendance is mandatory. Students may miss only three sessions during the NR Theory class. All three class of the Nurse Refresher program must be completed within 12 months from the start of the program.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
NUR 005	Nurse Refresher – Part I: Theory	90	Brunner & Suddarth's Textbook of Medical-Surgical Nursing/14th or 15th Edition by JL Hinkle, KHCheever  14th ed.: 9781496355157	\$725  T-\$218/F-\$507

			\$174  15th ed.: 9781975161033  \$190  14th edition available for reading at  <a href="https://archive.org/">https://archive.org/</a>	
AHE 793	Nurse Refresher Skills Lab	8	None	\$450  T-\$135/F-\$315
NUR 006	Nurse Refresher – Part II: Clinical	60	None	\$940  T-\$282/F-\$658
<b>Program Series Total:</b>		<b>158</b>	<b>\$174-\$190</b>	<b>\$2115</b>  <b>T-\$635/F-\$1480</b>

**Course Substitutions:**

Please contact [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu) to discuss waiver requests

**Additional Expenses:**

CastleBranch service, including drug test and background check approximate cost \$107.50; professional liability insurance, and scrubs.

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

For more information please e-mail [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu)



## Technical Standards for CCBC's Nurse Refresher Training Series

The primary goal of The Community College of Baltimore County's Nurse Refresher Training is to adequately prepare students for re-entry into the workforce as an RN or LPN at the bedside in an acute care hospital, a physician's office, urgent care center, ambulatory care facility, long-term care center, and other health care facilities.

Nurses are required to be on their feet for long periods of time, caring for patients at the bedside and transferring and/or positioning patients. They need to exercise safe practices while exposed to unpleasant sights, odors, materials and communicable diseases. Their duties also require them to function quickly with accuracy while being detail-oriented. A high level of manual dexterity, psychomotor skills, and personal integrity are vital.

The following is a partial listing of the types of skills usually required for adequate job performance:

### Physical Requirements:

- A. Sufficient strength and mobility to:
  - Work and/or stand for up to 12 hours
  - Lift at least 50 pounds or more and position patients
  - Move swiftly within close quarters while maintaining sterile field
  - Perform tasks requiring good hand-eye coordination and fine motor skills
- B. Adequate vision to:
  - Read patient ID bracelets for correct administration of care
  - Read instruction sheets and computer screens
  - Read medical measuring equipment, scale, thermometer, graduated cylinder, sphygmomanometer, patient files
- C. Sufficient hearing to:
  - Hear and understand verbal instructions
  - Properly use stethoscope
  - Interact appropriately with professionals

### Interpersonal Skills and Professionalism:

- A. Have the ability to:
  - Work in a professional manner as part of a team
  - Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
  - Respect patient confidentiality and rights
  - Interact with other health professionals in a polite and professional manner
- B. Sufficient communication skills to:
  - Give and receive accurate written and verbal instructions
  - Carry out all written and verbal instructions
  - Follow proper channels of communication
  - Communicate in a calm and professional manner
  - Interpret patient needs accurately
  - Provide patient/public education related to the nursing assistant/geriatric nursing assistant profession

### Intellectual Ability and Emotional Stability To:

- Exercise independent judgment within the practice to properly care for patients
- Accurately identify and carry out tasks delegated by registered nurses
- Work calmly and efficiently in stressful situations
- Maintain calmness during an emergency situation
- Complete program requirements

### Environmental Requirements:

- Wearing gowns, caps, masks, gloves, and eye protection
- Working in an environment that may be noisy at times
- Working in an environment that exposes one to potentially hazardous materials including cleaning agents and chemicals, body fluids
- Working in an environment with unpleasant odors
- Provide proof of recent immunizations against infectious diseases such as measles, mumps, rubella, varicella, and tetanus
- Receive Hepatitis B vaccinations and or sign a waiver

### **Nursing Assistant**

#### *Health Professions Pathway*

#### **Program Description:**

Certified Nursing Assistants (CNA) work under the direct supervision of an RN or LPN assisting with the activities of daily living. These activities include helping patients/residents with meals, personal bathing, grooming, elimination, transfers, and range of motion exercises. Nursing Assistants also obtain vital signs and communicate with other medical professionals regarding the status of patients/residents.

Nursing assistants are required to be on their feet for long periods of time, caring for patients/residents at the bedside, transferring, and positioning them. A high level of manual dexterity, emotional maturity, psychomotor skills, professionalism, and personal integrity are vital. Nursing assistants need sufficient strength to work and/or stand up for 12 hour shifts, lift at least 50lbs, and perform tasks requiring good hand-eye coordination. Nursing assistants must be able to carry out verbal and written instructions and be able to work independently, efficiently, and calmly in stressful situations.

This course series will provide an 88-hour theory course which includes hands-on practice lab sessions and completes with a 48-hour clinical rotation at a local healthcare institution. The program is approved by the Maryland Board of Nursing (MBON) and covers the skills needed for both CNA and GNA certification in Maryland. When completed, students will be registered with MBON to apply for their CNA certification and eligible to sit for the GNA certification exam.

Nursing assistants may provide care in a hospital setting, long-term care facilities, or in private homes through nursing agencies. According to the U.S. Bureau of Labor and Statistics, 2018, patient preferences and shifts in federal and state funding are increasing demand for home and community-based long-term care, which should lead to increased opportunities for nursing assistants working in home health and community rehabilitation services.

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate, and have access to a Continuing Education academic record (transcript).

Students with a social security number who successfully complete both the theory and clinical portions of this class, and complete the required CPR class, will be able to apply to the Maryland Board of Nursing for Certified Nursing Assistant certification.

Candidates are also 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), [www.mbon.org](http://www.mbon.org)  
410-585-1900. 4140 Patterson Avenue Baltimore, MD 21215

**MBON Certified Nursing Assistant application fee:** \$20 (a credit card or bankcard with Visa or Mastercard logo, electronic passport size photo, and fingerprint documentation listing a tracking number is required to complete the online application)

**Maryland GNA testing body:** NNAAP (National Nurse Aide Assessment Program)  
Fee for Oral or Written Exam & Skills Evaluation is currently \$130, payable to "Credentia". Applications can now be submitted online at <https://credentia.com/test-takers/maryland>

**Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

**Length of Training:**

4 months

**Orientation:**

Orientation will be held during the first class session for AHL 288 Nursing Assistant Theory

**Requirements:***Recommended:*

A High School Diploma or GED is NOT required for program entry but may be required for employment.

*Required:*

- Internet access (home or on a CCBC campus)
- Ability to access and navigate an online learning platform (Brightspace)

*Clinical Requirements:*

In order to be admitted to the clinical portion of the program, which takes place in a long term care facility, students must have the following paperwork prepared for submission to CastleBranch (a third-party document tracker service). Students will receive instructions regarding uploading documents when they register for the class.

- Physician Exam Report (provided by college)
- Negative PPD (within 12 months) or negative chest x-ray less than one year old
- Positive titer or proof of vaccination/immunity for measles, mumps, rubella and varicella
- Hepatitis B vaccination or declination form
- Tetanus shot (within 10 years)
- Current season flu Vaccination
- COVID-19 vaccination
- Copy of Current *American Heart Association* BLS CPR card front and back (must remain current for course duration)
- Background check and possible drug screen (depending on clinical site)
- Copy of Health Insurance Card-front and back

In order to apply to become a CNA in Maryland, students are required to be fingerprinted to complete the Maryland Board of Nursing Application. All Fees associated with background checks and fingerprinting are the responsibility of the student.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Non-Credit Workforce Training Certificate application. Then, please send an email to [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu) for information about upcoming classes.

**Program Course Sequence:**

For successful program completion, students are required to:

- maintain an 75% average in theory
- obtain at least a 75% on the final exam
- perform satisfactorily in the clinical environment

*CPR class REQUIRES 100% attendance. Students arriving late to class will not be admitted. Late arrival to, or early exit from, class will also result in a failing grade and no refund. Students will then be required to retake the class at their expense.*

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
AHL288	Certified Nursing Assistant Theory	88	Text included with the course: Hartman's Nursing Assistant Care: The Basics, 6th ed. ISBN 9781604251418	\$1,390 T-\$417/F-\$973
AHE805	CPR for Healthcare Providers	7	Textbook and materials provided at class.	\$109 T-\$33/F-\$76
AHL289	Nursing Assistant Clinical	48	Text included with the course:  Workbook for Hartman's Nursing Assistant Care: The Basics 6th ed.  ISBN 9781604251425	\$695 T-\$209/F-\$486
<b>Course Series Totals:</b>		<b>143</b>	<b>\$0</b>	<b>\$2,194</b> <b>T-\$659/F-\$1,535</b>

**Additional Expenses:**

- Medical Documentation – students will be provided access to documentation software (Castlebranch) without charge, but may have additional costs for physical exam, vaccines, TB test or other possible medical expenses (varies).
- Maryland Board of Nursing Assistant Certification (Application Fee \$20)
- CJIS Fingerprinting (Fee \$75)
- GNA Testing Credentia (Fee \$130)
- Uniform- Skid proof shoes, analog watch with second hand (varies), scrubs to be provided

**Additional Offerings:** AHE640: GNA Skills Exam Review; 4 hours; \$65 (T-\$20/F-\$45)

**Skills for Success:** See Technical Standards at the end of this document.

**Program Contact Information:**

For more information email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu)

## **Technical Standards for CCBC's Certified Nursing Assistant/Geriatric Nursing Assistant Training Series**

The primary goal of The Community College of Baltimore County's Nursing Assistant/Geriatric Nursing Assistant Training is to adequately prepare students for a position as a nursing assistant/geriatric nursing assistant at the bedside under the direct supervision of a registered nurse in an acute care hospital or in a physician's office, urgent care center, ambulatory care facility, long-term care center, and other health care facilities.

Nursing assistants/geriatric nursing assistants are required to be on their feet for long periods of time, caring for patients at the bedside, transferring and/or positioning patients. They need to exercise safe practices while exposed to unpleasant sights, odors, materials and communicable diseases. Their duties also require them to function quickly with accuracy while being detail-oriented. A high level of manual dexterity, psychomotor skills, and personal integrity are vital.

The following is a partial listing of the types of skills usually required for adequate job performance:

### Physical Requirements:

#### A. Sufficient strength and mobility to:

- Work and/or stand for up to 12 hours
- Lift at least 50 pounds or more and position patients
- Move swiftly within close quarters while maintaining sterile field
- Perform tasks requiring good hand-eye coordination and fine motor skills

#### B. Adequate vision to:

- Read patient ID bracelets for correct administration of care
- Read instruction sheets and computer screens
- Read medical measuring equipment, scale, thermometer, graduated cylinder, sphygmomanometer, patient files

#### C. Sufficient hearing to:

- Hear and understand verbal instructions
- Properly use stethoscope
- Interact appropriately with professionals

### Interpersonal Skills and Professionalism:

#### A. Have the ability to:

- Work in a professional manner as part of a team
- Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
- Respect patient confidentiality and rights
- Interact with other health professionals in a polite and professional manner

#### B. Sufficient communication skills to:

- Give and receive accurate written and verbal instructions
- Carry out all written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner
- Interpret patient needs accurately
- Provide patient/public education related to the nursing assistant/geriatric nursing assistant profession

### Intellectual Ability and Emotional Stability To:

- Exercise independent judgment within the practice to properly care for patients
- Accurately identify and carry out tasks delegated by registered nurses
- Work calmly and efficiently in stressful situations
- Maintain calmness during an emergency situation
- Complete program requirements

Environmental Requirements:

- Wearing gowns, caps, masks, gloves, and eye protection
- Working in an environment that may be noisy at times
- Working in an environment that exposes one to potentially hazardous materials including cleaning agents and chemicals, body fluids
- Working in an environment with unpleasant odors
- Provide proof of recent immunizations against infectious diseases such as measles, mumps, rubella, varicella, and tetanus
- Receive Hepatitis B vaccinations and or sign a waiver

## Patient Care Technician

### Health Professions Pathway

#### Program Description:

The Patient Care Technician (PCT) is the next step in the career path of a CNA. The PCT works mostly in hospitals and collaborates closely with the healthcare team to ensure that every patient receives the direct and proper care they need. The PCT performs delegated nursing functions that require a higher level of technical ability and skill. In addition to the normal CNA tasks, the PCT performs venipuncture, specimen collection, basic EKG, as well as catheter, ostomy, tracheostomy, and wound care.

The Patient Care Technician program builds on the skills learned during CNA training. It trains the student in advanced nursing skills, for example venipuncture and EKG in a lab setting as well as in an actual hospital setting during the clinical portion of the program. It provides the student with a broad overview of the rules and policies in healthcare, human anatomy and physiology, and basic and advanced nursing skills. At the end of the program the student will be eligible to sit for the national CPCT/A certification exam administered by the National Healthcareer Association (<https://www.nhanow.com>).

Students entering this program need to be dedicated to their studies, attend all in-person classes, and have computer and Internet access for their homework. The Patient Care Technician needs to be able to be on their feet for long periods of time caring for patients at the bedside and transferring and/or positioning patients while always exercising safe practices. Their duties also require them to function quickly with accuracy while being detail-oriented. A high level of manual dexterity, psychomotor skills, and personal integrity are vital.

Patient Care Technicians have an excellent career outlook. Demand for certified technicians has been consistently high as the healthcare industry is growing while a large portion of healthcare support staff is ageing out of the field.

#### Program Credentials:

**CCBC Credential:** Students will receive a Continuing Education Workforce Certificate, and will have access to a Continuing Education academic record (transcript).

Students will be prepared to take the national certification exam for Patient Care Technician.

**Certifying Organization:** National Healthcareer Association [www.nhanow.com](http://www.nhanow.com) Exam Cost: \$160

#### Financial Aid and Payment Options:

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### Length of Training:

\*Cohorts Timeframe subject to change\*

Cohort Timeframe	Location	Class Timeframe	Cohort Length

March to July	Essex	Evening	4 months
September to February	Randallstown	Evening	4 months

#### **Program Requirements:**

- Active CNA license with the Maryland Board of Nursing (MBON)
- CPR (BLS) for Healthcare Providers with the American Heart Association (AHA) or the American Red Cross
- High School Diploma or GED is required for the National Healthcareer Association (NHA) exam and employment
- Computer literate
- Internet access

#### **Paperwork Requirements:**

Students must have the following paperwork uploaded to <https://discover.castlebranch.com> prior to the start of Part II: Clinical. Students will receive instructions on how to upload their documents to CastleBranch on their first day in class.

- Copy of active CNA license
- Medical Exam Report signed by your physician
- N95 Mask Questionnaire signed by your physician
- Negative Tuberculosis test (PPD or blood test) or negative chest x-ray (not older than one year)
- Measles, mumps, rubella, varicella vaccination or positive titer
- Current flu vaccination
- Hep B vaccination or positive titer (vaccination series in progress accepted)
- Tetanus shot (less than 10 years)
- Covid-19 vaccination
- Health insurance card
- CPR (BLS) for Healthcare Providers verification
- Drug test
- Background check
- Valid government issued picture ID

#### **Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

#### **Application Process:**

*Provisional Entry* - Students must provide verification of active CNA license with the Maryland Board of Nursing before or during first day of class. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

#### **Program Course Sequence:**

To complete this program students must take all three classes within 12 months of the start of the program.

Course Number	Course Title	Course Hours	Textbook Information	Costs
			(approximate cost; subject to change)	T=Tuition/F=Fees
AHL 936	Patient Care Technician	92	Fundamental Concepts and Skills for the Patient Care Technician by Townsend, 2nd edition	\$1,369 T-\$411/F-\$958



	Theory and Skills		Textbook - ISBN: 978-0-323-79485-5, \$105  Workbook - ISBN: 978-0-323-83128-4, \$41.99	
AHL937	Patient Care Technician Clinical	59	None	\$825 T-\$248/F-\$577
AHL940	PCT Exam Review	8	None	\$110 T-\$33/F-\$77
<b>Program Series Total:</b>		<b>159</b>	<b>\$146.99</b>	<b>\$2,304</b> <b>T-\$692/F-\$1,612</b>

#### **Additional Expenses:**

Students are responsible for the cost of screenings, medical testing, scrubs and miscellaneous supplies. The service of CastleBranch including the background check and drug test is \$107.50  
The fee for the CPCT/A certification exam is \$160.

#### **Career Opportunities:**

Most hospitals in the metropolitan areas of Maryland and Washington D.C. hire patient care technicians.

#### **Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

#### **Program Contact Information:**

For further information please e-mail [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu)

## Technical Standards for CCBC's Nursing Support/Patient Care Technician Training Series

The primary goal of The Community College of Baltimore County's Nursing Support Technician Training is to adequately prepare students for a position as a Nursing Support Technician at the bedside under the direct supervision of a registered nurse in an acute care hospital or in a physician's office, urgent care center, ambulatory care facility, long-term care center or other health care facility.

Nursing Support Technicians are required to be on their feet for long periods of time, caring for patients at the bedside, transferring and/or positioning patients. They need to exercise safe practices while exposed to unpleasant sights, odors, materials and communicable diseases. Their duties also require them to function quickly with accuracy while being detail-oriented. A high level of manual dexterity, psychomotor skills, and personal integrity are vital.

The following is a partial listing of the types of skills usually required for adequate job performance:

### Physical Requirements:

#### A. Sufficient strength and mobility to:

- Work/or stand on feet for up to 12 hours
- Lift at least 50 pounds or more and position patients
- Move swiftly within close quarters while maintaining sterile field
- Assist with minor procedures

#### B. Adequate vision to:

- Read patient ID bracelets for correct administration of care
- Read instruction sheets and computer screens
- Read medical measuring equipment, scale, thermometer, graduated cylinder, sphygmomanometer

#### C. Sufficient hearing to:

- Hear and understand verbal instructions
- Properly use of stethoscope
- Hear machines/equipment or room bells

### Interpersonal Skills and Professionalism:

#### A. Have the ability to:

- Interact with other health professionals in a polite and professional manner
- Respect patient confidentiality and rights
- Adhere to all policies of CCBC and/or clinical externship facility
- Work in a professional manner as part of a team
- Interact in a professional with many personalities and attitudes and with people from many different backgrounds

#### B. Sufficient communication skills to:

- Give and receive accurate written and verbal instructions
- Carry out all written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner
- Accurately interpret patient needs
- Provide patient/public education related to the Nurse Support Technician profession

### Intellectual Ability and Emotional Stability To:

- Exercise independent judgment within the practice to properly care for patients
- Accurately identify and carry out tasks delegated by registered nurses
- Work calmly and efficiently in stressful situations
- Maintain calmness during an emergency situation
- Complete program requirements

### Environmental Requirements:

- Wearing gowns, caps, masks, gloves, and eye protection
- Working in an environment that may be noisy at times

- Working in an environment that exposes one to potentially hazardous materials including cleaning agents and chemicals, body fluids
- Working in an environment with unpleasant odors
- Provide proof of recent immunizations against infectious diseases such as measles, mumps, rubella, varicella, and tetanus
- Receive Hepatitis B vaccinations and/or sign a waiver

### **Pharmacy Technician**

*Health Professions Pathway*

#### **Program Description:**

The primary goal of The Community College of Baltimore County's Pharmacy Technician Training Series is to adequately prepare students for an entry-level position in the pharmacy profession functioning as a Certified Pharmacy Technician. Technicians work in a variety of employment settings including retail, hospital, and long term care and government facilities. They are typically involved in customer interactions, insurance claim processing, maintaining inventories, and filling prescriptions.

This program features a course series that prepares students to take the national PTCB certification exam to become a Certified Pharmacy Technician. Upon passing the PTCB exam, students can register with the Maryland Board of Pharmacy as a Pharmacy Technician.

Students entering this program must have the ability to communicate with patients, family, and health care providers concerning inventory, insurance, medications, and the human body. Efficient computer, basic math, study skills, and test taking skills are desirable. Being multi-lingual is useful.

In a retail pharmacy setting, Pharmacy Technicians can advance through different levels of responsibility that vary by employer. In an institutional pharmacy setting, Pharmacy Technicians can be selected for additional training in specialized areas such as medication history reconciliation or compounding sterile preparations.

*A criminal history background check and registration with the state board of pharmacy are usually required for employment.*

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

Students will be prepared to take the national certification exam through PTCB- Pharmacy Technician Certifying Board to become a Certified Pharmacy Technician.  
*Certification exam cost:* First exam attempt is covered in course fees. Any additional attempts for the exam are \$129.00

*Certifying Organization:* Pharmacy Technician Certifying Board (PTCB) [www.ptcb.org](http://www.ptcb.org)

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

15-24 weeks

#### **Program Requirements:**

High School Diploma or GED. All students must be computer literate and have Internet access.

**Prior Learning Assessment:**

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum or demonstrated portfolio and/or prior occupational learning. A maximum of 60 program hours may be earned from prior learning.

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Non-Credit Workforce Training Certificate application. Then, please send an email to [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu) for information about upcoming class options.

**Program Course Sequence:**Prerequisite:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
WOS064 or AHL217	Basic Math Skills for the Healthcare Worker or Basic Math Skills for the Healthcare Worker Online	10	Handouts online	\$145 T-\$44/F-\$101

Course Series:

*All courses must be finished for successful program completion and for students to be eligible to apply to take the PTCB Exam.*

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHE739	Pharmacy Technician Training I	60	Books provided first day of class or mailed to home address for online classes	\$1,495 T-\$389/F-\$1,106
AHE740	Pharmacy Technician Training II	60	Same as AHE 739	\$685 T-\$206/F-\$479
AHL913	Pharmacy Technician Certifying Board Exam Review Course	15	Same as AHE 739	\$229 T-\$24/F-\$205
<b>Course Series Totals:</b>		135	<b>Textbooks included in the price of the course</b>	<b>\$2,409</b> <b>T-\$619/F-\$1,790</b>

<b>Course Series and Prerequisites Totals:</b>		145		<b>\$2,554</b> <b>T-\$663/F-\$1,891</b>
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**Skills for Success:**

See Technical Standards at the of this document.

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

For more information email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu)

## Technical Standards for CCBC's Pharmacy Technician Training Series

The primary goal of The Community College of Baltimore County's Pharmacy Technician Training Series is to adequately prepare students for an entry-level position in the pharmacy profession functioning as a Certified Pharmacy Technician in a variety of employment settings including retail, hospital, long term care, and government facilities.

They must have the ability to communicate with patients, family, and health care providers concerning inventory, insurance, medications, and the human body. Efficient computer, basic math, study skills, and test taking skills are desirable. Being multi-lingual is useful.

The duties of a Pharmacy Technician require the ability to stand or sit for long hours while constantly being focused on the task at hand. They need to exercise safe practices while exposed to a work environment that may include unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail oriented, to work accurately, quickly, and utilize computers and telephones frequently. A high level of manual dexterity, psychomotor skills, communication skills, analytical skills, and integrity are vital.

