CONTINUING EDUCATION

CAREER PREPARATION AND TRAINING RESOURCE GUIDE

July 2024–June 2025

CCBC ccbcmd.edu/coned

Call 443.840.2222 or visit 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).

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://ccbcmd.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).
# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Skills and English Language Services</td>
<td>1</td>
</tr>
<tr>
<td>English for Speakers of Other Languages (ESOL)</td>
<td>8</td>
</tr>
<tr>
<td>GED - Essential Academic Skills (ASE/GED)</td>
<td>11</td>
</tr>
<tr>
<td>National External Diploma Program (NEDP)</td>
<td>14</td>
</tr>
<tr>
<td>Workforce and Academic Readiness</td>
<td>16</td>
</tr>
<tr>
<td>Building and Industrial Training</td>
<td>18</td>
</tr>
<tr>
<td>Building Automation Systems Technician</td>
<td>18</td>
</tr>
<tr>
<td>Certified Apartment Maintenance Technician (CAMT)</td>
<td>21</td>
</tr>
<tr>
<td>Certified Production Technician</td>
<td>23</td>
</tr>
<tr>
<td>CNC Machine Tool</td>
<td>25</td>
</tr>
<tr>
<td>Construction Pre-Apprenticeship Core Curriculum &amp; Specialties Training</td>
<td>28</td>
</tr>
<tr>
<td>HVAC/Refrigeration Technician</td>
<td>32</td>
</tr>
<tr>
<td>HVAC/Refrigeration Technician (Advanced Certificate)</td>
<td>35</td>
</tr>
<tr>
<td>Mechatronics</td>
<td>38</td>
</tr>
<tr>
<td>Robotics Technician</td>
<td>41</td>
</tr>
<tr>
<td>Welding</td>
<td>43</td>
</tr>
<tr>
<td>Credit Certificates in Building and Industrial Training</td>
<td>45</td>
</tr>
<tr>
<td>Business and Management</td>
<td>49</td>
</tr>
<tr>
<td>Administrative Professional</td>
<td>51</td>
</tr>
<tr>
<td>Advanced Leadership Skills</td>
<td>53</td>
</tr>
<tr>
<td>Bookkeeper - Entry Level</td>
<td>55</td>
</tr>
<tr>
<td>Customer Service Professional</td>
<td>57</td>
</tr>
<tr>
<td>Digital Marketing Assistant</td>
<td>59</td>
</tr>
<tr>
<td>Essential Skills for Entrepreneurs</td>
<td>61</td>
</tr>
<tr>
<td>Essential Skills for Leaders</td>
<td>63</td>
</tr>
<tr>
<td>Essential Skills for Supervisors</td>
<td>65</td>
</tr>
<tr>
<td>Home Inspector Pre-License</td>
<td>67</td>
</tr>
<tr>
<td>Human Resources Manager (Entry Level)</td>
<td>69</td>
</tr>
<tr>
<td>Human Resources Professional</td>
<td>71</td>
</tr>
<tr>
<td>Non-Profit Organization Manager</td>
<td>73</td>
</tr>
<tr>
<td>Payroll Associate (Entry Level) has a hyphen</td>
<td>75</td>
</tr>
<tr>
<td>Payroll Professional</td>
<td>77</td>
</tr>
<tr>
<td>Project Management</td>
<td>79</td>
</tr>
</tbody>
</table>

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
Real Estate Appraiser ................................................................. 81
Real Estate Salesperson ............................................................ 83
Sales Manager ......................................................................... 85
Credit Certificates in Business and Management ...................... 87

Computers and Information Technology .................................. 88
A+ Certified PC Repair Technician ........................................... 88
AWS Certified Cloud Practitioner ............................................ 90
AWS Certified Solutions Architect – Associate .......................... 92
AWS Certified SysOps Administrator – Associate ......................... 94
C++ Programmer .................................................................... 97

Certified Associate in Healthcare Information and Management Systems – CAHIMS ........................................ 99
Certified Information Systems Security Professional (CISSP) .... 102
Cisco Certified Network Associate ......................................... 105
CompTIA Cloud+ Certification Training ................................. 108
Information Security Analyst (Security+ Certification) ............. 110
Java Programmer .................................................................... 113
JavaScript Developer ............................................................... 115
Linux+ Certification Training .................................................. 117
Network+ Certified Technician ................................................. 120
Oracle SQL and PL/SQL Developer .......................................... 123
PenTest+ Certification ............................................................. 125
Python Developer .................................................................... 128
Systems Security Certified Practitioner (SSCP) ....................... 130
VMware Systems Administrator .............................................. 132

Credit Certificates in Computers and Information Technology .... 135

Criminal Justice ...................................................................... 137
E-Discovery Specialist ............................................................ 137
Private Investigator ................................................................. 139
Special Police Officer ............................................................. 141

Health and Human Services ..................................................... 144
Central Service Technician .................................................... 144
Child Care Provider ............................................................... 150
Community Health Worker ................................................... 158
Delegating Nurse ................................................................. 163
Dental Assistant ................................................................. 166
Dispensary Technician ............................................................ 169
Dental Assisting Maryland General Expanded Functions .......................................... 173
Dental Assisting Orthodontic Expanded Functions ................................................ 177
Dental Assisting: Oral Radiography ......................................................................... 181
Emergency Medical Services (EMS) Specialty Certifications (CEU) .......................... 185
Emergency Medical Technician (EMT) .................................................................. 188
Massage Therapist ................................................................................................. 193
Medical Assistant .................................................................................................... 199
Medical Billing .......................................................................................................... 207
Medical Coding ......................................................................................................... 210
Medical Front Office ................................................................................................. 214
Medicine Aide ........................................................................................................... 219
Nurse Refresher Series ............................................................................................ 222
Nursing Assistant ..................................................................................................... 226
Patient Care Technician ......................................................................................... 231
Pharmacy Technician .............................................................................................. 236
Phlebotomist ............................................................................................................ 241
Polysomnographic (Sleep) Technician (Online Option) ............................................ 246
Polysomnographic (Sleep) Technologist ................................................................. 254
Veterinary Assistant ................................................................................................ 262
Credit Certificates in Health and Human Services ................................................ 266
Hospitality Services ................................................................................................. 268
Casino Dealer ........................................................................................................... 268
Catering Professional ............................................................................................... 270
Corporate Event Planner ......................................................................................... 272
Event Management and Design .............................................................................. 274
Food Service Manager ............................................................................................. 276
Food Truck Operator ................................................................................................. 279
FoodWorks: Basic Culinary Training ....................................................................... 281
Professional Bartending ........................................................................................... 284
Travel Agent Training ............................................................................................... 286
Wedding Planner ...................................................................................................... 288
Individuals with Disabilities ..................................................................................... 290
Child Care - Individuals with Disabilities ............................................................... 290
Child Care Assistant - Individuals with Disabilities ................................................. 292
Infant and Toddler Provider - Individuals with Disabilities ..................................... 294
Office Skills - Individuals with Disabilities ............................................................ 296
Professional Animal Workers (PAWS) - Individuals with Disabilities ................................................. 298
Single Step Academic Preparation ........................................................................................................ 300
Veterinary Assistant - Individuals with Disabilities ............................................................................. 304
Warehouse Technician - Individuals with Disabilities ........................................................................... 306
Other Certifications ................................................................................................................................. 308
Animal Reiki Practitioner ...................................................................................................................... 308
Certified Professional Life Coach .......................................................................................................... 310
Certified Residential Interior Designer ................................................................................................. 313
Hair Braiding Professional .................................................................................................................... 315
Lifeguard .............................................................................................................................................. 317
Makeup Artistry Professional ................................................................................................................. 319
Water Safety Instructor ........................................................................................................................... 321
Yoga Instructors / Practitioners ............................................................................................................. 323
Other Credit Certificates ....................................................................................................................... 325
Registered Apprenticeships ................................................................................................................... 327
Registered Apprenticeships ................................................................................................................... 327
Teacher Education ................................................................................................................................. 330
ESOL Instructor - TESOL CE Certificate ............................................................................................... 330
Transportation, Distribution, and Logistics ........................................................................................... 332
Automotive Safety Inspector (Maryland) ............................................................................................... 332
Automotive Service Attendant ............................................................................................................... 334
Certified Logistics Associate/Warehouse Distribution ............................................................................ 336
Certified Supply Chain Professional (CSCP) .......................................................................................... 337
Commercial Vehicle Operator A Class .................................................................................................... 340
Commercial Vehicle Operator B Class .................................................................................................... 342
Marine Engine Maintenance Repair ....................................................................................................... 344
Procurement & Purchasing Management ............................................................................................... 346
Credit Certificates in Transportation, Distribution, and Logistics ......................................................... 348
Registration & Payment Information .................................................................................................... 350
Disclaimer ............................................................................................................................................... 350
How to Register ..................................................................................................................................... 350
In Person: ................................................................................................................................................ 350
By Telephone: Number: 443-840-2222 ................................................................................................. 350
GED/English Speakers of Other Languages (ESOL): ........................................................................... 351
Continuing Education Financial Aid Options: ...................................................................................... 351
Additional Enrollment Information ........................................................................................................ 351
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Assignments</td>
<td>351</td>
</tr>
<tr>
<td>CCBC Locations</td>
<td>351</td>
</tr>
<tr>
<td>Off-Site Locations</td>
<td>351</td>
</tr>
<tr>
<td>Textbook Information</td>
<td>351</td>
</tr>
<tr>
<td>Class Cancellations</td>
<td>351</td>
</tr>
<tr>
<td>Refunds, Adding, or Dropping a Course</td>
<td>351</td>
</tr>
<tr>
<td>Prior Learning Assessment (PLA)</td>
<td>351</td>
</tr>
<tr>
<td>Inclement Weather, Emergency Closings &amp; Late Starts</td>
<td>351</td>
</tr>
<tr>
<td>Student Resources</td>
<td>352</td>
</tr>
<tr>
<td>Student Success Center</td>
<td>352</td>
</tr>
<tr>
<td>Student Support Services</td>
<td>352</td>
</tr>
<tr>
<td>College Policies &amp; Contact Information</td>
<td>353</td>
</tr>
<tr>
<td>Contact Information</td>
<td>353</td>
</tr>
<tr>
<td>Public Safety</td>
<td>353</td>
</tr>
<tr>
<td>Student Concerns</td>
<td>353</td>
</tr>
<tr>
<td>CCBC Campus Alert System</td>
<td>353</td>
</tr>
<tr>
<td>Policies</td>
<td>353</td>
</tr>
<tr>
<td>Accommodations for People with Disabilities</td>
<td>353</td>
</tr>
<tr>
<td>Equal Opportunity and Affirmative Action Statement</td>
<td>353</td>
</tr>
</tbody>
</table>
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. 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.
Level 4 - Language/EL Civics: Intermediate students will continue to develop English language skills and build on civics concepts.

Level 5 - Language/EL Civics: High intermediate students will continue to develop English language skills and extend civics concepts to civic engagement.

Expanded Reading and Writing Skills: Upper-intermediate students will move beyond life skills reading and writing.

Transition Reading and Writing: 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS302</td>
<td>ESOL Level Intro – Life Skills</td>
<td>60</td>
<td>Future Intro, 2nd Edition Student Book w/ Practice plus App &amp; Workbook Package; $41.00</td>
<td>$0 Grant Funded **</td>
</tr>
<tr>
<td>ADS301</td>
<td>ESOL Level 1 – Life Skills</td>
<td>60</td>
<td>Future 1, 2nd Edition Student Book w/ Practice plus App &amp; Workbook Package; $41.00</td>
<td>$0 Grant Funded **</td>
</tr>
<tr>
<td>ADS303</td>
<td>ESOL Level 2 – Life Skills</td>
<td>60</td>
<td>Future 2, 2nd Edition Student Book w/ Practice plus App &amp; Workbook Package; $41.00</td>
<td>$0 Grant Funded **</td>
</tr>
<tr>
<td>ADS304</td>
<td>ESOL Level 3 – EL Civics</td>
<td>60</td>
<td>Future 3, 2nd Edition Student Book w/ Practice plus App &amp; Workbook Package; $41.00</td>
<td>$0 Grant Funded **</td>
</tr>
<tr>
<td>ADS305</td>
<td>ESOL Level 4 – EL Civics</td>
<td>60</td>
<td>Future 4, 2nd Edition Student Book w/ Practice plus App &amp; Workbook Package; $41.00</td>
<td>$0 Grant Funded **</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Title</td>
<td>Course Hours</td>
<td>Textbook Information (approximate cost; subject to change)</td>
<td>Costs</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------------------------------------</td>
<td>--------------</td>
<td>-------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>ADS306</td>
<td>ESOL Level 5 – EL Civic Engagement</td>
<td>60</td>
<td>Future 5, 2nd Edition Student Book w/ Practice plus App &amp; Workbook Package; $41.00</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Grant Funded **</td>
</tr>
<tr>
<td>ADS134</td>
<td>ESOL Expanded Reading and Writing Skills</td>
<td>60</td>
<td>TBD</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Grant Funded **</td>
</tr>
<tr>
<td>ADS014</td>
<td>ESOL Transition Reading and Writing</td>
<td>60</td>
<td>TBD</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Grant Funded **</td>
</tr>
</tbody>
</table>

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

**Tuition Based Courses:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS007</td>
<td>ESOL General English Language Skills</td>
<td>60</td>
<td>Textbook is provided and included in course costs</td>
<td>$259</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$78/F-$181</td>
</tr>
<tr>
<td>ADS008</td>
<td>ESOL English Pronunciation Skills</td>
<td>60</td>
<td>Textbook is provided and included in course costs</td>
<td>$279</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$84/F-$195</td>
</tr>
</tbody>
</table>

Program Contact Information:

Grant Classes:
Program Coordinator: Marcia Merriman | mmerriman@ccbcmd.edu | 443-840-3214 | Owings Mills | Room 305
Administrative Assistant: Judy White | jwhite4@ccbcmd.edu | 443-840-3070 | Owings Mills | Room 305

Tuition Courses:
Instruction: Suzi Monti | 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 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS311</td>
<td>Essential Skills I</td>
<td>72</td>
<td>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.</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>T-$0/F-$0</td>
<td>Partially Grant Funded **</td>
</tr>
<tr>
<td>ADS312</td>
<td>Essential Skills II for Adult Learners</td>
<td>72</td>
<td>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.</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>T-$0/F-$0</td>
<td>Partially Grant Funded **</td>
</tr>
<tr>
<td>ADS313</td>
<td>Essential Skills III for Adult Learners</td>
<td>72</td>
<td>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.</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>T-$0/F-$0</td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Name</td>
<td>Hours</td>
<td>Tuition/Fees</td>
<td>Funding Status</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------------------</td>
<td>-------</td>
<td>------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>ADS159</td>
<td>GED Preparation</td>
<td>72</td>
<td>$80</td>
<td>Partially Grant Funded **</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>T-$24/F-$56</td>
<td></td>
</tr>
<tr>
<td>ADS160</td>
<td>GED Mathematics Preparation</td>
<td>72</td>
<td>$80</td>
<td>Partially Grant Funded **</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>T-$24/F-$56</td>
<td></td>
</tr>
<tr>
<td>Totals:</td>
<td></td>
<td>360</td>
<td>$160</td>
<td>T-$48/F-$112</td>
</tr>
</tbody>
</table>

** 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
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, 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](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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>Pre-Screening</td>
<td>Varies – self-paced</td>
<td>None</td>
<td>$0 **</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$0/F-$0</td>
</tr>
<tr>
<td>ADS558</td>
<td>NEDP®: Skills Review</td>
<td>Varies – self-paced</td>
<td>None</td>
<td>$50 **</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$0/F-$50</td>
</tr>
<tr>
<td>ADS788</td>
<td>NEDP®: Portfolio Assessment</td>
<td>Varies – self-paced</td>
<td>None</td>
<td>$50**</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$0/F-$50</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>Varies – self-paced</strong></td>
<td></td>
<td><strong>$100</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$0/F-$100</td>
</tr>
</tbody>
</table>

**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 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
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS173</td>
<td>Academic Success</td>
<td>20</td>
<td>N/A</td>
<td>$206</td>
</tr>
<tr>
<td>ADS174</td>
<td>Basic Computer Skills</td>
<td>20</td>
<td>N/A</td>
<td>$206</td>
</tr>
<tr>
<td>Course Code</td>
<td>Title</td>
<td>Credits</td>
<td>Fee</td>
<td>T-F Cost</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------------------------------------</td>
<td>---------</td>
<td>-----</td>
<td>----------</td>
</tr>
<tr>
<td>FIN052</td>
<td>Financial Literacy</td>
<td>20</td>
<td>$206</td>
<td>T-$59/F-$147</td>
</tr>
<tr>
<td>ADS158</td>
<td>Career and Employment Readiness</td>
<td>20</td>
<td>$206</td>
<td>T-$59/F-$147</td>
</tr>
</tbody>
</table>

**Course Totals:**

<table>
<thead>
<tr>
<th>Total Courses</th>
<th>80</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Fee</td>
<td>$824</td>
</tr>
<tr>
<td>T-F Cost</td>
<td>T-$236/F-$588</td>
</tr>
</tbody>
</table>

**Course Substitutions:**
ASD158 can be substituted with AHL140 or AHL166

**Career Coach:**

**Program Contact Information:**
Director, Workforce Solutions: Laura Finazzo | 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 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 waive 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:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOA802</td>
<td>Commercial Controls System</td>
<td>45</td>
<td>Modern Refrigeration &amp; Air Conditioning 21st Ed. ISBN: 9781635638776 $134.30-$184 at CCBC bookstores</td>
<td>$569 T-$171/F-$398</td>
</tr>
<tr>
<td>VOA801</td>
<td>Commercial HVAC Systems</td>
<td>46</td>
<td>Same as VOA802</td>
<td>$569 T-$171/F-$398</td>
</tr>
<tr>
<td>VOA970</td>
<td>Basic HVAC Electricity</td>
<td>56</td>
<td>Same as VOA802</td>
<td>$729 T-$219/F-$510</td>
</tr>
<tr>
<td>VOA656</td>
<td>Advanced HVAC Electricity</td>
<td>58</td>
<td>Same as VOA802</td>
<td>$569 T-$171/F-$398</td>
</tr>
<tr>
<td>VOA559</td>
<td>Introduction to CAD</td>
<td>55</td>
<td>Estimated cost $52</td>
<td>$569 T-$171/F-$398</td>
</tr>
<tr>
<td>VOA764</td>
<td>Construction Blueprint Reading</td>
<td>43</td>
<td>Estimated cost $142.50</td>
<td>$569 T-$171/F-$398</td>
</tr>
<tr>
<td>PCA619 or PCA615 (if blended)</td>
<td>Networking and Data Communications</td>
<td>37.5</td>
<td>Digital Materials included with course</td>
<td>$569 T-$171/F-$398</td>
</tr>
</tbody>
</table>
Data Communications Elective - A part of their program, student should choose one of the following two courses:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCA644 or PCA994 (if blended)</td>
<td>A+ Certification PC Technician Module 1</td>
<td>50</td>
<td>PC Pro (Access Key); TestOut; $172 Check with Coordinator for potential text update before purchasing</td>
<td>$729 T-$219/F-$510</td>
</tr>
<tr>
<td>PCA 610</td>
<td>Windows Server</td>
<td>50</td>
<td>Hybrid Server Pro: Core; TestOut; $177.78</td>
<td>$729 T-$219/F-$510</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>390.50</td>
<td>$556.28</td>
<td>$4,872 T-$1,464/F-$3,408</td>
</tr>
</tbody>
</table>

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.emsiscc.com/.