**A criminal history background check and registration with the state board of pharmacy are usually required for employment.**

The following is a partial listing of the types of skills typically required for adequate job performance:

### Physical Requirements:

#### A. Sufficient strength and mobility to:

- Lift or otherwise maneuver cartons weighing up to 30 pounds
- Stand or sit in one area for long periods of time
- Work quickly and accurately to meet prescription delivery deadlines
- Clean and maintain pharmaceutical preparation areas

#### B. Fine motor coordination sufficient to perform precise tasks such as:

- Handle delicate pharmaceutical preparation instruments
- Safely handle pharmaceutical ingredients including controlled and toxic substances
- Handle instruments and ingredients that may be costly to replace if damaged

#### C. Adequate vision to:

- Read and interpret digital displays on robotic equipment or paper documents such as hand written prescriptions
- Adequate distinction of colors to read and interpret pharmaceutical container labels
- Read instruction sheets, protocols, procedure manuals and computer screens

#### D. Sufficient hearing to:

- Hear and understand verbal instructions in person and over the telephone
- Interact successfully with professional colleagues, patients and customers
- Hear alarms, alerts and other operating sounds of equipment

### Interpersonal Skills and Professionalism:

#### A. Have the ability to:

- Work in a professional manner under sometimes extremely stressful situations
- Pay close attention to detail and recordkeeping, including keeping accurate inventory, and insurance and patient records
- Commitment to learning and understanding new nomenclature, technologies, instrumentation and procedures
- Commitment to following approved standards, guidelines, policies and procedures
- Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
- Maintain proper certifications required to perform the duties of the profession

- Commitment to professional morality in the application of prescription filling techniques and delivery of pharmacological patient care
  - Complete any career development training needed for obtaining and/or maintaining employment
  - Work with independent agencies such as the Maryland Criminal Justice Information System, Pharmacy Technician Certification Board, and the Maryland Board of Pharmacy
  - Participate in any liability insurance coverage that may be required
  - Willingness to precept (train) others
  - Commitment to working shifts as assigned; may include on-call, holidays and weekends
- B. Sufficient communication skills to:
- Give and receive accurate written and verbal instructions
  - Carry out all written and verbal instructions
  - Follow proper channels of communication
  - Communicate in a calm and professional manner
  - Communicate clearly and effectively to any team members regarding issues that may be difficult to address (i.e. problem with prescription accuracy that could affect the patient, admission of own errors, etc.)
  - Provide efficient customer service to patients, family members, coworkers and others

Intellectual Ability and Emotional Stability To:

- Use critical thinking and problem solving skills
- Accurate use of pharmacologic math
- Exercise independent judgment to properly perform approved tasks at hand
- Accurately utilize all resource material available (in print, digital, and online formats) to perform assigned tasks
- Understand pertinent laws and which tasks can and cannot be legally performed by a Pharmacy Technician
- Work calmly and efficiently in a fast-paced, stressful environment
- Maintain calm during emergency situations
- Perform duties while exposed to communicable diseases and unpleasant sights, odors and materials
- Accept feedback from others

Environmental Requirements:

The Pharmacy Technician profession may involve risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves and eye protection
- Working in an environment that may be noisy at times
- Working in an environment that exposes one to potentially hazardous materials, such as cleaning agents and chemicals, cytotoxic agents, radiopharmaceuticals and blood borne pathogens
- Providing proof of recent immunizations against infectious diseases such as measles, mumps and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submit to periodic drug screening
- Complete any blood borne pathogen, universal and standard precautions training as needed



### **Phlebotomist**

*Health Professions Pathway*

#### **Program Description:**

Phlebotomists work in medical facilities (such as hospitals and outpatient labs) and are responsible for drawing blood for tests, research, transfusion, or blood donation. They also may collect or process other specimens as well as perform administrative tasks. The phlebotomist program combines classroom learning and lab skills practice so students learn how to draw blood safely and efficiently.

Successful phlebotomy students will need to be computer literate and have regular access to the Internet. They will also need to dedicate time outside of the classroom to study and complete assignments. See technical standards for additional skills needed. Successful phlebotomists can draw blood safely and efficiently from a variety of patients and are detail-oriented, dependable, and empathetic.

Employment of phlebotomists is projected to grow 10 percent from 2021 to 2031, faster than the average for all occupations. Learn more about phlebotomists' career outlook at the US Occupational Outlook Handbook (<https://www.bls.gov/ooh/healthcare/phlebotomists.htm>).

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

Students will be prepared to take the national certification exam to become a Certified Phlebotomy Technician (CPT).

**Certifying Organization:** National Healthcareer Association ([www.nhanow.com](http://www.nhanow.com)). Certification exam cost: \$129.

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

Four months (approximately)

Courses are offered at CCBC Essex, CCBC Hunt Valley, and CCBC Randallstown.

#### **Information /Orientation:**

Prospective students are required to attend an orientation session prior to registration. Contact Claire Loeblein at [cloeblein@ccbcmd.edu](mailto:cloeblein@ccbcmd.edu) or 443-840-1389 for information on upcoming orientation sessions.

#### **Program Requirements:**

- Computer literate
- Internet access
- Students must consent to having blood drawn by their classmates during training

#### **Paperwork Requirements:**

Students must submit the following paperwork via CastleBranch by the second session of Phlebotomy Technician I (AHE 322). Details regarding this paperwork will be presented at the mandatory orientation:

- Negative PPD (six months) or negative chest x-ray less than one year old
- Positive titer or proof of vaccination/immunity for measles, mumps, rubella and varicella
- Current flu vaccine
- Tetanus shot (less than ten years)
- Copy of health insurance card
- Proof of current American Heart Association BLS Provider certification
- COVID-19 vaccine (or approved waiver)

Clinical eligibility is, in part, dependent upon a criminal background check and random urine drug testing completed through CastleBranch, CCBC's only approved vendor. The cost of the test and background check is the responsibility of the student. Clinical is necessary to meet the eligibility requirements to sit for the national certification examination.

#### **Prior Learning Assessment:**

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum, or successful completion of a CCBC placement or challenge exam. A maximum of 37 hours may be earned from prior learning.

#### **Application Process:**

*Provisional Entry* – Prospective students are required to attend an orientation session prior to registration. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Non-Credit Workforce Training Certificate application. Then, email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu) for information about upcoming course options.

#### **Program Course Sequence:**

*AHE805 REQUIRES 100% attendance. Students arriving late to class will not be admitted. Late arrival to, or early exit from, class will also result in a failing grade and no refund. Students will then be required to retake the class at their expense.*

All courses must be finished for successful program completion.

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> <b>T=Tuition/F=Fees</b>
AHL322	Phlebotomy Technician I	45	Phlebotomy Essentials with Navigate Premier Access Eighth Edition  Author: Ruth McCall  Publisher: Jones & Bartlett Learning  ISBN: 9781284263480  Price is approximately \$109.95.	\$749  T-\$225 /F-\$524

AHE805 or AHL250	CPR for Health Care Providers  BLS Provider	7	Included in course cost and provided during class.	\$109  T-\$33/F-\$76
AHL323	Phlebotomy Technician II	45	Same as AHL322	\$749 T-\$225 /F-\$524
AHL674	Venipuncture and Specimen Collection Clinical	80	None	\$329 T-\$99/F-\$230
AHL 324	Phlebotomy Technician Certification Exam Review	5	Included in course cost and provided during class.	\$359 T-\$108 /F-\$251
<b>Program Series Totals:</b>		<b>182</b>	<b>\$109.95</b>	<b>\$2,295 T-\$690/F-\$1,605</b>

**Course Substitutions:**

CPR for Health Care Providers (AHE 805) can be substituted with current AHA BLS Provider certification (must be completed within the last year).

**Additional Expenses:**

Students are responsible for screenings, medical testing, scrubs, and miscellaneous supplies that cost approximately \$250.

**Skills for Success:**

See Technical Standards at the end of this document.

**Career Opportunities:**

Entry-level position as a certified phlebotomy technician in a hospital or clinical laboratory, doctor's office, or outpatient healthcare setting.

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

For more information email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu)

## Technical Standards for CCBC's Phlebotomy Training Series

The primary goal of The Community College of Baltimore County's Phlebotomy Training program is to adequately prepare students for an entry-level position as a certified phlebotomy technician in a hospital/clinical laboratory, doctor's offices, or out-patient healthcare settings.

The duties of a phlebotomist require the ability to safely draw blood and other specimens from patients in medical settings in a proper, safe, reliable, consistent, and skillful manner using various techniques and devices. They need to be able to perform a variety of blood collection methods and procedures using proper techniques and precautions including: vacuum collection devices, capillary skin puncture, butterfly needles, and blood culture specimen collection. The phlebotomist must place emphasis on safety precautions, infection prevention/control, proper patient identification, proper labeling of specimens, and quality assurance. Their duties also require them to be detail-oriented, accurate, precise and focused, and flexible physically, mentally, and emotionally.

The following is a partial list of the types of skills usually required for adequate job performance:

### Physical Requirements:

#### A. Sufficient strength and mobility to:

- Move freely in the office and support/move patients
- Ability to maneuver in the laboratory, around instruments, in confined spaces, and in patient rooms
- Move freely and quickly from place to place
- Support and transfer patients safely from bed to stretcher, bed to wheelchair, and modify patient position in bed or on radiographic table.
- Lift and/or carry 50 lbs. to waist level unassisted
- Move objects in excess of 100 lbs. without restriction
- Ability to work while remaining in a standing position for long periods of time
- Reach above shoulder height to manipulate equipment
- Reach below waist level to manipulate equipment
- Perform duties that require good hand/eye/foot coordination
- Perform repetitive tasks

#### B. Fine motor coordination sufficient to perform precise and delicate tasks:

- Keen sense of touch
- Steady arm and hand movements while manipulating objects or assisting others
- Operate and manipulate instruments and equipment such as, but not limited to, pipettes, microscopes, centrifuges, and blood glucose monitors
- Ability to manipulate small objects with fingertips or control adaptive devices
- Identify venipuncture sites by palpation
- Detect changes in skin/tissue temperature and integrity
- Interpret tactile sensations such as texture, mobility, firmness, strength, and temperature

#### C. Adequate vision to:

- Observe, monitor, and/or assess patient
- Read fine print on monitors, devices, and gauges
- Read written instructions
- Acquire information from documents such as charts, radiographs, computer images, and other modes of delivery
- Differentiate colors
- See and differentiate between varieties of visual equipment alarms

#### D. Sufficient hearing to:

- Assess/monitor patients
- Follow verbal instructions
- Use a stethoscope to hear blood pressure and heart sounds
- Detect and differentiate between sounds of normal conversation
- Hear sounds of a variety of equipment alarms

### Interpersonal and Professional Skills:

A. Have the ability to:

- Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
- Remain calm and perform as trained during stressful situations
- Display flexibility and adapt to changing environments
- Demonstrate compassion, integrity, and concern for others
- Recognize emergencies and be able to take appropriate action
- Accept constructive criticism and respond appropriately by modifying behavior
- Tolerate physically taxing workloads and function effectively under stress

B. Sufficient communication skills to:

- Give and receive accurate written and verbal instructions in English
- Use correct grammar, punctuation, and spelling
- Read and comprehend written material in English at a minimum of the 9th grade level
- Observe and interpret non-verbal communication
- Chart/write in medical records and record client data
- Perceive pertinent detail in verbal or tabular material

Intellectual Ability and Emotional Stability To:

- Learn, measure, calculate, reason, analyze, integrate, synthesize, and use data/information
- Interpret, problem solve, and demonstrate critical thinking
- Comprehend three-dimensional and spatial relationships
- Respond to emergencies by processing information consistently, accurately, and quickly
- Possess the ability to self-evaluate
- Interpret instructions furnished in oral, written, diagrammatic, or schedule form
- Carry out detailed written or oral instructions
- Analyze, compile, copy, and compare data standards for Phlebotomy Technicians.
- Perform complex tasks

Environmental Requirements:

- Work indoors around moving machinery
- Work in confined spaces
- Wear appropriate safety equipment, such as gowns, caps, masks, gloves, lead aprons, and eye protection
- Work in environment that may include exposure to toxic or caustic chemicals, blood and other body fluids, noise, and radiation
- Able to tolerate unpleasant odors related to human waste, secretions, infections, etc.

### **Polysomnographic (Sleep) Technician (Online Option)**

*Health Professions Pathway*

#### **Program Description:**

This course series prepares students to sit for the board certification exam to become a Registered Polysomnographic Technologist or RPSGT. Sleep Technologists work overnight and collect data using polysomnograms that measure bioelectrical sleep activity. They acquire and analyze signals from electroencephalograms (EEG), electrocardiograms (EKG), electromyograms (EMS), respiratory flow, and effort sensors.

This program provides courses that will fortify the knowledge of the student and allow the student to perform 420 clinical hours at a sleep laboratory while in the program. This academic knowledge and clinical experience allow the student to pass the board exam certification, which will qualify the student to work as a sleep technician in the workforce.

Students entering this program must have a high school diploma or GED. Some experience with college courses is a plus. Students must be prepared to set aside 20 + hours per week for study outside of time in class. This is a challenging program that requires dedication and motivation to complete.

Currently, sleep laboratories in Maryland and throughout the United States are short-staffed and are looking for certified and qualified Sleep Technicians. Many labs are offering a signing bonus or incentives to graduates who are looking for employment. The national average start pay is between \$22-\$28 per hour to start.

For additional information, contact Rachel Newman Waddy at [rnewmanwaddy@ccbcmd.edu](mailto:rnewmanwaddy@ccbcmd.edu)

#### **Program Credentials:**

**CCBC Credential:** Students will earn a CCBC Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).

Students will be prepared to take the national certification exam through the Board of Registered Polysomnographic Technologists. Board of Registered Polysomnographic Technologist exam cost is \$550. The cost for the first registry test is included in the course tuition cost.

**Accrediting Organization:** Commission on Accreditation of Allied Health Education Programs (CAAHEP) [www.caahep.org](http://www.caahep.org)  
727-210-2350; FAX: 727-210-2354  
9355 - 113th St. N, #7709, Seminole, FL 33775

#### **Disclosures:**

CCBC cannot confirm whether the course or program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the CCBC course or program meets requirements for licensure in that state. If you need assistance finding contact information for your state, visit State Contact Information for Online Students:

<https://ccbcmd.acalogadmin.com/mime/media/47/1770/statecontactinformation.pdf>

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources

outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

**Program Length:**

12-15 months

**Orientation - Mandatory:**

Students are required to attend an online orientation after provisional acceptance into this course series. Contact [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu) for more information about application process.

**Program Requirements:**

- High School Diploma or GED
- Computer literate
- Internet access

*Paperwork Requirements:*

Students must have the following paperwork turned in to the coordinator PRIOR to clinicals:

- CPR Certification Basic Life Support card from the American Heart Association in the student's area of residence
- Negative PPD (six months) or negative chest x-ray less than one year old
- Positive titer or proof of vaccination/immunity for measles, mumps, rubella and varicella
- Current flu vaccination
- Hepatitis B vaccination or declination form
- Tetanus shot (less than ten years)
- Copy of health insurance card
- Copy of high school diploma or GED

Clinical eligibility is in part dependent upon a criminal background check and random urine drug testing. Cost of testing is the responsibility of the student.

**Prior Learning Assessment:**

This program has potential options for waving select courses based on previous coursework or articulated coursework from an approved curriculum. A maximum of 437 program hours may be earned from prior learning. Note: the waiver of program hours may affect Pell eligibility.

**Application Process:**

To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Non-Credit Workforce Training Certificate application. Then, email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu) for more information about upcoming course options and the application process.

*Provisional Entry* - The Sleep Technologist program requires the following application and acceptance process:

1. New Students: Call CCBC Registration at 443-840-2222 to apply for a CCBC Student Identification (ID) number. Application cost is \$10.00. After receiving your ID number, proceed to Step 2 below.
2. Go to <https://shwa.ccbcmd.edu/> to retrieve your username and create a password.
3. Go to <http://ccbcmd.brightspace.com/> to access the online application.
4. Enter your User Name and Password.
5. Click the "Course" tab at the top of the page. You will see the application course for your area of study on your list: Sleep Technology Series Application - AHC 379
6. Click on the application course and read the instructions on the first page.
7. You must submit the following items by the cutoff date – 'Assignments' in Brightspace- to meet all of the requirements for the application:

- Application (2 pages) - must be submitted as a .doc, .docx or .rtf
  - Scanned copy of one or more of the following:
    - High School Diploma or other proof of completion
    - GED
    - College Transcript
    - Other requirements for specific areas of study as detailed in Brightspace
    - Sign the Technical Standards document for the Program
8. Check the Brightspace "Gradebook" for admissions decision approximately 10 days after the submission deadline.
9. Plan to attend the mandatory orientation for your series as detailed on Brightspace

Application timeframes:

- Course series starting in July: March 1 – May 1
- Course series starting in September/October: June 1 – August 1
- Course series starting in February: October 1 – December 1

### Program Course Sequence:

#### Module I:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL166	Essential Skills for the Healthcare Professional	20	Handouts and Online	\$179 T-\$54/F-\$125
AHE124	Medical Terminology Online	30	Programmed Learning Approach to Medical Terminology, 3rd Edition ISBN: 9781284209129 \$64.00	\$329 T-\$99/F-\$230
AHL191	Introduction to Polysomnography	40	Handouts	\$299 T-\$90/F-\$209
AHL155	Sleep Patient Intake Skills Online	20	Handouts	\$329 T-\$99/F-\$230
AHE106	Clinical Observation	40	None	\$369 T-\$111/F-\$258
AHL180	Basic Math Skills for the Health Care Workers	10	Handouts online	\$145 T-\$44/F-\$101
<b>Module I Totals:</b>		<b>160</b>	<b>Approximately \$64</b>	<b>\$1,650</b> <b>T-\$497/F-\$1,153</b>

#### Module II:



<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
AHE672	Anatomy and Physiology for Healthcare Workers Online	30	The Human Body in Health and Disease; 7th (or latest) edition; Patton and Thibodeau; Elsevier (soft cover); ISBN 9780023101243; \$50.00	\$329 T-\$99/F-\$230
AHL152	Pharmacology	20	Handouts online	\$275 T-\$83/F-\$192
AHL181	Basic EKG Technician Training	20	ECG Interpretation Made Incredibly Easy!; Jessica Shank Coviello; ISBN: 9871975148263 \$49	\$425 T-\$128/F-\$297
AHL182	Polysomnographic Sleep Technologist Training	55.8	1) Essentials of Polysomnography Bundle; 3rd Edition ISBN 9781284172218; \$86.00; Lisa M. Endee; and 2) Fundamentals of Sleep Technology 3rd Edition; Teofilo, Lee-Chiong & Mattice; ISBN 9781975111625; \$110	\$1089 T-\$327/F-\$762
AHL102	Clinical Internship – NPSG	100	Online materials	\$699 T-\$210/F-\$489
<b>Module II Totals:</b>		<b>226</b>	<b>\$295</b>	<b>\$2,817</b> <b>T-\$847/F-\$1,970</b>

Module III:

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
AHL702	Neuromuscular Systems and Polysomnography	32	Online materials	\$710 T-\$213/F-\$497
AHL703	Cardiopulmonary Systems and Polysomnography	32	Online materials	\$610 T-\$183/F-\$427
AHL100	Positive Airway Pressure Techniques	40	Handouts online	\$469

				T-\$141/F-\$328
AHL103	Clinical Internship - Day/Scoring	100	Online materials	\$549 T-\$165/F-\$384
<b>Module III Totals:</b>		<b>204</b>	<b>\$0</b>	<b>\$2,338</b> <b>T-\$702/F-\$1,636</b>

Module IV:

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
AHL098	Sleep Staging and Scoring Guidelines	40	Online materials	\$479 T-\$144/F-\$335
AHL713	Polysomnographic Clinical	80	None	\$1,015 T-\$305/F-\$710
AHL104	Clinical Internship – Titration	100	None	\$549 T-\$165/F-\$384
AHL134	Polysomnographic Technology BRPT Board Exam Preparation	40	None	\$439 T-\$132/F-\$307
<b>Module IV Totals:</b>		<b>260</b>	<b>\$0</b>	<b>\$2,482</b> <b>T-\$746/F-\$1,736</b>
<b>Course Series Totals:</b>		<b>850</b>	<b>\$359</b>	<b>\$9,287</b> <b>T-\$2,792</b> <b>F-\$6,495</b>

**Course Substitutions:**

- Medical Terminology Online AHE 124 can be substituted with OFAD/MDAS 141, or ALHL 115, or AHL717 or AHE534
- Anatomy & Physiology for Health Occupations AHE 519 can be substituted with AHE672, or AHL715, or BIOL 109, or BIOL 220 and BIOL 221
- Basic Math Skills for the Healthcare Worker WOS 064 can be substituted with AHL716 or MATH083.

**Additional Expenses:**

CPR Basic Life Support and AED certification from an American Heart Association provider in the student's area of residence. Approximate cost \$110.

*Course Series:* Students are responsible for the cost of all medical testing, background check, drug screening, and scrubs/uniforms. These expenses total approximately \$800.

BRPT National Exam Certification: CCBC will pay for the student's first attempt at the Certification Test at a cost of \$550.

*Post-Course Series:* Licensure is obtained through the Maryland Board of Physicians at a cost of \$200. This cost includes registration of your certification and license as an Allied Health Care provider through the Department of Health and Mental Hygiene. Sleep Technologists must be certified and licensed to work in the State of Maryland.

**Skills for Success:**

See the Technical Standards at the end of this document.

**Career Opportunities:**

Students who complete the program and receive their certification can receive credits toward an Associate of Applied Science in Allied Health through the School of Health Professions.

**Student Completion and Placement Outcomes:**

2020—17 Students Completed the Program

2021—11 Students completed the Program

2022—19 Students Completed the Program

The Polysomnographic Technology Program achieved 100% positive placement for students that have passed the board BRPT exam and obtained their licensure.

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

For more information email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu)

## Technical Standards for CCBC's Sleep (Polysomnographic) Technologist Training Series

The primary goal of The Community College of Baltimore County's Polysomnographic Technologist Series is to adequately prepare students for an entry-level position in the sleep medicine field. Sleep Technicians are critical staff in preparing for and conducting the actual sleep studies. They also play a vital role in the reading and scoring of studies before they are reported to physicians.

The duties of a sleep tech require the ability to stay focused on a variety of patients/equipment during ten to twelve hour night shifts. They need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail oriented and to have strong human relation skills. A high level of manual dexterity, psychomotor skills, and integrity are vital.

Following is a partial listing of the types of skills usually required for adequate job performance:

### Physical Requirements:

#### A. Sufficient strength and mobility to:

- Lift and position patients as needed.
- Move swiftly within close quarters
- Lift up to 50 pounds without assistance
- Move quickly among tasks in different areas of the sleep center
- Sit for long periods of time
- Stand for periods of one hour or more

#### B. Fine motor coordination sufficient to perform precise and delicate tasks such as:

- Set up equipment such as EKG and EEG machines requiring excellent manual dexterity in both hands
- Perform a variety of tasks requiring strong eye-hand coordination
- Record medical information into an electronic record system
- C. Adequate vision to:
  - Read physician or lab orders
  - Read small numbers on thermometers, sphygmomanometers, or other equipment
  - Read printouts (electronic or paper) of sleep equipment
  - Recognize patterns on EEG/EKG and other machines/equipment
  - Read small print as found on medication labels
  - Read instruction sheets and computer screens

#### C. Adequate vision to:

- Read physician or lab orders
- Read small numbers on thermometers, sphygmomanometers, or other equipment
- Read printouts (electronic or paper) of sleep equipment
- Recognize patterns on EEG/EKG and other machines/equipment
- Read small print as found on medication labels
- Read instruction sheets and computer screens

#### D. Sufficient hearing to:

- Hear and understand verbal instructions under noisy conditions from masked personnel
- Sufficiently record breaths, heart rate or other sounds in noisy conditions
- Hear equipment sounds that indicate need for attention (beeps, buzzers)
- Respond to audible alerts from patients

### Interpersonal Skills and Professionalism:

#### A. Have the ability to:

- Work in a professional manner as a member of a medical team in stressful situations
- Remain calm and perform as trained during emergency and life and death situations
- Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
- Maintain proper certifications required to perform the duties of the profession

- Work shifts as assigned, which may include on-call, holidays, and weekends
- Respond professionally to patients, colleagues and physicians in all circumstances
- Demonstrate a strong work ethic (reliable, dependable, strong attendance)
- Demonstrate ability to be detail oriented and work with little direct supervision

B. Sufficient communication skills to:

- Give and receive accurate written and verbal instructions
- Carry out all written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner
- Accurately interpret the patient's needs
- Communicate clearly and effectively to any team member
- Provide patient/public education

Intellectual Ability and Emotional Stability To:

- Exercise independent judgment to properly care for patients
- Accurately utilize all resource material available to perform tasks assigned
- Accurately identify, calculate dosage, and transfer medications
- Work calmly and efficiently in stressful situations
- Maintain calm during emergency situations
- Perform duties while exposed to communicable diseases and unpleasant sights, odors, and materials
- Accept feedback from others
- Complete program requirements
- Competently operate computers and medical equipment used in sleep medicine

Environment Requirements:

Sleep Technician work involves risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves, and eye protection
- Providing proof of recent immunizations against infectious diseases such as measles, mumps, and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submitting to periodic drug screening
- Being exposed to bio-hazardous materials (blood) on rare occasions

### **Polysomnographic (Sleep) Technologist**

*Health Professions Pathway*

#### **Program Description:**

This course series prepares students to sit for the board certification exam to become a Registered Polysomnographic Technologist or RPSGT. Sleep Technologists work overnight and collect data using polysomnograms that measure bioelectrical sleep activity. They acquire and analyze signals from electroencephalograms (EEG), electrocardiograms (EKG), electromyograms (EMS), respiratory flow, and effort sensors.