Program Contact Information:
Coordinator: David Frey | dfrey@ccbcmd.edu | 443-840-2793 | Dundalk STAT 110
Administrative Assistant: Margie Anne Bonnett | 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.


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:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Certified Apartment Maintenance Technician with HVAC Certification</td>
<td>100</td>
<td>Textbook provided in class.</td>
<td>$1699 T-$510/F-$1189</td>
</tr>
</tbody>
</table>

**Career Coach:**

**Program Contact Information:**
Coordinator: David Frey | dfrey@ccbcmd.edu | 443-840-2793 | Dundalk STAT 110
Administrative Assistant: Margie Anne Bonnett | 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.

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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOA583</td>
<td>Certified Production Technician - Safety</td>
<td>36</td>
<td>Course materials included in the cost</td>
<td>$729</td>
</tr>
<tr>
<td>VOA584</td>
<td>Certified Production Technician - Manufacturing Processes &amp; Production</td>
<td>36</td>
<td>Course materials included in the cost</td>
<td>$729</td>
</tr>
<tr>
<td>VOA586</td>
<td>Certified Production Technician - Quality Practices &amp; Measurements</td>
<td>36</td>
<td>Course materials included in the cost</td>
<td>$729</td>
</tr>
<tr>
<td>VOA587</td>
<td>Certified Production Technician - Maintenance Awareness</td>
<td>36</td>
<td>Course materials included in the cost</td>
<td>$729</td>
</tr>
</tbody>
</table>

Program Series Total: 144  
$2,916  
T-$876/F-$2,040

Career Coach:

Program Contact Information:
Program Coordinator: Steve Ricketts | sricketts@ccbc.edu | 443-840-4442 | Catonsville BESS 100L
Administrative Assistant: Denise Bellamy | dbellamy@ccbc.edu | 443-840-4712 | Catonsville BESS 100
Building and Industrial Training

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

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

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
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 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 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOA940</td>
<td>Machine Tool Short Term Training Part A</td>
<td>52</td>
<td>Book provided in class; cost is built into tuition</td>
<td>$974 T-$293/F-$681</td>
</tr>
<tr>
<td>VOA941</td>
<td>Machine Tool Short Term Training Part B</td>
<td>91</td>
<td>Book provided in class; cost is built into tuition</td>
<td>$1,275</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>Description</td>
<td>Cost</td>
</tr>
<tr>
<td>-------------</td>
<td>--------------</td>
<td>---------</td>
<td>-------------</td>
<td>------</td>
</tr>
<tr>
<td>VOA942</td>
<td>Machine Tool Short Term Training Part C</td>
<td>91</td>
<td>Book provided in class; cost is built into tuition</td>
<td>$1,275 T-$383/F-$892</td>
</tr>
<tr>
<td>VOA943</td>
<td>Machine Tool Short Term Training Part D</td>
<td>91</td>
<td>Book provided in class; cost is built into tuition</td>
<td>$1,275 T-$383/F-$892</td>
</tr>
<tr>
<td>VOA944</td>
<td>Machine Tool Short Term Training Part E</td>
<td>93</td>
<td>Book provided in class; cost is built into tuition</td>
<td>$900 T-$270/F-$630</td>
</tr>
<tr>
<td>VOA945</td>
<td>Machine Tool Short Term Training Part F</td>
<td>91</td>
<td>Book provided in class; cost is built into tuition</td>
<td>$900 T-$270/F-$630</td>
</tr>
<tr>
<td>VOA946</td>
<td>Machine Tool Short Term Training Part G</td>
<td>91</td>
<td>Book provided in class; cost is built into tuition</td>
<td>$900 T-$270/F-$630</td>
</tr>
</tbody>
</table>

Course Series Totals: 600 $7,499 T-$2,252/F-$5,247

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:

Program Contact Information:
Program Coordinator: Steve Ricketts | srickettts@ccbcmd.edu | 443-840-4442 | Catonsville BESS 100L
Administrative Assistant: Denise Bellamy | dbellamy@ccbcmd.edu | 443-840-4712 | Catonsville BESS 100
Building and Industrial Training

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

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.

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
**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:**

<table>
<thead>
<tr>
<th>Core Course Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Number</strong></td>
</tr>
<tr>
<td>----------------------</td>
</tr>
<tr>
<td>VOB073</td>
</tr>
<tr>
<td>ADS190</td>
</tr>
<tr>
<td><strong>Core Course Series Totals:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specialties Course Information – Carpentry:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Number</strong></td>
</tr>
<tr>
<td>------------------</td>
</tr>
<tr>
<td>APP394</td>
</tr>
<tr>
<td>APP395</td>
</tr>
<tr>
<td><strong>Totals for Carpentry Specialty:</strong></td>
</tr>
<tr>
<td>Course Series Totals: Core and Carpentry</td>
</tr>
</tbody>
</table>

Specialties Course Information – Electrical:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>APP366</td>
<td>Electrician Apprenticeship-1st Year-ABC Part A</td>
<td>78</td>
<td>Course materials are provided and included in the course cost.</td>
<td>$1,390 T-$417/F-$973</td>
</tr>
<tr>
<td>APP367</td>
<td>Electrician Apprenticeship-1st Year-ABC Part B</td>
<td>78</td>
<td>Course materials are provided and included in the course cost.</td>
<td>$1,390 T-$417/F-$973</td>
</tr>
<tr>
<td>Totals for Electrical Specialty:</td>
<td>156</td>
<td>$2,780 T-$834/F-$1,946</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Series Totals: Core and Electrical</td>
<td>254</td>
<td>$5,264 T-$1,580/F-$3,684</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Specialties Course Information – HVAC:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>APP359</td>
<td>HVAC Apprenticeship: 1st Year-ABC Part A</td>
<td>78</td>
<td>Course materials are provided and included in the course cost.</td>
<td>$1,390 T-$417/F-$973</td>
</tr>
<tr>
<td>APP360</td>
<td>HVAC Apprenticeship: 1st Year-ABC Part B</td>
<td>78</td>
<td>Course materials are provided and included in the course cost.</td>
<td>$1,390 T-$417/F-$973</td>
</tr>
<tr>
<td>Totals for HVAC Specialty:</td>
<td>156</td>
<td>$2,780 T-$834/F-$1,946</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Series Totals: Core and HVAC</td>
<td>254</td>
<td>$5,264 T-$1,580/F-$3,684</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Specialties Course Information – Plumbing:
### Course Information

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>APP382</td>
<td>Plumber Apprenticeship-1st Year-ABC Part A</td>
<td>78</td>
<td>Course materials are provided and included in the course cost.</td>
<td>$1,390</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$417/F-$973</td>
</tr>
<tr>
<td>APP383</td>
<td>Plumber Apprenticeship-1st Year-ABC Part B</td>
<td>78</td>
<td>Course materials are provided and included in the course cost.</td>
<td>$1,390</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$417/F-$973</td>
</tr>
</tbody>
</table>

**Totals for Plumbing Specialty:**

- 156
- $2,780
- T-$834/F-$1,946

**Course Series Totals: Core and Plumbing.**

- 254
- $5,264
- T-$1,580/F-$3,684

### 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:


### Program Contact Information:

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

---

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
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 fablabbaltimore@gmail.com to schedule a visit.

Application Process:
Open Entry – No screening or documentation required. To apply, go to 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOD525</td>
<td>Fab Lab Introduction</td>
<td>2</td>
<td>None</td>
<td>$99 T-$0/F-$99</td>
</tr>
<tr>
<td>VOB117</td>
<td>Fab Lab Introduction to Fusion 360</td>
<td>6</td>
<td>No textbook, but may need to purchase materials</td>
<td>$169 T-$51/F-$118</td>
</tr>
<tr>
<td>VOB042</td>
<td>Fab Lab 3D Printer Applications Introduction</td>
<td>6</td>
<td>No textbook, but may need to purchase materials</td>
<td>$169 T-$51/F-$118</td>
</tr>
<tr>
<td>VOB044</td>
<td>Fab Lab CNC Router Applications Introduction</td>
<td>6</td>
<td>No textbook, but may need to purchase materials</td>
<td>$169 T-$51/F-$118</td>
</tr>
<tr>
<td>VOA773</td>
<td>Fab Lab Design and Print on the Vinyl Cutter</td>
<td>6</td>
<td>No textbook, but may need to purchase materials</td>
<td>$169 T-$51/F-$118</td>
</tr>
<tr>
<td>VOB045</td>
<td>Fab Lab Laser Cutter Applications Introduction</td>
<td>6</td>
<td>No textbook, but may need to purchase materials</td>
<td>$169 T-$51/F-$118</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>32</strong></td>
<td></td>
<td><strong>$944</strong></td>
</tr>
</tbody>
</table>
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.

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 | 443-840-4422 | Essex BESS 127
Administrative Assistant: Denise Bellamy | 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 | 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

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:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Number</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOA969</td>
<td>HVAC Safety, Tools &amp; Methods</td>
<td>42</td>
<td>Modern Refrigeration &amp; Air Conditioning 21st Ed. ISBN: 9781635638776 $134.30-$184 at CCBC bookstores</td>
<td>$569</td>
</tr>
<tr>
<td>VOA975</td>
<td>Fundamentals of Refrigeration</td>
<td>49</td>
<td>Same as VOA 969</td>
<td>$569</td>
</tr>
<tr>
<td>VOA985</td>
<td>Heating Systems</td>
<td>52</td>
<td>Same as VOA 969</td>
<td>$569</td>
</tr>
<tr>
<td>VOA970</td>
<td>Basic HVAC Electricity</td>
<td>56</td>
<td>None</td>
<td>$729</td>
</tr>
<tr>
<td>VOC953</td>
<td>Comfort Cooling Systems</td>
<td>55</td>
<td>Same as VOA 969</td>
<td>$569</td>
</tr>
</tbody>
</table>

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
<table>
<thead>
<tr>
<th>credit class</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRC 210</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voc 044</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&amp;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voc 991</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Test)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refrigerant Recovery Certification &amp; Test</td>
<td>12.5</td>
<td>None</td>
<td>$185</td>
</tr>
<tr>
<td>T-$56/$129</td>
<td>$50</td>
<td>T-$0/F-$50</td>
<td></td>
</tr>
<tr>
<td>Course Series Totals:</td>
<td>266.5</td>
<td>$184</td>
<td>$3240</td>
</tr>
<tr>
<td></td>
<td>T-$959/F-$2281</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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/C7KpznibPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
Program Coordinator: Dave Frey | dfrey@ccbcmd.edu | 443-840-2793 | Dundalk STAT 110
Administrative Assistant: Margie Anne Bonnett | mbonnett@ccbcmd.edu | 443-840-5213 | Dundalk STAT 120
Building and Industrial Training

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: www.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

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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost, subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOC044</td>
<td>EPA Refrigeration Certification</td>
<td>10</td>
<td></td>
<td>$185</td>
</tr>
<tr>
<td></td>
<td><a href="#">Shared with credit class AIRC121</a></td>
<td></td>
<td></td>
<td>T-$56/F-$129</td>
</tr>
<tr>
<td>VOA991</td>
<td>EPA Refrigerant Recovery Exam</td>
<td>2.5</td>
<td></td>
<td>$50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$0/F-$50</td>
</tr>
<tr>
<td>VOA656</td>
<td>Advanced HVAC Electricity</td>
<td>58</td>
<td></td>
<td>$569</td>
</tr>
<tr>
<td></td>
<td><a href="#">Shared with credit class AIRC204</a></td>
<td></td>
<td></td>
<td>T-$171/F-$398</td>
</tr>
<tr>
<td>VOA653</td>
<td>Residential Load Calculations &amp; Air Distribution</td>
<td>40</td>
<td></td>
<td>$569</td>
</tr>
<tr>
<td></td>
<td><a href="#">Shared with credit class AIRC215</a></td>
<td></td>
<td></td>
<td>T-$171/F-$398</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost, subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOA692</td>
<td>Residential Estimates &amp; Sales</td>
<td>39</td>
<td>$569</td>
</tr>
<tr>
<td>VOA859</td>
<td>Commercial Refrigeration Systems</td>
<td>50</td>
<td>$569</td>
</tr>
<tr>
<td>VOA801</td>
<td>Commercial HVAC Systems</td>
<td>47</td>
<td>$569</td>
</tr>
<tr>
<td>VOA802</td>
<td>Commercial Control Systems</td>
<td>45</td>
<td>$569</td>
</tr>
<tr>
<td>VOA631</td>
<td>Alternative &amp; Renewable Energy Resources</td>
<td>50</td>
<td>$569</td>
</tr>
<tr>
<td>VOA953</td>
<td>Advanced Residential Systems</td>
<td>50</td>
<td>$569</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td>(Core Program Sequence with two electives)</td>
<td>varies</td>
<td><strong>$2,511</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>T-$740/F-$1,771</td>
</tr>
</tbody>
</table>

**Program Contact Information:**
Program Coordinator: Dave Frey | dfrey@ccbcmd.edu | 443-840-2793 | Dundalk STAT 110
AdminAssistant: Margie Anne Bonnett | mbonnett@ccbcmd.edu | 443-840-5213 | Dundalk STAT 120
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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOA577</td>
<td>Mechatronics- Part 1</td>
<td>90</td>
<td>Instructional materials provided in class</td>
<td>$998</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$50/F-$948</td>
</tr>
<tr>
<td>VOA578</td>
<td>Mechatronics- Part 2</td>
<td>90</td>
<td>Same as VOA577</td>
<td>$998</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$50/F-$948</td>
</tr>
</tbody>
</table>

Course Series: 180
$1,996
T-$100/F-$1,896

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/C7KpznPbPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
Director: Eric Venanzi | evenanzi@ccbcmd.edu | 443-840-5108 | Dundalk STAT 118
Administrative Assistant: Margie Anne Bonnett | 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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOA579</td>
<td>Robotics Technician - Part 1</td>
<td>77.5</td>
<td>Instructional materials provided in class</td>
<td>$848</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$50/F-$798</td>
</tr>
<tr>
<td>VOA580</td>
<td>Robotics Technician - Part 2</td>
<td>77.5</td>
<td>Same as VOA579.</td>
<td>$848</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$50/F-$798</td>
</tr>
</tbody>
</table>

Course Series: 155

Costs:

- $1,696
- T-$100/F-$1,596

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: Eric Venanzi | evenanzi@ccbcmd.edu | 443-840-5108 | Dundalk STAT 118
Administrative Assistant: Margie Anne Bonnett | 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.

American Society of Mechanical Engineers (ASME), 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):**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOA926</td>
<td>Fundamentals of Welding</td>
<td>36</td>
<td>Course material will be provided</td>
<td>$1870</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$280/F-$1590</td>
</tr>
<tr>
<td>VOA930</td>
<td>Intermediate MIG Welding</td>
<td>42</td>
<td>Course material will be provided</td>
<td>$2750</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$412/F-$2338</td>
</tr>
<tr>
<td><strong>MIG Welding Option A</strong></td>
<td></td>
<td>78</td>
<td></td>
<td><strong>$4620</strong></td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>T-$692/F-$3928</strong></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOA167</td>
<td>Career Welding - MIG</td>
<td>78</td>
<td>Course material will be provided</td>
<td>$4251</td>
</tr>
</tbody>
</table>
Stick Welding Option A - Two-course registration pricing (not financial aid eligible):

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOA926</td>
<td>Fundamentals of Welding</td>
<td>36</td>
<td>Course material will be provided</td>
<td>$1870</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$280/F-$1590</td>
</tr>
<tr>
<td>VOA932</td>
<td>Intermediate Shielded Metal Arc Welding</td>
<td>54</td>
<td>Course material will be provided</td>
<td>$2750</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$412/F-$2338</td>
</tr>
</tbody>
</table>

Stick Welding Option A Course Series Totals:
90 hours $0

$4620
T-$692/F-$3928

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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOA166</td>
<td>Career Welding - Stick</td>
<td>90</td>
<td>$0</td>
<td>$4251</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$637/F-$3614</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOA926</td>
<td>Fundamentals of Welding</td>
<td>36</td>
<td>Course material will be provided</td>
<td>$1870</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$280/F-$1590</td>
</tr>
<tr>
<td>VOA928</td>
<td>Intermediate TIG Welding</td>
<td>48</td>
<td>Course material will be provided</td>
<td>$2750</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$412/F-$2338</td>
</tr>
</tbody>
</table>

TIG Welding Option A 84 hours $0

$4620
Course Series Totals:  

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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOA168</td>
<td>Career Welding - TIG</td>
<td>84</td>
<td>Course material will be provided</td>
<td>$4251, T-$637/F-$3614</td>
</tr>
</tbody>
</table>

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:

Program Contact Information:
Coordinator: Steve Ricketts | [srickets@ccbcmd.edu](mailto:srickets@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/](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 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:

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

Career Coach:

Program Contact Information:
Program Coordinator: Priscilla Cheung-Ing | pcheunging@ccbcmd.edu | 443-840-1612 | Essex BESS 116
Administrative Assistant: Sarah Moore | 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/](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.

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

**Career Coach:**

**Program Contact Information:**
Coordinator: Julie Woo | jwoo@ccbcmd.edu | 443-840-4302 | Owings Mills 305D
Program Assistant: Kristal Parker | 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.


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 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCA832 or PCO433</td>
<td>Excel for Bookkeepers or Excel Basics for Business</td>
<td>12</td>
<td>Text or ebook; available through campus bookstore Microsoft Excel 2021 &amp; 365: Level 1, Labyrinth Learning, $52 without e-lab, $86 with e-lab.</td>
<td>$189 T-$57/F-$132</td>
</tr>
<tr>
<td>ACC353 or ACC006</td>
<td>Accounting/Bookkeeping I</td>
<td>16</td>
<td>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.</td>
<td>$219 T-$66/F-$153</td>
</tr>
<tr>
<td>ACC354 or ACC007</td>
<td>Accounting/Bookkeeping II</td>
<td>12.5</td>
<td>Same as ACC 006</td>
<td>$189 T-$57/F-$132</td>
</tr>
<tr>
<td>PCA836</td>
<td>QuickBooks For Bookkeepers</td>
<td>15</td>
<td>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</td>
<td>$199 T-$60/F-$139</td>
</tr>
</tbody>
</table>

**Course Series Totals:** 55.5 Up to $278 $816 T-$246/F-$570

Additional Expenses:
Certification Exam cost for The Intuit Certified Bookkeeping Professional - $130
Check the details from https://store.certiport.com/

Program Contact Information:
Coordinator: Julie Woo | jwoo@ccbcmd.edu | 443-840-4302 | Owings Mills 305D
Administrative Assistant: Sarah Moore | smoore3@ccbcmd.edu | 443-840-1632 | BESS 116
Customer Service Professional

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.emsiscc.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


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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBA100</td>
<td>Customer Service Communication Skills</td>
<td>12</td>
<td>Materials included</td>
<td>$159</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$48/F-$111</td>
</tr>
<tr>
<td>SBA102</td>
<td>Preparing for a Career in Customer Service</td>
<td>12</td>
<td>Materials included</td>
<td>$159</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$48/F-$111</td>
</tr>
<tr>
<td>SBA101</td>
<td>Core Skills of the Customer Service Professional</td>
<td>15</td>
<td>Materials included</td>
<td>$479</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$144/F-$335</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>39</strong></td>
<td></td>
<td><strong>$797</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$240/F-$557</td>
</tr>
</tbody>
</table>

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://ccbcemd.emsicc.com/.

Program Contact Information:
Program Coordinator: Julie Woo | jwoo@ccbcmd.edu | 443-840-4302 | Owings Mills 305 D
Program Assistant: Kristal Parker | 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.emsiscc.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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAR014</td>
<td>Foundations of Marketing</td>
<td>12</td>
<td>Included</td>
<td>$199</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$60/F-$139</td>
</tr>
<tr>
<td>MAR015</td>
<td>Technology for Marketing Assistants</td>
<td>48</td>
<td>Included</td>
<td>$695</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$209/F-$486</td>
</tr>
<tr>
<td>MAR016</td>
<td>Content Creation for Marketing</td>
<td>18</td>
<td>Included</td>
<td>$249</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$75/F-$174</td>
</tr>
<tr>
<td>MAR017</td>
<td>Fundamentals of Digital Marketing</td>
<td>42</td>
<td>Included</td>
<td>$795</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$239/F-$556</td>
</tr>
</tbody>
</table>

**Course Series Totals:** 120

Costs: $1,938

T=Tuition/F=Fees

---

**Career Coach:**

**Program Contact Information:**
Program Coordinator: Priscilla Cheung-Ing | pcheunging@ccbcmd.edu | 443-840-1612 | Essex BESS 116
Program Assistant: Kristal Parker | 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://ccbc.cmd.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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBA 808</td>
<td>How to Start and Manage Your Own Small Business</td>
<td>10</td>
<td>Materials provided</td>
<td>$169 T-$51/F-$118</td>
</tr>
<tr>
<td>SBA 950</td>
<td>Customize Your Business Plan</td>
<td>5</td>
<td>Materials provided</td>
<td>$129 T-$39/F-$90</td>
</tr>
<tr>
<td>SBA 956</td>
<td>The A,B,C's of Small Business Funding</td>
<td>5</td>
<td>Materials provided</td>
<td>$129 T-$39/F-$90</td>
</tr>
<tr>
<td>SBA 964</td>
<td>Small Business Marketing Strategies</td>
<td>6</td>
<td>Materials provided</td>
<td>$129 T-$39/F-$90</td>
</tr>
</tbody>
</table>

*Course Series Totals:* 26 hours $0 $556 T-$168/F-$388

## Career Coach:

## Program Contact Information:
Coordinator: Tatiana Nelson-Joseph | tnelsonjoseph@ccbcemd.edu | 443-840-5842 | Hunt Valley 109
Administrative Assistant: Kristal Parker | kparker3@ccbcemd.edu | 443-840-4483 | OMC 302
Essential Skills for Leaders

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.emsiccc.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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT788</td>
<td>Ethics and Accountability</td>
<td>6</td>
<td>Materials provided</td>
<td>$149</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$45/F-$104</td>
</tr>
<tr>
<td>MGT789</td>
<td>Fostering Diversity and Sensitivity in the Workplace</td>
<td>6</td>
<td>Materials provided</td>
<td>$149</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$45/F-$104</td>
</tr>
<tr>
<td>MGT790</td>
<td>Emotional Intelligence</td>
<td>6</td>
<td>Materials provided</td>
<td>$149</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$45/F-$104</td>
</tr>
<tr>
<td>MGT792</td>
<td>Leading Multiple Generations</td>
<td>6</td>
<td>Materials provided</td>
<td>$149</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$45/F-$104</td>
</tr>
<tr>
<td>MGT791</td>
<td>Strategic Communications</td>
<td>6</td>
<td>Materials provided</td>
<td>$149</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$45/F-$104</td>
</tr>
<tr>
<td>MGT626 or</td>
<td>Practical Project Management or</td>
<td>12 or 6</td>
<td>Materials provided</td>
<td>$499 or $149</td>
</tr>
<tr>
<td>MGT925</td>
<td>Introduction to Project Management Principles</td>
<td></td>
<td></td>
<td>T-$150/F-$349 or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$45/F-$104</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td></td>
<td><strong>36 or 42</strong></td>
<td><strong>$1,244</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$375/F-$869 or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$894</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$270/T-$624</td>
</tr>
</tbody>
</table>

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/C7KpznbPvYA. Explore career and training opportunities at https://ccbcemd.emsicc.com/.

Program Contact Information:
Coordinator: Julie Woo | jwoo@ccbcemd.edu | 443-840-4302 | Owings Mills 305D
Administrative Assistant: Kristal Parker | kparker3@ccbcemd.edu | 443-840-4483 | Owings Mills 302
Essential Skills for Supervisors

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 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN058</td>
<td>The Role of the Supervisor</td>
<td>6</td>
<td>Materials provided</td>
<td>$149 T-$45/F-$104</td>
</tr>
<tr>
<td>MAN909</td>
<td>Communication Skills &amp; Interpersonal Interaction</td>
<td>6</td>
<td>Materials provided</td>
<td>$149 T-$45/F-$104</td>
</tr>
<tr>
<td>MGT384</td>
<td>Managing Multiple Priorities</td>
<td>6</td>
<td>Materials provided</td>
<td>$149 T-$45/F-$104</td>
</tr>
<tr>
<td>WOS055</td>
<td>Collaborative Outcomes: Teams and Teamwork</td>
<td>6</td>
<td>Materials provided</td>
<td>$149 T-$45/F-$104</td>
</tr>
<tr>
<td>COU005</td>
<td>Managing Conflict and Confrontation</td>
<td>6</td>
<td>Materials provided</td>
<td>$149 T-$45/F-$104</td>
</tr>
<tr>
<td>MGT634</td>
<td>Performance Management</td>
<td>6</td>
<td>Materials provided</td>
<td>$149 T-$45/F-$104</td>
</tr>
</tbody>
</table>

Course Series Totals: 36 $894 T-$270/F-$624

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 | 443-840-4302 | Owings Mills 305D
Program Assistant: Kristal Parker | 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.dllr.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...
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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBA511</td>
<td>Home Inspection Pre-License</td>
<td>80</td>
<td>Principles of Home Inspection: Systems &amp; Standards by Carson Dunlop; $126; available at the Catonsville Campus bookstore.</td>
<td>$895.00 T-$269/F-$626</td>
</tr>
</tbody>
</table>

Career Coach:

Program Contact Information:
Coordinator: Tatiana Nelson-Joseph | [nelsonjoseph@ccbcmd.edu](mailto:nelsonjoseph@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

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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 346</td>
<td>Fundamentals of Human Resources aPHR Certification</td>
<td>36</td>
<td>Materials provided</td>
<td>$969</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$291/F-$678</td>
</tr>
<tr>
<td>MGT 762</td>
<td>Human Resources: An Application in Today's Business Climate</td>
<td>8</td>
<td>Materials provided</td>
<td>$209</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$63/F-$146</td>
</tr>
<tr>
<td>Course Series Totals:</td>
<td></td>
<td>44</td>
<td>* aPHR Exam cost not included</td>
<td>$1,178*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$354/F-$824</td>
</tr>
</tbody>
</table>

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

Career Coach:

Program Contact Information:
Coordinator: Julie Woo | jwoo@ccbcmd.edu | 443-840-4302 | Owings Mills 305D
Administrative Assistant: Sarah Moore | smoore3@ccbcmd.edu | 443-840-1632 | Essex BESS 116
Human Resources Professional

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 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 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 for details and current requirements.

Application Process:

Open Entry – No screening or documentation required. To apply, go to 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT757</td>
<td>SHRM-CP and SHRM SCP Certification Exam Prep</td>
<td>36</td>
<td>Materials provided</td>
<td>$1,349*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$405/F-$944</td>
</tr>
</tbody>
</table>

* 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/C7KpznbPYIA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:

Coordinator: Julie Woo | jwoo@ccbcmd.edu | 443-840-4302 | Owings Mills 305D
Administrative Assistant: Sarah Moore | smoore3@ccbcmd.edu | 443-840-1632 | Essex BESS 116
Business and Management

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 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT619 or MGT901</td>
<td>Strategic Planning for the Non-Profit Organization</td>
<td>6</td>
<td>Materials provided</td>
<td>$149 T-$45/F-$104</td>
</tr>
<tr>
<td>MGT620 or MGT902</td>
<td>Financial Management for Non-Profit Organizations</td>
<td>6</td>
<td>Materials provided</td>
<td>$149 T-$45/F-$104</td>
</tr>
<tr>
<td>MGT621 or MGT904</td>
<td>Managing Paid and Volunteer Staff</td>
<td>6</td>
<td>Materials provided</td>
<td>$149 T-$45/F-$104</td>
</tr>
<tr>
<td>MGT623 or MGT903</td>
<td>Making Effective Presentations</td>
<td>6</td>
<td>Materials provided</td>
<td>$149 T-$45/F-$104</td>
</tr>
<tr>
<td>WRI039 or SBA033</td>
<td>Grant Writing</td>
<td>6</td>
<td>Materials provided</td>
<td>$149 T-$45/F-$104</td>
</tr>
<tr>
<td>MGT625 or MAR013</td>
<td>Marketing and Fundraising for Non-Profit Organizations</td>
<td>6</td>
<td>Materials provided</td>
<td>$149 T-$45/F-$104</td>
</tr>
</tbody>
</table>

**Course Series Totals:**

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>36</td>
<td></td>
<td></td>
<td>$894 T-$270/F-$624</td>
</tr>
</tbody>
</table>

**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 | 443-840-4302 | Owings Mills 305D
Program Assistant: Kristal Parker | kparker3@ccbcmd.edu | 443-840-4483 | Owings Mills 302
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/](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](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](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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC004</td>
<td>PayTrain Level I</td>
<td>30</td>
<td>Materials provided</td>
<td>$895*</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(T $269, F $626)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>*Exam cost not included.</td>
<td></td>
</tr>
<tr>
<td>PCO433</td>
<td>Excel Basics for Business</td>
<td>12</td>
<td>Textbook required.</td>
<td>$189</td>
</tr>
<tr>
<td></td>
<td>Or</td>
<td></td>
<td>Text or ebook; available through campus bookstore Microsoft Excel 2021 &amp; 365: Level 1, Labyrinth Learning, $52 without e-lab, $86 with e-lab.  </td>
<td></td>
</tr>
<tr>
<td></td>
<td>Excel for Bookkeepers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCA832</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course Series Totals:</td>
<td>42</td>
<td></td>
<td>$1,084</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(T $326, F $758)</td>
</tr>
</tbody>
</table>

**Additional Expenses:**

FPC certification exam cost: Please check PayrollOrg, [https://payroll.org](https://payroll.org)

**Program Contact Information:**

Coordinator: Julie Woo | jwoo@ccbcmd.edu | 443-840-4302 | Owings Mills 305D

Administrative Assistant: Sarah Moore | smoore3@ccbcmd.edu | 443-840-1632 | Essex BESS 116

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)
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


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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC005</td>
<td>PayTrain Level II</td>
<td>36</td>
<td>Materials provided</td>
<td>$949*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>T=Tuition/F=Fees</td>
</tr>
<tr>
<td>T-$285, F-$664</td>
</tr>
</tbody>
</table>

*Exam cost not included.

**Course Series Totals:**

<table>
<thead>
<tr>
<th>36</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials provided</td>
<td>$949*</td>
</tr>
</tbody>
</table>

**Costs**

<table>
<thead>
<tr>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>T=Tuition/F=Fees</td>
</tr>
<tr>
<td>T-$285, F-$664</td>
</tr>
</tbody>
</table>

Additional Expenses:
CPP certification exam cost: Please check PayrollOrg, [https://payroll.org](https://payroll.org)

Career Coach:

Program Contact Information:
Coordinator: Julie Woo | jwoo@ccbcmd.edu | 443-840-4302 | Owings Mills 305D
Administrative Assistant: Sarah Moore | 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 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:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAN927</td>
<td>Project Management Course Series or</td>
<td>42-48</td>
<td>A Guide to the Project Management Body of Knowledge (PMBOK) 7th Edition – included in course price</td>
<td>$1,995</td>
</tr>
<tr>
<td>MGT900</td>
<td>Project Management Course with Exam Prep</td>
<td></td>
<td></td>
<td>T-$599/F-$1,396 or $2295 T-$689/F-$1,606</td>
</tr>
<tr>
<td>PCP754</td>
<td>Microsoft Project 2016 or Microsoft Project 2019</td>
<td>14</td>
<td>Microsoft Project 2019 textbook- included in course price</td>
<td>$459</td>
</tr>
<tr>
<td>PCO285</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Course Series Totals**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>56-63</th>
<th>$0</th>
<th>$2,454</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$737/F-$1,717 or $2,754 T-$827/F-$1,927</td>
</tr>
</tbody>
</table>

**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 | 443-840-5842 | Hunt Valley 109
Administrative Assistant: Lori Dickens | 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://ccbc.md.emsicc.com/](https://ccbc.md.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](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://ccbc.md.acalogadmin.com/mime/media/47/1770/statecontactinformation.pdf](https://ccbc.md.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 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>REA019</td>
<td>Real Estate: Appraisal Principles &amp; Procedures</td>
<td>60</td>
<td>Residential Property Appraisal by Mark R. Ratterman, Appraisal Institute; $100. (Instructor will provide information about ordering the book at first class meeting).</td>
<td>$849</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T=$255/F=$594</td>
</tr>
<tr>
<td>REA173</td>
<td>Real Estate: Appraisal Standards &amp; Ethics</td>
<td>15</td>
<td>Uniform Standards of Professional Appraisal Practice; $35; and 15 hour National USPAP course Student Manual; $45; available through the Appraisal Foundation</td>
<td>$289</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T=$87/F=$202</td>
</tr>
<tr>
<td>REA027</td>
<td>Supervisor Appraiser/Trainee Appraiser</td>
<td>4</td>
<td>Material included</td>
<td>$95</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T=$29/F=$66</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T=$149/F=$346</td>
</tr>
<tr>
<td>REA021</td>
<td>Real Estate: Appraisal Practices &amp; Analysis Part II</td>
<td>45</td>
<td>Residential Property Appraisal by Mark R. Ratterman</td>
<td>$629</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T=$189/F=$440</td>
</tr>
</tbody>
</table>

Course Series Totals: 154  $180  $2357 T-$709/F-$1648

Program Contact Information:
Coordinator: Tatiana Nelson-Joseph | tnelsonjoseph@ccbcmd.edu | 443-840-5842 | Hunt Valley 109
Administrative Assistant: Sarah Moore | smoore3@ccbcmd.edu | 443-840-1632 | Essex BESS 116

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
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.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:
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 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
</table>

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/C7KpznbPY1A. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
Coordinator: Tatiana Nelson-Joseph | tnelsonjoseph@ccbcmd.edu | 443-840-5842 | Hunt Valley 109
Administrative Assistant: Sarah Moore | 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 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBA041</td>
<td>Sales Manager-Module1</td>
<td>100</td>
<td>Online Materials Provided</td>
<td>$1,000 T-$20/F-$980</td>
</tr>
<tr>
<td>SBA042</td>
<td>Sales Manager-Module2</td>
<td>100</td>
<td>Online Materials Provided</td>
<td>$995 T-$20/F-$975</td>
</tr>
</tbody>
</table>

**Course Series Totals:**
200
$1,995 T-$40/F-$1,955

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 | 443-840-4302 | Owings Mills 305D
Program Assistant: Kristal Parker | 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
Computers and Information Technology

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://ccbc.wccast.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

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 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs T=Tuition/F=Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCA 644 or PCA 994 (if blended)</td>
<td>A+ Certification PC Technician Module 1</td>
<td>50</td>
<td>PC Pro (Access Key); TestOut; $172; Check with Coordinator for potential text update before purchasing</td>
<td>$729 T-$219/F-$510</td>
</tr>
<tr>
<td>Shared with credit class DCOM 141</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCA 645 or PCA 995 (if blended)</td>
<td>A+ Certification PC Technician Module 2</td>
<td>50</td>
<td>Same as Module I</td>
<td>$729 T-$219/F-$510</td>
</tr>
<tr>
<td>Shared with credit class DCOM 235</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Course Series Totals: 100 $172 $1,458 T-$438/F-$1,020

Additional Expenses:
2 CompTIA A+ Certification exams - $506 ($253 per exam)

Career Coach:

Program Contact Information:
Coordinator: Steve Ricketts 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

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
- 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:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCO444</td>
<td>AWS Cloud Practitioner Essentials</td>
<td>7</td>
<td>Included in course fee</td>
<td>$695</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$75/F-$620</td>
</tr>
</tbody>
</table>

**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](https://youtu.be/C7KpznbPYfA). Explore career and training opportunities at [https://ccbcemd.EMSICC.com/](https://ccbcemd.EMSICC.com/).