This program provides courses that will fortify the knowledge of the student and allow the student to perform 420 clinical hours at a sleep laboratory while in the program. This academic knowledge and clinical experience allow the student to pass the board exam certification, which will qualify the student to work as a sleep technician in the workforce.

Students entering this program must have a high school diploma or GED. Some experience with college courses is a plus. Students must be prepared to set aside 20+ hours a week for study outside of time in class. This is a challenging program that requires dedication and motivation to complete.

Currently, sleep laboratories in Maryland and throughout the United States are short-staffed and are looking for certified and qualified Sleep Technicians. Many labs are offering a signing bonus or incentives to graduates who are looking for employment. The national average start pay is between \$22-\$28 per hour to start.

For additional information, contact Rachel Newman Waddy at [rnewmanwaddy@ccbcmd.edu](mailto:rnewmanwaddy@ccbcmd.edu).

#### **Program Credentials:**

**CCBC Credential:** Students will earn a CCBC Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).

Students will be prepared to take the national certification exam through the Board of Registered Polysomnographic Technologists. Board of Registered Polysomnographic Technologist exam cost is \$550. The cost for the first registry test is included in the course tuition cost.

**Accrediting Organization:** Commission on Accreditation of Allied Health Education Programs (CAAHEP) [www.caahep.org](http://www.caahep.org)  
727-210-2350; FAX: 727-210-2354  
9355 - 113th St. N, #7709, Seminole, FL 33775

#### **Disclosures:**

CCBC cannot confirm whether the course or program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the CCBC course or program meets requirements for licensure in that state. If you need assistance finding contact information for your state, visit State Contact Information for Online Students:

<https://ccbcmd.acalogadmin.com/mime/media/47/1770/statecontactinformation.pdf>

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources

outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

**Program Length:**

12-15 months

**Orientation– Mandatory:**

Students are required to attend an orientation after provisional acceptance into this course series.

**Program Requirements:**

- High School Diploma or GED
- Computer literate
- Internet access.

*Paperwork Requirements:*

Students must have the following paperwork turned in to the coordinator PRIOR to clinicals:

- Negative PPD (six months) or negative chest x-ray less than one year old
- Positive titer or proof of vaccination/immunity for measles, mumps, rubella and varicella
- Current Flu vaccination
- Hepatitis B vaccination or declination form
- Tetanus shot (less than ten years)
- Copy of health insurance card
- Copy of high school diploma or GED

*Clinical Requirements:*

- Clinical eligibility is in part dependent upon a criminal background check and random urine drug testing. Cost of testing is the responsibility of the student.

**Application Process:**

To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Non-Credit Workforce Training Certificate application. Then, send an email to [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu) for information about upcoming course options and the application process.

*Provisional Entry* - The Sleep Technologist program requires the following application and acceptance process:

1. New Students: Call CCBC Registration at 443-840-2222 or 443-840-4700 to apply for a CCBC Student Identification (ID) number. Application cost is \$10.00. After receiving your ID number, proceed to Step 2 below.
2. Go to <https://shwa.ccbcmd.edu/> to retrieve your user name and create a password.
3. Go to <http://ccbcmd.brightspace.com/> to access the online application.
4. Enter your User Name and Password.
5. Click the "Course" tab at the top of the page. You will see the application course for your area of study on your list: Sleep Technology Series Application - AHC 379
6. Click on the application course and read the instructions on the first page.
7. You must submit the following items by the cutoff date – 'Assignments' in Brightspace- to meet all of the requirements for the application:
  - a. Application (2 pages) - must be submitted as a .doc, .docx or .rtf
  - b. Scanned copy of one or more of the following:
    - i. High School Diploma or other proof of completion
    - ii. GED
    - iii. College Transcript
    - iv. Other requirements for specific areas of study as detailed in Brightspace

- v. Sign the Technical Standards document for the Program
8. Check the Brightspace 'Gradebook' for admissions decision approximately 10 days after the submission deadline.
9. Plan to attend the mandatory orientation for your series as detailed on Brightspace.
10. If you need any help, please contact [newmanwaddy@ccbcmd.edu](mailto:newmanwaddy@ccbcmd.edu).

#### **Prior Learning Assessment:**

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. A maximum of 437 program hours may be earned from prior learning. Note: waiver of program hours may effect Pell eligibility.

#### **Program Course Sequence:**

*CPR and First Aid classes REQUIRE 100% attendance. Students arriving late to class will not be admitted. Late arrival to, or early exit from, class will also result in a failing grade and no refund. Students will then be required to retake the class at their expense.*

#### Module I:

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
AHL166	Essential Skills for the Health Care Provider	20	Handouts and Online	\$179 T-\$54/F-\$125
AHE124	Medical Terminology Online	30	Programmed Learning Approach to Medical Terminology, 3rd Edition ISBN: 9781284209129 \$64.00	\$329 T-\$99/F-\$230
AHL133	Introduction to Polysomnography	40	Handouts	\$299 T-\$90/F-\$209
AHL155	Sleep Patient Intake Skills Online	20	Handouts	\$329 T-\$99/F-\$230
AHE106	Clinical Observation	40	None	\$369 T-\$111/F-\$258
AHL180	Basic Math Skills for the Healthcare Workers	10	Handouts online	\$145 T-\$44/F-\$101
AHE805	CPR For Healthcare Providers	7	None	\$109 T-\$33/F-\$76



<b>Module I Totals:</b>		<b>167</b>	<b>\$64</b>	<b>\$1,759</b> <b>T-\$530/F-\$1,229</b>
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Module II:

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
AHE672	Anatomy and Physiology for Healthcare Workers Online	30	The Human Body in Health and Disease; 7th (or latest) edition; Patton and Thibodeau; Elsevier (soft cover); ISBN 9780023101243; \$50.00	\$329 T-\$99/F-\$230
AHL152	Pharmacology	20	Handouts online	\$275 T-\$83/F-\$192
AHE802	Basic EKG Technician Training	20	ECG Interpretation Made Incredibly Easy!; Jessica Shank Coviello; ISBN: 9871975148263 \$49	\$425 T-\$128/F-\$297
AHL099	Polysomnographic SleepTechnologist Training	56	1) Essentials of Polysomnography Bundle; 3rd Edition ISBN 9781284172218; \$86.00; Lisa M. Endee; and 2) Fundamentals of Sleep Technology&nbsp;3rd Edition; Teofilo, Lee-Chiong & Mattice; ISBN 9781975111625; \$110	\$1,089 T-\$327/F-\$762
AHL102	Clinical Internship – NPSG	100	Online materials	\$699 T-\$210/F-\$489
<b>Module II Totals:</b>		<b>226</b>	<b>\$295</b>	<b>\$2,817</b> <b>T-\$847/F-\$1,970</b>

Module III:

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
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AHL702	Neuromuscular Systems and Polysomnography	32	Online materials	\$710 T-\$213/F-\$497
AHL703	Cardiopulmonary Systems and Polysomnography	32	Online materials	\$610 T-\$183/F-\$427
AHL100	Positive Airway Pressure Techniques	40	Handouts online	\$469 T-\$141/F-\$328
AHL103	Clinical Internship - Day/Scoring	100	Online materials	\$549 T-\$165/F-\$384
<b>Module III Totals:</b>		<b>204</b>	<b>\$0</b>	<b>\$2,338</b> <b>T-\$702/F-\$1,636</b>

Module IV:

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
AHL098	Sleep Staging and Scoring Guidelines	40	Online materials	\$479 T-\$144/F-\$335
AHL713	Polysomnographic Clinical	80	None	\$1,015 T-\$305/F-\$710
AHL104	Clinical Internship – Titration	100	None	\$549 T-165/F-\$384
AHL277	Board of Registered Polysomnographic Technologist Review	40	None	\$539 T-\$162/F-\$377
<b>Module IV Totals:</b>		<b>260</b>	<b>\$0</b>	<b>\$2,582</b> <b>T-\$776/F-\$1,806</b>
<b>Course Series Totals:</b>		<b>857</b>	<b>\$359</b>	<b>\$9,496</b> <b>T-\$2,855</b> <b>F-\$6,641</b>

**Course Substitutions:**

- Medical Terminology Online AHE 124 can be substituted with OFAD/MDAS141, or ALHL115, or AHL717 or AHE534
- Anatomy & Physiology for Health Occupations AHE 519 can be substituted with AHE672, or AHL715, or BIOL109, or BIOL220 and BIOL221.
- Basic Math for the Healthcare Worker WOS 064 can be substituted with AHL716 or MATH083.

**Additional Expenses:**

BRPT National Exam Certification: CCBC will pay for the student's first attempt at the Certification Test at a cost of \$550.

*Course Series:* Students are responsible for the cost of all medical testing, background check, drug screening, and scrubs/uniforms. These expenses total approximately \$800.

*Post-Course Series:* Licensure is obtained through the Maryland Board of Physicians at a cost of \$200. This cost includes registration of your certification and license as an Allied Health Care provider through the Department of Health and Mental Hygiene. Sleep Technologists must be certified and licensed to work in the State of Maryland.

**Skills for Success:**

See the Technical Standards at the end of this document.

**Career Opportunities:**

There is currently a large shortage of sleep technologists in the state of Maryland due to certification and licensure regulations. Regulations currently state you must participate in a CAAHEP accredited program to receive certification in MD.

Students who complete the program and receive their certification can receive credits toward an Associate of Applied Science in Allied Health through the School of Health Professions.

**Student Completion and Placement Outcomes:**

2020—17 Students Completed the Program

2021—11 Students completed the Program

2022—19 Students Completed the Program

The Polysomnographic Technology Program achieved 100% positive placement for students that have passed the board BRPT exam and obtained their licensure.

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

For more information email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu)

## Technical Standards for CCBC's Sleep (Polysomnographic) Technologist Training Series

The primary goal of The Community College of Baltimore County's Polysomnographic Technologist Series is to adequately prepare students for an entry-level position in the sleep medicine field. Sleep Technicians are critical staff in preparing for and conducting the actual sleep studies. They also play a vital role in the reading and scoring of studies before they are reported to physicians.

The duties of a sleep tech require the ability to stay focused on a variety of patients/equipment during ten to twelve hour night shifts. They need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail oriented and to have strong human relation skills. A high level of manual dexterity, psychomotor skills, and integrity are vital.

Following is a partial listing of the types of skills usually required for adequate job performance:

### Physical Requirements:

#### A. Sufficient strength and mobility to:

- Lift and position patients as needed.
- Move swiftly within close quarters
- Lift up to 50 pounds without assistance
- Move quickly among tasks in different areas of the sleep center
- Sit for long periods of time
- Stand for periods of one hour or more

#### B. Fine motor coordination sufficient to perform precise and delicate tasks such as:

- Set up equipment such as EKG and EEG machines requiring excellent manual dexterity in both hands
- Perform a variety of tasks requiring strong eye-hand coordination
- Record medical information into an electronic record system

#### C. Adequate vision to:

- Read physician or lab orders
- Read small numbers on thermometers, sphygmomanometers, or other equipment
- Read printouts (electronic or paper) of sleep equipment
- Recognize patterns on EEG/EKG and other machines/equipment
- Read small print as found on medication labels
- Read instruction sheets and computer screens

#### D. Sufficient hearing to:

- Hear and understand verbal instructions under noisy conditions from masked personnel
- Sufficiently record breaths, heart rate or other sounds in noisy conditions
- Hear equipment sounds that indicate need for attention (beeps, buzzers)
- Respond to audible alerts from patients

### Interpersonal Skills and Professionalism:

#### A. Have the ability to:

- Work in a professional manner as a member of a medical team in stressful situations
- Remain calm and perform as trained during emergency and life and death situations
- Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
- Maintain proper certifications required to perform the duties of the profession
- Work shifts as assigned, which may include on-call, holidays, and weekends
- Respond professionally to patients, colleagues and physicians in all circumstances
- Demonstrate a strong work ethic (reliable, dependable, strong attendance)
- Demonstrate ability to be detail oriented and work with little direct supervision

#### B. Sufficient communication skills to:

- Give and receive accurate written and verbal instructions
- Carry out all written and verbal instructions

- Follow proper channels of communication
- Communicate in a calm and professional manner
- Accurately interpret the patient's needs
- Communicate clearly and effectively to any team member
- Provide patient/public education

Intellectual Ability and Emotional Stability To:

- Exercise independent judgment to properly care for patients
- Accurately utilize all resource material available to perform tasks assigned
- Accurately identify, calculate dosage, and transfer medications
- Work calmly and efficiently in stressful situations
- Maintain calm during emergency situations
- Perform duties while exposed to communicable diseases and unpleasant sights, odors, and materials
- Accept feedback from others
- Complete program requirements
- Competently operate computers and medical equipment used in sleep medicine

Environment Requirements:

Sleep Technician work involves risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves, and eye protection
- Providing proof of recent immunizations against infectious diseases such as measles, mumps, and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submitting to periodic drug screening
- Being exposed to bio-hazardous materials (blood) on rare occasions

### **Veterinary Assistant**

#### *Health Professions Pathway*

#### **Program Description:**

Veterinary Assistants assist in kennel care, assist veterinary technicians during exams of animals, and provide support throughout the veterinary office. They are often employed at animal shelters, animal emergency centers, and veterinary practices.

The Veterinary Assistant training program features courses that will prepare individuals interested in working with animals in an entry-level position in animal shelters, animal emergency centers, and veterinary practices.

Veterinary assistants should have some basic personal qualities and skills to ensure a successful career. They need to be compassionate toward both animals and their owners in order to provide effective care and education. Dispensing medication and following specific instructions requires strict attention to detail, and strong listening and communication skills are a benefit to working with coworkers. In addition, veterinary assistants should have a strong customer service orientation, especially when greeting clients and making phone calls.

Career Outlook: Veterinary offices are always looking for entry level staff. Students are oftentimes hired at the site where they completed their clinical hours. The Occupational Information Network, O\*NET, is an online database of occupations, job descriptions, and wages for career paths sponsored by the U.S. Dept. of Labor. This information is free to the public at [www.onetonline.org](http://www.onetonline.org); enter 31-9096.00 for Veterinary Assistant Information.

#### **Program Credential:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate, and will have access to a Continuing Education academic record (transcript).

Students will be prepared to work in an entry level position in animal care.

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

16-20 weeks

Veterinary Assistant is offered at the Essex Campus and also requires an online component. The program is offered three times per year in January, June, and September.

#### **Program Requirements:**

- Must be 18 years or older by the time you reach VET IV Externship
- Computer literate
- Internet access

#### *Clinical Requirements:*

- Clinical eligibility is in part dependent upon a criminal background check and random urine drug testing. Cost of the test is the responsibility of the student. More information will be provided in Veterinary Assistant II.

**Employment Requirements:**

- A High School Diploma or GED is NOT required for program entry but may be required for employment

**Paperwork Requirements:**

Students must have the following paperwork submitted to Castle Branch by the start of Veterinary Assistant IV:

- Tetanus shot (less than ten years)
- Copy of health insurance card
- Completed background check and drug screen

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Program Course Sequence:**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHE752	Veterinary Assistant Training I	30	Handouts online	\$440 T-\$132/F-\$308
AHE753	Veterinary Assistant Training II	30	Handouts online	\$330 T-\$99/F-\$231
AHE754	Veterinary Assistant Training III	30	Handouts online	\$330 T-\$99/F-\$231
AHE755	Veterinary Assistant Training IV	45	None	\$220 T-\$66/F-\$154
<b>Course Series Totals:</b>		<b>135</b>		<b>\$1,320</b> <b>T-\$396/F-\$924</b>

**Additional Expenses:**

Students are responsible for the cost of medical expenses, background checks, uniforms and other miscellaneous expenses totaling approximately \$300.

**Skills for Success:**

See Technical Standards at the end of this document.

**Credit for Prior Learning:**

Students who complete the Veterinary Assistant Program (AHE752, AHE753, AHE754, AHE755) will be eligible to sit for the Departmental Exam for VETT 106. Students must score 70% or higher to receive 2 credits for VETT 106. Veterinary Assistant students will receive additional points on their application when applying for the Veterinary Technician Program at CCBC.

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

For more information email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu) or  
Lauren Perrera | Coordinator Health & Human Services | [lperrera@ccbcmd.edu](mailto:lperrera@ccbcmd.edu)



## Technical Standards for CCBC's Veterinary Assistant Training Program

The primary goal of The Community College of Baltimore County's Veterinary Assistants training program is to prepare individuals interested in working with animals in an entry-level position in animal shelters, animal emergency centers and veterinary practices. The duties of a Veterinary Assistant require the ability to routinely lift animals and sustain long hours of active work. They need to clean and disinfect cages and work areas, and sterilize laboratory and surgical equipment. Assistants may provide routine post-operative care, and administer medication orally or topically, or prepare samples for laboratory examination under the supervision of veterinary or laboratory animal technologists or technicians or veterinarians.

Following is a partial listing of the types of skills typically required for adequate job performance:

### Physical Requirements:

- A. Sufficient strength and mobility to:
  - Lift or move animals up to 50 pounds or more
  - Ability to use your abdominal and lower back muscles to support part of the body continuously over time without giving out
- B. Fine motor coordination sufficient to perform precise tasks such as:
  - Ability to make precise movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
  - Ability to keep your arm and hand steady
  - Ability to bend, stretch, twist, or reach with your body, arms, and/or legs
- C. Adequate vision to:
  - See details at a distance
- D. Sufficient hearing to:
  - Hear and give verbal instructions in person under noisy conditions
  - Identify and understand the speech of another person

### Interpersonal Skills and Professionalism:

- A. Have the ability to:
  - Develop constructive and cooperative working relationships with others and maintain them over time
  - Provide customer and personal services, including the ability to perform customer needs assessment, meet quality matters standards, and evaluate customer satisfaction
  - Maintain proper certifications required to perform the duties of the profession
- B. Sufficient communication skills to:
  - Provide information to supervisors, coworkers, and subordinates by telephone, written form, email, and in person
  - Communicating with people outside of the organization and representing the organization to customers
  - Communicate in a calm and professional manner

### Intellectual Ability and Emotional Stability To:

- Apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Work calmly and efficiently in a fast-paced, stressful environment
- Maintain calm during emergency situations

### Environment Requirements:

- Working in an environment that is often noisy
- Working in an often times stressful and fast paced environment
- Working in an environment with unpleasant odors (feces).

### **Credit Certificates in Health and Human Services**

CCBC for-credit certificates offer education and training for students wanting a formal academic credential but needing a shorter-term experience. They are shorter programs that focus on a specific field or expertise. They can be a stand-alone credential or may be part of a pathway to a higher-level credential such as an Associate's Degree.

For further information on Credit Certificates, see the CCBC website, or call CCBC Student Central at 443-840-2222.

#### **Emergency Medical Technology**

##### **Emergency Medical Technology Certificate**

Emergency Medical Technology is a rapidly expanding profession involving the provision of immediate care for the critically ill or injured at the scene of an emergency and transporting these patients to a medical facility. This entry level program is designed to educate students at the Emergency Medical Technician (open enrollment) and Paramedic (selective admission) levels of prehospital clinicians. The program includes specialized courses based upon the most current Emergency Medical Services Education Standards required to seek licensure as a Paramedic. Upon successful completion of the program, students are eligible for licensure.

Credential: Credit Certificate. A total of 43 credits is required for this certificate

#### **Health Informatics and Information Technology**

##### **Medical Coding Certificate**

The Medical Coding certificate is designed to prepare students for positions as medical coders in the health care industry. Students who successfully complete the Medical Coding Certification Program will find employment in various health care settings such as hospitals, clinics, physicians' offices, ambulatory care facilities, nursing facilities, health maintenance organizations (HMOs), insurance companies, and health data organizations.

Credential: Credit Certificate. A total of 41 credits is required for this certificate.

##### **Magnetic Resonance Imaging (MRI) Certificate**

This program is designed to provide the working Technologist with the theoretical background and documented clinical experience necessary to apply to sit for the Magnetic Resonance Imaging (MRI) registry examination offered by the American Registry of Radiologic Technologists (ARRT).

This is a School of Health Professions selective program that requires an additional application for acceptance. Please visit the [SHP Application](https://shp.liaisoncas.com/applicant-ux/#/login) at <https://shp.liaisoncas.com/applicant-ux/#/login> to apply.

Credential: Credit Certificate. A total of 21 credits is required for this certificate

##### **Practical Nursing Certificate**

The Practical Nursing program is a 12-month, 46-credit certificate program designed to provide theoretical and clinical laboratory study in nursing that will enable students to learn to assist other licensed health care professionals, such as registered nurses and physicians, and work as members of a health care team.

Credential: Credit Certificate. A total of 38-46 credits is required for this certificate

## Human Services Counseling

### **Behavioral Health Counseling Advanced Certificate**

The certificate program is designed for students seeking employment in Behavioral Health Counseling and prepares students for certification as Alcohol and Drug Counselors by the Maryland Board of Professional Counselors and Therapists. This program will prepare students with the knowledge, skills, and abilities for entry-level or advanced job opportunities in Behavioral Health Counseling, as appropriate to the student's degree. Students may be required to pass an examination administered and approved by the Maryland Board of Professional Counselors and Therapists in the application for certification.

Credential: Credit Certificate. A total of 30 credits is required for this certificate.

### **Behavioral Health Counseling Trainee Certificate**

The certificate program is designed for students seeking entry-level positions in Behavioral Health Counseling, and introduces the core functions of alcohol and drug counseling. Students completing this certificate exceed the educational requirements required to apply for Counselor Trainee status with the Maryland Board of Professional Counselors and Therapists.

Credential: Credit Certificate. A total of 18 credits is required for this certificate.

### **Child and Adolescent Behavioral Health Practitioner Certificate**

The Child and Adolescent Behavioral Health Practitioner certificate emphasizes the knowledge, skills, and abilities to work with underserved youth and their families in a variety of community and residential settings.

Credential: Credit Certificate. A total of 21 credits is required for this certificate.

### **Elder Care Transfer Certificate**

The Elder Care Specialist certificate program provides a broad understanding of the aging processes and the programs and skills necessary to work in this diverse and expanding field.

Credential: Credit Certificate. A total of 21 credits is required for this certificate.

### **Human Services Generalist Certificate**

The Human Services Generalist certificate program provides a broad base of training preparing students to work in a wide array of social and human service positions providing direct service opportunities.

Credential: Credit Certificate. A total of 21 credits is required for this certificate.

### **Casino Dealer**

#### *Business Pathway*

#### **Program Description:**

Casino Dealer Training at CCBC is designed to train individuals for a career as a casino poker dealer. *Casino Poker Dealer* is an 80-hour course that provides instruction on the fundamentals for dealing casino poker, to include Texas Hold-'em, Omaha, Pot Limit, 7 Card Stud, and 5 Card Stud. Upon completion of this course, students will be prepared for an audition as a casino poker dealer.

Students entering this program should have outstanding people skills, including the ability to interact with others with courtesy and tact; be punctual and prepared to work; have a well-groomed, professional appearance; have a willingness to accept responsibility; be able to follow written and oral instructions; have the ability to follow safety rules and regulations; have the ability to complete assigned tasks on time; have good math skills.

The legalization of gambling in the State of Maryland has provided employment opportunities in the gaming industry, including positions for Casino Table Game Dealers. Casinos require an individual to be certified in various casino dealer games to be job-ready for a casino table position. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>.

#### **Program Credential:**

*CCBC Credential:* Students will earn a CCBC Workforce Certificate and have access to a Continuing Education academic record (transcript).