**Program Contact Information:**
Program Coordinator: TBA
Administrative Assistant: TBA
Contact CCBC Student Central at 443-840-2222 for more information.
Computers and Information Technology

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:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCO444</td>
<td>AWS Cloud Practitioner Essentials</td>
<td>7</td>
<td>Included in course fee</td>
<td>$695</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$75/F-$620</td>
</tr>
<tr>
<td>PCO394</td>
<td>Architecting on AWS</td>
<td>21</td>
<td>Included in course fee</td>
<td>$2,025</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$200/F-$1,825</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>28</strong></td>
<td></td>
<td><strong>$2,720</strong></td>
</tr>
</tbody>
</table>

**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.
Computers and Information Technology

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:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCO444</td>
<td>AWS Cloud Practitioner Essentials</td>
<td>7</td>
<td>Included in course fee</td>
<td>$695</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$75/F-$620</td>
</tr>
</tbody>
</table>

**Course Series:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCO445</td>
<td>AWS Technical Essentials</td>
<td>7</td>
<td>Included in course fee</td>
<td>$695</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$75/F-$620</td>
</tr>
<tr>
<td>PCO446</td>
<td>Cloud Operations on AWS</td>
<td>21</td>
<td>Included in course fee</td>
<td>$2,025</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$200/F-$1,825</td>
</tr>
</tbody>
</table>

*Course Series Totals:* 28  $2,720  T-$275/F-$2,445

*Course Series & Prerequisite Totals:* 35  $3,415  T-$350/F-$3,065
**Additional Expenses:**
AWS Certified SysOps Administrator - Associate exam = $150

**Related Courses or Programs**
- Architecting on AWS
- Advanced Architecting on AWS

**Career Coach:**

**Program Contact Information:**
Program Coordinator: TBA
Administrative Assistant: TBA
Contact CCBC Student Central at 443-840-2222 for more information.
Computers and Information Technology

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/](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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCA886</td>
<td>C++ Programmer</td>
<td>100</td>
<td>Included in class fees</td>
<td>$995</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$20/F-$975</td>
</tr>
</tbody>
</table>

Career Coach:

Program Contact Information:
Program Coordinator: Steve Ricketts | sricketts@ccbcmd.edu | 443-840-4442 | Catonsville | BESS 100 L
Administrative Assistant: TBA
Computers and Information Technology

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).


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:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AHL823</td>
<td>Introduction to IT &amp; Computer Science –<em>for students with Healthcare background</em></td>
<td>20</td>
<td>AHL 823 – None</td>
<td>$199</td>
</tr>
<tr>
<td>Or</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AHE641</td>
<td>Introduction to Healthcare Systems – <em>for students with IT background</em></td>
<td>15</td>
<td>AHE 641 – Introduction to Health Care; 4th Edition; $170</td>
<td>$199</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AHL819</td>
<td>Working in Teams</td>
<td>6</td>
<td>None</td>
<td>$109</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AHL943</td>
<td>Health Management Information Systems</td>
<td>40</td>
<td>Same as AHL 867; AHIMA Virtual Lab pass; $195</td>
<td>$589</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AHL825</td>
<td>Quality Management</td>
<td>12</td>
<td>None</td>
<td>$199</td>
</tr>
</tbody>
</table>

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
### Information Technology Vendor Management

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Notes</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL944</td>
<td>Information Technology Vendor</td>
<td>12</td>
<td>None</td>
<td>$199</td>
</tr>
<tr>
<td></td>
<td>Management</td>
<td></td>
<td></td>
<td>T-$60/F-$139</td>
</tr>
</tbody>
</table>

### EHR Process, Design & Implementation

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Notes</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL820</td>
<td>EHR Process, Design &amp; Implementation</td>
<td>60</td>
<td>Same as AHL 867</td>
<td>$869</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$261/F-$608</td>
</tr>
</tbody>
</table>

### Public Health IT

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Notes</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL827</td>
<td>Public Health IT</td>
<td>6</td>
<td>None</td>
<td>$109</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$33/F-$76</td>
</tr>
</tbody>
</table>

### Course Series Totals:

- **Units:** 181-186
- **Tuition:** $635
- **Total Tuition:** $2,672
- **Total Tuition:** T-$804/F-$1,868

### Additional Expenses:

- CAHIMS Certification exam $379

### Career Coach:


### Program Contact Information:

- **Coordinator:** Mary Ellen Wehr | mwehr@ccbcmd.edu | 443-840-2907 | Essex ECHP 305
- **Administrative Assistant:** Kristal Parker | 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)² CISSP certification exam*


*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.ccccmd.edu/apply](http://www.ccccmd.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:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Info</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCO278</td>
<td>Systems Security Certified Practitioner (SSCP)</td>
<td>80</td>
<td>Included in course fee</td>
<td>$1,595 T-$50/F-$1,545</td>
</tr>
</tbody>
</table>

**Course Information:**
*Note: Must register for both courses at the same time.*

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Info</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCO276</td>
<td>Certified Information Systems Security Professional (CISSP) – Module 1</td>
<td>75</td>
<td>Included in course fee</td>
<td>$1,000 T-$20/F-$980</td>
</tr>
<tr>
<td>PCO277</td>
<td>Certified Information Systems Security Professional (CISSP) – Module 2</td>
<td>75</td>
<td>Included in course fee</td>
<td>$995 T-$20/F-$975</td>
</tr>
</tbody>
</table>

**Course Series Totals:**

| Course Series Totals: | 150 | $1,995 T-$40/F-$1,955 |
Course Series & Prerequisite Totals: 230

$3,590
T-$90/F-$3,500

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 | 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

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:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCA619</td>
<td>Network and Data Communications</td>
<td>37.5</td>
<td>Digital Materials</td>
<td>$569 T-$171/F-$398</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
<td>Check with Coordinator for potential text update before purchasing</td>
<td></td>
</tr>
<tr>
<td>PCA615 (if blended)</td>
<td>Shared with credit class DCOM101</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Course Series:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCO270</td>
<td>Cisco I: Introduction to Networks</td>
<td>50</td>
<td>CCNAv7: Intro to Networks Companion Guide; Cisco; $90</td>
<td>$729 $219/F-$510</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
<td>Check with Coordinator for potential text update before purchasing</td>
<td></td>
</tr>
<tr>
<td>PCO273 (if blended)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Series</td>
<td>Total Credits</td>
<td>Tuition/Fees</td>
<td>Notes</td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>--------------</td>
<td>-------------</td>
<td>-------</td>
<td></td>
</tr>
<tr>
<td>PCO271 or PCO274 (if blended) Cisco II: Switching, Routing, and Wireless Essentials</td>
<td>50</td>
<td>CCNAv7: Switching, Routing, and Wireless Essentials Companion Guide; Cisco; $80 Check with Coordinator for potential text update before purchasing</td>
<td>$729 $219/F-$510</td>
<td></td>
</tr>
<tr>
<td>PCO272 or PCO275 (if blended) Cisco III: Enterprise Networking, Security, and Automation</td>
<td>50</td>
<td>CCNAv7: Enterprise Networking, Security, and Automation Companion Guide; Cisco; $80 Check with Coordinator for potential text update before purchasing</td>
<td>$729 $219/F-$510</td>
<td></td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td>150</td>
<td>$250</td>
<td>$2,187 T-$657/F-$1,530</td>
<td></td>
</tr>
<tr>
<td><strong>Course Series &amp; Prerequisite Totals:</strong></td>
<td>187.5</td>
<td>$250</td>
<td>$2,756 T-$828/F-$1,928</td>
<td></td>
</tr>
</tbody>
</table>

**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:**

**Program Contact Information:**
Program Coordinator: Steve Ricketts | sricketts@ccbcmd.edu | 443-840-4442 | Catonsville | BESS 100 L
Administrative Assistant: TBA
Computers and Information Technology

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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCA800</td>
<td>CompTIA Cloud + Certification Training</td>
<td>75</td>
<td>Instructional materials are included in course costs.</td>
<td>$1,495 (T-$50/F-$1,445)</td>
</tr>
</tbody>
</table>

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@ccbc.edu | 443-840-4442 | Catonsville | BESS 100 L
Administrative Assistant: TBA
Computers and Information Technology

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

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:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCA620</td>
<td>Network+ Technician Certification</td>
<td>50</td>
<td>The Official CompTIA Network+ Student Guide; CompTIA; $65.33</td>
<td>$729 T-$219/F-$510</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
<td>CompTIA Labs for Network+ (Access Key); CompTIA; $82.67</td>
<td></td>
</tr>
<tr>
<td>PCA616</td>
<td></td>
<td></td>
<td>Check with Coordinator for potential text update before purchasing</td>
<td></td>
</tr>
<tr>
<td>(if blended)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shared with</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>credit class</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DCOM251</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Course Series:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCA594</td>
<td>Introduction to Information Security</td>
<td>37.5</td>
<td>The Official CompTIA Security+ Student Guide; CompTIA; $169</td>
<td>$569 T-$171/F-$398</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
<td>CompTIA CertMaster Labs for Security+ (Access Key); CompTIA; $92</td>
<td></td>
</tr>
<tr>
<td>PCP777</td>
<td></td>
<td></td>
<td>Check with Coordinator for potential text update before purchasing</td>
<td></td>
</tr>
<tr>
<td>(if blended)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Shared with credit class DCOM258

| Course & Prerequisite Totals: | 87.5 | $409 | $1,298 T-$390/F-$908 |

**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/C7KpznbPY1A](https://youtu.be/C7KpznbPY1A). Explore career and training opportunities at [https://ccbcmd.emsicc.com/](https://ccbcmd.emsicc.com/).

**Program Contact Information:**
Program Coordinator: Steve Ricketts | [srickets@ccbcmd.edu](mailto:srickets@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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCA799</td>
<td>Java Programmer</td>
<td>100</td>
<td>Included in class fees</td>
<td>$995</td>
</tr>
</tbody>
</table>

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/C7KpznbPY1A. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
Program Coordinator: Steve Ricketts | sricketts@ccbcmd.edu | 443-840-4442 | Catonsville | BESS 100 L
Administrative Assistant: TBA
Computers and Information Technology

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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T=Tuition/F=Fees</td>
</tr>
<tr>
<td>PCA884</td>
<td>JavaScript Developer Module One</td>
<td>90</td>
<td>Included in class fees</td>
<td>$1,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$20/F-$980</td>
</tr>
<tr>
<td>PCA885</td>
<td>JavaScript Developer Module Two</td>
<td>90</td>
<td>Included in class fees</td>
<td>$995</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$20/F-$975</td>
</tr>
<tr>
<td></td>
<td>Course Series Totals:</td>
<td>180</td>
<td></td>
<td>$1,995</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$40/F-$1,955</td>
</tr>
</tbody>
</table>

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@ccbc.edu | 443-840-4442 | Catonsville | BESS 100 L
Administrative Assistant: TBA
Computers and Information Technology

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:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCA619 or PCA615 (if blended)</td>
<td>Networking and Data Communications</td>
<td>37.5</td>
<td>Digital Materials</td>
<td>$569 T-$171/F-$398</td>
</tr>
</tbody>
</table>

**Course Series:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCA623 or PCA627 (if blended)</td>
<td>Linux Fundamentals</td>
<td>37.5</td>
<td>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</td>
<td>$569 T-$171/F-$398</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>Prerequisite</td>
<td>Tuition Cost</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------</td>
<td>---------</td>
<td>--------------</td>
<td>--------------</td>
</tr>
<tr>
<td>PCA891</td>
<td>Advanced Linux Administration</td>
<td>50</td>
<td>Same as PCA 623</td>
<td>$729 T-$219/F-$510</td>
</tr>
<tr>
<td>or PCO304</td>
<td>(if blended)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shared with Credit class DCOM224</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Course Series Totals:</td>
<td></td>
<td></td>
<td>$1,298 T-$390/F-$908</td>
</tr>
<tr>
<td></td>
<td>Course Series &amp; Prerequisite Totals:</td>
<td></td>
<td></td>
<td>$1,867 T-$561/F-$1,306</td>
</tr>
</tbody>
</table>

**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:**

**Program Contact Information:**
Program Coordinator: Steve Ricketts | sricketts@ccbc.edu | 443-840-4442 | Catonsville | BESS 100 L
Administrative Assistant: TBA
Computers and Information Technology

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.lightcasttc.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

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:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(approximate cost; subject to change)</td>
<td></td>
</tr>
<tr>
<td>PCA644 or PCA994 (if blended)</td>
<td>A+ Certification PC Technician Module 1</td>
<td>50</td>
<td>PC Pro (Access Key); TestOut; $172 Check with Coordinator for potential text update before purchasing</td>
<td>$729 T-$219/F-$510</td>
</tr>
<tr>
<td>PCA 645 or PCA995 (if blended)</td>
<td>A+ Certification PC Technician Module 2</td>
<td>50</td>
<td>Same as Module 1</td>
<td>$729 T-$219/F-$510</td>
</tr>
</tbody>
</table>

**Prerequisite Totals:**

| Course Series | 100 | $172 | $1,458 T-$438/F-$1,020 |

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)
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCA619 or PCA615 (if blended)</td>
<td>Networking and Data Communications</td>
<td>37.5</td>
<td>Digital materials</td>
<td>$569 T-$171/F-$398</td>
</tr>
<tr>
<td>PCA620 or PCA616 (if blended)</td>
<td>Network+ Technician Certification</td>
<td>50</td>
<td>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</td>
<td>$729 T-$219/F-$510</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>87.5</strong></td>
<td><strong>$148.00</strong></td>
<td><strong>$1,298 T-$390/F-$908</strong></td>
</tr>
<tr>
<td><strong>Course Series and Prerequisite Totals:</strong></td>
<td></td>
<td><strong>187.5</strong></td>
<td><strong>$320.00</strong></td>
<td><strong>$2,756 T-$828/F-$1,928</strong></td>
</tr>
</tbody>
</table>

**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 | srickets@ccbcmd.edu | 443-840-4442 | Catonsville | BESS 100 L
Administrative Assistant: TBA
Computers and Information Technology

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 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCA806</td>
<td>Oracle SQL and PL/SQL Developer Module One</td>
<td>60</td>
<td>Included in class fees</td>
<td>$497 (T-$10/F-$487)</td>
</tr>
<tr>
<td>PCA807</td>
<td>Oracle SQL and PL/SQL Developer Module Two</td>
<td>60</td>
<td>Same as PCA806</td>
<td>$498 (T-$10/F-$488)</td>
</tr>
</tbody>
</table>

Course Series Totals:
120 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/C7KpznbPY1A. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
Program Coordinator: Steve Ricketts | sricketts@ccbcmd.edu | 443-840-4442 | Catonsville | BESS 100 L
Administrative Assistant: TBA
Computers and Information Technology

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

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 waiving 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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCA891 or PCO304 (if blended)</td>
<td>Advanced Linux Administration</td>
<td>50</td>
<td>CompTIA CertMaster Learn for Linux+; CompTIA; $68</td>
<td>$729 T-$219/F-$510</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>CompTIA CertMaster Labs for Linux+ (Access Key); CompTIA; $82.67</td>
<td>** Check with coordinator for potential text update before purchasing.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>The Official CompTIA Security+ Student Guide, CompTIA, $169; CompTIA CertMaster Labs for Security+ (Access Key), CompTIA, $92</td>
<td>$569 T-$171/F-$398</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>** Check with coordinator for potential text update before purchasing.</td>
<td></td>
</tr>
<tr>
<td>Prerequisite Totals:</td>
<td>87.5</td>
<td>$401.33</td>
<td>$1,298 T-$390/F-$908</td>
<td></td>
</tr>
</tbody>
</table>

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
### Course Series:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCO 302</td>
<td>PenTest+ Certification</td>
<td>50</td>
<td>Official CompTIA PenTest+ Student Guide, CompTIA, $84.29; CompTIA Labs for PenTest+, CompTIA, $92.00 Check with coordinator for potential text update before purchasing.</td>
<td>$729</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
<td></td>
<td>T-$219/F-$510</td>
</tr>
<tr>
<td>PCO 303 (if blended)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shared with credit class DCOM 215</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Course Series & Prerequisites Totals:**

|                  | 137.5   | $587.96 | $2,027 | T-$609/F-$1,418 |

**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:**


**Program Contact Information:**

- **Program Coordinator:** Steve Ricketts | 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCA797</td>
<td>Python Developer - Module One</td>
<td>100</td>
<td>Included in class fees</td>
<td>$497</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$10/F-$487</td>
</tr>
<tr>
<td>PCA798</td>
<td>Python Developer - Module Two</td>
<td>55</td>
<td>Same as PCA 797</td>
<td>$498</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$10/F-$488</td>
</tr>
<tr>
<td><em>Course Series Totals:</em></td>
<td></td>
<td>155</td>
<td>Included in class fees</td>
<td>$995</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$20/F-$975</td>
</tr>
</tbody>
</table>

Career Coach:

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

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/](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)^2 SSCP certification exam.