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

Casino Poker Dealer: 8 weeks; 2 days per week; 5-hour classes

#### **Program Requirements:**

- High School Diploma or GED (preferred for job placement)
- Minimum age of 18
- Good mental math skills

#### *Employment Requirements:*

- Must pass a drug test and criminal background check to be licensed as a casino dealer

#### **Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:****Casino Poker Dealer:**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
HSL092	Casino Poker Dealer	80	Included in course cost.	\$795 T-\$239/F-\$556

**Additional Offerings:**

Advanced Casino Dealer - HSL064

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Coordinator: Yumi Kim | [hospitalitycareers@ccbcmd.edu](mailto:hospitalitycareers@ccbcmd.edu) | 443-840-5840 | Owings Mills 305D  
Program Assistant: Kristal Parker | [kparker3@ccbcmd.edu](mailto:kparker3@ccbcmd.edu) | 443-840-4483 | Owings Mills 302

## Catering Professional

### Business Pathway

#### Program Description:

A caterer works closely with clients to design menus and prepare and serve food and beverages for events. Caterers may work for a small or large company, or be self-employed.

This online course is designed to prepare students to organize and manage a catering function in a catering facility or at a customer's location. Students will learn catering styles, human resource management, accounting principles for catering, marketing, food production processes, food safety, and planning for success.

Students entering this program should have outstanding people skills, professional appearance, ability to work independently, good math skills, and knowledge and/or experience in hospitality-related fields is helpful. Since this course is delivered completely online, students need to have the self-discipline to complete all required material on their own.

Professional Catering jobs can be found in hotels, restaurants, convention centers, and catering businesses, or a caterer may have their own business. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>.

#### Program Credentials:

**CCBC Credential:** Students will receive a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

**External Credential:** Certified Professional in Catering & Events (CPCE)

**Certifying Organization:** National Association for Catering and Events, [www.nace.net](http://www.nace.net)

#### Financial Aid and Payment Options:

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### Length of Training:

Approximately 100 hours.

Students will have 6 months to complete the course.

#### Program Requirements:

##### Academic requirements:

- High School Diploma or GED
- Basic high school level competencies
- Basic liberal arts knowledge

##### Computer requirements:

- PC or Mac with a high-speed Internet connection (DSL or cable)
- PC: Windows 10 or later/Mac: macOS 10.6 or later
- Basic understanding of computers and how to navigate the Internet

- E-mail capability
- Microsoft Outlook 2007 software should be installed prior to beginning this program
- Program is compatible with the following browsers: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.

#### **Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

#### **Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

#### **Program Course Sequence:**

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
HSL060	Catering Professional Online	100	Included with course cost.	\$1,295 T-\$50/F-\$1,245

#### **Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

#### **Program Contact Information:**

Coordinator: Yumi Kim | [hospitalitycareers@ccbcmd.edu](mailto:hospitalitycareers@ccbcmd.edu) | 443-840-5840 | Owings Mills 305D  
 Program Assistant: Kristal Parker | [kparker3@ccbcmd.edu](mailto:kparker3@ccbcmd.edu) | 443-840-4483 | Owings Mills 302

## **Corporate Event Planner**

### *Business Pathway*

#### **Program Description:**

The job of a corporate event planner involves a wide variety of duties. They meet with clients to assess their needs, design the event, negotiate with contractors, communicate with event staff, and monitor the event as it progresses to ensure that everything goes according to plan. Corporate events span all industries and are planned for a variety of occasions and celebrations.

This program features courses that will provide the entry level skills needed to start a career as a corporate event planner. Students will learn how to plan, design, and execute a successful corporate event, and how to charge for corporate event planning services. Upon successful completion of the program, students will be awarded a Certified Corporate Event Planner certificate from the Wedding Planning Institute.

Students entering this program should have outstanding people skills, professional appearance, ability to work independently, good math skills, and knowledge and/or experience in hospitality-related fields helpful. Since this program is delivered completely online, students will need to have the self discipline to complete all required material.

This program prepares students to work as a corporate event planner for business or organization, convention center or venue event planner, or have their own corporate event planning business. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will receive a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

**External Credential:** Certified Corporate Event Planner

**Certifying Organization:** Wedding Planning Institute [www.weddingplanninginstitute.com](http://www.weddingplanninginstitute.com)

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

Approximately 240 hours

Students may work up to 6 months to complete the online course work.

#### **Program Requirements:**

- This program is offered entirely online and can be taken on either a Mac or PC:
  - Mac: MacOS 10.6 or later
  - PC: Windows 8 or later
- Internet connection
- Email capabilities
- Adobe Acrobat Reader is required for this course.



- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.

### Application Process:

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

### Prior Learning Assessment:

This program has no options for obtaining course waiver(s) for prior learning.

### Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
HSL071	Corporate Event Planner - Module 1	100	Included with course cost.	\$515 (T-\$10/F-\$505)
HSL075	Corporate Event Planner - Module 2	70	Included with course cost.	\$235 (T-\$10/F-\$225)
HSL076	Corporate Event Planner - Module 3	70	Included with course cost.	\$245 (T-\$30/F-\$215)
<b>Course Series Totals:</b>		<b>240</b>		<b>\$995 (T-\$50/F-\$945)</b>

### Career Coach:

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

### Program Contact Information:

Coordinator: Yumi Kim | [hospitalitycareers@ccbcmd.edu](mailto:hospitalitycareers@ccbcmd.edu) | 443-840-5840 | Owings Mills 305D  
 Program Assistant: Kristal Parker | [kparker3@ccbcmd.edu](mailto:kparker3@ccbcmd.edu) | 443-840-4483 | Owings Mills 302

## Event Management and Design

### Business Pathway

#### Program Description:

Event designers create a vision for an event and plan the details to transform a space and ensure that all the elements come together for a stunning event. An event manager makes planning decisions, such as the time, location, and theme of an event. During an event, event managers oversee the event live and make sure things run smoothly. After an event, event managers review event data and analyze financial outcomes.

The Event Management and Design online training program will equip students with the knowledge to advance in the field if they are already working in special events, or prepare them to enter the profession with an understanding of the industry. Students build a foundation they can use to build a career in special events or start their own special event business.

Students entering this program should have outstanding people skills, professional appearance, ability to work independently, good math skills, and knowledge and/or experience in hospitality-related fields is helpful. Since this course is delivered completely online, students need to have the self-discipline to complete all required material on their own.

Event management and design jobs can be found in small or large companies, and includes corporations, wedding planners, convention centers, and event venues, or students may start their own business. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>.

#### Program Credential:

**CCBC Credential:** Students will receive a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

#### Financial Aid and Payment Options:

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### Length of Training:

Approximately 300 hours.

Students may take up to 6 months to complete the online course work.

#### Program Requirements:

##### Academic requirements:

- High School Diploma or GED
- Basic high school level competencies
- Basic liberal arts knowledge
- Understanding of, and interest in, different cultures

##### Computer requirements:

- PC or Mac with a high-speed Internet connection (DSL or cable)
- Basic understanding of computers and how to navigate the Internet
- E-mail capability

- Microsoft Outlook 2007 software should be installed prior to beginning this program
- Program is compatible with these browsers: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible

#### Application Process:

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

#### Prior Learning Assessment:

This program has no options for obtaining course waiver(s) for prior learning.

#### Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
HSL112	Event Management and Design: Module 1	60	Included in course costs.	\$1000 T-\$20/F-\$980
HSL113	Event Management and Design: Module 2	60	Included in course costs.	\$995 T-\$20/F-\$975
<b>Course Series Totals:</b>		<b>120</b>		<b>\$1,995</b> <b>T-\$40/F-\$1,955</b>

#### Career Coach:

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

#### Program Contact Information:

Coordinator: Yumi Kim | [hospitalitycareers@ccbcmd.edu](mailto:hospitalitycareers@ccbcmd.edu) | 443-840-5840 | Owings Mills 305D  
 Program Assistant: Kristal Parker | [kparker3@ccbcmd.edu](mailto:kparker3@ccbcmd.edu) | 443-840-4483 | Owings Mills 302

## Food Service Manager

### Business Pathway

#### Program Description:

Food service managers are responsible for the daily operation of restaurants or other establishments that prepare and serve food and beverages. Food service managers are typically employed by restaurants, fast-food chains, hotels, cafeterias, and similar establishments to manage all food service operations. They hire and train food service employees, manage staff schedules, resolve customer complaints, comply with regulations, and budget for supplies.

The ManageFirst® Professional (MFP), created by the National Restaurant Association Educational Foundation (NRAEF) and managed nationally by National Restaurant Association Solutions, is a management development program that equips students with the key competencies they need to begin or advance their management careers in the demanding food service industry. This course series prepares students for the ManageFirst® Professional (MFP) credential and ServSafe® Food Safety certification.

Students entering this program should have strong communication and conflict management skills, strong customer service skills, attention to detail, be well organized, be proactive, manage time well, and have the ability to work in a team environment.

Food Service Manager roles can be found in different types of venues including restaurants, hotels, and institutional organizations such as arenas, hospitals, and schools. Additional career information may be found in Career Coach: <https://ccbcmcmd.emsicc.com/>.

#### Program Credentials:

**CCBC Credential:** Students will receive a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

Successful completion of the course series recognizes students as having the academic and practical knowledge needed to succeed in the restaurant, food service, and hospitality industry. *To earn the MFP credential, students must also complete 800 service hours in the food service industry.*

**External Credential:** Students will receive a ManageFirst® Professional credential and a ServSafe® Food Safety certification.

**Certifying Organization:** ManageFirst® Professional, <https://managefirst.restaurant.org/> and ServSafe® Food Safety Manager certification, [www.servsafe.com](http://www.servsafe.com)

#### Financial Aid and Payment Options:

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### Length of Training:

Varies based on 4 required courses and 1 of 2 electives: 4 weeks (1 day/week) per course and 2 days for ServSafe (16 hours)

Courses are offered at CCBC Owings Mills. Program cohorts start two times each year in the fall and spring. This program is offered in a blended format: The first day and last day of the class are held face-to-face; the rest are flexible distance learning to accommodate students' busy schedules.

**Orientation:**

Information sessions are offered monthly. Check the CCBC Continuing Education Schedule of Classes for locations, dates, and times.

**Program Requirements:**

*Required:*

- High School Diploma or GED
- Minimum age of 18

*Recommended:*

- Prior food service background

*External credential requirement:*

- Must have completed 800 service hours in the food industry (not required for class registration) for ManageFirst® Professional (MFP)

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. Maximum number of program hours that may be earned from prior learning: 5

**Program Course Sequence:**

Courses can be taken in any order

Core Courses:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
HSL059	ManageFirst® Controlling Food Costs	35	Text(s), certification exams, and materials provided and included in course costs.	\$519 T-\$156/F-\$363
HSL057	ManageFirst® Hospitality and Restaurant Management	35	Text(s), certification exams, and materials provided and included in course costs.	\$519 T-\$156/F-\$363
HSL038	ManageFirst® Hospitality HR Management (Blended)	35	Text(s), certification exams, and materials provided and included in course costs.	\$519 T-\$156/F-\$363

HSL016	ServSafe® Food Safety Training and Certification	16	Text(s), certification exams, and materials provided and included in course costs.	\$209 T-\$63/F-\$146
<b>Core Courses Totals:</b>		<b>121</b>	<b>\$0</b>	<b>\$1,766</b> <b>T-\$531/F-\$1,235</b>

Elective Courses (must choose one to complete program):

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
HSL040	ManageFirst® Customer Service Blended	20	Text(s), certification exams, and materials provided and included in course costs.	\$265 T-\$80/F-\$185
HSL058	ManageFirst® Principles of Food & Beverage Management	35	Text(s), certification exams, and materials provided and included in course costs.	\$529 T-\$159/F-\$370
<b>Course Series Totals:</b>		<b>141 or 156</b>		<b>\$2,031-\$2,295</b> <b>T-\$611-690 / F-\$1,420-\$1,605</b>

#### Career Coach:

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

#### Program Contact Information:

Coordinator: Yumi Kim | [hospitalitycareers@ccbcmd.edu](mailto:hospitalitycareers@ccbcmd.edu) | 443-840-5840 | Owings Mills 305D  
Program Assistant: Kristal Parker | [kparker3@ccbcmd.edu](mailto:kparker3@ccbcmd.edu) | 443-840-4483 | Owings Mills 302

## **Food Truck Operator**

### *Business Pathway*

#### **Program Description:**

A food truck operator is responsible for the daily operations of a food truck or trailer, going to various locations to cook, serve, and sell food. The operator will plan and price the menu, market the business, manage expenses, and follow local and state food handling regulations.

This program features courses that will provide the skills needed to start and operate a food truck business. Students will develop a concept for a food truck business; conduct market research and menu planning; determine service style; calculate cost of goods sold, expenses, and break-even analysis; determine layout and design; develop a marketing plan; learn HACCP plan basics, and licensing, permitting, and insurance needs. Upon successful completion of the in-class exam, students may obtain their ServSafe® Manager certification.

Students entering this program should have good planning and organizational skills, strong customer service skills, strong oral communication skills, strong interpersonal skills, and good problem solving skills.

Jobs operating a food truck can be found in small or large restaurants or restaurant groups, or students may start their own business. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and will have access to a Continuing Education academic record (transcript).

**External Credential:** ServSafe Manager Certification.

**Certifying Organization:** National Restaurant Educational Foundation <https://restaurant.org/>

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

1-3 Months

#### **Orientation:**

Monthly information sessions are available on ZOOM. For information or to receive a ZOOM link, Contact: Yumi Kim at 443-840-5840 or [hospitalitycareers@ccbcmd.edu](mailto:hospitalitycareers@ccbcmd.edu)

#### **Program Requirements:**

##### *Recommended:*

- High school diploma or GED
- Previous business or foodservice experience.

#### **Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has potential options for waiving select courses based on current certification. Maximum number of program hours that may be earned from prior learning: 16.

**Program Course Sequence:**

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
SBA036	Starting Your Own Food Truck Business	6	Materials provided	\$159 T-\$48/F-\$111
SBA037	Controlling Costs for Food Truck Operators	6	Materials provided	\$159 T-\$48/F-\$111
SBA808	How to Start and Manage Your Own Small Business	10	Materials provided	\$169 T-\$51/F-\$118
HSL016	ServSafe® Food Safety Training and Certification	16	Text, certification exam, and materials provided	\$209 T-\$63/F-\$146
<b>Course Series Totals:</b>		<b>38</b>		<b>\$696</b> <b>T-\$210/F-\$486</b>

**Program Contact Information:**

Coordinator: Yumi Kim | [hospitalitycareers@ccbcmd.edu](mailto:hospitalitycareers@ccbcmd.edu) | 443-840-5840 | Owings Mills 305D  
 Program Assistant: Kristal Parker | [kparker3@ccbcmd.edu](mailto:kparker3@ccbcmd.edu) | 443-840-4483 | Owings Mills 302



### **FoodWorks: Basic Culinary Training**

#### *Business Pathway*

#### **Program Description:**

Cooks are responsible for the detail and presentation of each order. They prepare ingredients by following recipes; slicing, cutting, mincing, stirring, whipping, and mixing ingredients; adding seasonings; verifying taste; plating meals; receiving deliveries; maintaining a sanitary kitchen. Entry level food preparation jobs are found in a variety of facilities.

This 12-week workforce development program is designed to give students interested in the food service industry on-the-job training experience in the Maryland Food Bank's Bauer Community Kitchen, a state-of-the-art culinary facility. The unique program teaches an array of cooking techniques, including knife cuts, recipe conversions, and commercial equipment use, as well as food safety and sanitation standards. As part of their real world experience, students will use donated food and locally-grown fresh ingredients to prepare a variety of meals from scratch for Maryland Food Bank Kids Supper Club and Summer Club programs, which are served daily in afterschool and summer enrichment programs.

Students entering this program should have good communication skills, be punctual and prepared to work, willing acceptance of responsibility, ability to follow written and oral instructions, ability to follow safety rules and regulations, attention to detail, interact with others in a courteous and respectful manner, strong customer service skills, strong time management skills, be well organized, work as part of a team, be flexible, have good problem solving skills, and the ability to complete assigned tasks on time.

Jobs as cooks, sous chef, line cook, prepcook, and kitchen staff are found at restaurants, caterers, institutional facilities, hospitals, and other hospitality venues. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Training Certificate and will have access to a Continuing Education academic record (transcript).

**External Credential:** Students will receive two certifications of ServSafe Food Handler and ServSafe Food Safety Manager.

**Certifying Organization:** National Restaurant Association, [www.restaurant.org](http://www.restaurant.org) ServSafe®, [www.servsafe.com](http://www.servsafe.com)

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

12 weeks – 165 academic hours plus 252 on-the-job training hours

Monday/Tuesday; 9 a.m.- 4 p.m. Wednesday/Thursday/Friday; 8 a.m. - 4 p.m.

This program is offered 4 times each year with course series starts in January, April, July and October.

#### **Orientation – Mandatory:**

Students are required to attend an Information and Orientation Session before registering for this class. Information sessions offered monthly. Check the CCBC Continuing Education Schedule of Classes for locations, dates, and times.

### Program Requirements:

*Required:*

- Minimum 18 years of age

*Preferred:*

- GED or High School Diploma

### Application Process:

*Provisional Entry* - Students must contact the Program Coordinator to apply for acceptance into this program - email [hospitalitycareers@ccbcmd.edu](mailto:hospitalitycareers@ccbcmd.edu) for further direction. After provisional acceptance, students must complete a drug screening and background check. Prospective students must apply at least 2 weeks prior to the start of the course series.

To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

### Prior Learning Assessment:

This program has no options for obtaining course waiver(s) for prior learning.

### Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
HSL079	FoodWorks Basic Culinary I	55	Textbooks, uniforms and supplies are provided and included in the course costs.	\$965 T-\$290/F-\$675
HSL080	FoodWorks Basic Culinary I: Practicum	84	Textbooks, uniforms and supplies are provided and included in the course costs.	\$781 T-\$234/F-\$547
HSL104	FoodWorks Basic Culinary II	55	Textbooks, uniforms and supplies are provided and included in the course costs.	\$965 T-\$290/F-\$675
HSL105	FoodWorks Basic Culinary II: Practicum	84	Textbooks, uniforms and supplies are provided and	\$782 T-\$234/F-\$548

			included in the course costs.	
HSL106	FoodWorks Basic Culinary III	55	Textbooks, uniforms and supplies are provided and included in the course costs.	\$965 T-\$290/F-\$675
HSL107	FoodWorks Basic Culinary III: Practicum	84	Textbooks, uniforms and supplies are provided and included in the course costs.	\$782 T-\$234/F-\$548
<b>Course Series Totals:</b>		<b>417</b>		<b>\$5,240</b> <b>T-\$1,572/F-\$3,668</b>

#### **Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

#### **Program Contact Information:**

Coordinator: Yumi Kim | [hospitalitycareers@ccbcmd.edu](mailto:hospitalitycareers@ccbcmd.edu) | 443-840-5840 | Owings Mills 305D  
Program Assistant: Kristal Parker | [kparker3@ccbcmd.edu](mailto:kparker3@ccbcmd.edu) | 443-840-4483 | Owings Mills 302

## Professional Bartending

### Business Pathway

#### Program Description:

Bartenders work directly with customers by mixing and serving drink orders. Their responsibilities include verifying age requirements, knowing alcohol pairing and tastes, mixing and serving drinks, processing payments, managing inventory and cleaning bar supplies.

In this course, students will learn the essentials of professional bartending and qualify to take an advanced exam for alcohol service in order to earn their **Training for Intervention ProceduresS (TIPS)** certification, a Maryland-approved credential. Topics include bar preparation, beverage recipes, customer service, alcohol laws, liability, and responsibilities, evaluating intoxication levels, checking identifications, and dealing with difficult situations.

Students entering this program should have outstanding communication skills, be punctual and prepared to work, willing acceptance of responsibility, ability to follow written and oral instructions, interact with others in a courteous and respectful manner, strong customer service skills, strong time management skills, be well organized, have the ability to follow safety rules and regulations, work as part of a team, and be flexible.

This course prepares students for positions in restaurants, hotels, motels, resorts, casinos, and catering companies as a Bartender or Server. The hospitality, restaurant, and casino industries have many opportunities for internal and fast promotion up the career ladder for those seeking advancement. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>.

#### Program Credentials:

**CCBC Credential:** Students will receive a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

**External Credential:** Students will qualify to take the TIPS certification exam. The exam is included on the last day of this class.

**Certifying Organization:** TIPS: [www.gettips.com](http://www.gettips.com)

#### Financial Aid and Payment Options:

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### Length of Training:

1 month - 10 evening sessions (3 hours per class; 2 days/week)

Courses are offered at CCBC Owings Mills. Evening classes are offered during CCBC's fall, winter, spring and summer sessions.

#### Program Requirements:

##### Required:

- Minimum age of 21

##### Recommended:

- High School Diploma or GED

### Application Process:

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

### Prior Learning Assessment:

This program has no options for obtaining course waiver(s) for prior learning.

### Program Course Sequence:

The TIPS certification exam is included in this course.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
HSL103	Professional Bartending and Mixology	30	TIPS – Training for Intervention ProceduresS Certification, books, exam, and certification costs provided and included in course costs.	\$529 T-\$159/F-\$370

### Additional Offerings:

HSL 101 - TIPS Training for Intervention Procedures - certification only

### Career Coach:

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

### Program Contact Information:

Coordinator: Yumi Kim | [hospitalitycareers@ccbcmd.edu](mailto:hospitalitycareers@ccbcmd.edu) | 443-840-5840 | Owings Mills 305D  
 Program Assistant: Kristal Parker | [kparker3@ccbcmd.edu](mailto:kparker3@ccbcmd.edu) | 443-840-4483 | Owings Mills 302

## Travel Agent Training

### Business Pathway

#### Program Description:

A travel agent is a professional who is passionate about travel and helping others. They are focused on creating the best possible experiences, directly catered to their clients. They work with hotels, airlines, and other vendors to create travel packages and experiences that their clients will love. Travel agents can work with large groups, individuals, families, professional organizations, and others to help create seamless travel experiences that help create memories.

This program features courses that will provide the foundational knowledge to start a travel career. The course series enables the student to learn about the airline industry, ground transportation, hotels and resorts, cruises, tours, international and domestic travel, reservations and pricing, specialty travel, and more.

Students entering this program should have strong organizational skills, excellent customer service skills and telephone manner, and strong communication and sales skills. Since this course is delivered completely online, students need to have the self-discipline to complete all required material on their own. A course instructor will be available to assist students with questions and to lead online activities during the course of the class.

Travel Agents sell and book travel for everything from family vacations to honeymoons to corporate travel, catering aspects of trips to their clients' needs. Some travel agents work for travel agencies, and many others are self-employed. Many specialize in a specific type or region of travel. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>.

#### Program Credentials:

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

**External Credential:** Travel Agent Proficiency (TAP) Certification

**Certifying Organization:** Travel Institute (formerly ICTA). [www.thetravelinstitute.com](http://www.thetravelinstitute.com)

#### Financial Aid and Payment Options:

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### Program Length:

Students may work up to six months to complete the online course work (approximately 100 hours).

#### Program Requirements:

##### Computer Requirements:

- Online program can be taken on either a Mac or a PC
- PC: Windows 8 or later/Mac: macOS 10.6 or later
- Internet connection and email capability
- Adobe Flash Player and Adobe Acrobat Reader

- Program is compatible with these browsers: The latest version of Google Chrome or Mozilla Firefox. Microsoft Edge and Safari are also compatible.

### Application Process:

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

### Prior Learning Assessment:

This program has no options for obtaining course waiver(s) for prior learning.

### Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
HSL062	Travel Agent Module 1	50	Included in course costs.	\$1,200 T-\$25/F-\$1,175
HSL063	Travel Agent Module 2	50	Included in course costs.	\$1,045 T-\$25/F-\$1,020
<b>Course Series Totals:</b>		<b>100</b>		<b>\$2,245</b> <b>T-\$50/F-\$2,195</b>

### Career Coach:

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

### Program Contact Information:

Coordinator: Yumi Kim | [hospitalitycareers@ccbcmd.edu](mailto:hospitalitycareers@ccbcmd.edu) | 443-840-5840 | Owings Mills 305D  
 Program Assistant: Kristal Parker | [kparker3@ccbcmd.edu](mailto:kparker3@ccbcmd.edu) | 443-840-4483 | Owings Mills 302

## Wedding Planner

### *Business Pathway*

#### **Program Description:**

Wedding planners are responsible for assisting clients in planning entire weddings or specific wedding activities. They discuss wedding logistics with clients, negotiate vendor contracts, and ensure that wedding-day activities run smoothly. They are also sometimes referred to as bridal or wedding consultants.