**Certifying Organization:** International Information System Security Certification Consortium (ISC)^2.

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)^2 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](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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Info</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCO 278</td>
<td>Systems Security Certified Practitioner (SSCP)</td>
<td>80</td>
<td>Included in course fee</td>
<td>$1,595</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$50/F-$1,545</td>
</tr>
</tbody>
</table>

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 | 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/](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:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCA619 or PCA615 (if blended)</td>
<td>Network and Data Communications</td>
<td>37.5</td>
<td>Digital Materials - Check with coordinator for potential text update before purchasing</td>
<td>$569</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$171/F-$398</td>
</tr>
</tbody>
</table>

**Course:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCA614</td>
<td>VMware Virtualization and Cloud Computing Certification (HYB)</td>
<td>50</td>
<td>No textbook required</td>
<td>$729</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$219/F-$510</td>
</tr>
</tbody>
</table>
Shared with credit class DCOM263

<table>
<thead>
<tr>
<th>Course &amp; Prerequisite Totals:</th>
<th>87.50</th>
<th>$0.00</th>
<th>$1,298</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>T-$390/F-$908</td>
</tr>
</tbody>
</table>

**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/C7KpznbPY1A](https://youtu.be/C7KpznbPY1A). Explore career and training opportunities at [https://ccbcmd.emsiicc.com/](https://ccbcmd.emsiicc.com/).

**Program Contact Information:**
Program Coordinator: Steve Ricketts | sricketts@ccbcmd.edu | 443-840-4442 | Catonsville | BESS 100 L
Administrative Assistant: TBA

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
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

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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSP378</td>
<td>E-Discovery: Forensics, Social Media and Data Review</td>
<td>5</td>
<td>none</td>
<td>$249 T-$75/F-$174</td>
</tr>
<tr>
<td>SSP377</td>
<td>E-Discovery: Electronically Stored Information, Privileges, and Sanctions</td>
<td>5</td>
<td>none</td>
<td>$249 T-$75/F-$174</td>
</tr>
<tr>
<td>SSP376</td>
<td>E-Discovery: Discovery and Preserving Important Information</td>
<td>5</td>
<td>none</td>
<td>$249 T-$75/F-$174</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>15</strong></td>
<td>none</td>
<td><strong>$747 T-$225/F-$522</strong></td>
</tr>
</tbody>
</table>

Career Coach:

Program Contact Information:
Program Coordinator: Greg Zuest | 443-840-3037 | gzuest@ccbcmd.edu | D.STAT 119
Program Assistant: Shreen Mandour | 443-840-5107 | 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).

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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(approximate cost; subject to change)</td>
<td></td>
</tr>
<tr>
<td>SSP259</td>
<td>Criminal Justice and the Constitution</td>
<td>45</td>
<td>Criminal Justice and the Constitution, $22.00</td>
<td>$549 T-165/F-384</td>
</tr>
<tr>
<td>SSP261</td>
<td>Criminal Law</td>
<td>45</td>
<td>Criminal Law Practical Workbook, $13.05</td>
<td>$549 T-165/F-384</td>
</tr>
<tr>
<td>SSP260</td>
<td>Private Investigation</td>
<td>45</td>
<td>Open Educational Resource, no cost</td>
<td>$549 T-165/F-384</td>
</tr>
<tr>
<td>SSP262</td>
<td>Criminal Justice Internship</td>
<td>100</td>
<td>None required</td>
<td>$549 T-165/F-384</td>
</tr>
</tbody>
</table>

Course Series Totals: 235 $35.05 $2,196 T-$660/F-$1,536

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 | D.STAT 119
Program Assistant: Shreen Mandour | 443-840-5107 | 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).

External Credential: 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.

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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(approximate cost; subject to change)</td>
<td>T= Tuition/F= Fees</td>
</tr>
<tr>
<td>SSP288</td>
<td>Special Police Officer-Initial Training</td>
<td>84</td>
<td>All material included</td>
<td>$849</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T: $255 F: $594</td>
</tr>
<tr>
<td><strong>Course Totals</strong></td>
<td></td>
<td><strong>84</strong></td>
<td></td>
<td><strong>$849</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T: $255 F: $594</td>
</tr>
</tbody>
</table>

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/C7KpznibPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
Program Coordinator: Greg Zuest | 443-840-3037 | gzuest@ccbcmd.edu | D.STAT 119
Program Assistant: Shreen Mandour | 443-840-5107 | 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).


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 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 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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHE805</td>
<td>CPR for Health Care Providers</td>
<td>7</td>
<td>Textbook provided on first day of class, included in program</td>
<td>$109 T-$33/F-$76</td>
</tr>
<tr>
<td>AHL045</td>
<td>Central Service Technician Classroom</td>
<td>72</td>
<td>Textbook provided on first day of class, included in program</td>
<td>$1,369 T-$411/F-$958</td>
</tr>
</tbody>
</table>

**Program Series Total:**

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>109</td>
<td>$95.95</td>
<td>$1,807 T-$543/F-$1,264</td>
</tr>
</tbody>
</table>

Optional Classes:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL046</td>
<td>Central Service Technician Clinical I</td>
<td>100</td>
<td></td>
<td>$149 T-$45/F-$104</td>
</tr>
<tr>
<td>AHL047</td>
<td>Central Service Technician Clinical II</td>
<td>100</td>
<td></td>
<td>$149 T-$45/F-$104</td>
</tr>
<tr>
<td>AHL048</td>
<td>Central Service Technician Clinical III</td>
<td>100</td>
<td></td>
<td>$119</td>
</tr>
</tbody>
</table>
AHL049  Central Service Technician Clinical IV  100  Fee for CRCST certification exam included in class  $79
  T- $24/F- $55

Total  400  $496
  T- $150/F-$346

**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 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
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 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHI019 or CHI043</td>
<td>Child Care 1 Growth and Development or</td>
<td>45</td>
<td>CHI 019/CHI043: Child and Youth Development; G-W / Decker; E-Book ISBN# 978-1-68584-534-6 $40.00</td>
<td>$280.00 T-$84/F-$196</td>
</tr>
</tbody>
</table>
Child Care I: Growth and Development Online

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHI020</td>
<td>Child Care 2 Activities for Young Children or CHI044</td>
<td>45</td>
<td>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 &amp; Child Care II</td>
<td>$280</td>
</tr>
<tr>
<td></td>
<td>Child Care 2 Activities for Young Children Online</td>
<td></td>
<td></td>
<td>T-$84/F-$196</td>
</tr>
</tbody>
</table>

**Child Care Provider Totals:** 90 $40/$106 $560 T-$168 F-$392

**Child Care Family Provider:** Student objective is to open a family provider daycare in their home.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHI035</td>
<td>Family Child Care Pre-Service Module 1: Child Development</td>
<td>4</td>
<td>Online Materials Provided within course, no textbook to purchase</td>
<td>$55</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$17/F-$38</td>
</tr>
<tr>
<td>CHI036</td>
<td>Family Child Care Pre-Service Module 2: Curriculum</td>
<td>4</td>
<td>Online Materials Provided within course, no textbook to purchase</td>
<td>$55</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$17/F-$38</td>
</tr>
<tr>
<td>CHI037</td>
<td>Family Child Care Pre-Service Module 3: Health, Safety, and Nutrition</td>
<td>4</td>
<td>Online Materials Provided within course, no textbook to purchase</td>
<td>$55</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$17/F-$38</td>
</tr>
<tr>
<td>CHI038</td>
<td>Family Child Care Pre-Service Module 4: Special Needs</td>
<td>4</td>
<td>Online Materials Provided within course, no textbook to purchase</td>
<td>$55</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$17/F-$38</td>
</tr>
<tr>
<td>CHI039</td>
<td>Family Child Care Pre-Service Module 5: Professionalism</td>
<td>4</td>
<td>Online Materials Provided within course, no textbook to purchase</td>
<td>$55</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$17/F-$38</td>
</tr>
<tr>
<td>CHI040</td>
<td>Family Child Care Pre-Service Module 6: Community</td>
<td>4</td>
<td>Online Materials Provided within course, no textbook to purchase</td>
<td>$55</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$17/F-$38</td>
</tr>
</tbody>
</table>
Child Care Family Provider Totals: 24 $330 T-$102/F-$228

Child Care Teacher School Age: Student objective is to work in an after-school program for children ages 6-12.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHI019 or CHI043</td>
<td>Child Care 1 Growth and Development or Child Care I: Growth and Development Online</td>
<td>45</td>
<td>CHI 019/CHI043: Child and Youh Development; G-W / Decker; E-Book ISBN#978-1-68584-534-6 $40.00 Print ISBN# 97821637767283 $106</td>
<td>$280 T-$84/F-$196</td>
</tr>
</tbody>
</table>

Child Care School Age Provider Totals: 90 $65.95/$131.95 $560 T-$168 F-$392

Child Care Infant/Toddler Provider: Student objective is to acquire certification to work with infants and toddlers.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Refer to Campus Bookstore for appropriate Textbook</td>
<td></td>
</tr>
</tbody>
</table>

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
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHI 019 or CHI 043</td>
<td>Child Care I Growth and Development or Child Care I: Growth and Development Online</td>
<td>45</td>
<td>CHI 019/CHI043: Child and Youh Development; G-W / Decker; E-Book ISBN#978-1-68584-534-6 $40.00 Print ISBN# 97821637767283 $106</td>
<td>$280 T-$84/F-$196</td>
</tr>
<tr>
<td>CHI 032</td>
<td>Group Care of Infants and Toddlers</td>
<td>45</td>
<td>Online supplement handouts provided in Brightspace</td>
<td>$280 T-$84/F-$196</td>
</tr>
</tbody>
</table>

**Child Care Infant/Toddler Provider Totals:**

Optional Course for Child Care Provider/Child Care Teacher Preschool, Child Care School Age Provider, Child Care Infant/Toddler Provider (not financial aid eligible)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHI031</td>
<td>Communication Skills for Child Care Professionals</td>
<td>9</td>
<td>None</td>
<td>Refer to Campus Bookstore for appropriate Textbook</td>
</tr>
</tbody>
</table>

**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 Credential Booster Classes: CHI008 state-approved course that meets 45 hour Director requirement Instruction in higher Maryland Child Care Credential levels to help daycare providers be aligned with Learning and School-age Care
Age & Developmentally Appropriate Supervision
Conflict Resolution Strategies
Cultural Competencies and Awareness

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
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/C7KpznibPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information
Lauren Perrera, Coordinator Health & Human Services | lperrera@ccbcmd.edu

For more information email 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:

  o Apply critical thinking and problem solving skills
  o Exercise independent judgment to properly perform tasks at hand
  o Support children's emotional and social development, including encouraging understanding of others and developing a positive self-concept
  o Work with young children, infants and/or pre-adolescents from various backgrounds and with different levels of emotional stability and social development
  o Work calmly and efficiently in a fast-paced, stressful environment
  o Maintain calm during emergency situations
  o 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@ccbc.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 and complete the CCBC Continuing Education Workforce Certificate application. Then, email 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL149</td>
<td>Medical Terminology for Administrative Health Care Professionals</td>
<td>18</td>
<td>Handouts provided online</td>
<td>$189 T-$57/F-$132</td>
</tr>
<tr>
<td>or AHL246</td>
<td>Medical Terminology for Administrative Healthcare Professionals Online</td>
<td>18</td>
<td>Handouts provided online</td>
<td>$189 T-$57/F-$132</td>
</tr>
</tbody>
</table>

Course Series:
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL258</td>
<td>Expanded Concepts of Community Health</td>
<td>80</td>
<td>Same as Community Health and Contact Tracing</td>
<td>$1,139</td>
</tr>
<tr>
<td>AHL259</td>
<td>Community Health Worker Practicum</td>
<td>40</td>
<td>N/A</td>
<td>$329</td>
</tr>
</tbody>
</table>

**Course Series Totals:**

<table>
<thead>
<tr>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,697</td>
</tr>
<tr>
<td>T-$510/F-$1,187</td>
</tr>
</tbody>
</table>

**Course Series & Prerequisite/Corequisite Totals:**

<table>
<thead>
<tr>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,886</td>
</tr>
<tr>
<td>T-$567/F-$1,319</td>
</tr>
</tbody>
</table>

**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
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).

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

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:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL107</td>
<td>RN CM/DN Training in Assisting Living</td>
<td>16</td>
<td>Supplied in Class</td>
<td>$285</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$86/F-$199</td>
</tr>
</tbody>
</table>

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:

**Program Contact Information:**
For all inquiries, please e-mail 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 operatory. 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
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 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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)**</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL275 or AHL870</td>
<td>Anatomy, Morphology and Physiology (AMP) for Dental Assisting (online)</td>
<td>30</td>
<td>Bird &amp; Robinson Modern Dental Assisting 13th Edition; ISBN 978-0-323-62485-5 $140.00 (same as AHL938)</td>
<td>$329 T-$99/F-$230</td>
</tr>
<tr>
<td>AHL140</td>
<td>Essential Skills for the Healthcare Professional</td>
<td>20</td>
<td>Handouts online</td>
<td>$179 T-$54/F-$125</td>
</tr>
</tbody>
</table>
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 13th Edition; ISBN 978-0-323-62485-5 $140.00 (same as AHL275 or AHL870)
T-$657/F-$1,532

Course Series Totals: | 147 | $290.90 | $2,806
T-$843/F-$1,963

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 waiver if the students 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:
Enter 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 employing in a General Dental Practice or Facility. Contact 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
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 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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL327</td>
<td>Dispensary Technician I</td>
<td>30</td>
<td>Material included in course cost</td>
<td>$409 T-$69/F-$340</td>
</tr>
<tr>
<td>AHL328</td>
<td>Dispensary Technician I</td>
<td>30</td>
<td>Material included in course cost</td>
<td>$409 T-$69/F-$340</td>
</tr>
</tbody>
</table>

Course Series Totals: 60

$818 T-$138/F-$680

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 | 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
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 for information about upcoming course options.

Program Course Sequence:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL147</td>
<td>Maryland General Expanded Functions</td>
<td>42</td>
<td>Debbie S. Robinson Modern Dental Assisting 14th Edition; ISBN 9780323824408 $152.99</td>
<td>$979</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>T=$264/F=$685</td>
<td></td>
</tr>
</tbody>
</table>

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/C7KpznbPYIA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
For more information email 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

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
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.


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 an 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 for information about upcoming course options.

**Program Course Sequence:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
</table>

**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/C7KpznBPY1A. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

**Program Contact Information:**
For more information email 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 operatory. 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
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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
</table>

Additional Offering:
For students whose oral radiography certification has expired that want to be reinstated. Must present copy of Dental Radiation Technologist certificate:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL 826</td>
<td>Radiation Safety Update</td>
<td>9</td>
<td>None</td>
<td>$219</td>
</tr>
</tbody>
</table>

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
Health and Human Services

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.

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 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL251</td>
<td>16</td>
<td>Included with course cost and provided during class.</td>
<td>$239</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>T-$72/F-$167</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL216</td>
<td>16</td>
<td>Included with course cost and provided during class.</td>
<td>$249</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>T-$75/F-$174</td>
</tr>
</tbody>
</table>

### Tactical Emergency Casualty Care (TECC)
This course teaches skills designed to decrease preventable death in a mass casualty or active shooter event.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL203</td>
<td>16</td>
<td>Included with course cost and provided during class.</td>
<td>$275</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>T-$83/F-$192</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL248</td>
<td>8</td>
<td>Included with course cost and provided during class.</td>
<td>$149</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>T-$45/F-$104</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL213</td>
<td>12</td>
<td>Included with course cost and provided during class.</td>
<td>$195 T-$59/F-$136</td>
</tr>
</tbody>
</table>

### Advanced Cardiovascular Life Support (ACLS) Refresher

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL218</td>
<td>8</td>
<td>Included with course cost and provided during class.</td>
<td>$150 T-$45/F-$105</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHE526</td>
<td>12</td>
<td>Included with course cost and provided during class.</td>
<td>$225 T-$68/F-$157</td>
</tr>
</tbody>
</table>

### Pediatric Advanced Life Support (PALS) Refresher

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL220</td>
<td>8</td>
<td>Included with course cost and provided during class.</td>
<td>$150 T-$45/F-$105</td>
</tr>
</tbody>
</table>

**Program Contact Information:**
For more information, email Katie York kyork@ccbcmd.edu
Health and Human Services

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 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 prior to registration. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. Then, email 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL283</td>
<td>Emergency Medical Technician (EMT) Lab</td>
<td>90</td>
<td>N/A-Uses same textbooks as AHL282</td>
<td>$749 T-$225/F-$524</td>
</tr>
<tr>
<td>AHL267</td>
<td>Emergency Medical Technician (EMT) Clinical Field Experience</td>
<td>40</td>
<td>N/A</td>
<td>$299 T-$90/F-$209</td>
</tr>
</tbody>
</table>
### Course Series Totals:

<table>
<thead>
<tr>
<th></th>
<th>220</th>
<th>$289.95</th>
<th>$1,797</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>T-$540/F-$1,257</td>
<td></td>
</tr>
</tbody>
</table>

**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:**

**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

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

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 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

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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL298</td>
<td>Anatomy &amp; Physiology I for Massage Therapy</td>
<td>60</td>
<td>All textbooks included in course cost</td>
<td>$895 T-$269/F-$626</td>
</tr>
<tr>
<td>AHL299</td>
<td>Principles of Swedish for Massage Therapy</td>
<td>60</td>
<td>All textbooks included in course cost</td>
<td>$785 T-$236/F-$549</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Title</td>
<td>Course Hours</td>
<td>Textbook Information</td>
<td>Costs</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------------------------------</td>
<td>--------------</td>
<td>----------------------</td>
<td>--------</td>
</tr>
<tr>
<td>AHL300</td>
<td>Health, Safety &amp; Ethics for Massage Therapy</td>
<td>56</td>
<td>All textbooks included in course cost</td>
<td>$715 T-$215/F-$500</td>
</tr>
<tr>
<td>AHL301</td>
<td>Intro to Touch &amp; Joint Movement for Massage Therapy</td>
<td>44</td>
<td>All textbooks included in course cost</td>
<td>$569 T-$171/F-$398</td>
</tr>
<tr>
<td>AHL302</td>
<td>Applied Reiki I for Massage Therapy</td>
<td>12</td>
<td>None</td>
<td>$169 T-$51/F-$118</td>
</tr>
<tr>
<td>AHE805 or AHL250</td>
<td>CPR for Healthcare Providers or BLS Provider</td>
<td>7</td>
<td>None</td>
<td>$109 T-$33/F-$76</td>
</tr>
</tbody>
</table>