This program will introduce students to the fundamentals of planning, orchestrating, and delivering weddings and parties. Students will learn to create event concepts and plan celebrations from beginning to end, understand how to negotiate and handle vendor contracts, and develop client contracts and service packages. Students will earn a certification as a professional wedding planner and will have an opportunity to put the new skills to work in an optional internship.

Students entering this program should have outstanding people skills, professional appearance, ability to work independently, good math skills, and knowledge and/or experience in hospitality-related fields is helpful. Since this course is delivered completely online, students will need to have the self discipline to complete all required material.

This program prepares students to work as a Wedding Planner at a venue or event planning business, or be ready to start their own business. Additional career information may be found in Career

Coach: <https://ccbcmd.emsicc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will receive a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).

**External Credential:** Certified Wedding Planner

**Certifying Organization:** Wedding Planning Institute [www.weddingplanninginstitute.com](http://www.weddingplanninginstitute.com)

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

Approximately 340 hours

Students may work up to 9 months to complete the online course work.

#### **Program Requirements:**

- This program is offered entirely online and can be taken on either a Mac or PC.
  - Mac: macOS 10.6 or later
  - PC: Windows 8 or later
- Internet connection
- Email capabilities.
- Adobe Acrobat Reader are required for this course.



- Browsers: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.

### Application Process:

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

### Prior Learning Assessment:

This program has no options for obtaining course waiver(s) for prior learning.

### Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
HSL068	Certified Wedding Planner - Module 1	100	Included with course cost.	\$625 (T-\$50/F-\$575)
HSL069	Certified Wedding Planner - Module 2	100	Included with course cost.	\$485 (T-\$50/F-\$435)
HSL073	Certified Wedding Planner - Module 3	70	Included with course cost.	\$245 (T-\$35/F-\$210)
HSL074	Certified Wedding Planner - Module 4	70	Included with course cost.	\$240 (T-\$30/F-\$210)
<b>Course Series Totals:</b>		<b>340</b>		<b>\$1,595</b> <b>(T-\$165/F-\$1,430)</b>

### Career Coach:

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

### Program Contact Information:

Coordinator: Yumi Kim | [hospitalitycareers@ccbcmd.edu](mailto:hospitalitycareers@ccbcmd.edu) | 443-840-5840 | Owings Mills 305D  
 Program Assistant: Kristal Parker | [kparker3@ccbcmd.edu](mailto:kparker3@ccbcmd.edu) | 443-840-4483 | Owings Mills 302

### **Child Care - Individuals with Disabilities**

#### **Program Description:**

A lead teacher in a preschool or day care setting is responsible for the academic and social-emotional growth and development of children in their care, who are usually toddler and preschool aged children. Lead teachers work with parents, administrators, and other teachers to improve students' experience and meet teaching objectives. Additionally, lead teachers plan, evaluate, and improve the physical environment of the classroom to create opportunities that meet the changing needs of the developing child.

This program prepares students with learning differences or disabilities for work as lead teacher or assistant in a day care or preschool. Students learn the theories of human development and physical growth along with family and diversity issues. Topics include applying theory to practical situations, major development in physical and psychological growth, and developmentally appropriate practice. Students will learn how to develop a unit plan, develop a lesson plan, create an effective classroom environment, and understand the cognitive and behavioral differences in stages of early childhood. This track provides instruction that is multisensory, multimodal, personalized, and incorporates elements of universal design for learning. Classes are taught with a low student-teacher ratio to better meet the needs of individual learners.

Students entering this program should have a desire to work with young children, strong verbal communication skills, strong interpersonal skills, and be able to give and take direction well.

Lead teacher jobs can be found with for-profit and non-profit organizations. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will earn a CCBC Workforce Certificate and have access to a Continuing Education academic record (transcript).

**External Credential:** First Aid/CPR Certifications

**Certifying Organization:** Maryland State Department of Education (Maryland State 99 Childcare Certification), [www.marylandpublicschools.org](http://www.marylandpublicschools.org)  
American Red Cross <https://www.redcross.org/>

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

30 weeks

Courses start in August at CCBC Dundalk.

#### **Program Requirements:**

- 6th Grade Reading Level - according to an assessment that will be administered during an intake interview
- Ability to lift 50 lbs

**Prior Learning Assessment:**

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. A maximum of 134 program hours may be earned from prior learning.

**Application Process:**

*Selective Entry* – Please call 443-840-3262 to schedule an interview and assessment. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Program Course Sequence:**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
CCT580	Growth and Development in Early Childhood	45	Materials included in course cost	\$744 T-\$90/F-\$654
CHI073	Single Step Childcare Internship I	90	None	\$1,430 T-\$200/F-\$1,230
CHI074	Single Step Childcare Internship II	90	None	\$1,430 T-\$200/F-\$1,230
CCT584	Early Childhood Methods and Materials	45	Materials included in course cost	\$744 T-\$90/F-\$654
CHA050	Skills and Concepts for Employment	44	Materials included in course cost	\$689 T-\$85/F-\$604
CHI070	Communication for Childcare Workers	9	Materials included in course cost	\$165 T-\$35/F-\$130
<b>Course Series Totals:</b>		<b>323</b>		<b>\$5,202</b> <b>T-\$700/F-\$4,502</b>

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: Melissa Foy | [mfoy@ccbcmd.edu](mailto:mfoy@ccbcmd.edu) | 443-840-3451 | Dundalk MASH 105  
Administrative Assistant: Gennifer Toich | [gtoich@ccbcmd.edu](mailto:gtoich@ccbcmd.edu) | 443-840-3262 | Dundalk MASH 104

### **Child Care Assistant - Individuals with Disabilities**

#### **Program Description:**

Child care assistants/classroom aides assist the lead teacher in a day care or preschool in preparation for lessons and caring for the nutritional, safety, and social needs of young children.

This program prepares students with learning differences or disabilities to work as classroom aides in early childhood education. Students learn the theories of human development and physical growth, along with family and diversity issues. This track provides instruction that is multisensory, multimodal, and personalized, and that incorporates elements of universal design for learning. Classes are taught with a low student-teacher ratio to better meet the needs of individual learners.

Students entering this program should have a desire to work with young children, strong verbal communication skills, strong interpersonal skills, the ability to follow directions, and the ability to learn routines.

Child care assistant/classroom aide jobs can be found with for-profit and non-profit organizations. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>

#### **Program Credentials:**

**CCBC Credential:** Students will earn a CCBC Workforce Certificate and have access to a Continuing Education academic record (transcript).

**External Credential:** First Aid/CPR Certifications

**Certifying Organization:** American Red Cross <https://www.redcross.org/>

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

15 weeks

#### **Program Requirements:**

- 4th Grade Reading Level - according to an assessment that will be administered during an intake interview
- Ability to lift 50 lbs

#### **Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

#### **Application Process:**

*Selective Entry* – Please call 443-840-3262 to schedule an interview and assessment. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Non-Credit Workforce Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Program Course Sequence:**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
CCT580	Growth and Development in Early Childhood	45	Materials included in course cost	\$744 T-\$90/F-\$654
CHA050	Skills and Concepts for Employment	44	Materials included in course cost	\$689 T-\$85/F-\$604
CHI073	Single Step Childcare Internship	90	None	\$1,430 T-\$200/F-\$1230
<b>Course Series Totals:</b>		<b>179</b>	<b>\$0</b>	<b>\$2,863</b> <b>T-\$375/F-\$2,488</b>

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: Melissa Foy | [mfoy@ccbcmd.edu](mailto:mfoy@ccbcmd.edu) | 443-840-3451 | Dundalk MASH 105  
 Administrative Assistant: Gennifer Toich | [gtoich@ccbcmd.edu](mailto:gtoich@ccbcmd.edu) | 443-840-3262 | Dundalk MASH 104

## Infant and Toddler Provider - Individuals with Disabilities

### **Program Description:**

A lead teacher in a preschool or day care setting is responsible for the academic and social-emotional growth and development of children in their care, who are usually toddlers and preschool aged children. Lead teachers work with parents, administrators, and other teachers to improve students' experience and meet teaching objectives. Additionally, lead teachers plan, evaluate, and improve the physical environment of the classroom to create opportunities that meet the changing needs of the developing child.

This program prepares students with learning differences or disabilities for roles as a lead teacher or assistant in a day care or preschool working with infants and young toddlers, building upon the work done for the 90-hour Maryland Child Care Certification. This track provides instruction that is multisensory, multimodal, and personalized, and that incorporates elements of universal design for learning. Classes are taught with a low student-teacher ratio to better meet the needs of individual learners.

Students entering this program should have a desire to work with young children, strong verbal communication skills, strong interpersonal skills, and be able to give and take direction well.

Lead teacher jobs can be found with for-profit and non-profit organizations. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>

### **Program Credentials:**

**CCBC Credential:** Students will earn a CCBC Workforce Certificate and have access to a Continuing Education academic record (transcript).

**External Credential:** Maryland State Infant and Toddler Certificate

**Certifying Organization:** Maryland State Department of Education, [www.marylandpublicschools.org](http://www.marylandpublicschools.org)

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Length of Training:**

10 weeks

### **Program Requirements:**

- Prior completion of the Maryland State Childcare Certificate

### **Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

### **Application Process:**

**Selective Entry** – Please call 443-840-3262 to schedule an interview and assessment. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Non-Credit Workforce Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Program Course Sequence:**

<b>Course Number</b>	<b>Course Title</b>	<b>Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
CHI049	Theory and Practice in Infant and Toddler Care	45	Materials included in course cost	\$804 T-\$100/F-\$704

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: Melissa Foy | [mfoy@ccbcmd.edu](mailto:mfoy@ccbcmd.edu) | 443-840-3451 | Dundalk MASH 105

Administrative Assistant: Gennifer Toich | [gtoich@ccbcmd.edu](mailto:gtoich@ccbcmd.edu) | 443-840-3262 | Dundalk MASH 104

## Office Skills - Individuals with Disabilities

### **Program Description:**

Clerical assistants and receptionists interact with customers and clients, answer phones, schedule appointments, maintain filing systems, draft email and other communications, maintain data using computers and manual systems, and other general office duties.

This program features individualized instruction for adults with learning differences and disabilities to present basic office technology and methods used in general office practices. Utilizing materials encountered in everyday business employment, topics include effective customer service techniques, business processes, use of office technology, and management of time and workload. Students will learn skills that include professional standard typing speed, active listening, oral expression, customer service and telephone skills, and written comprehension. Internships are arranged by program staff. This track provides instruction that is multisensory, multimodal, and personalized, and that incorporates elements of universal design for learning. Classes are taught with a low student-teacher ratio to better meet the needs of individual learners.

Students entering this program should have a desire to work in an office environment, strong communication and interpersonal skills, basic computer skills, and be detail-oriented.

Entry level office jobs can be found with for-profit and non-profit organizations. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com>.

### **Program Credentials:**

**CCBC Credential:** Students will earn a CCBC Workforce Certificate and have access to a Continuing Education academic record (transcript).

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Length of Training:**

15 weeks (daytime classes)

Courses start in August and late January at CCBC Dundalk.

### **Program Requirements:**

- 6th Grade Reading Level - according to an assessment that will be administered during an intake interview

### **Prior Learning Assessment:**

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. A maximum number of 68 program hours may be earned from prior learning.

### **Application Process:**

**Selective Entry** – Please call 443-840-3262 to schedule an interview and assessment. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Non-Credit Workforce Training Certificate application. An



email will then be sent with program information and any additional requirements necessary to apply for the program.

**Program Course Sequence:**

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
CHA023	Keyboarding I	44	None	\$687 T-\$83/F-\$604
CHA080	Skills and Concepts for Clerical Work	44	Materials included in course cost	\$715 T-\$85/F-\$630
CHA031	Vocational Readiness	20	Materials included in course cost	\$368 T-\$45/F-\$323
CHA277	Office Applications 1	24	Materials included in course cost	\$385 T-\$47/F-\$338
CHA278	Office Applications 2	26	Materials included in course cost	\$518 T-\$65/F-\$453
CHA199	Office Skills Internship	50	None	\$615 T-\$125/F-\$500
<b>Course Series Totals:</b>		<b>208</b>	<b>\$0</b>	<b>\$3,298</b> <b>T-\$450/F-\$2,848</b>

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: Melissa Foy | [mfoy@ccbcmd.edu](mailto:mfoy@ccbcmd.edu) | 443-840-3451 | Dundalk MASH 105  
 Administrative Assistant: Gennifer Toich | [gtoich@ccbcmd.edu](mailto:gtoich@ccbcmd.edu) | 443-840-3262 | Dundalk MASH 104

### **Professional Animal Workers (PAWS) - Individuals with Disabilities**

#### **Program Description:**

Entry level animal workers are employed in kennels, animal day care centers, groomers, and other animal-centered businesses. They perform duties including basic animal care, feeding, and clean up, as well as routine clerical tasks like answering phones, greeting customers, scheduling appointments, and correspondence.

This program features courses that will provide students with learning differences or disabilities entry level skills to effectively care for, work with, and identify the needs of animals in a safe, calm, and sensitive manner in a professional setting. Students will also learn essential skills for employment. Internships are arranged and provided by program staff. This program provides instruction that is multisensory, multimodal, and personalized, and that incorporates elements of universal design for learning. Classes are taught with a low student-teacher ratio to better meet the needs of individual learners.

Students entering this program should have a desire to work with animals of all types and breeds, basic computer skills, and be detail-oriented.

Entry level animal care jobs can be found with for-profit and non-profit organizations. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com>

#### **Program Credentials:**

**CCBC Credential:** Students will earn a CCBC Workforce Certificate and have access to a Continuing Education academic record (transcript).

**External Credential:** Pet CPR and 1st Aid (Pet Health Academy)

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Program Length:**

15 weeks (daytime)

Courses start in August and late January at CCBC Dundalk.

#### **Program Requirements:**

- 6th Grade Reading Level - according to an assessment that will be administered during an intake interview
- Ability to lift 50 lbs.
- Willingness to work with all breeds

#### **Prior Learning Assessment:**

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. A maximum number of 68 program hours may be earned from prior learning.

**Application Process:**

*Selective Entry* – Please call 443-840-3262 to schedule an interview and assessment. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Program Course Sequence:**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
CHA081	Basic Animal Studies	44	Materials included in course cost	\$715 T-\$85/F-\$630
CHA115	Basic Animal Studies II	44	Materials included in course cost	\$715 T-\$85/F-\$630
CHA080	Skills and Concepts for Clerical Work	44	Materials included in course cost	\$715 T-\$85/F-\$630
CHA031	Vocational Readiness	24	Materials included in course cost	\$368 T-\$45/F-\$323
CHA277	Office Applications 1	24	Materials included in course cost	\$385 T-\$47/F-\$338
CHA267	Professional Animal Workers Practicum	50	None	\$880 T-\$171/F-\$709
<b>Course Series Totals:</b>		<b>230</b>	<b>\$0</b>	<b>\$3,778</b> <b>T-\$518/F-\$3,260</b>

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: Melissa Foy | [mfoy@ccbcmd.edu](mailto:mfoy@ccbcmd.edu) | 443-840-3451 | Dundalk MASH 105  
 Administrative Assistant: Gennifer Toich | [gtoich@ccbcmd.edu](mailto:gtoich@ccbcmd.edu) | 443-840-3262 | Dundalk MASH 104

### Single Step Academic Preparation

#### **Academic Preparation Courses for Individuals with Disabilities:**

College entrance is a goal for most 21st century learners, but many find that they are not fully prepared academically for college coursework while others struggle with entrance testing. Students may also need to strengthen academic skills for a job and navigating daily life.

These courses prepare students with learning differences and disabilities for college study, finding a job, and coping with daily life. They will help students improve, strengthen, and enhance skills needed for college study and in the workforce in a setting with low student-to-teacher ratio that allows for personalization and accommodates multiple learning styles. This track provides instruction that is multi-sensory, multi-modal, personalized, and incorporates elements of universal design for learning.

Students taking these courses should have a desire to learn, be able to independently navigate a college campus, and be able to cope with classroom instruction in a college environment.

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Course Length:**

15 weeks (daytime)

Courses offered at CCBC Catonsville, CCBC Dundalk, and virtually (Zoom).

#### **Requirements:**

- As part of the intake process, reading and math levels are determined based on academic assessments.

Foundations of Video Game Design I and II, and Video Game Animation require:

- 6th grade reading comprehension level
- Computer literacy
- Proficiency in Google applications

#### **Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

#### **Application Process:**

*Selective Entry* - please call 443-840-3262 to schedule an interview and assessment.

#### **Course Information:**

After the initial assessment, students will be advised on the level of English and Math courses to take.

Because of the wide range of objectives, courses may be taken more than one time before progressing to the next level.

#### Academic Preparation - Reading and English Courses:

Course Number	Course Title	Course Hours	Textbook Information	Costs
CHA287	Instruction to Reading	44	Materials included in the course cost	\$575 T-\$125/F-\$450
ADS073	Reading Intensive 1	44	Materials included in the course cost	\$625 T-\$125/F-\$500
ADS074	English 1 - Literacy	44	Materials included in the course cost	\$625 T-\$125/F-\$500
ADS079	English 1 - Communications	44	Materials included in the course cost	\$625 T-\$125/F-\$500
ADS080	English 2 - Literacy	44	Materials included in the course cost	\$625 T-\$125/F-\$500
ADS081	English 2 - Communications	44	Materials included in the course cost	\$625 T-\$125/F-\$500
ADS082	English 3 - Literacy	44	Materials included in the course cost	\$575 T-\$125/F-\$450
ADS085	English 3 - Communications	44	Materials included in the course cost	\$625 T-\$125/F-\$500
CHA040	Beginning Literacy for Special Learners	48	Materials included in the course cost	\$754 T-\$100/F-\$654

**Refresher Series:**

Designed to review and reinforce basic language and math skills in between semesters.

Course Number	Course Title	Course Hours	Textbook Information	Costs
ADS054	English I: Foundations of Literacy Refresher	9	Materials included in the course cost	\$165 T-\$35/F-\$130
ADS055	English II: Exploration of Literacy Refresher	9	Materials included in the course cost	\$165 T-\$35/F-\$130
ADS056	English III: Master of Literacy Refresher	9	Materials included in the course cost	\$165 T-\$35/F-\$130
ADS057	Reading Intensive I Refresher	9	Materials included in the course cost	\$165 T-\$35/F-\$130
ADS058	Multilevel Math Refresher	9	Materials included in the course cost	\$165 T-\$35/F-\$130

Academic Preparation - Mathematics Courses:

Course Number	Course Title	Course Hours	Textbook Information	Costs
ADS201	Math 1 - Whole Number Operations	44	Materials included in the course cost	\$625 T-\$125/F-\$500
ADS200	Math 1.5 Introduction to Fractions and Decimals	44	Materials included in the course cost	\$625 T-\$125/F-\$500
ADS203	Real World Math Applications - Level 1	44	Materials included in the course cost	\$625 T-\$125/F-\$500
ADS087	Math 2: Fractions and Graphing	44	Materials included in the course cost	\$625 T-\$125/F-\$500

ADS199	Math 2 Decimals, Percent and Fractions	44	Materials included in the course cost	\$625 T-\$125/F-\$500
ADS090	Math 3: Pre-Algebra	44	Materials included in the course cost	\$625 T-\$125/F-\$500
ADS091	Math 3: Beginning Algebra	44	Materials included in the course cost	\$625 T-\$125/F-\$500

Academic Preparation - Additional Courses:

Course Number	Course Title	Course Hours	Textbook Information	Costs
CHA114	Foundations of Video Game Design	55	Materials included in the course cost	\$710 T-\$125/F-\$585
CHA127	Foundations of Video Game Design II	44	Materials included in the course cost	\$710 T-\$125/F-\$585
CHA149	Video Game Animation	44	Materials included in the course cost	\$710 T-\$125/F-\$585

**Program Contact Information:**

Program Coordinator: Melissa Foy | [mfoy@ccbcmd.edu](mailto:mfoy@ccbcmd.edu) | 443-840-3451 | Dundalk MASH 105

Administrative Assistant: Gennifer Toich | [gtoich@ccbcmd.edu](mailto:gtoich@ccbcmd.edu) | 443-840-3262 | Dundalk MASH 104

### **Veterinary Assistant - Individuals with Disabilities**

#### **Program Description:**

Veterinary assistants support veterinarians and other technicians in all aspects of animal care to ensure animals receive the care and attention needed during a procedure. They typically feed and bathe animals and clean cages and kennels to keep pets clean, safe, and happy while away from their homes. This program prepares students with learning differences and disabilities to assist with kennel care, assist veterinarians and veterinary technicians during exams of animals, and provide support throughout the veterinary office. They are employed at animal day cares, animal shelters, animal emergency centers, and veterinary practices. This track provides instruction that is multisensory, multimodal, and personalized, and that incorporates elements of universal design for learning. Classes are taught with a low student-teacher ratio to better meet the needs of individual learners.

Students entering this program should have a desire to work with animals of all types and follow direction well.

Veterinary assistant jobs can be found with for-profit and non-profit organizations. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

#### **Program Credentials**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

16 weeks (daytime classes)

Courses start in January/February and August at CCBC Dundalk.

#### **Length of Training:**

16 weeks (daytime classes)

Courses start in January/February and August at CCBC Dundalk.

#### **Program Requirements:**

- Minimum 8th Grade Reading Level - according to an assessment administered during an intake interview
- Minimum 5th Grade Math Level - according to an assessment administered during an intake interview
- Ability to lift 50 lbs.

#### **Prerequisite:**

- Successful completion of the Single Step Professional Animals Workers (PAWS) program.

#### **Prior Learning Assessment:**



This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. A maximum of 42 program hours may be earned from prior learning.

#### Application Process:

*Selective Entry* – Call 443-840-3262 to schedule an interview and assessment. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

#### Program Course Sequence:

Course Number	Course Title	Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
CHA208	Practical Skills for the Veterinary Assistant	15	Materials included in course cost	\$260 T-\$31/F-\$229
CHA209	Introduction to Veterinary Assisting	20	Materials included in course cost	\$335 T-\$41/F-\$294
CHA210	Veterinary Assisting I	27	Materials included in course cost	\$445 T-\$55/F-\$390
CHA211	Veterinary Assisting II	36	Materials included in course cost	\$615 T-\$73/F-\$542
CHA212	Biology and Disease for Veterinary Assistants	42	Materials included in course cost	\$710 T-\$86/F-\$624
<b>Course Series Totals:</b>		<b>140</b>	<b>\$0</b>	<b>\$2,365</b> <b>T-\$286/F-\$2,079</b>

#### Additional Expenses:

If an optional internship is elected, students are responsible for the cost of a criminal background check and urinalysis.

#### Program Contact Information:

Program Coordinator: Melissa Foy | [mfoy@ccbcmd.edu](mailto:mfoy@ccbcmd.edu) | 443-840-3451 | Dundalk MASH 105  
 Administrative Assistant: Gennifer Toich | [gtoich@ccbcmd.edu](mailto:gtoich@ccbcmd.edu) | 443-840-3262 | Dundalk MASH 104

### **Warehouse Technician - Individuals with Disabilities**

#### **Program Description:**

Warehouse technicians unload, unpack, inspect, load, move, store, and record the movements and storage locations of materials within the warehouse and as necessary input information into various databases. They load and unload materials by hand or by the use of mechanical lifting equipment.

This program teaches students with learning differences or disabilities how to perform warehouse work and the safety requirements for working in a warehouse. Topics include shipping, receiving, stock picking, inventory management, basic safety and OSHA regulations, and forklift operation. Students will learn the following skills: forklift operation, shipping and receiving, understanding OSHA regulations, safety practices, and essential skills for employment. This track provides instruction that is multisensory, multimodal, and personalized, and that incorporates elements of universal design for learning. Classes are taught with a low student-teacher ratio to better meet the needs of individual learners.

Students entering this program should have communication and math skills and be detail-oriented.

Warehouse technician jobs can be found with for-profit and non-profit organizations. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will earn a CCBC Workforce Certificate and have access to a Continuing Education academic record (transcript).

**External Credential:** First Aid/CPR certification  
Lift Truck Operator 3 (forklift)

**Certifying Organization:** American Red Cross  
National Safety Council [www.nsc.org](http://www.nsc.org)  
Coaching Systems LLC [www.coachingsystems.com](http://www.coachingsystems.com)

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

15 weeks

Courses are offered at CCBC Dundalk.

#### **Program Requirements:**

- 5th Grade Reading Level - according to an assessment that will be administered during an intake interview
- 5<sup>th</sup> Grade Math Level
- Ability to lift 50 lbs.

**Prior Learning Assessment:**

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. A maximum of 79 program hours may be earned from prior learning.

**Application Process:**

*Selective Entry* – Please call 443-840-3262 to schedule an interview and assessment. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Program Course Sequence:**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
MTP131	Mathematics for the Warehouse	24	Materials included in course cost	\$368 T-\$45/F-\$323
MTP132	Reading and Writing for the Warehouse	24	Materials included in course cost	\$368 T-\$45/F-\$323
PWE391	Warehouse Technician Practicum	60	None	\$924 T-\$115/F-\$809
VOA364	Methods and Safety in Warehousing	33	Materials included in course cost	\$554 T-\$65/F-\$489
VOA382	Forklift Operator Training	15	Materials included in course cost	\$313 T-\$40/F-\$273
CHA031	Vocational Readiness	23	Materials included in course cost	\$368 T-\$45/F-\$323
<b>Course Series Totals:</b>		<b>179</b>	<b>\$0</b>	<b>\$2,895</b> <b>T-\$355/F-\$2,540</b>

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: Melissa Foy | [mfoy@ccbcmd.edu](mailto:mfoy@ccbcmd.edu) | 443-840-3451 | Dundalk MASH 105  
 Administrative Assistant: Gennifer Toich | [gtoich@ccbcmd.edu](mailto:gtoich@ccbcmd.edu) | 443-840-3262 | Dundalk MASH 104

### **Animal Reiki Practitioner**

*Health Professions Pathway*

#### **Program Description:**

Animal Reiki Practitioners apply animal Reiki techniques to comfort animals that are stressed, aggressive, injured, sick, or dying to ease their discomfort. Practitioners can assist other specialties including veterinarians, animal trainers/behaviorists, animal acupuncturists, pet groomers, shelter workers, and other animal caregivers working with animals in distress.

Reiki is a non-invasive Japanese holistic energy healing system used to support energy balance, harmony, and healing. The series covers how to use Reiki, client intake, consent, session and consent form, and ethics scenarios.

Students entering this program should have a strong desire to help animals, be self-disciplined, have problem-solving and critical thinking skills, and have soft skills.

Animal Reiki Practitioners may find work in various settings where there is a demand for holistic therapies for animals such as private practice, or in animal care and medical facilities that offer healing and holistic care options.

#### **Program Credentials:**

*CCBC Credential:* Students will have access to a Continuing Education academic record (transcript).

*External Credential:* Successful students will receive certification from the Animal Reiki Alliance for each level of completion.

*Certifying Organization:* Animal Reiki Alliance [www.animalreikialliance.com](http://www.animalreikialliance.com)

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

15 hours

Courses are offered at CCBC Catonsville.

#### **Program Requirements:**

- High School Diploma or GED
- Computer literate
- Internet access

#### **Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

Students must successfully complete Animal Reiki I and II. A stringent attendance policy will be enforced for Animal Reiki Certification Training Levels I and II.

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
FIT760	Animal Reiki I	7.5	Shoden Animal Reiki Level I Training Manual will be provided and is included in the course cost.	\$149 T-\$45/F-\$104
FIT761	Animal Reiki II	7.5	Okuden Animal Reiki Level II Training Manual by Animal Reiki Alliance - will be provided and is included in the course cost.	\$179 T-\$54/F-\$125
<b>Course Series Totals:</b>		<b>15</b>		<b>\$328</b> <b>T-\$99/F-\$229</b>

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Director: Michelle McCallum | [mmccallum@ccbcmd.edu](mailto:mmccallum@ccbcmd.edu) | 443-840-1925 | Essex BESS 117

### **Certified Professional Life Coach**

#### *Business Pathway*

#### **Program Description:**

Develop the critical skills necessary to become successful certified life coach. Complete the course to receive the Certified Professional Coach (CPC) certification issued through the International Association of Professional Recovery Coaches (IAPRC). Topics to be covered include: Core Competencies of the International Coach Federations (ICF) and the IAPRC; ICF-recognized protocols; IAPRC code of ethics; awareness and mindful attention; action tools and skills; assumptions and deeper insight; shifting perspective; and launching a life coach business.

#### **Program Credentials:**

**CCBC Credential:** Students will receive a Continuing Education Workforce Certificate, and have access to a Continuing Education academic record (transcript).

**External Credential:** Certified Professional Coach (CPC) certification

**Certifying Organization:** International Association of Professional Recovery Coaches (IAPRC)  
<https://www.recoverycoachtraining.com/>

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

Approximately 40 hours

Students may work up to 6 months to complete the online course work.

#### **Program Requirements:**

##### *Hardware & Software Requirements:*

- This course can be taken on either a PC, Chromebook, or Mac.
- Speakers or headphones
- Printer
- PC: Windows 10 or later.
- Mac: macOS 10.6 or later.
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.
- Adobe Acrobat Reader.
- Software must be installed and fully operational before the course begins.
- Email capabilities and access to a personal email account.

#### **Application Process:**

**Open Entry** – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOB103	Certified Professional Life Coach	40	Included with course cost	\$1,895 T:\$50/F:\$1,845

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: Rebecca Palmisano | [rpalmisano@ccbcmd.edu](mailto:rpalmisano@ccbcmd.edu)

Program Assistant: Donna Lambie | [dlambie@ccbcmd.edu](mailto:dlambie@ccbcmd.edu) | 443-840-1243 | Essex





## **Certified Residential Interior Designer**

*Arts Pathway*

### **Program Description:**

This comprehensive interior design certification course will give students invaluable insights and foundational principles for building a successful design business. Students learn to cultivate client bases and develop the start of a compelling portfolio presentation that can be used to earn new business and captivate potential clients.

The Residential Interior Designer Education (R.I.D.E.) exam is the final exam in the course and is included with your enrollment. Achieving the R.I.D.E. certificate of completion credential, endorsed by the Designer Society of America (DSA), strengthens your professional image and highlights your excellence to future clientele. As a R.I.D.E. graduate, you will receive a complimentary one-year DSA membership. This membership not only provides you with the opportunity to connect with fellow interior designers but also nurtures your ongoing professional development within the field.

The Certified Residential Interior Designer credential should not be confused with the Certified Interior Designer status certified and regulated by the Maryland State Board of Certified Interior Designers. This program does not meet the education and experience requirements necessary for Maryland State Certification.

### **Program Credentials:**

*CCBC Credential:* Students will receive a Continuing Education Workforce Certificate, and have access to a Continuing Education academic record (transcript).

*External Credential:* The Residential Interior Design Education (R.I.D.E.) exam is included in the course. This leads to achievement of the R.I.D.E. certificate of completion credential.

*Certifying Organization:* The R.I.D.E. credential is endorsed by the Designer Society of America (DSA).

### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

### **Length of Training:**

Six months

### **Program Requirements:**

#### *Hardware & Software Requirements:*

- This course can be taken on either a PC, Chromebook, or Mac.
- PC: Windows 10 or later.
- Mac: macOS 10.6 or later.
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.
- Adobe Acrobat Reader.
- Software must be installed and fully operational before the course begins.

- Email capabilities and access to a personal email account.

### Application Process:

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

### Prior Learning Assessment:

This program has no options for obtaining course waiver(s) for prior learning.

### Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOB101	Certified Residential Interior Designer Part 1	60	Included with course cost	\$1,073 T:\$25/F:\$1,048
VOB102	Certified Residential Interior Designer Part 2	60	Included with course cost	\$1,072 T:\$25/F:\$1,047
<b>Course Series Totals:</b>		<b>120</b>		<b>\$2,145</b> <b>T:\$50/F:\$2,095</b>

### Career Coach:

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

### Program Contact Information:

Program Director: Michelle McCallum | [mmccallum@ccbcmd.edu](mailto:mmccallum@ccbcmd.edu) | 443-840-1925 | Catonsville BESS

### **Hair Braiding Professional**

#### *Business Pathway*

#### **Program Description:**

Professional hair braiders are in the beauty industry working with individuals providing beauty services such as braiding and styling hair, making recommendations for treating the scalp, and other hair care services.

This program features courses to understand how to build your customer base, develop your portfolio, and provide excellent customer service. Additionally, the program teaches students how to conduct client assessments, maintain a level of client confidentiality, personal integrity, and professional standards, develop and build customer loyalty, and how to explore income opportunities.

The student entering the program must demonstrate a strong knowledge of the techniques for cornrows, plaits, and braids or register for PDV320 Hair Braiding Basics I.

Professional hair braiders can be found in a variety of settings including beauty salons hair salons, spas, or even as independent practitioners providing freelance services or operating their own businesses.

#### **Program Credential:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

There is currently no license required to become a hair braider in Maryland. Students who have completed program requirements should contact program staff to verify completion and request a certificate.

**Financial Aid and Payment Options:** We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

**Length of Training:** 70 hours to complete the courses and written exams.

Courses are offered at CCBC Catonsville, CCBC Essex, CCBC Owings Mills, and online.

#### **Program Requirements:**

##### *Required:*

- PDV 320 Braiding Hair Basics or if the student can demonstrate a strong knowledge of the techniques for cornrows, plaits, and braids
- Computer literate
- Internet access

##### *Recommended:*

- High School Diploma or GED
- Prior experience and/or interest in the beauty industry.
- Minimum age of 15
- Reading and math levels should be Grade-12 English and Grade-10 for Applied Math.

**Application Process:** *Provisional Entry* – demonstrated experience braiding hair. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application.

**Prior Learning Assessment:** This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

A stringent attendance policy will be enforced.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PDV316	Hair Braiding Professional Level I	17.5	<i>A Hair Braiding Kit</i> that includes a mannequin head and a stand is provided to participants.  Print materials are included in course cost and provided during class.	\$260  T-\$78/F-\$182
PDV317	Hair Braiding Professional Level II	17.5	<i>Hair Braiding Kit</i> provided in PDV316 will be used in PDV317.  Print materials are included in course cost and provided during class.	\$260  T-\$78/F-\$182
PDV318	Hair Braiding Professional Level III	17.5	<i>Hair Braiding Kit</i> provided in PDV316 will be used in PDV317.  Print materials are included in course cost and provided during class.	\$260  T-\$78/F-\$182
PDV319	Hair Braiding Professional Level IV	17.5	<i>Hair Braiding Kit</i> provided in PDV316 will be used in PDV317.  Print materials are included in course cost and provided during class.	\$260  T-\$78/F-\$182
<b>Program Series Totals:</b>		<b>70</b>		<b>\$1,040</b> <b>T-\$312/F-\$728</b>

**Course Substitutions:**

PDV316 may be substituted by PDV 215 Braiding Hair Basics, or if the student can demonstrate a strong knowledge of the techniques for cornrows, plaits, and braids.

**Skills for Success:**

Previous work-related skill, knowledge, or experience in hair braiding basics is required for these occupations. Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training.

Detail-oriented, dependability, self-control, ability to follow safety rules, ability to follow directions, cooperation, integrity, persistence, manual dexterity, mechanical aptitude, mathematical aptitude, ability to stand for long periods of time, and ability to lift 35 pounds. Excellent communication and customer service skills.

**Program Contact Information:** Director: Michelle McCallum | [mmccallum@ccbcmd.edu](mailto:mmccallum@ccbcmd.edu) | 443-840-1925 | Essex BESS 117

### **Lifeguard**

#### *Business Pathway*

#### **Program Description:**

Lifeguards are responsible for ensuring the safety of individuals in aquatic facilities by monitoring swimming areas, enforcing safety rules, and responding swiftly to emergencies. Lifeguards may also provide basic first aid, administer CPR, and educate the public on water safety practices.

This program offers courses that cover progressive techniques in advanced water safety, rescue, and resuscitation. Emphasizing lifeguarding methods and swimming pool operation, the program equips participants with skills to prevent, recognize, and respond to aquatic emergencies. Completion results in American Red Cross Certified Lifeguard status with current certifications in CPR, Automated External Defibrillator (AED), and First Aid.

Students entering this program should have a strong sense of self-discipline, a strong interest in assisting and caring for others, and both critical thinking and crisis intervention skills.

Lifeguard jobs can be found in several recreational areas, such as pools, beaches, and sports facilities. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>.

#### **Program Credentials:**

*CCBC Credential:* Students will have access to a Continuing Education academic record (transcript).

*External Credential:* Successful completer will qualify for the American Red Cross Lifeguard Training certification (testing is done in class).

*Certifying Organization:* American Red Cross [www.redcross.org](http://www.redcross.org)

#### **Length of Training:**

37 hours per course to complete the class and written exam  
Courses are offered at CCBC Catonsville, CCBC Dundalk, and online.

#### **Program Requirements:**

##### *Required:*

- Current CPR, Automated External Defibrillator (AED), and First Aid certifications
- Computer literate
- Internet access
- Students must pass a pre-course swimming skills test prior to taking lifeguarding courses. In order to participate in the Lifeguard certificate classes, participants must be at least 16 years of age by the end of the course.

##### *Recommended:*

- High School Diploma or GED;
- Prior experience and/or interest in swimming

#### **Application Process:**

*Provisional Entry* - Verification of required certifications. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

#### **Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

#### **Program Course Sequence:**

Course Number	Course Title	Course Hours	Textbook Information	Costs T=Tuition/F=Fees
FIT129	Lifeguard Training	37	The textbook is included in the cost of the course.	\$619 T-\$186/F-\$433

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Director: Michelle McCallum | [mmccallum@ccbcmd.edu](mailto:mmccallum@ccbcmd.edu) | 443-840-1925 | Essex BESS 117

### **Makeup Artistry Professional**

#### *Business Pathway*

#### **Program Description:**

Makeup Artist Professionals are prevalent across the beauty industry, delivering beauty services to individuals. They enhance a client's natural beauty for both everyday and special occasions, employing advanced makeup techniques.

This program features courses on how to apply makeup and how to build a customer base. Students will learn makeup applications for basic symmetry, contouring and highlighting, color theory, hygiene, blending foundations, and how to conduct client assessments. Additional topics covered include portfolio building, customer service, client confidentiality, developing and building customer loyalty, and income opportunities in the industry.

Students entering the program should have a strong sense of self-discipline, professionalism, honesty, integrity, and an interest in caring for others.

Makeup Artist jobs can be found in a variety of for-profit and non-profit settings, including salons, retail stores, the film, television, and fashion industries, photography studios, and more. Freelancing opportunities are also available to Makeup Artists looking to work independently. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>.

#### **Program Credential:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

There is currently no license required to become a makeup artist in Maryland. Students who have completed program requirements should contact program staff to verify completion and request a certificate.

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

32 hours to complete the courses and written exams.

Courses are offered at CCBC Catonsville, CCBC Essex, CCBC Owings Mills, and online.

#### **Program Requirements:**

- Computer literate
- Internet access

#### *Recommended:*

- High School Diploma or GED
- Prior experience and/or interest in the beauty industry
- Minimum age of 15
- Reading and math levels should be Grade-12 English and Grade-10 for Applied Math

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PDV328	Makeup Artistry Professional	32	<i>Make Up Artistry</i> kit/supplies provided and included in cost.	\$569 T-\$171/F-\$398

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Director: Michelle McCallum | [mmccallum@ccbcmd.edu](mailto:mmccallum@ccbcmd.edu) | 443-840-1925 | Essex BESS 117



### **Water Safety Instructor**

*Social Sciences Pathway*

#### **Program Description:**

Water Safety Instructors play a crucial role in promoting aquatic safety. This certification prepares students for a professional career as an American Red Cross swimming and water safety instructor. Responsibilities include planning, conducting, and evaluating swimming and water safety courses, and ensuring individuals acquire the skills needed to navigate water safely.

This program features courses that will provide the skills needed to become an American Red Cross Certified Water Safety Instructor, along with certifications in CPR, Automated External Defibrillator (AED), and First Aid.

Students entering this program should have a strong sense of self-discipline, a strong interest in assisting and caring for others, and both critical thinking and crisis intervention skills.

Water Safety Instructor jobs can be found at several profit and non-profit organizations including community pools, summer camps, schools, swim and fitness clubs, recreation centers, aquatic facilities, and more. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will have access to a Continuing Education academic record (transcript).

**External Credential:** Successful completer will qualify for the American Red Cross Water Safety Instructor (WSI) certification (testing is done in class).

**Certifying Organization:** American Red Cross [www.redcross.org](http://www.redcross.org)

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

40 hours per course to complete the class and written exam.

Courses are offered at CCBC Catonsville, CCBC Essex, and online.

#### **Program Requirements:**

- Current Red Cross Emergency Water Safety or Red Cross Lifeguard Certificate
- Competency in performing 25-yard backstroke, front crawl/freestyle, breaststroke, sidestroke, and elementary backstroke and 15-yard butterfly stroke and floating and treading water for one minute each.
- Current CPR, Automated External Defibrillator (AED), and First Aid certifications
- Computer literate
- Internet access
- In order to participate in Water Safety Instructor certification classes, participants must be at least 18 years of age by the end of the course

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Application Process:**

*Provisional Entry* - Verification of required certifications.

**Program Course Sequence:**

A stringent attendance policy will be enforced. Students who earn a minimum score of 80% on the written exam and a passing grade of "CC" for completing the course will receive their certification.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
FIT128	Water Safety Instructor	40	The textbook is included in the cost of the course.	\$619 T-\$186/F-\$433

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Director: Michelle McCallum | [mmccallum@ccbcmd.edu](mailto:mmccallum@ccbcmd.edu) | 443-840-1925 | Essex BESS 117

### **Yoga Instructors / Practitioners**

*Social Sciences Pathway*

#### **Program Description:**

Yoga Instructors/Practitioners provide instruction to students in the art and science of yoga. They demonstrate the fundamentals of classical yoga practices and Asana and Vinyasa (Flow) Yoga techniques, observe participants, make modifications, and explain corrective measures needed for participants to improve their skills and avoid injuries.

This program features courses that will deepen the student's vinyasa yoga practice through 3-5 practices per week. Participants will learn the anatomy of yoga, alignment principles, and modifications for 40+ postures. The program also covers yoga teaching skills such as effective cues, hands-on assists, and classroom management. Upon completion of the program, students will attain certification as an RYT200 certified yoga instructor.

Students entering this program should have a strong sense of self-discipline, a minimum of one year's experience in yoga as a student, a demonstrated ability to assist and care for others, and well-honed critical thinking skills.

Yoga Instructor/Practitioner jobs can be found in a variety of settings including yoga studios, fitness centers, wellness resorts, and community centers. Additional opportunities may be available at schools, corporate wellness programs, and rehabilitation centers. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>

#### **Program Credentials:**

**CCBC Credential:** Students will have access to a Continuing Education academic record (transcript).

**External Credential:** Students will receive a Yoga Teacher Certificate. Students will be eligible to apply for the RYT200 registration with Yoga Alliance; [www.yogaalliance.org](http://www.yogaalliance.org)

**Certifying Organization:** MaKa Movement [www.makamovement.com](http://www.makamovement.com)

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Length of Training:**

4 months; Courses are held two evenings and on Saturdays.

#### **Program Requirements:**

- Current CPR, Automated External Defibrillator (AED) and First Aid certifications.

#### *Preferred*

- Prior yoga experience

#### **Application Process:**

*Provisional Entry* – Verification of required certifications

**Program Course Sequence:**

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
FIT035	Yoga Teacher Training – Part 1	100	Required textbooks cost approximately \$85.00 and include: 1. <i>The Four Agreements</i> by Miguel Ruiz, ISBN-10 9781878424310; 2. <i>The Key Muscles of Yoga</i> by Ray Long, ISBN-10 1607432382; 3. <i>The Yoga Sutras of Patanjali</i> , by Swami Satchidananda, ISBN-10 1938477073; 4. <i>The Bhagavad Gita-A Walkthrough for Westerners</i> , by Jack Hawley, ISBN-13 9781608680146; 5. <i>American Yoga Teacher Manual: A Comprehensive Guide for Teachers &amp; Practitioners</i> by Melisa Uchida, instructional handouts (provided by CCBC).	\$1,524 T-\$110/F-\$1,414
FIT036	Yoga Teacher Training – Part 2	100	None	\$1,524 T-\$110/F-\$1,414
<b>Course Series Totals:</b>		<b>200</b>	<b>\$85.00</b>	<b>\$3,048</b> <b>T-\$220/F-\$2,828</b>

**Additional Certifications:**

- FIT 118 Yoga Asanas and the Eight Limbs, \$249, T-\$75/F-\$174
- FIT 124 Intuitive Yoga Assisting, \$99, T\$30/F\$69

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

For further information call our CCBC Information Center at 443-840-4222.

## Other Credit Certificates

CCBC for-credit certificates offer education and training for students wanting a formal academic credential but needing a shorter-term experience. They are shorter programs that focus on a specific field or expertise. They can be a stand-alone credential or may be part of a pathway to a higher-level credential such as an Associate's Degree.

For further information on Credit Certificates, see the CCBC website, or call our CCBC Student Central at 443-840-2222

### Art, Design, and Interactive Media

#### Photography and Imaging Certificate

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.

Credential: Credit Certificate. A total of 21 credits is required for this certificate

#### Graphic Design Certificate

The Graphic Design certificate prepares students for positions as graphic designers and electronic publication design specialists in business, government and industry. See the coordinator for advisement and schedule planning.

Credential: Credit Certificate. A total of 21 credits is required for this certificate

### Digital Media Production

#### Digital Media Production Certificate

The Digital Media Production Certificate prepares students to work in all aspects of pre-production and post-production. Through hands-on projects, students learn how to analyze and understand the media around them, how to create media in many different formats, and how to manage the business and technology requirements of working in the media industry.

Credential: Credit Certificate. A total of 21 credits is required for this certificate

### Interior Design

#### Interior Design Certificate

Interior designers combine problem solving skills and artistic vision to create environments that are safe, functional, sustainable, creative, aesthetically pleasing and enhance the human experience.

Credential: Credit Certificate. A total of 42-46 credits is required for this certificate

### Interpreter Preparation

#### Interpreter Preparation Certificate

The Interpreter Preparation Program is designed to provide students with entry-level skills in sign language interpreting. The program is intended for students who are already proficient in ASL. The mission of the program is to prepare students for employment as American Sign Language/English interpreters working with deaf and hard of hearing communities.

Credential: Credit Certificate. A total of 38 credits is required for this certificate

### **Deaf Interpreter Preparation Certificate**

The Deaf Interpreter Preparation Certificate is designed to provide deaf students with entry-level skills to work as part of a Deaf/hearing interpreting team. The program is intended for deaf students who are fluent in American Sign Language and English.

Credential: Credit Certificate. A total of 39 credits is required for this certificate

## **Music**

### **Music Production and Audio Recording Technology Certificate**

The Music Production and Audio Recording Technology Program is a certificate program designed to prepare students for entry in the audio recording profession.

Credential: Credit Certificate. A total of 30 credits is required for this certificate

## **Sustainable Horticulture**

### **Turf and Landscape Maintenance Certificate**

This Certificate focuses on the identification, care and maintenance procedures of turf and ornamental plants used in landscaping. Students will develop the skills necessary to qualify for a position as a turf or landscape maintenance technician.

Credential: Credit Certificate. A total of 30 credits is required for this certificate.

### **Greenhouse/Agricultural Production Certificate**

This Certificate option is for individuals interested in obtaining an entry-level position as a grower's assistant with a greenhouse firm. Greenhouse production and management are emphasized along with care, maintenance, and identification of plants most commonly grown in a greenhouse environment.

Credential: Credit Certificate. A total of 30 credits is required for this certificate.

### **Landscape Installation, Maintenance and Design Certificate**

This Certificate option is for individuals interested in obtaining an entry-level position with a landscaping firm as a technician. The focus will be on plant identification, landscape design, landscape installation, construction and maintenance.