**Module I Totals:**

| 239 | $3,242 T-$975/F-$2,267 |

**Module II:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL303</td>
<td>Principles of Chair for Massage Therapy</td>
<td>32</td>
<td>Textbooks included in course cost</td>
<td>$429 T-$129/F-$300</td>
</tr>
<tr>
<td>AHL304</td>
<td>Deep Tissue Theory &amp; Practice for Massage Therapy</td>
<td>28</td>
<td>Textbooks included in course cost</td>
<td>$359 T-$108/F-$251</td>
</tr>
<tr>
<td>AHL305</td>
<td>Anatomy &amp; Physiology II for Massage Therapy</td>
<td>64</td>
<td>All textbooks included in course cost</td>
<td>$805 T-$242/F-$563</td>
</tr>
<tr>
<td>AHL306</td>
<td>Fundamentals of Pathology for Massage Therapy</td>
<td>52</td>
<td>Textbooks included in course cost</td>
<td>$675 T-$203/F-$472</td>
</tr>
</tbody>
</table>

**Module II Totals:**

| 176 | $2,268 T-$682/F-$1,586 |

**Module III:**

*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.ccbc-md.edu*
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs T=Tuition/F=Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL307</td>
<td>Fundamentals of Neuromuscular Therapy- Lecture &amp; Palpation</td>
<td>72</td>
<td>Textbooks included in course cost</td>
<td>$909 T-$273/F-$636</td>
</tr>
<tr>
<td>AHL308</td>
<td>Neuromuscular Therapy- Theory &amp; Practice</td>
<td>72</td>
<td>Same as AHL307</td>
<td>$909 T-$273/F-$636</td>
</tr>
<tr>
<td>AHL309</td>
<td>Spa Bodywork- A Fundamental Approach</td>
<td>68</td>
<td>All textbooks included in course cost</td>
<td>$855 T-$257/F-$598</td>
</tr>
<tr>
<td>AHL310</td>
<td>Applied Pharmacology for the Massage Therapist</td>
<td>28</td>
<td>Textbooks included in course cost</td>
<td>$359 T-$108/F-$251</td>
</tr>
<tr>
<td>AHL311</td>
<td>Principles of Business for Massage Therapy</td>
<td>40</td>
<td>All textbooks included in course cost</td>
<td>$499 T-$150/F-$349</td>
</tr>
<tr>
<td><strong>Module III Totals:</strong></td>
<td></td>
<td><strong>280</strong></td>
<td></td>
<td><strong>$3,531 T-$1,061/F-$2,470</strong></td>
</tr>
</tbody>
</table>

**Module IV:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs T=Tuition/F=Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL312</td>
<td>Principles of Sports Massage</td>
<td>28</td>
<td>Textbooks included in course cost</td>
<td>$359 T-$108/F-$251</td>
</tr>
<tr>
<td>AHL313</td>
<td>Principles of Research and Massage Therapy</td>
<td>24</td>
<td>Textbooks included in course cost</td>
<td>$309 T-$93/F-$216</td>
</tr>
<tr>
<td>AHL314</td>
<td>Introduction to Myofascial Release</td>
<td>36</td>
<td>All textbooks included in course cost</td>
<td>$475 T-$143/F-$332</td>
</tr>
<tr>
<td>AHL315</td>
<td>Massage Therapy Clinic</td>
<td>24</td>
<td>N/A</td>
<td>$309</td>
</tr>
</tbody>
</table>

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
### 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:**

### Program Contact Information:
**Program Director:** Bremacha LaGuerre | blaguerre@ccbcmd.edu | 443-840-1391 | Essex ECHP 305 B
For more information email 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, 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

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 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@ccbccmd.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
- 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 and complete the CCBC Non-Credit Workforce Training Certificate application. Then, email CEHealth@ccbccmd.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://ccbccmd.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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHE534</td>
<td>Medical Terminology for Health Occupations</td>
<td>30</td>
<td>Programmed Learning Approach to Medical Terminology, 3rd Edition; Author: Judi Nath</td>
<td>$329</td>
</tr>
<tr>
<td>or AHE124</td>
<td>Medical Terminology Online</td>
<td></td>
<td>Publisher: Jones &amp; Bartlett Learning; ISBN: 9781284224825; Price is approximately $95.95</td>
<td><strong>T-$99/F$230</strong></td>
</tr>
<tr>
<td>AHE125</td>
<td>Introduction to Health</td>
<td>30</td>
<td>Core Concepts in Health; published by Insel/Roth; 9781265493684 $145.35</td>
<td><strong>$329</strong></td>
</tr>
<tr>
<td>AHE641</td>
<td>Introduction to Healthcare Systems</td>
<td>15</td>
<td>Introduction to Health Care, 5th edition; published by Mitchell and Haroun; 9781337192422; $159.95</td>
<td><strong>$199</strong></td>
</tr>
<tr>
<td>WOS064 or AHL217</td>
<td>Basic Math Skills for the Healthcare Worker</td>
<td>10</td>
<td>Handouts online</td>
<td><strong>$145</strong></td>
</tr>
<tr>
<td></td>
<td>Basic Math Skills for Healthcare Workers Online</td>
<td></td>
<td></td>
<td><strong>T-$44/F-$101</strong></td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Title</td>
<td>Course Hours</td>
<td>Textbook Information</td>
<td>Costs</td>
</tr>
<tr>
<td>---------------</td>
<td>------------------------------------------------------------</td>
<td>--------------</td>
<td>--------------------------------------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>AHL140</td>
<td>Essential Skills for the Healthcare Professional</td>
<td>20</td>
<td>Handouts online</td>
<td>$179. T-$54/F-$125</td>
</tr>
<tr>
<td><strong>Module I Totals:</strong></td>
<td></td>
<td></td>
<td></td>
<td>$1,181 T-$356/F-$825</td>
</tr>
<tr>
<td><strong>Module II Totals:</strong></td>
<td></td>
<td></td>
<td></td>
<td>$2,778 T-$836/F-$1,942</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHE672</td>
<td>Anatomy and Physiology For Healthcare Workers Online</td>
<td>30</td>
<td>The Human Body in Health &amp; Disease; Patton &amp; Thibodeau, Elsevier Mosby;8th edition; 978-0-323-754165; $89.59</td>
<td>$329 T-$99/F-$230</td>
</tr>
<tr>
<td>AHE577</td>
<td>Pharmacology</td>
<td>18</td>
<td>Same as Basic Patient Intake</td>
<td>$275 T-$83/F-$192</td>
</tr>
<tr>
<td>AHE528</td>
<td>Medicine Administration</td>
<td>18</td>
<td>Same as AHE 577</td>
<td>$275 T-$83/F-$192</td>
</tr>
<tr>
<td>AHE796</td>
<td>Basic Patient Intake</td>
<td>50</td>
<td>Comprehensive Medical Assisting Text &amp; Study Guide Package; Jones &amp; Bartlett; 6th edition textbook: 9781284256666-$144.95, study guide: 9781284256680-$68.95</td>
<td>$655 T-$197/F-$458</td>
</tr>
<tr>
<td>AHE802</td>
<td>Basic EKG Technician Training</td>
<td>20</td>
<td>Huszars ECG &amp; 12 lead Interpretation, 6th Edition; published by Elsevier; 978-0-323-711951; $77.99</td>
<td>$425 T-$128/F-$297</td>
</tr>
<tr>
<td>AHL929</td>
<td>Certified Medical Administrative Assistant</td>
<td>75</td>
<td>Same as AHE 796</td>
<td>$819 T-$246/F-$573</td>
</tr>
</tbody>
</table>

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
# Module III:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHE578</td>
<td>Intermediate Patient Intake</td>
<td>70</td>
<td>Same as CMAA AHL 929</td>
<td>$935 T-$281/F-$654</td>
</tr>
<tr>
<td>AHL721</td>
<td>Introduction to Laboratory Techniques</td>
<td>36</td>
<td>Same as CMAA AHL 929</td>
<td>$879 T-$264/F-$615</td>
</tr>
<tr>
<td>AHE805 or AHL250</td>
<td>CPR for Healthcare Providers</td>
<td>7</td>
<td>Included in course cost and provided during class</td>
<td>$109 T-$33/F-$76</td>
</tr>
</tbody>
</table>

**Module III Totals:**

<table>
<thead>
<tr>
<th>Course Hours</th>
<th>Total Cost</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>173</td>
<td>$109.95</td>
<td>$3,132 T-$941/F-$2,191</td>
</tr>
</tbody>
</table>

# Module IV:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHE122</td>
<td>Medical Assisting Practicum I</td>
<td>80</td>
<td>None</td>
<td>$275 T-$83/F-$192</td>
</tr>
<tr>
<td>AHE123</td>
<td>Medical Assisting Practicum II</td>
<td>80</td>
<td>None</td>
<td>$275 T-$83/F-$192</td>
</tr>
<tr>
<td>AHL097</td>
<td>Medical Assisting Certification</td>
<td>3</td>
<td>None</td>
<td>$79 T-$24/F-$55</td>
</tr>
</tbody>
</table>
### Module IV Totals:

<table>
<thead>
<tr>
<th>Review Class</th>
<th>163</th>
<th>$0</th>
<th>$629 (T-$190/F-$439)</th>
</tr>
</thead>
</table>

### Course Series Totals:

<table>
<thead>
<tr>
<th>Course Series Totals</th>
<th>652</th>
<th>$894.73</th>
<th>$7,720 (T-$2,323/F-$5,397)</th>
</tr>
</thead>
</table>

**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
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

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 and complete the CCBC Continuing Education Workforce Certificate program application. Then, contact CEHealth@ccbcmd.edu for information about upcoming class options.

Program Course Sequence:
Contact CEHealth@ccbcmd.edu for information about upcoming course options. All courses must be finished for successful program completion.
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL149 or AHL246</td>
<td>Medical Terminology for Administrative Healthcare Professionals</td>
<td>18</td>
<td>Handouts provided Online</td>
<td>$189 T-$57/F$132</td>
</tr>
<tr>
<td>AHE130 or AHL188</td>
<td>Comprehensive Medical Billing Online</td>
<td>75</td>
<td>Medical Insurance A Revenue Cycle Approach, Version 8E7 $143.79 Publisher: McGraw Hill ISBN: 978-1-260-48911-8</td>
<td>$899 T-$270/F-$629</td>
</tr>
</tbody>
</table>

**Course Series Totals:**

| Course Series Totals | 93 | $143.79 | $1088 T-$327/F-$761 |

**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
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)


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 and complete the CCBC Continuing Education Workforce Certificate application. Then, send an email to 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:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>or</td>
<td>Medical Terminology Online</td>
<td></td>
<td></td>
<td>T-$99/F-$230</td>
</tr>
<tr>
<td>AHE124</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>Anatomy &amp; Physiology for Health Care Workers</td>
<td></td>
<td></td>
<td>T-$99/F-$230</td>
</tr>
<tr>
<td>AHE519</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Prerequisite Totals:**

| 60            | $196.68 | $658          |

| T$198/F$460   |

**Course Series:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL 904</td>
<td>Medical Coding I</td>
<td>60</td>
<td>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</td>
<td>$815</td>
</tr>
<tr>
<td>or</td>
<td>Medical Coding I Online</td>
<td></td>
<td></td>
<td>T-$245/F-$570</td>
</tr>
<tr>
<td>AHL 829</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Substitutions:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Terminology can be substituted with: OFAD/MDAS141, ALHL115, AHL717, AHL149, or AHL246</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anatomy &amp; Physiology can be substituted with: AHE715, BIOL109, or BIOL220 and BIOL221</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Expenses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• AAPC Membership $205</td>
</tr>
<tr>
<td>• AAPC Practice Exams $79.95</td>
</tr>
<tr>
<td>• AAPC Study Guide $99.95</td>
</tr>
<tr>
<td>• AAPC Exam Review $249</td>
</tr>
<tr>
<td>AAPC Certification Exam: One attempt $399, Two attempts $499. In person or online.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skills for Success:</th>
</tr>
</thead>
<tbody>
<tr>
<td>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:</td>
</tr>
<tr>
<td>• Outstanding communication skills</td>
</tr>
<tr>
<td>• Computer literacy</td>
</tr>
<tr>
<td>• Self-motivation and self-direction</td>
</tr>
<tr>
<td>• Attention to detail</td>
</tr>
<tr>
<td>• Ability to work well with limited human interaction</td>
</tr>
<tr>
<td>• Analytical problem-solving skills</td>
</tr>
<tr>
<td>• Excellent visual acuity</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Career Opportunities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coders can work in hospitals, doctor offices, billing agencies, clinics, temp agencies, insurance companies, accountant offices, legal firms, state agencies, and be self-employed.</td>
</tr>
</tbody>
</table>

| 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. |

<table>
<thead>
<tr>
<th>Program Contact Information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>For more information email <a href="mailto:CEHealth@ccbcmd.edu">CEHealth@ccbcmd.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Series Totals:</th>
<th>Series &amp; Prerequisite Totals:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL 905 or AHL 830 Medical Coding II Online</td>
<td>60 Same as Medical Coding I</td>
<td>$465</td>
</tr>
<tr>
<td></td>
<td></td>
<td>T-$140/F-$325</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$1,280 T-$385/F-$895</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$1,938 T-$583/F-$1,355</td>
</tr>
</tbody>
</table>

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
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

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 and complete the CCBC Non-Credit Workforce Training Certificate application. Then, email CEHealth@ccbcmd.edu for information about upcoming course options.

Program Course Sequence:
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)**</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL149</td>
<td>Medical Terminology for Administrative Healthcare Professionals</td>
<td>18</td>
<td>Handouts provided online</td>
<td>$189</td>
</tr>
<tr>
<td>AHL246</td>
<td>Medical Terminology for Administrative Healthcare Professionals Online</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AHL140</td>
<td>Essential Skills for the Healthcare Professional</td>
<td>20</td>
<td>Handouts provided online</td>
<td>$179</td>
</tr>
<tr>
<td>AHL166</td>
<td>Essential Skills for the Healthcare Provider (Online)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AHL198</td>
<td>Certified Medical Administrative Assistant Online</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Course Series Totals:**

- 113
  - $112.95
  - $1,187
  - T-$357/F-$830

**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/C7KpznibPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

**Program Contact Information:**
For more information email 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@ccbccmd.edu for more information.

Course Sequence:
Excellent attendance is required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Davis Drug Guide for Nurses, 18th ed. ISBN# 9781719646406 $42.36</td>
<td>T-$285/F-$664</td>
</tr>
</tbody>
</table>

Additional Offering:
For students to maintain Medicine Aide Certification, certification renewal must be completed every 2 years - renewal with CNA/GNA certification

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL172</td>
<td>Medicine Aide Continuing Education</td>
<td>8</td>
<td>Handouts Provided in Class</td>
<td>$99</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$30/F-$69</td>
</tr>
</tbody>
</table>

Career Coach:

Course Contact Information:
Email CEHealth@ccbccmd.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 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 005</td>
<td>Nurse Refresher – Part I: Theory</td>
<td>90</td>
<td>Brunner &amp; Suddarth's Textbook of Medical-Surgical Nursing/14th or 15th Edition by JL Hinkle, KHCheever 14th ed.: 9781496355157</td>
<td>$725</td>
</tr>
</tbody>
</table>

T=$218/F=$507
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
<th>Additional Costs</th>
<th>Fee</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHE 793</td>
<td>Nurse Refresher Skills Lab</td>
<td>8</td>
<td>None</td>
<td>$450</td>
<td>$2115 (T-$635/F-$1480)</td>
</tr>
<tr>
<td>NUR 006</td>
<td>Nurse Refresher – Part II: Clinical</td>
<td>60</td>
<td>None</td>
<td>$940</td>
<td>$2115 (T-$635/F-$1480)</td>
</tr>
</tbody>
</table>

**Program Series Total:**

- 158 hours
- $174-$190
- $2115 (T-$635/F-$1480)

**Course Substitutions:**

Please contact 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:**


**Program Contact Information:**

For more information please e-mail 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
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 and complete the CCBC Non-Credit Workforce Training Certificate application. Then, please send an email to 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.*

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL288</td>
<td>Certified Nursing Assistant Theory</td>
<td>88</td>
<td>Text included with the course: Hartman's Nursing Assistant Care: The Basics, 6th ed. ISBN 9781604251418</td>
<td>$1,390</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$417/F-$973</td>
</tr>
<tr>
<td>AHE805</td>
<td>CPR for Healthcare Providers</td>
<td>7</td>
<td>Textbook and materials provided at class.</td>
<td>$109</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$33/F-$76</td>
</tr>
<tr>
<td>AHL289</td>
<td>Nursing Assistant Clinical</td>
<td>48</td>
<td>Text included with the course: Workbook for Hartman's Nursing Assistant Care: The Basics 6th ed. ISBN 9781604251425</td>
<td>$695</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$209/F-$486</td>
</tr>
</tbody>
</table>

**Course Series Totals:**

- 143 hours
- $0
- $2,194
- T-$659/F-$1,535

**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
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).


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*

<table>
<thead>
<tr>
<th>Cohort Timeframe</th>
<th>Location</th>
<th>Class Timeframe</th>
<th>Cohort Length</th>
</tr>
</thead>
</table>

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
<table>
<thead>
<tr>
<th>March to July</th>
<th>Essex</th>
<th>Evening</th>
<th>4 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>September to February</td>
<td>Randallstown</td>
<td>Evening</td>
<td>4 months</td>
</tr>
</tbody>
</table>

**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](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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL 936</td>
<td>Patient Care Technician</td>
<td>92</td>
<td>Fundamental Concepts and Skills for the Patient Care Technician by Townsend, 2nd edition</td>
<td>$1,369</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>T=$411/F=$958</td>
<td></td>
</tr>
</tbody>
</table>

| AHL937 | Patient Care Technician Clinical | 59 | None | $825  
T-$248/F-$577

| AHL940 | PCT Exam Review | 8 | None | $110  
T-$33/F-$77

| Program Series Total | 159 | $146.99  
T-$692/F-$1,612

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
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

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:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>WOS064</td>
<td>Basic Math Skills for the Healthcare Worker or</td>
<td>10</td>
<td>Handouts online</td>
<td>$145</td>
</tr>
<tr>
<td>AHL217</td>
<td>Basic Math Skills for the Healthcare Worker Online</td>
<td></td>
<td></td>
<td>T-$44/F-$101</td>
</tr>
</tbody>
</table>

**Course Series:**

*All courses must be finished for successful program completion and for students to be eligible to apply to take the PTCB Exam.*

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHE739</td>
<td>Pharmacy Technician Training I</td>
<td>60</td>
<td>Books provided first day of class or mailed to home address for online classes</td>
<td>$1,495</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$389/F-$1,106</td>
</tr>
<tr>
<td>AHE740</td>
<td>Pharmacy Technician Training II</td>
<td>60</td>
<td>Same as AHE 739</td>
<td>$685</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$206/F-$479</td>
</tr>
<tr>
<td>AHL913</td>
<td>Pharmacy Technician Certifying Board Exam Review Course</td>
<td>15</td>
<td>Same as AHE 739</td>
<td>$229</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$24/F-$205</td>
</tr>
</tbody>
</table>

**Course Series Totals:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>135</td>
<td>Textbooks included in the price of the course</td>
<td>$2,409</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$619/F-$1,790</td>
</tr>
</tbody>
</table>
**Course Series and Prerequisites Totals:**

<table>
<thead>
<tr>
<th>Course</th>
<th>145</th>
<th>$2,554</th>
</tr>
</thead>
<tbody>
<tr>
<td>T-$663/F-$1,891</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Skills for Success:**
See Technical Standards at the of this document.

**Career Coach:**

**Program Contact Information:**
For more information email 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](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).


**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 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 form 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 and complete the CCBC Non-Credit Workforce Training Certificate application. Then, email CEDHealth@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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL322</td>
<td>Phlebotomy Technician I</td>
<td>45</td>
<td>Phlebotomy Essentials with Navigate Premier Access Eighth Edition</td>
<td>$749 T-$225/F-$524</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Author: Ruth McCall</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Publisher: Jones &amp; Bartlett Learning</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ISBN: 9781284263480</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Price is approximately $109.95.</td>
<td></td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>Requirement</td>
<td>Cost</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------------</td>
<td>---------</td>
<td>---------------</td>
<td>------------</td>
</tr>
<tr>
<td>AHE805 or</td>
<td>CPR for Health Care Providers</td>
<td>7</td>
<td>Included in course cost and provided during class.</td>
<td>$109</td>
</tr>
<tr>
<td>AHL250</td>
<td>BLS Provider</td>
<td></td>
<td></td>
<td>T-$33/F-$76</td>
</tr>
<tr>
<td>AHL323</td>
<td>Phlebotomy Technician II</td>
<td>45</td>
<td>Same as AHL322</td>
<td>$749</td>
</tr>
<tr>
<td>AHL674</td>
<td>Venipuncture and Specimen Collection Clinical</td>
<td>80</td>
<td>None</td>
<td>$329</td>
</tr>
<tr>
<td>AHL 324</td>
<td>Phlebotomy Technician Certification Exam Review</td>
<td>5</td>
<td>Included in course cost and provided during class.</td>
<td>$359</td>
</tr>
</tbody>
</table>

**Program Series Totals:**

<table>
<thead>
<tr>
<th>Total Credits</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>182</td>
<td>$109.95</td>
</tr>
<tr>
<td></td>
<td>$2,295</td>
</tr>
<tr>
<td></td>
<td>T-$690/F-$1,605</td>
</tr>
</tbody>
</table>

**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/C7KpznibPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

**Program Contact Information:**

For more information email 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.
Health and Human Services

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

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
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 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 and complete the CCBC Non-Credit Workforce Training Certificate application. Then, email 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL166</td>
<td>Essential Skills for the Healthcare Professional</td>
<td>20</td>
<td>Handouts and Online</td>
<td>$179</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$54/F-$125</td>
</tr>
<tr>
<td>AHE124</td>
<td>Medical Terminology Online</td>
<td>30</td>
<td>Programmed Learning Approach to Medical Terminology, 3rd Edition ISBN: 9781284209129 $64.00</td>
<td>$329</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$99/F-$230</td>
</tr>
<tr>
<td>AHL191</td>
<td>Introduction to Polysomnography</td>
<td>40</td>
<td>Handouts</td>
<td>$299</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$90/F-$209</td>
</tr>
<tr>
<td>AHL155</td>
<td>Sleep Patient Intake Skills Online</td>
<td>20</td>
<td>Handouts</td>
<td>$329</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$99/F-$230</td>
</tr>
<tr>
<td>AHE106</td>
<td>Clinical Observation</td>
<td>40</td>
<td>None</td>
<td>$369</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$111/F-$258</td>
</tr>
<tr>
<td>AHL180</td>
<td>Basic Math Skills for the Health Care Workers</td>
<td>10</td>
<td>Handouts online</td>
<td>$145</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$44/F-$101</td>
</tr>
</tbody>
</table>

**Module I Totals:** 160 Approximately $64 $1,650 T-$497/F-$1,153

Module II:
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHE672</td>
<td>Anatomy and Physiology for Healthcare Workers Online</td>
<td>30</td>
<td>The Human Body in Health and Disease; 7th (or latest) edition; Patton and Thibodeau; Elsevier (soft cover); ISBN 9780023101243; $50.00</td>
<td>$329 T-$99/F-$230</td>
</tr>
<tr>
<td>AHL152</td>
<td>Pharmacology</td>
<td>20</td>
<td>Handouts online</td>
<td>$275 T-$83/F-$192</td>
</tr>
<tr>
<td>AHL182</td>
<td>Polysomnographic Sleep Technologist Training</td>
<td>55.8</td>
<td>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 &amp; Mattice; ISBN 9781975111625; $110</td>
<td>$1089 T-$327/F-$762</td>
</tr>
<tr>
<td>AHL102</td>
<td>Clinical Internship – NPSG</td>
<td>100</td>
<td>Online materials</td>
<td>$699 T-$210/F-$489</td>
</tr>
</tbody>
</table>

**Module II Totals:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>226</td>
<td>$295</td>
<td>$2,817 T-$847/F-$1,970</td>
</tr>
</tbody>
</table>

**Module III:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL702</td>
<td>Neuromuscular Systems and Polysomnography</td>
<td>32</td>
<td>Online materials</td>
<td>$710 T-$213/F-$497</td>
</tr>
<tr>
<td>AHL703</td>
<td>Cardiopulmonary Systems and Polysomnography</td>
<td>32</td>
<td>Online materials</td>
<td>$610 T-$183/F-$427</td>
</tr>
<tr>
<td>AHL100</td>
<td>Positive Airway Pressure Techniques</td>
<td>40</td>
<td>Handouts online</td>
<td>$469</td>
</tr>
</tbody>
</table>

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
### Module III Totals:

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL103</td>
<td>Clinical Internship - Day/Scoring</td>
<td>100</td>
<td>Online materials</td>
<td>$549</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$165/F-$384</td>
</tr>
</tbody>
</table>

**Module III Totals:** 204 hours, $0

**Module IV Totals:** 260 hours, $0

**Course Series Totals:** 850 hours, $359

**Costs:**
- Tuition: T-$702/F-$1,636
- Fees: F-$1,015

### 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:**

**Program Contact Information:**
For more information email 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
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.

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 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 and complete the CCBC Non-Credit Workforce Training Certificate application. Then, send an email to CEEHealth@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 rnewmanwaddy@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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL166</td>
<td>Essential Skills for the Health Care Provider</td>
<td>20</td>
<td>Handouts and Online</td>
<td>$179 T-$54/F-$125</td>
</tr>
<tr>
<td>AHL133</td>
<td>Introduction to Polysomnography</td>
<td>40</td>
<td>Handouts</td>
<td>$299 T-$90/F-$209</td>
</tr>
<tr>
<td>AHL155</td>
<td>Sleep Patient Intake Skills Online</td>
<td>20</td>
<td>Handouts</td>
<td>$329 T-$99/F-$230</td>
</tr>
<tr>
<td>AHE106</td>
<td>Clinical Observation</td>
<td>40</td>
<td>None</td>
<td>$369 T-$111/F-$258</td>
</tr>
<tr>
<td>AHL180</td>
<td>Basic Math Skills for the Healthcare Workers</td>
<td>10</td>
<td>Handouts online</td>
<td>$145 T-$44/F-$101</td>
</tr>
<tr>
<td>AHE805</td>
<td>CPR For Healthcare Providers</td>
<td>7</td>
<td>None</td>
<td>$109 T-$33/F-$76</td>
</tr>
</tbody>
</table>
## Module I

<table>
<thead>
<tr>
<th>Cost</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Totals:</td>
<td>167</td>
<td>$64</td>
<td>$1,759</td>
<td>T-$530/F-$1,229</td>
<td></td>
</tr>
</tbody>
</table>

## Module II:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHE672</td>
<td>Anatomy and Physiology for Healthcare Workers Online</td>
<td>30</td>
<td>The Human Body in Health and Disease; 7th (or latest) edition; Patton and Thibodeau; Elsevier (soft cover); ISBN 9780023101243; $50.00</td>
<td>$329</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$99/F-$230</td>
</tr>
<tr>
<td>AHL152</td>
<td>Pharmacology</td>
<td>20</td>
<td>Handouts online</td>
<td>$275</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$83/F-$192</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$128/F-$297</td>
</tr>
<tr>
<td>AHL099</td>
<td>Polysomnographic SleepTechnologist Training</td>
<td>56</td>
<td>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 &amp; Mattice; ISBN 9781975111625; $110</td>
<td>$1,089</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$327/F-$762</td>
</tr>
<tr>
<td>AHL102</td>
<td>Clinical Internship – NPSG</td>
<td>100</td>
<td>Online materials</td>
<td>$699</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$210/F-$489</td>
</tr>
</tbody>
</table>

| Module II Totals: | 226 | $295 | $2,817 | T-$847/F-$1,970 |

## Module III:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
</table>

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
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL702</td>
<td>Neuromuscular Systems and Polysomnography</td>
<td>32</td>
<td>Online materials</td>
<td>$710</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$213/F-$497</td>
</tr>
<tr>
<td>AHL703</td>
<td>Cardiopulmonary Systems and Polysomnography</td>
<td>32</td>
<td>Online materials</td>
<td>$610</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$183/F-$427</td>
</tr>
<tr>
<td>AHL100</td>
<td>Positive Airway Pressure Techniques</td>
<td>40</td>
<td>Handouts online</td>
<td>$469</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$141/F-$328</td>
</tr>
<tr>
<td>AHL103</td>
<td>Clinical Internship - Day/Scoring</td>
<td>100</td>
<td>Online materials</td>
<td>$549</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$165/F-$384</td>
</tr>
<tr>
<td><strong>Module III Totals:</strong></td>
<td></td>
<td>204</td>
<td>$0</td>
<td>$2,338</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$702/F-$1,636</td>
</tr>
</tbody>
</table>

**Module IV:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL098</td>
<td>Sleep Staging and Scoring Guidelines</td>
<td>40</td>
<td>Online materials</td>
<td>$479</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$144/F-$335</td>
</tr>
<tr>
<td>AHL713</td>
<td>Polysomnographic Clinical</td>
<td>80</td>
<td>None</td>
<td>$1,015</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$305/F-$710</td>
</tr>
<tr>
<td>AHL104</td>
<td>Clinical Internship – Titration</td>
<td>100</td>
<td>None</td>
<td>$549</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-165/F-$384</td>
</tr>
<tr>
<td>AHL277</td>
<td>Board of Registered Polysomnographic Technologist Review</td>
<td>40</td>
<td>None</td>
<td>$539</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$162/F-$377</td>
</tr>
<tr>
<td><strong>Module IV Totals:</strong></td>
<td></td>
<td>260</td>
<td>$0</td>
<td>$2,582</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$776/F-$1,806</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td>857</td>
<td>$359</td>
<td>$9,496</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$2,855/F-$6,641</td>
</tr>
</tbody>
</table>

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
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:

Program Contact Information:
For more information email 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; 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:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHE752</td>
<td>Veterinary Assistant Training I</td>
<td>30</td>
<td>Handouts online</td>
<td>$440 T-$132/F-$308</td>
</tr>
<tr>
<td>AHE753</td>
<td>Veterinary Assistant Training II</td>
<td>30</td>
<td>Handouts online</td>
<td>$330 T-$99/F-$231</td>
</tr>
<tr>
<td>AHE754</td>
<td>Veterinary Assistant Training III</td>
<td>30</td>
<td>Handouts online</td>
<td>$330 T-$99/F-$231</td>
</tr>
<tr>
<td>AHE755</td>
<td>Veterinary Assistant Training IV</td>
<td>45</td>
<td>None</td>
<td>$220 T-$66/F-$154</td>
</tr>
</tbody>
</table>

**Course Series Totals:**
135
$1,320 T-$396/F-$924

**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/C7KpznibPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
For more information email CEHealth@ccbcmd.edu or Lauren Perrera | Coordinator Health & Human Services | 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 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.emsiccc.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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSL092</td>
<td>Casino Poker Dealer</td>
<td>80</td>
<td>Included in course cost.</td>
<td>$795</td>
</tr>
</tbody>
</table>

**Additional Offerings:**
Advanced Casino Dealer - HSL064

**Career Coach:**

**Program Contact Information:**
Coordinator: Yumi Kim | hospitalitycareers@ccbcmd.edu | 443-840-5840 | Owings Mills 305D
Program Assistant: Kristal Parker | 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

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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSL060</td>
<td>Catering Professional Online</td>
<td>100</td>
<td>Included with course cost.</td>
<td>$1,295</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$50/F-$1,245</td>
</tr>
</tbody>
</table>

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 | 443-840-5840 | Owings Mills 305D
Program Assistant: Kristal Parker | 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/](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.
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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSL071</td>
<td>Corporate Event Planner</td>
<td>100</td>
<td>Included with course cost.</td>
<td>$515</td>
</tr>
<tr>
<td></td>
<td>- Module I</td>
<td></td>
<td></td>
<td>(T-$10/F-$505)</td>
</tr>
<tr>
<td>HSL075</td>
<td>Corporate Event Planner</td>
<td>70</td>
<td>Included with course cost.</td>
<td>$235</td>
</tr>
<tr>
<td></td>
<td>- Module 2</td>
<td></td>
<td></td>
<td>(T-$10/F-$225)</td>
</tr>
<tr>
<td>HSL076</td>
<td>Corporate Event Planner</td>
<td>70</td>
<td>Included with course cost.</td>
<td>$245</td>
</tr>
<tr>
<td></td>
<td>- Module 3</td>
<td></td>
<td></td>
<td>(T-$30/F-$215)</td>
</tr>
</tbody>
</table>

**Course Series Totals:** 240 | **$995** (T-$50/F-$945)

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/C7KpznbPY1A](https://youtu.be/C7KpznbPY1A). Explore career and training opportunities at [https://ccbcmd.emsicc.com/](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.emsiscc.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:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSL112</td>
<td>Event Management and Design: Module 1</td>
<td>60</td>
<td>Included in course costs.</td>
<td>$1000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$20</td>
</tr>
<tr>
<td>HSL113</td>
<td>Event Management and Design: Module 2</td>
<td>60</td>
<td>Included in course costs.</td>
<td>$995</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$20</td>
</tr>
</tbody>
</table>

**Course Series Totals:**

| Course Series Totals: | 120 | $1,995 | T-$40|F-$1,955 |

**Career Coach:**

**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://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).

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.


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

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSL059</td>
<td>ManageFirst® Controlling Food Costs</td>
<td>35</td>
<td>Text(s), certification exams, and materials provided and included in course costs.</td>
<td>$519 T-$156/F-$363</td>
</tr>
<tr>
<td>HSL057</td>
<td>ManageFirst® Hospitality and Restaurant Management</td>
<td>35</td>
<td>Text(s), certification exams, and materials provided and included in course costs.</td>
<td>$519 T-$156/F-$363</td>
</tr>
<tr>
<td>HSL038</td>
<td>ManageFirst® Hospitality HR Management (Blended)</td>
<td>35</td>
<td>Text(s), certification exams, and materials provided and included in course costs.</td>
<td>$519 T-$156/F-$363</td>
</tr>
</tbody>
</table>
### ServSafe® Food Safety Training and Certification

- **Course Number:** HSL016
- **Course Title:** ServSafe® Food Safety Training and Certification
- **Course Hours:** 16
- **Textbook Information:** Text(s), certification exams, and materials provided and included in course costs.
- **Costs:** $209 (T-$63/F-$146)

### Core Courses Totals:

- **Total:** 121
- **Cost:** $0
- **Total Costs:** $1,766 (T-$531/F-$1,235)

### Elective Courses (must choose one to complete program):

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSL040</td>
<td>ManageFirst® Customer Service Blended</td>
<td>20</td>
<td>Text(s), certification exams, and materials provided and included in course costs.</td>
<td>$265 (T-$80/F-$185)</td>
</tr>
<tr>
<td>HSL058</td>
<td>ManageFirst® Principles of Food &amp; Beverage Management</td>
<td>35</td>
<td>Text(s), certification exams, and materials provided and included in course costs.</td>
<td>$529 (T-$159/F-$370)</td>
</tr>
</tbody>
</table>

### Course Series Totals:

- **Total:** 141 or 156
- **Cost:** $2,031-$2,295 (T-$611-$690/F-$1,420-$1,605)

---

**Career Coach:**

**Program Contact Information:**

- **Coordinator:** Yumi Kim | [hospitalitycareers@ccbc.edu](mailto:hospitalitycareers@ccbc.edu) | 443-840-5840 | Owings Mills 305D
- **Program Assistant:** Kristal Parker | [kparker3@ccbc.edu](mailto:kparker3@ccbc.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 founds 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/](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/](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@ccbc.edu](mailto:hospitalitycareers@ccbc.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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBA036</td>
<td>Starting Your Own Food Truck Business</td>
<td>6</td>
<td>Materials provided</td>
<td>$159</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$48/F-$111</td>
</tr>
<tr>
<td>SBA037</td>
<td>Controlling Costs for Food Truck Operators</td>
<td>6</td>
<td>Materials provided</td>
<td>$159</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$48/F-$111</td>
</tr>
<tr>
<td>SBA808</td>
<td>How to Start and Manage Your Own Small Business</td>
<td>10</td>
<td>Materials provided</td>
<td>$169</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$51/F-$118</td>
</tr>
<tr>
<td>HSL016</td>
<td>ServSafe® Food Safety Training and Certification</td>
<td>16</td>
<td>Text, certification exam, and materials provided</td>
<td>$209</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$63/F-$146</td>
</tr>
</tbody>
</table>

Course Series Totals: 38  $696  T-$210/F-$486

Program Contact Information:
Coordinator:  Yumi Kim  hospitalitycareers@ccbcmd.edu  | 443-840-5840  | Owings Mills 305D
Program Assistant:  Kristal Parker  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.