Credential: Credit Certificate. A total of 35 credits is required for this certificate.

### **Basic Horticulture Technician Certificate**

This certificate is for individuals interested in obtaining an entry-level position with either a landscaping firm or a nursery as a technician.

Credential: Credit Certificate. A total of 12 credits is required for this certificate.

## **Kinesiology**

### **Personal Trainer Certificate**

Students in this certificate program learn to conduct physical and health risk assessments, interpret assessment results, design exercise programs, provide fitness instruction and supervise fitness facilities.

Credential: Credit Certificate. A total of 16 credits is required for this certificate.

## Registered Apprenticeships

*Technology and Engineering Pathway*

### **Program Description:**

This program listing focuses on registered apprenticeships in building and construction trades, often referred to as traditional apprenticeships. (Note: there are also non-traditional apprenticeships in industry sectors such as manufacturing and health care that are associated with other program listings.) Apprentices in this program listing gain an opportunity to work in well-paying jobs, such as a sheet metal worker, operating engineer, electrician, plumber and steamfitter, carpenter, and other skilled construction trade occupations.

Work full-time as an apprentice and take a structured series of courses that includes content that supports the tasks you perform at work. Each apprenticeship offers a specialized program that will take from three to five years to complete and leads to a Journeyperson certificate. Apprenticeship opportunities involve paid employment and structured education that will lead to higher salary, greater skill, and the possibility of earning a degree through prior learning assessment/articulation. Apprentices apply through and are selected by the apprenticeship sponsor / committee. When apprentices are accepted into the program, they begin taking classes through CCBC and working full-time under the supervision of a trained journeyperson. It is not necessary to be employed when applying; sponsors will dispatch apprentices to a participating employer once they are selected for admission and begin their apprenticeship. Students entering this program should have a strong sense of self-discipline; good math skills; reading and spatial relations skills; enjoy variety; and like to use their hands and mind.

Journey-level tradespeople have the opportunity to work all over the country or the world. They can also become supervisors, owners, inspectors and instructors. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

### **Program Credentials:**

*CCBC Credential:* Students will earn a CCBC Workforce Certificate and will have access to a Continuing Education academic record (transcript).

*External Credential:* Students will receive a journeyperson certificate from the Maryland Department of Labor.

*Note:* Many apprenticeship programs in construction trades have additional certifications, such as OSHA 10 or 30, First Aid/CPR, and other trade-specific certifications. Some programs also require passing a state licensing exam, depending on the trade.

*Certifying Organization:* Maryland Department of Labor

### **Apprenticeship Sponsors:**

To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

The following is a list of apprenticeship sponsors. Contact them directly to learn about the application processes and timelines for the specific trade/craft of interest.

### Associated Builders and Contractors

[www.abcbaltimore.org](http://www.abcbaltimore.org)

Contact: *Donte Lee*, 410-821-0351

Carpenter 4-year program; 156 hours/year of related instruction

Electrician 4-year program; 156 hours/year of related instruction  
HVAC 4-year program; 156 hours/year of related instruction  
Pipe Fitter, 4-year program; 156 hours/year of related instruction  
Plumber 4-year program; 156 hours/year of related instruction  
Sheet Metal 4-year program; 156 hours/year of related instruction  
Sprinkler Fitter 4-year program; 156 hours/year of related instruction

Baltimore Electricians JATC, Local Union #24

[www.jatc24.org](http://www.jatc24.org)

Contact: *Neil Wilford, Jr.*, 410-247-3313

Electrical 5-year program; 180 hours/year in Years 1 & 2; 200 hours/year for Years 3-5; 960 hours total  
VDV (Voice-Data-and-Video)/Telecommunications 3-year program; 210 hours/year

Heat & Frost Insulators and Allied Workers, Local 24

[www.insulators24.org](http://www.insulators24.org)

Contact: *James Hoos*, 301-725-2400

4-year academic program with fifth year of hands-on programming  
176 hours in Years 1 – 3; 190 hours in Year 4; 720 hours total

Independent Electrical Contractors

[www.ieccchesapeake.com](http://www.ieccchesapeake.com)

Contact: *Ed Hersl or Rick Mathis*, 301-621-9545

4-year program; 165 hours/year of related instruction

Ironworkers Local Union #5

[www.ironworkers5.org](http://www.ironworkers5.org)

Contact: *Gary Armstrong*, 301-599-0960

4-year program; 208 hours in Year 1; 205 hours in Year 2; 204 hours in Years 3-4; 821 hours total

Maryland Plumbing-Heating-Cooling Contractors Association

[www.phccmd.org](http://www.phccmd.org)

Contact: *Katharine Kastner Stradley*, 410-461-5977

4-year program; 165 hours/year of related instruction

Mid-Atlantic Carpenters Training Centers Local Union #101

[www.mactc.net](http://www.mactc.net)

Contact: *Robert Eaton*, 301-736-1696

Carpenters 4-year program; 160 hours/year of related instruction  
Pile Driving 4-year program; 160 hours/year of related instruction  
Trade Show 3-year program; 160 hours/year of related instruction

Operating Engineers Local Union #37

[www.iuoe37.org](http://www.iuoe37.org)

Contact: *Mike Funk*, 443-242-6280 or *Stacey Brown*, 410-254-2030

3-year program; 268 hours/year of related instruction

Plumbers & Steamfitters Local Union #486

[www.getpipin.com](http://www.getpipin.com)

Contact: *Charles Petrovia or David Williams*, 410-866-5313

5-year program; average of 250 per year; 1257 hours total

Sheet Metal Workers Local Union #100

[www.Smart100.org](http://www.Smart100.org)

Contact: *Joe Pickens*, 301-568-8655

5-year program; 46 hours in Year 1; 162 hours in Year 2; 192 hours in Years 3-5 of related instruction



**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

*For Associated Builders and Contractors:*

Coordinator: Niki Rogers | [nrogers2@ccbcmd.edu](mailto:nrogers2@ccbcmd.edu) | 443-840-4422 | Essex BESS 115

Administrative Assistant: Denise Bellamy | [dbellamy@ccbcmd.edu](mailto:dbellamy@ccbcmd.edu) | 443-840-4712 | Catonsville BESS 100

*For Baltimore Electricians JATC; Heat & Frost Insulators and Allied Workers; Ironworkers; Mid-Atlantic Carpenters; Plumbers & Steamfitters; Maryland Plumbing, Heating, & Cooling Contractors; Independent Electrical Contractors; and Sheetmetal Workers:*

Coordinator: Niki Rogers | [nrogers2@ccbcmd.edu](mailto:nrogers2@ccbcmd.edu) | 443-840-4422 | Essex BESS 115

Administrative Assistant: Jackie Gibson | [jgibson2@ccbcmd.edu](mailto:jgibson2@ccbcmd.edu) | 443-840-4561 | Catonsville BESS 100

*For Operating Engineers:*

Coordinator: Kipp Snow | [ksnow@ccbcmd.edu](mailto:ksnow@ccbcmd.edu) | 443-840-3034 | Dundalk STAT 114

Administrative Assistant: Jackie Gibson | [jgibson2@ccbcmd.edu](mailto:jgibson2@ccbcmd.edu) | 443-840-4561 | Catonsville BESS 100

## ESOL Instructor - TESOL CE Certificate

### Education Pathway

#### Program Description:

CCBC's certificate in TESOL is open to individuals from any background or academic discipline who are interested in teaching or supporting instruction for English language learners in a variety of contexts in the U.S. or abroad. The certificate is designed for adults seeking a career change or meaningful volunteer opportunities, students seeking an introduction to the field of TESOL, or educators or other professionals who seek to work more effectively with non-native speakers of English. It incorporates best practices from the TESOL International Association's *Standards for Short Term TESL/TEFL Certificate Programs*.

This TESOL certificate is unique in that throughout every course students gain experience working with real English language learners so that they build their resumes and confidence while they build their skills.

Students entering this program should have strong verbal communication skills, good problem solving skills, attention to detail, strong interpersonal skills, be able to give and take direction well, and the ability to work with others as part of a team.

Jobs in TESOL are found in a variety of contexts, including community education programs, and public and private schools. Additional career information may be found in Career Coach: <https://ccbcemd.emsicc.com/>.

#### Program Credentials:

**CCBC Credential:** Students will earn a CCBC Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

#### Financial Aid and Payment Options:

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### Length of Training:

10 months

The certificate offers at least three start times each year. Students may begin the certificate program with any course offering. The program duration is 10 months for students who pursue one content course at a time.

#### Program Requirements:

- High school diploma
- Strong English language skills

#### Application Process:

**Open Entry** – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

#### Prior Learning Assessment:

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

All credit and CE students must successfully complete ADS 188 English Grammar Pedagogy for the certificate.

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
ADS184	Foundations of TESOL	20	N/A	\$195 T-\$59/F-\$136
ADS186	TESOL Practicum IA (must be taken with ADS184)	6	N/A	\$61 T-\$18/F-\$43
ADS189	TESOL Methods: Principles in Practice	20	N/A	\$195 T-\$60/F-\$135
ADS191	TESOL Practicum IB (must be taken with ADS189)	6	N/A	\$58 T-\$15/F-\$43
ADS185	TESOL Methods: Classroom & Curriculum	40	N/A	\$325 T-\$98/F-\$227
ADS187	TESOL Practicum II (must be taken with ADS185)	12	N/A	\$98 T-\$30/F-\$68
ADS188	English Grammar Pedagogy	20	N/A	\$195 T-\$59/F-\$136
ADS192	TESOL Practicum IC (must be taken with ADS188)	6	N/A	\$58 T-\$15/F-\$43
<i>Course Series Totals:</i>		<b>130</b>		<b>\$1,185</b> <b>T-\$354/F-\$831</b>

**Course Substitutions:**

- Credit course EDTR268 for ADS184, ADS186, ADS189, and ADS191.
- Credit course EDTR269 for ADS 185 and ADS187.

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Director: Michelle McCallum | [mmccallum@ccbcmd.edu](mailto:mmccallum@ccbcmd.edu) | 443-840-1925 | Essex BESS 117  
 Program Assistant: Kelsey Marion | [kmarion@ccbcmd.edu](mailto:kmarion@ccbcmd.edu) | 443-840-1104 | Essex BESS 115

# Transportation, Distribution, and Logistics

## **Automotive Safety Inspector (Maryland)**

### *Business Pathway*

#### **Program Description:**

Maryland Safety Inspectors work in an automotive repair or service facility. They inspect and monitor transportation equipment, vehicles or systems to ensure compliance with state regulations and safety standards. Automotive technicians can get multiple certifications and become master technicians or world-class technicians. Technicians can also become supervisors, owners, inspectors and instructors.

CCBC offers two classes to help experienced automotive technicians prepare for Maryland's written and hands-on safety inspection exams. These classes are not required for the exam, but are offered to help technicians prepare for the exams.

Skills for success include high work ethic, attention to detail, ability to work with heavy machinery, and mechanical aptitude.

Career Outlook - According to the U.S. Department of Labor, overall employment of automotive service technicians and mechanics is projected to decline 2% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 1,240. Additional career information may be found in Career

Coach: <https://ccbcmd.lightcastcc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will have access to a Continuing Education academic record (transcript).

Students will be prepared to apply to take the state exam to become a Maryland Safety Inspector.

**Certifying Organization:** Maryland State Police Automotive Safety Enforcement Division [www.mdsp.org](http://www.mdsp.org)

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*This program is not eligible for Baltimore County Public Schools Blueprint funding.*

#### **Program Length:**

3 days

Courses are usually offered on Saturdays at CCBC Catonsville.

#### **Program Requirements:**

- Students must be experienced automotive technicians to register for classes

#### **Application Process:**

**Open Entry** – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
ARP294	Preparation for MD State Safety Inspection Test	6	Textbook provided in class.	\$199 T-\$60/F-\$139
ARP732	Maryland State Inspection Hands-On Test Preparation	16	Textbook provided in class.	\$399 T-\$120/F-\$279
<b>Course Series Totals:</b>		<b>22</b>		<b>\$598</b> <b>T-\$180/F-\$418</b>

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: Eric Venanzi | [evenanzi@ccbcmd.edu](mailto:evenanzi@ccbcmd.edu) | 443-840-5108 | Dundalk STAT 118  
 Administrative Assistant: Margie Anne Bonnett | [mbonnett@ccbcmd.edu](mailto:mbonnett@ccbcmd.edu) | 443-840-5213 | Dundalk STAT 120

## **Automotive Service Attendant**

### *Business Pathway*

#### **Program Description:**

Individuals successfully completing this certificate will be ready for employment opportunities in the automotive repair industry as Automotive Service Attendant technicians.

Automotive Service Attendants identify vehicle problems using computerized diagnostic equipment, plan work procedures using manuals, test parts and systems to ensure operability, and perform minor repairs, such as adjusting brakes, replacing spark plugs, or changing engine oil filters, grease and lubricate vehicles, perform tire maintenance, maintain parts inventories, perform service level checks, and interact with customers. Criminal background checks and random drug testing may be required for employment.

Students in this program should be detail-oriented and have the ability to follow safe work practices. In addition to dependability and integrity, mathematical, technical, and mechanical aptitudes are desirable for this field. Automotive Service Attendants should have the ability to stand or crouch for long periods of time, work in confined spaces, and have the capacity to lift 35 pounds regularly.

Automotive Service Attendants can find employment within commercial settings. Vehicle service stations, new and used vehicle dealerships, and industrial fleet maintenance operations are all potential employers. According to the U.S. Department of Labor, projected annual job openings from 2020-2030 in Maryland are 1,240. Additional career information may be found in Career

Coach: <https://ccbcmd.lightcastcc.com/>

#### **Program Credentials:**

**CCBC Credential:** Students will have access to a Continuing Education academic record (transcript).

**External Credential:** Students will be prepared to take ASE certification exams: Brakes and Suspension, Electrical and Electronics, and Steering and Suspension.

**Certifying Organization:** Automotive Service Excellence (ASE) Education Foundation

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Program Length:**

Approximately 9 months.

#### **Application Process:**

**Open Entry** – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has potential options for waving select courses based on previous coursework or articulated coursework from an approved curriculum or demonstrated portfolio and/or prior occupational learning.

**Program Course Sequence:**

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
AUT021	Introduction to Automotive Technology	79		\$899 T-\$269/F-\$630
AUT022	Repairing Automotive Brake Systems	64		\$729 T-\$219/F-\$510
AUT023	Servicing Automotive Electrical and Electronic Systems	64		\$729 T-\$219/F-\$510
AUT024	Servicing Automotive Engines- Related Systems	79		\$899 T-\$269/F-\$630
AUT025	Repairing Automotive Suspension Systems	64		\$729 T-\$219/F-\$510
<b>Course Series Totals:</b>		<b>350</b>		<b>\$3,985</b> <b>T-\$1,195/F-\$2,790</b>

**Related Programs:**

Automotive Service Attendant Certificate (Credit)

**Additional Expenses:**

ASE examinations

**Program Contact Information:**

Program Coordinator: Eric Venanzi | [evenanzi@ccbcmd.edu](mailto:evenanzi@ccbcmd.edu) | 443-840-5108 | Dundalk STAT 118  
 Administrative Assistant: Margie Anne Bonnett | [mbonnett@ccbcmd.edu](mailto:mbonnett@ccbcmd.edu) | 443-840-5213 | Dundalk STAT 120

# Transportation, Distribution, and Logistics

## **Certified Logistics Associate/Warehouse Distribution**

### *Business Pathway*

#### **Program Description:**

Workers in the logistics, warehouse, and distribution fields typically move freight and other materials, pick and pack orders, prepare shipments for outbound and receiving processes, operate material handling equipment, and process related documentation. Career seekers will be applying for jobs such as laborers, freight stockers, material movers, receiving and traffic clerks, forklift operators, customer support representatives, logistics specialists, freight handlers, billing clerks and logistic technicians. Long-term career opportunities include logistics manager, logistics supervisor, and logistics technician.

This training prepares individuals to work in higher skilled, frontline material handling roles at a variety of supply chain facilities such as factories, warehouses, distribution centers, and transporters. Areas of specialized training include entry level forklift operations, warehouse and logistics safety knowledge, and basic logistics and distribution operations.

The physical duties of working in the logistics field vary by position. All positions require attention to detail and dependability. They may involve walking, pushing, pulling, lifting, and carrying objects in the case of laborers, freight stockers, and material movers. Skills include active listening, critical thinking, and monitoring. A clerk position may involve any of these physical activities but also sitting or standing for long periods of time. Skills include reading comprehension, active listening, critical thinking, and time management.

According to the U.S. Department of Labor, overall employment of warehouse and logistics specialists is projected to grow 12% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 6,630. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will earn a CCBC Workforce Training Certificate and will have access to a Continuing Education academic record (transcript).

**External Credential:** Certified Logistics Associate; OSHA 10-Hour General Industry

**Certifying Organization:** Manufacturing Skill Standards Council (MSSC); [www.msscusa.org](http://www.msscusa.org)  
Occupational Safety and Health Administration; [www.osha.gov](http://www.osha.gov)

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Program Length:**

50 hours; number of weeks and start dates vary.

#### **Program Requirements:**



- High School Diploma or GED
- Minimum age of 18
- Basic computer keyboarding, browser, and email proficiency.

#### Application Process:

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

#### Prior Learning Assessment:

This program has potential options for waiving select courses based on demonstrated portfolio and/or prior occupational learning. A maximum of 28 program hours may be earned from prior learning.

#### Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA515	Certified Logistics/Warehouse Distribution Associate	28	Text and online material cost included	\$799 T-\$240/F-\$559
VOA605	Forklift Operator Training	12	Textbook included in costs	\$199 T-\$60/F-\$139
VOA834	OSHA 10-Hour General Industry	10	Course materials included	\$299 T-\$90/F-\$209
<b>Course Series Totals:</b>		<b>50</b>		<b>\$1,297</b> <b>T-\$390/F-\$907</b>

#### Additional Expenses:

The cost for the student to take the Certified Logistics Associate (CLA) exam once is included as part of the Certified Logistics Associate course. Repeat testing requires an additional fee of approximately \$125.00 each for the CLA exam.

#### Career Coach:

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

#### Program Contact Information:

Program Coordinator: Eric Venanzi | [evenanzi@ccbcmd.edu](mailto:evenanzi@ccbcmd.edu) | 443-840-5108 | Dundalk STAT 118  
 Administrative Assistant: Margie Anne Bonnett | [mbonnett@ccbcmd.edu](mailto:mbonnett@ccbcmd.edu) | 443-840-5213 | Dundalk STAT 120

# Transportation, Distribution, and Logistics

## **Certified Supply Chain Professional (CSCP)**

### *Business Pathway*

#### **Program Description:**

This program prepares students for entry level management positions in Supply Chain Management. The work consists of directing or coordinating production, purchasing, warehousing, distribution, or financial forecasting services or activities to limit costs and improve accuracy, customer service, or safety. It also includes examining existing procedures or opportunities for streamlining activities to meet product distribution needs, as well as directing the movement, storage, or processing of inventory. Career opportunities include supply chain technician, planning manager, and supply chain director.

This program helps prepare for the Certified Supply Chain Professional (CSCP) exam. Translate the connection between the areas of planning, sourcing, manufacturing, and delivering into an integrated supply chain. After completing the courses, you will have a firm understanding of mitigation strategies, operationalization of risk management practices, and implementation of cost reduction measures.

Since this course is delivered completely online, students will need to have the self-discipline to complete all required material on their own. A course instructor will be available to assist students with questions and to lead online activities during the course of the class.

According to the U.S. Department of Labor, overall employment of supply chain managers is projected to grow 15% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 270. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will receive a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

**External Credential:** The Certified Supply Chain Professional courses will provide you with the requirements and resources needed to sit for the CSCP Exam with the Association For Supply Chain Management (ASCM). ASCM maintains further requirements for exam eligibility for completing the APICS CSCP exam. Eligibility requirements and exam application are located at [www.ascm.org](http://www.ascm.org)

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*This program is not eligible for Baltimore County Public Schools Blueprint funding.*

#### **Program Length:**

Approximately 120 hours / 6 months to complete

#### **Program Requirements:**

##### **Computer requirements:**

- PC: Windows 8 or later / Mac: macOS 10.6 or later.
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.
- Software must be installed and fully operational before the course begins.
- Adobe Acrobat Reader.

- Software must be installed and fully operational before the course begins.
- Email capabilities and access to a personal email account.

### Application Process:

*Provisional Entry* – Prospective participants are required to attend an information and pre-screening session and provide occupational documentation. Students must have permission from the Coordinator before registering for this class. There are steps in addition to the program to sit for the CSCP exam. For more information visit: [www.ascm.org](http://www.ascm.org)

To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

### Prior Learning Assessment:

This program has no options for obtaining course waiver(s) for prior learning.

### Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA 791	Certified Supply Chain Professional- Part 1	60	Included in class fees	\$1,147 (T-\$344/F-\$803)
VOA 792	Certified Supply Chain Professional- Part 2	60	Same as VOA 791	\$1,148 (T-\$344/F-\$804)
<b>Course Series Totals:</b>			<b>Included in class fees</b>	<b>\$2,295 (T-\$688/F-\$1607)</b>

### Additional Expenses:

Additional fees and documentation are required to register and sit for the CSCP exam. Information is available as [www.ascm.org](http://www.ascm.org)

### Career Coach:

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

### Program Contact Information:

Program Coordinator: Eric Venanzi | [evenanzi@ccbcmd.edu](mailto:evenanzi@ccbcmd.edu) | 443-840-5108 | Dundalk STAT 118  
 Administrative Assistant: Margie Anne Bonnett | [mbonnett@ccbcmd.edu](mailto:mbonnett@ccbcmd.edu) | 443-840-5213 | Dundalk STAT 120

# Transportation, Distribution, and Logistics

## **Commercial Vehicle Operator A Class**

### *Business Pathway*

#### **Program Description:**

Commercial vehicle operation is an important component of the Transportation, Distribution and Logistics industry. Due to a driver shortage, there are many career opportunities for Commercial Driver's License (CDL) Class A holders. You can drive a tractor trailer, tanker, double and triples, flatbed, or refrigerated trailer. Commercial drivers of tractor trailers provide local service, regional, and interstate trips. Heavy truck and tractor trailer drivers may spend most of their time behind the wheel, but they may also be required to load or unload their cargo upon arrival at their final destination. Drivers conduct pre-trip and post-trip vehicle inspections and must report to the dispatcher any equipment that is inoperable, defective, or missing. The U.S. Department of Transportation requires drivers to keep a log of their activities, including the condition of the truck, hours of service, and the circumstances of any accidents.

This training prepares students to test for a Maryland CDL-A license. The program includes classroom instruction and practical experience behind the wheel on range and road. Students focus on safety, inspections, basic control, shifting, backing, coupling and uncoupling, trip planning, log books, and accident reporting. The Maryland MVA's CDL-A licensing exam is taken at the end of the course. The exam includes pre-trip inspections, range maneuvers, and completion of a road test of 14+ miles.

Successful candidates enjoy travel and the independence of the open road, but because drivers interact with many people (such as other drivers, clients, and fleet managers) communication skills are important. An interest in safe driving, problem solving, and understanding regulations is helpful.

According to the U.S. Department of Labor, overall employment of heavy and tractor-trailer truck drivers is projected to grow 6% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 3,370. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate, and will have access to a Continuing Education academic record (transcript).

Students will be prepared to take the Maryland Commercial Driver's License exam. Students will be awarded various CDL certificates (e.g. Defensive Driving and New Driver Training).

**Licensing Organization:** CDL A: Maryland Motor Vehicle Administration (MVA) - upon successfully completing the MVA final licensing exam [www.mva.maryland.gov](http://www.mva.maryland.gov)

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Program Length:**

CDL- A: 280 hours

Full-time class meets Monday -Friday from 8:00 am to 4:00 pm for 8 weeks.

Weekend class meets Saturday and Sunday from 8:00 am to 4:00 pm for 20 weeks.  
Evening class meets Monday - Friday from 5:00 pm to 10:00 pm for 12 weeks

**Program Requirements:**

- Minimum age of 18 (commercial drivers must be 21 years of age to drive across state lines)
- Able to pass a Department of Transportation (DOT) drug screen & physical
- Possess a valid Maryland Driver's License (regular Class C)
- Maintain zero points for drug/alcohol violations

*Recommended:*

- High School Diploma or GED (highly preferred, but not required)

**Application Process:**

*Selective Entry* – Please call 443-840-2222 to schedule a mandatory CDL information session. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

The Maryland MVA's CDL-A licensing exam is taken at the end of the course. The exam includes pre-trip inspections, range maneuvers, and completion of a road test of 14+ miles.

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information (approximate cost; subject to change)</b>	<b>Costs T=Tuition/F=Fees</b>
VOA 553	Learner Permit and Pre-Trip Introduction	98	none	\$2100 T-\$420/F-\$1,680
VOA 554	CDL Class A – Maneuvers and Road Skill Basics	91	none	\$1800 T-\$360/F-\$1,440
VOA 555	CDL-A Road and Advanced Safety Skills	91	none	\$1600 T-\$320/F-\$1,280
<b>Course Series Totals:</b>		<b>280</b>	<b>NA</b>	<b>\$5500 T-\$1,100/F-\$4,400</b>

**Program Contact Information:**

Coordinator: Stacy Igo | [sigo@ccbcmd.edu](mailto:sigo@ccbcmd.edu) | 443-877-5205 | TTC Transportation Training Center  
Administrative Assistant: Barbara Bennett | [bbennett3@ccbcmd.edu](mailto:bbennett3@ccbcmd.edu) | 443-840-3672 | TTC Transportation Training Center

# Transportation, Distribution, and Logistics

## **Commercial Vehicle Operator B Class**

### *Business Pathway*

#### **Program Description:**

Commercial vehicle operation is an important component of the Transportation, Distribution, and Logistics industry. Commercial vehicle operators with Class B commercial licenses may support either the passenger transportation industry or the distribution of goods and materials. Equipment includes 15+ passenger vans, buses, coaches, and straight trucks. The hospitality industry requires CDL-B drivers, with a "P" - Passenger endorsement, to transport passengers to hotels and airports, operate rental car shuttles, as well as scheduled bus, charter bus, tour bus, urban, and transportation services. Vehicle operators may drive locally, regionally, and/or between urban areas, depending on the nature of the business. A CDL-B driver without a "P" - Passenger endorsement on their license may operate heavy straight trucks (over 26,000 lbs.), such as dump trucks and non-trailer box vans. CDL-B operators conduct pre-trip vehicle inspections, report safety and equipment issues to the dispatcher, and must conform to USDOT rules and regulations, including the accurate updating of logs and records.

This training prepares students to test for a Maryland CDL-B license. The program includes classroom instruction and practical experience behind the wheel on range and road. Students focus on safety, inspections, basic control, backing, trip planning, logging, and accident reporting. The Maryland MVA's CDL-B licensing exam occurs at the end of the course. The exam includes pre-trip inspections, range maneuvers, and completion of a road test of 14+ miles.

Successful candidates enjoy travel and the independence of the open road, but because drivers interact with many people (such as other drivers, clients, and fleet managers) communication skills are important. An interest in safe driving, problem solving, and understanding regulations is helpful.

Program completers can drive straight trucks, 15+ passenger vans, buses, and coaches. According to the U.S. Department of Labor, overall employment of heavy and tractor-trailer truck drivers is projected to grow 6% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 3,370. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

#### **Program Credentials:**

*CCBC Credential:* Students will be awarded a Continuing Education Workforce Certificate, and will have access to a Continuing Education academic record (transcript).

Students will be awarded various CDL certificates (e.g. Defensive Driving and New Driver Training).

*External Credential:* Maryland Commercial Driver's License B Class (CDL-B)

*Licensing Organization:* Maryland Motor Vehicle Administration (MVA) - upon successfully completing the MVA final licensing exam. [www.mva.maryland.gov](http://www.mva.maryland.gov)

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

### Program Length:

CDL-B: 103 hours

Full time class meets Monday - Friday from 8:00 am to 4:00 pm for 3 weeks.

### Program Requirements:

- Minimum age of 18 (commercial drivers must be 21 years of age to drive across state lines)
- Able to pass a Department of Transportation (DOT) drug screen & physical
- Possess a valid Maryland Driver's License (regular Class C)
- Maintain zero points for drug/alcohol violations

### Recommended:

- High School Diploma or GED (highly preferred, but not required)

### Application Process:

**Selective Entry** – Please call 443-840-3672 to schedule an interview. Applicants will be notified of program acceptance during the interview if all documentation and requirements are met. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

### Prior Learning Assessment:

This program has no options for obtaining course waiver(s) for prior learning.

### Program Course Sequence:

The Maryland MVA's CDL-B licensing exam occurs at the end of the course. The exam includes pre-trip inspections, range maneuvers, and completion of a road test of 14+ miles.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs ** T=Tuition/F=Fees
VOA485	CDL Learner's Permit Preparation	28	none	\$848 T - \$170 / F - \$678
VOA717	CDL Class B	75	none	\$2,152 T-\$430 / F-\$1,722
<b>Course Series Totals:</b>		<b>103</b>		<b>\$3,000</b> <b>T - \$600 / F - \$2,400</b>

### Program Contact Information:

Coordinator: Stacy Igo | [sigo@ccbcmd.edu](mailto:sigo@ccbcmd.edu) | 443-877-5205 | TTC Transportation Training Center

Administrative Assistant: Barbara Bennett | [bbennett3@ccbcmd.edu](mailto:bbennett3@ccbcmd.edu) | 443-840-3672 | TTC Transportation Training Center



# Transportation, Distribution, and Logistics

## **Marine Engine Maintenance Repair**

### *Business Pathway*

#### **Program Description:**

This course is intended to provide entry-level technicians with a fundamental understanding of the marine industry and marine service careers, including outboard systems.

Marine technicians are essential components in a rapidly growing industry. Throughout this program, students will be exposed to numerous marine mechanical systems. Features in the program will provide the entry-level marine technician with hands-on training. The training includes how to perform routine maintenance on marine engines and related systems, as well as instruction on how to identify problems using the latest diagnostic technology, along with performing basic repairs.

Students entering this program should have a strong understanding of how mechanical systems work. Marine technician jobs are in demand. Positions can be found in nearly all marinas and boat dealerships throughout the area.

#### **Program Credentials:**

**CCBC Credential:** Students will be awarded a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

After successful completion of the program, students will be prepared to work in an entry level position in outboard engine repair and maintenance and to take the Yamaha exam on Introduction to Outboard Systems.

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Program Length:**

79 hours of instruction over a 5 week period.

#### **Program Requirements:**

- Ability to lift 40 pounds

#### **Application Process:**

**Open Entry** – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.



**Program Course Sequence:**

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
VOA750	An Overview of the Modern Marine Industry	4		\$90 T-\$27/F-\$63
VOA749	Marine Engine Maintenance and Repair	75	Textbook: Introduction to Outboard Systems Included in registration cost	\$854 T-\$256 /F-\$598
<b>Course Series Totals:</b>		<b>79</b>		<b>\$944</b> <b>T-\$283/F-\$661</b>

**Skills for Success:**

Mechanical aptitude, manual dexterity and an ability to follow safety rules are key elements of success.

**Career Opportunities:**

Entry-Level Marine Technicians, Marina/Boatyard Assistant, Marine Engine Dealership/Sales.

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Program Coordinator: Kempton Baldridge | [kbaldridge@ccbcmd.edu](mailto:kbaldridge@ccbcmd.edu) | 443-840-1237 | Dundalk STAT 110  
 Administrative Assistant: Margie Anne Bonnett | [mbonnett@ccbcmd.edu](mailto:mbonnett@ccbcmd.edu) | 443-840-5213 | Dundalk STAT 120

## **Procurement & Purchasing Management**

### *Business Pathway*

#### **Program Description:**

Buyers and purchasing agents buy products and services for organizations to use or to resell. These professionals consider factors such as budget, price, availability, demand, logistics, reliability of suppliers, and technical support. Purchasing managers oversee the work of buyers and purchasing agents. In addition, they must be able to accurately report on activity and forecast future events. Career opportunities include Procurement Director or Manager, Purchasing Supervisor, Procurement Clerk, and Supply Chain Manager.

The Procurement & Purchasing Management program will introduce you to the basics of the supply chain process, management, purchasing, and contracting issues to provide you with the skills you need for a successful career. It is designed for anyone working in or interested in working in purchasing, logistics, or procurement.

Since this course is delivered completely online, students will need to have the self-discipline to complete all required material on their own. A course instructor will be available to assist students with questions and to lead online activities during the course of the class.

Career Outlook - According to the U.S. Department of Labor, overall employment of purchasing managers is projected to grow 9% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 170. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

#### **Program Credentials:**

**CCBC Credential:** Students will receive a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

#### **Financial Aid and Payment Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

*Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.*

#### **Program Length:**

Approximately 6 months to complete

#### **Program Requirements:**

##### *Computer requirements:*

- PC: Windows 8 or later / Mac: macOS 10.6 or later
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible
- Adobe Acrobat Reader
- Software must be installed and fully operational before the course begins
- Email capabilities and access to a personal email account

**Application Process:**

*Open Entry* – No screening or documentation required. To apply, go to [www.ccbcmd.edu/apply](http://www.ccbcmd.edu/apply) and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

**Prior Learning Assessment:**

This program has no options for obtaining course waiver(s) for prior learning.

**Program Course Sequence:**

<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>	<b>Textbook Information</b> (approximate cost; subject to change)	<b>Costs</b> T=Tuition/F=Fees
VOA783	Procurement & Purchasing Management- Part 1	90	Included in class fees	\$765 T-\$40/F-\$725
VOA784	Procurement & Purchasing Management- Part 2	90	Same as VOA783	\$765 T-\$40/F-\$725
VOA785	Procurement & Purchasing Management- Part 3	90	Same as VOA 783	\$765 T-\$40/F-\$725
<b>Course Series Totals:</b>		<b>270</b>		<b>\$2,295</b> <b>(T-\$120/F-\$2,175)</b>

**Career Coach:**

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://youtu.be/C7KpznbPYfA>. Explore career and training opportunities at <https://ccbcmd.emsicc.com/>.

**Program Contact Information:**

Director: Eric Venanzi | [evenanzi@ccbcmd.edu](mailto:evenanzi@ccbcmd.edu) | 443-840-5108 | Dundalk STAT 118  
 Administrative Assistant: Margie Anne Bonnett | [mbonnett@ccbcmd.edu](mailto:mbonnett@ccbcmd.edu) | 443-840-5213 | Dundalk STAT 120

## **Credit Certificates in Transportation, Distribution, and Logistics**

CCBC for-credit certificates offer education and training for students wanting a formal academic credential but needing a shorter-term experience. They are shorter programs that focus on a specific field or expertise. They can be a stand-alone credential or may be part of a pathway to a higher-level credential such as an Associate's Degree.

For further information on Credit Certificates, see the CCBC website, or call CCBC Student Central at 443-840-2222.

### **Automotive Technology**

#### **Automotive Master Technician Certificate**

This program is designed to prepare individuals for employment as automotive lead technicians, automotive team leaders, automotive service advisers, diagnosticians or secure other upper-level automotive positions.

Credential: Credit Certificate. A total of 55 credits is required for this certificate

#### **Automotive Service Attendant Certificate**

Individuals successfully completing this certificate will be ready for employment opportunities in the automotive repair industry as Automotive Service Attendant technicians.

Credential: Credit Certificate. A total of 22 credits is required for this certificate

#### **Automotive Air Conditioning and Heating Specialist Certificate**

Individuals successfully completing this certificate will be ready for employment opportunities in the automotive repair industry as heating and air-conditioning technicians.

Credential: Credit Certificate. A total of 22 credits is required for this certificate

#### **Automotive Brake and Suspension Specialist Certificate**

Individuals successfully completing this certificate will be ready for employment opportunities in the automotive repair industry such as brake technician, suspension technician and wheel alignment technician.

Credential: Credit Certificate. A total of 17 credits is required for this certificate

#### **Automotive Drive Train Specialist Certificate**

Students successfully completing this certificate will be ready for employment opportunities in the automotive repair industry as powertrain technician specialists.

Credential: Credit Certificate. A total of 28 credits is required for this certificate

#### **Automotive Electrical and Electronic Specialist Certificate**

Individuals successfully completing this certificate are ready for employment opportunities in the automotive repair industry as electrical or electronic systems technicians.

Credential: Credit Certificate. A total of 29 credits is required for this certificate

#### **Automotive Engine Specialist Certificate**

Individuals successfully completing this certificate are ready for employment opportunities in the automotive repair industry as engine repair and performance specialists.

Credential: Credit Certificate. A total of 29 credits is required for this certificate

## **Aviation Technology**

### **Air Traffic Control Certificate**

The Air Traffic Control certificate is designed to prepare students for employment as Air Traffic Control support specialists working in airport control towers, Terminal Radar Approach Control (TRACON) facilities, and Air Route Traffic Control Centers (ARTCC). These professionals are also qualified to work in an airport, corporate, government, or airline flight operations center.

Students considering applying for this program should read the information available on the CCBC website at [www.ccbcmd.edu/aviation](http://www.ccbcmd.edu/aviation).

Credential: Credit Certificate. A total of 18 credits is required for this certificate

### **Aviation Management Certificate**

The Aviation Management prepares students to enter airline or airport operations, terminal and airport ramp management, airport security and aviation support functions.

Credential: Credit Certificate. A total of 18 credits is required for this certificate

### **Flight Training Certificate**

The Flight Training certificate prepares students for employment as professional pilots with regional and major airlines, corporate flight departments, charter or cargo operators, agricultural flying, flight schools, or with a government agency or military service. Non-flying positions are also available with the Federal Aviation Administration or other federal, state and local aviation agencies. A valid FAA second class medical certificate is required. Students considering applying for this program should read the information available on the CCBC website at [www.ccbcmd.edu/aviation](http://www.ccbcmd.edu/aviation).

Credential: Credit Certificate. A total of 24 credits is required for this certificate

### **Flight Attendant Certificate**

The Flight Attendant Certificate prepares students for employment as flight attendants in corporate, business or airline operations. 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.

Credential: Credit Certificate. A total of 12 credits is required for this certificate

## **Transportation, Distribution, and Maritime Logistics**

### **Transportation, Distribution, and Maritime Logistics Certificate**

The certificate program prepares students seeking employment in freight transportation and supply chain management and for those who are already employed and who wish to upgrade their skills. Graduates of this program cover Logistics, Domestic and International Transportation, Supply Chain Management, and Logistics Technology.

# Registration & Payment Information

## Disclaimer

Information listed in this publication and on CCBC online media is subject to change. The college regrets any discrepancies or typographical errors. This resource publication should not be regarded as an irrevocable contract between the student and the college.

## How to Register

Students may register in person, by telephone, online, or by mail. Payment is required at the time of registration. Students who are recipients of continuing education (non-credit) financial aid should register via phone at 443-840-2222, to ensure financial aid is properly applied.

## In Person:

Bring registration form and payment to the nearest CCBC campus or extension center. Hours vary occasionally due to holidays and peak registration periods. Extended hours are available prior to the start of the fall and spring semesters. For the most up-to-date hours, please visit Student Services on our website [www.ccbcmd.edu/Resources-for-Students/Campus-Hours.aspx](http://www.ccbcmd.edu/Resources-for-Students/Campus-Hours.aspx).

Location Details	CCBC Campuses	CCBC Extension Centers
Days and Hours	Monday, Tuesday: 8:30 a.m. to 5:00 p.m. Wednesday, Thursday: 8:30 a.m. to 7:00 p.m. Friday: 8:30 a.m. to 4:30 p.m.	Monday, Tuesday: 8:30 a.m. to 5:00 p.m. Wednesday, Thursday: 8:30 a.m. to 7:00 p.m. Friday: 8:30 a.m. to 4:30 p.m.
Payment Methods	Credit Card Money Order Check Cash	Credit Card Money Order Check Cash not accepted.
Addresses	<i>CCBC Catonsville</i> 800 S. Rolling Road Student Services Center Catonsville, MD 21228 <i>CCBC Dundalk</i> 7200 Sollers Point Road Student Services Center Baltimore, MD 21222 <i>CCBC Essex</i> 7201 Rossville Boulevard Student Services Center Baltimore, MD 21237	<i>CCBC Hunt Valley</i> 11101 McCormick Road Room 100 Hunt Valley, MD 21031 <i>CCBC Owings Mills</i> 10300 Grand Central Avenue 4 <sup>th</sup> Floor Owings Mills, MD 21117 <i>CCBC Randallstown</i> 3637 Offutt Road CCBC Records & Registration Randallstown, MD 21133

## By Telephone:

Number: 443-840-2222

Method: Credit Card Only – Please have your card number and expiration date ready when you call.

Days/Hours: Monday, Tuesday 8:30 a.m. to 5:00 p.m.  
Wednesday, Thursday 8:30 a.m. to 7:00 p.m.  
Friday 8:30 a.m. to 4:30 p.m.

## Online:

Visit the college website, [www.ccbcmd.edu](http://www.ccbcmd.edu), to search for programs and courses. Please note that not all courses and programs are available for online registration.

## By Mail:

Send registration form and check payment to:

CCBC Catonsville  
800 S. Rolling Road CLLB 030  
Baltimore, Maryland, 21228-5317

## **GED/English Speakers of Other Languages (ESOL):**

Registration accepted in person only. For additional information, call 443-840-2222 or 443-840-3428

## **Continuing Education Financial Aid Options:**

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. For details, email CCBC Student Central at via [studentcentral@ccbcmd.edu](mailto:studentcentral@ccbcmd.edu), or phone – 443-840-2222

## **Additional Enrollment Information**

### **Room Assignments**

#### **CCBC Locations:**

For courses held on CCBC campuses and extension centers, call 443-840-2222 three days prior to the first day of class to obtain or confirm room assignments.

#### **Off-Site Locations:**

For courses held at off-site locations, room assignments will be posted at the sites when classes begin.

### **Textbook Information**

Some courses require a textbook(s). Contact a campus bookstore for information or shop online at [www.ccbcmd.edu/bookstore](http://www.ccbcmd.edu/bookstore). Ask about CCBC's price-match guarantee.

- CCBC Catonsville Bookstore: 443-840-4320
- CCBC Dundalk Bookstore: 443-840-3670
- CCBC Essex Bookstore: 443-840-1561

CCBC bookstores partner with Barnes & Noble. In addition to textbooks for CCBC courses, they carry a wide variety of CCBC merchandise, convenience items, coffee, and snacks.

### **Class Cancellations**

When a class is cancelled or rescheduled, students will be notified by phone, email, or postal mail. Students are responsible for ensuring the college has accurate contact information on file.

### **Refunds, Adding, or Dropping a Course**

To receive a refund or drop/add a course, call 443-840-2222 *at least one day prior to the start of the course*.

Refunds are issued via the same method as payment provided. No refunds are issued when a student chooses to withdraw on or after the start date of the course.

### **Prior Learning Assessment (PLA)**

Students may be able to reduce the number of required courses in a program by demonstrating successful skills obtained through prior learning. The number of hours in a program that may be waived for PLA varies and may not exceed 75% of the total program hours.

Prior learning options include:

- Previous coursework or articulated coursework from an approved curriculum
- Successful completion of a CCBC placement or challenge exam
- Demonstrated portfolio and/or prior occupation learning

### **Inclement Weather, Emergency Closings & Late Starts**

Please check the college website, [www.ccbcmd.edu](http://www.ccbcmd.edu), or call the inclement weather line, 443-840-1711, for updates on all campuses and extension centers. The college also alerts local media about weather-related opening and closing updates.

In the event the college, or just a specific campus or site, opens late due to weather-related or other emergency conditions, classes will begin at the announced opening time and resume the normal schedule for the remainder of the day. Students and faculty engaged in field placement programs, such as clinical placements and internships, should discuss the handling of weather-related and emergency situations at the beginning of the placement period. When Baltimore County Public Schools (BCPS) are closed, CCBC classes held at BCPS facilities are cancelled. Go to <https://www.bcps.org/> for complete BCPS closing information.

## **Student Resources**

### **Student Success Center**

CCBC offers free tutoring assistance, primarily in math and science. Students who need help with math or science skills in a course can schedule a virtual appointment with a tutor by contacting a CCBC Student Success Center:

- ❖ Catonsville Campus      443-840-2750
- ❖ Dundalk Campus        443-840-3666
- ❖ Essex Campus            443-840-1820
- ❖ Email                      [virtuالتutor@ccbcmd.edu](mailto:virtuالتutor@ccbcmd.edu)

For more information, go to the Student Success Center at <https://www.ccbcmd.edu/resources-for-students/tutoring-and-academic-coaching>.

### **Student Support Services**

CCBC understands that students sometimes struggle to complete their programs of study due to academic or life challenges. The college provides support services to help you achieve your goals both inside and outside the classroom

Support and connections to college and community resources include:

- ❖ Academic Advisement
- ❖ Tutoring/Academic Coaching
- ❖ Disability Programs and Services
- ❖ Career Services
- ❖ Student Food Pantry
- ❖ Homeless Shelters
- ❖ Parenting Resources
- ❖ Childcare Services
- ❖ Clothing Assistance
- ❖ Domestic Abuse Prevention
- ❖ Free/Low Cost Medical Clinics
- ❖ Legal Aid Providers
- ❖ Substance Abuse/Addiction Counseling

For questions, more information, or to request assistance, please contact a Continuing Education Student Success Counselor at [CESuccess@ccbcmd.edu](mailto:CESuccess@ccbcmd.edu) or 443-840-4415.



# College Policies & Contact Information

## **Contact Information**

### **Public Safety:**

CCBC's general Public Safety Department number is 443-840-1111. Staff members in the Department of Public Safety are always available to provide assistance and information.

### **Student Concerns:**

For any student concern, please contact CCBC Student Central by phone, 443-840-2222, or email at [studentcentral@ccbcmd.edu](mailto:studentcentral@ccbcmd.edu).

### **CCBC Campus Alert System**

Campus Alert is a free messaging service that allows users to receive emergency announcements distributed by the college via text message to mobile phones, voice calls to any phone, and email notification. The college uses the system for emergency college alerts only and does not share your contact information. To opt out of automatic alert messaging, go to [www.ccbcmd.edu/campusalert](http://www.ccbcmd.edu/campusalert) or email CCBC Student Central at [studentcentral@ccbcmd.edu](mailto:studentcentral@ccbcmd.edu).

## **Policies**

### **Accommodations for People with Disabilities:**

CCBC is committed to providing educational for all students. Any person with a documented disability who wants to enroll in a non-credit class should contact the CCBC Student Central, 443-840-2222, at least two weeks prior to the start of the course. CCBC will coordinate assistance, such as reader assistance, instructional accommodations, note takers, and sign language interpreters.

### **Equal Opportunity and Affirmative Action Statement:**

The Community College of Baltimore County practices equal opportunity in education and employment and is actively committed to diversity in the college community.

### **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act:**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by Congress in November 1999, requires colleges and universities to publish and distribute an annual security report. This report includes campus crime statistics for the previous three years, policy statements concerning drug use, crime prevention, and procedures following reports of sexual assault offenses. The Act also provides for the timely notice to the campus of crimes considered threats to safety, and maintenance of a public log of all reported crimes. Interested parties may obtain a paper copy of the report at the Department of Public Safety office on each CCBC campus. The report can also be reviewed online at <http://www.ccbcmd.edu/Campus-Life-and-Activities/Public-Safety/Crime-Awareness-and-Safety-Tips.aspx>.

### **Residency Requirement:**

The Board of Trustees of the Community College of Baltimore County has approved the following residency requirement: "A student must have resided in a county or city of the State of Maryland for at least 3 months prior to the first day of classes to be eligible for the resident rate of the county or city." The entire policy, including its definitions and related procedures is available in the CCBC 2024-2025 Catalog at [www.ccbcmd.edu/catalog](http://www.ccbcmd.edu/catalog).

### **Other Policy Information:**

Additional information and enrollment policies, definitions, and procedures are available in the CCBC 2024-2025 Catalog at <http://catalog.ccbcmd.edu/index.php>