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:

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
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 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:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSL079</td>
<td>FoodWorks Basic Culinary I</td>
<td>55</td>
<td>Textbooks, uniforms and supplies are provided and included in the course costs.</td>
<td>$965</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$290/F-$675</td>
</tr>
<tr>
<td>HSL080</td>
<td>FoodWorks Basic Culinary I: Practicum</td>
<td>84</td>
<td>Textbooks, uniforms and supplies are provided and included in the course costs.</td>
<td>$781</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$234/F-$547</td>
</tr>
<tr>
<td>HSL104</td>
<td>FoodWorks Basic Culinary II</td>
<td>55</td>
<td>Textbooks, uniforms and supplies are provided and included in the course costs.</td>
<td>$965</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$290/F-$675</td>
</tr>
<tr>
<td>HSL105</td>
<td>FoodWorks Basic Culinary II: Practicum</td>
<td>84</td>
<td>Textbooks, uniforms and supplies are provided and</td>
<td>$782</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$234/F-$548</td>
</tr>
</tbody>
</table>

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)
| Course Series Totals: | 417 | $5,240 T-$1,572/F-$3,668 |

**Career Coach:**

**Program Contact Information:**
Coordinator: Yumi Kim | hospitalitycareers@ccbcmd.edu | 443-840-5840 | Owings Mills 305D
Program Assistant: Kristal Parker | 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 ProcedureS (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

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 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSL103</td>
<td>Professional Bartending and Mixology</td>
<td>30</td>
<td>TIPS – Training for Intervention ProcedureS Certification, books, exam, and certification costs provided and included in course costs.</td>
<td>$529 T-$159/F-$370</td>
</tr>
</tbody>
</table>

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 | 443-840-5840 | Owings Mills 305D
Program Assistant: Kristal Parker | 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


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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSL062</td>
<td>Travel Agent Module 1</td>
<td>50</td>
<td>Included in course costs.</td>
<td>$1,200 T-$25/F-$1,175</td>
</tr>
<tr>
<td>HSL063</td>
<td>Travel Agent Module 2</td>
<td>50</td>
<td>Included in course costs.</td>
<td>$1,045 T-$25/F-$1,020</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>100</strong></td>
<td></td>
<td><strong>$2,245 T-$50/F-$2,195</strong></td>
</tr>
</tbody>
</table>

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@ccbccmd.edu | 443-840-5840 | Owings Mills 305D
Program Assistant: Kristal Parker | kparker3@ccbccmd.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

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.
Application Process:
Open Entry – No screening or documentation required. To apply, go to 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSL068</td>
<td>Certified Wedding Planner - Module 1</td>
<td>100</td>
<td>Included with course cost.</td>
<td>$625 (T-$50/F-$575)</td>
</tr>
<tr>
<td>HSL069</td>
<td>Certified Wedding Planner - Module 2</td>
<td>100</td>
<td>Included with course cost.</td>
<td>$485 (T-$50/F-$435)</td>
</tr>
<tr>
<td>HSL073</td>
<td>Certified Wedding Planner - Module 3</td>
<td>70</td>
<td>Included with course cost.</td>
<td>$245 (T-$35/F-$210)</td>
</tr>
<tr>
<td>HSL074</td>
<td>Certified Wedding Planner - Module 4</td>
<td>70</td>
<td>Included with course cost.</td>
<td>$240 (T-$30/F-$210)</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>340</strong></td>
<td></td>
<td><strong>$1,595 (T-$165/F-$1,430)</strong></td>
</tr>
</tbody>
</table>

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/C7KpznbPY1A. Explore career and training opportunities at https://ccbcemd.emsicc.com/.

Program Contact Information:
Coordinator: Yumi Kim | hospitalitycareers@ccbcmd.edu | 443-840-5840 | Owings Mills 305D
Program Assistant: Kristal Parker | kparker3@ccbcmd.edu | 443-840-4483 | Owings Mills 302

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
Individuals with Disabilities

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 Certification

Certifying Organization: Maryland State Department of Education (Maryland State 99 Childcare Certification), 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(approximate cost; subject to change)</td>
<td></td>
</tr>
<tr>
<td>CCT580</td>
<td>Growth and Development in Early Childhood</td>
<td>45</td>
<td>Materials included in course cost</td>
<td>$744</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$90/F-$654</td>
</tr>
<tr>
<td>CHI073</td>
<td>Single Step Childcare Internship I</td>
<td>90</td>
<td>None</td>
<td>$1,430</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$200/F-$1,230</td>
</tr>
<tr>
<td>CHI074</td>
<td>Single Step Childcare Internship II</td>
<td>90</td>
<td>None</td>
<td>$1,430</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$200/F-$1,230</td>
</tr>
<tr>
<td>CCT584</td>
<td>Early Childhood Methods and Materials</td>
<td>45</td>
<td>Materials included in course cost</td>
<td>$744</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$90/F-$654</td>
</tr>
<tr>
<td>CHA050</td>
<td>Skills and Concepts for Employment</td>
<td>44</td>
<td>Materials included in course cost</td>
<td>$689</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$85/F-$604</td>
</tr>
<tr>
<td>CHI070</td>
<td>Communication for Childcare Workers</td>
<td>9</td>
<td>Materials included in course cost</td>
<td>$165</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$35/F-$130</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td>323</td>
<td></td>
<td><strong>$5,202</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$700/F-$4,502</td>
</tr>
</tbody>
</table>

Career Coach:

Program Contact Information:
Program Coordinator: Melissa Foy | mfoy@ccbcmd.edu | 443-840-3451 | Dundalk MASH 105
Administrative Assistant: Gennifer Toich | 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/](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/](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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs T=Tuition/F=Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCT580</td>
<td>Growth and Development in Early Childhood</td>
<td>45</td>
<td>Materials included in course cost</td>
<td>$744 T-$90/F-$654</td>
</tr>
<tr>
<td>CHA050</td>
<td>Skills and Concepts for Employment</td>
<td>44</td>
<td>Materials included in course cost</td>
<td>$689 T-$85/F-$604</td>
</tr>
<tr>
<td>CHI073</td>
<td>Single Step Childcare Internship</td>
<td>90</td>
<td>None</td>
<td>$1,430 T-$200/F-$1230</td>
</tr>
</tbody>
</table>

Course Series Totals: 179 $0 $2,863 T-$375/F-$2,488

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 | 443-840-3451 | Dundalk MASH 105
Administrative Assistant: Gennifer Toich | gtoich@ccbcmd.edu | 443-840-3262 | Dundalk MASH 104
Individuals with Disabilities

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


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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHI049</td>
<td>Theory and Practice in Infant and Toddler Care</td>
<td>45</td>
<td>Materials included in course cost</td>
<td>$804</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T=$100/F=$704</td>
</tr>
</tbody>
</table>

### Career Coach:

### Program Contact Information:
Program Coordinator: Melissa Foy | mfoy@ccbccmd.edu | 443-840-3451 | Dundalk MASH 105
Administrative Assistant: Gennifer Toich | gtoich@ccbccmd.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 and complete the CCBC Non-Credit Workforce Training Certificate application.
Program Course Sequence:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(approximate cost; subject to change)</td>
<td></td>
</tr>
<tr>
<td>CHA023</td>
<td>Keyboarding I</td>
<td>44</td>
<td>None</td>
<td>$687</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$83/F</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$604</td>
</tr>
<tr>
<td>CHA080</td>
<td>Skills and Concepts for Clerical Work</td>
<td>44</td>
<td>Materials included in course cost</td>
<td>$715</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$85/F</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$630</td>
</tr>
<tr>
<td>CHA031</td>
<td>Vocational Readiness</td>
<td>20</td>
<td>Materials included in course cost</td>
<td>$368</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$45/F</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$323</td>
</tr>
<tr>
<td>CHA277</td>
<td>Office Applications 1</td>
<td>24</td>
<td>Materials included in course cost</td>
<td>$385</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$47/F</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$338</td>
</tr>
<tr>
<td>CHA278</td>
<td>Office Applications 2</td>
<td>26</td>
<td>Materials included in course cost</td>
<td>$518</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$65/F</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$453</td>
</tr>
<tr>
<td>CHA199</td>
<td>Office Skills Internship</td>
<td>50</td>
<td>None</td>
<td>$615</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$125/F</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$500</td>
</tr>
</tbody>
</table>

Course Series Totals:  

<table>
<thead>
<tr>
<th></th>
<th>208</th>
<th>$0</th>
<th>$3,298</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>T-$450/F-$2,848</td>
</tr>
</tbody>
</table>

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 | 443-840-3451 | Dundalk MASH 105  
Administrative Assistant: Gennifer Toich | 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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(approximate cost; subject to change)</td>
<td></td>
</tr>
<tr>
<td>CHA081</td>
<td>Basic Animal Studies</td>
<td>44</td>
<td>Materials included in course cost</td>
<td>$715 T-$85/F-$630</td>
</tr>
<tr>
<td>CHA115</td>
<td>Basic Animal Studies II</td>
<td>44</td>
<td>Materials included in course cost</td>
<td>$715 T-$85/F-$630</td>
</tr>
<tr>
<td>CHA080</td>
<td>Skills and Concepts for Clerical Work</td>
<td>44</td>
<td>Materials included in course cost</td>
<td>$715 T-$85/F-$630</td>
</tr>
<tr>
<td>CHA031</td>
<td>Vocational Readiness</td>
<td>24</td>
<td>Materials included in course cost</td>
<td>$368 T-$45/F-$323</td>
</tr>
<tr>
<td>CHA277</td>
<td>Office Applications 1</td>
<td>24</td>
<td>Materials included in course cost</td>
<td>$385 T-$47/F-$338</td>
</tr>
<tr>
<td>CHA267</td>
<td>Professional Animal Workers Practicum</td>
<td>50</td>
<td>None</td>
<td>$880 T-$171/F-$709</td>
</tr>
</tbody>
</table>

Course Series Totals: 230 $0 $3,778 T-$518/F-$3,260

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/C7KpznBPYtA. Explore career and training opportunities at https://ccbcem.EMSICC.COM/.

Program Contact Information:
Program Coordinator: Melissa Foy | mfoy@ccbcmd.edu | 443-840-3451 | Dundalk MASH 105
Administrative Assistant: Gennifer Toich | gtoich@ccbcmd.edu | 443-840-3262 | Dundalk MASH 104
Individuals with Disabilities

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:
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHA287</td>
<td>Instruction to Reading</td>
<td>44</td>
<td>Materials included in the course cost</td>
<td>$575</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$125/F-$450</td>
</tr>
<tr>
<td>ADS073</td>
<td>Reading Intensive 1</td>
<td>44</td>
<td>Materials included in the course cost</td>
<td>$625</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$125/F-$500</td>
</tr>
<tr>
<td>ADS074</td>
<td>English 1 - Literacy</td>
<td>44</td>
<td>Materials included in the course cost</td>
<td>$625</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$125/F-$500</td>
</tr>
<tr>
<td>ADS079</td>
<td>English 1 - Communications</td>
<td>44</td>
<td>Materials included in the course cost</td>
<td>$625</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$125/F-$500</td>
</tr>
<tr>
<td>ADS080</td>
<td>English 2 - Literacy</td>
<td>44</td>
<td>Materials included in the course cost</td>
<td>$625</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$125/F-$500</td>
</tr>
<tr>
<td>ADS081</td>
<td>English 2 - Communications</td>
<td>44</td>
<td>Materials included in the course cost</td>
<td>$625</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$125/F-$500</td>
</tr>
<tr>
<td>ADS082</td>
<td>English 3 - Literacy</td>
<td>44</td>
<td>Materials included in the course cost</td>
<td>$575</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$125/F-$450</td>
</tr>
<tr>
<td>ADS085</td>
<td>English 3 - Communications</td>
<td>44</td>
<td>Materials included in the course cost</td>
<td>$625</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$125/F-$500</td>
</tr>
<tr>
<td>CHA040</td>
<td>Beginning Literacy for Special Learners</td>
<td>48</td>
<td>Materials included in the course cost</td>
<td>$754</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$100/F-$654</td>
</tr>
</tbody>
</table>

Refresher Series:
Designed to review and reinforce basic language and math skills in between semesters.
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS054</td>
<td>English I: Foundations of Literacy Refresher</td>
<td>9</td>
<td>Materials included in the course cost</td>
<td>$165 T-$35/F-$130</td>
</tr>
<tr>
<td>ADS055</td>
<td>English II: Exploration of Literacy Refresher</td>
<td>9</td>
<td>Materials included in the course cost</td>
<td>$165 T-$35/F-$130</td>
</tr>
<tr>
<td>ADS056</td>
<td>English III: Master of Literacy Refresher</td>
<td>9</td>
<td>Materials included in the course cost</td>
<td>$165 T-$35/F-$130</td>
</tr>
<tr>
<td>ADS057</td>
<td>Reading Intensive I Refresher</td>
<td>9</td>
<td>Materials included in the course cost</td>
<td>$165 T-$35/F-$130</td>
</tr>
<tr>
<td>ADS058</td>
<td>Multilevel Math Refresher</td>
<td>9</td>
<td>Materials included in the course cost</td>
<td>$165 T-$35/F-$130</td>
</tr>
</tbody>
</table>

**Academic Preparation - Mathematics Courses:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS201</td>
<td>Math 1 - Whole Number Operations</td>
<td>44</td>
<td>Materials included in the course cost</td>
<td>$625 T-$125/F-$500</td>
</tr>
<tr>
<td>ADS200</td>
<td>Math 1.5 Introduction to Fractions and Decimals</td>
<td>44</td>
<td>Materials included in the course cost</td>
<td>$625 T-$125/F-$500</td>
</tr>
<tr>
<td>ADS203</td>
<td>Real World Math Applications - Level 1</td>
<td>44</td>
<td>Materials included in the course cost</td>
<td>$625 T-$125/F-$500</td>
</tr>
<tr>
<td>ADS087</td>
<td>Math 2: Fractions and Graphing</td>
<td>44</td>
<td>Materials included in the course cost</td>
<td>$625 T-$125/F-$500</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Title</td>
<td>Course Hours</td>
<td>Textbook Information</td>
<td>Costs</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------------------</td>
<td>--------------</td>
<td>---------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>ADS199</td>
<td>Math 2 Decimals, Percent and Fractions</td>
<td>44</td>
<td>Materials included in the course cost</td>
<td>$625 T-$125/F-$500</td>
</tr>
<tr>
<td>ADS090</td>
<td>Math 3: Pre-Algebra</td>
<td>44</td>
<td>Materials included in the course cost</td>
<td>$625 T-$125/F-$500</td>
</tr>
<tr>
<td>ADS091</td>
<td>Math 3: Beginning Algebra</td>
<td>44</td>
<td>Materials included in the course cost</td>
<td>$625 T-$125/F-$500</td>
</tr>
</tbody>
</table>

**Academic Preparation - Additional Courses:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHA114</td>
<td>Foundations of Video Game Design</td>
<td>55</td>
<td>Materials included in the course cost</td>
<td>$710 T-$125/F-$585</td>
</tr>
<tr>
<td>CHA127</td>
<td>Foundations of Video Game Design II</td>
<td>44</td>
<td>Materials included in the course cost</td>
<td>$710 T-$125/F-$585</td>
</tr>
<tr>
<td>CHA149</td>
<td>Video Game Animation</td>
<td>44</td>
<td>Materials included in the course cost</td>
<td>$710 T-$125/F-$585</td>
</tr>
</tbody>
</table>

**Program Contact Information:**
Program Coordinator: Melissa Foy | mfoy@ccbcmd.edu | 443-840-3451 | Dundalk MASH 105
Administrative Assistant: Gennifer Toich | 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/](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:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(approximate cost; subject to change)</td>
<td>T=Tuition/F=Fees</td>
</tr>
<tr>
<td>CHA208</td>
<td>Practical Skills for the Veterinary Assistant</td>
<td>15</td>
<td>Materials included in course cost</td>
<td>$260</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$31/F-$229</td>
</tr>
<tr>
<td>CHA209</td>
<td>Introduction to Veterinary Assisting</td>
<td>20</td>
<td>Materials included in course cost</td>
<td>$335</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$41/F-$294</td>
</tr>
<tr>
<td>CHA210</td>
<td>Veterinary Assisting I</td>
<td>27</td>
<td>Materials included in course cost</td>
<td>$445</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$55/F-$390</td>
</tr>
<tr>
<td>CHA211</td>
<td>Veterinary Assisting II</td>
<td>36</td>
<td>Materials included in course cost</td>
<td>$615</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$73/F-$542</td>
</tr>
<tr>
<td>CHA212</td>
<td>Biology and Disease for Veterinary Assistants</td>
<td>42</td>
<td>Materials included in course cost</td>
<td>$710</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$86/F-$624</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td>140</td>
<td>$0</td>
<td>$2,365</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$286/F-$2,079</td>
</tr>
</tbody>
</table>

**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 | 443-840-3451 | Dundalk MASH 105
Administrative Assistant: Gennifer Toich | gtoich@ccbcmd.edu | 443-840-3262 | Dundalk MASH 104
Individuals with Disabilities

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
Coaching Systems LLC 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
- 5th 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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(approximate cost; subject to change)</td>
<td></td>
</tr>
<tr>
<td>MTP131</td>
<td>Mathematics for the Warehouse</td>
<td>24</td>
<td>Materials included in course cost</td>
<td>$368</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$45/F-$323</td>
</tr>
<tr>
<td>MTP132</td>
<td>Reading and Writing for the Warehouse</td>
<td>24</td>
<td>Materials included in course cost</td>
<td>$368</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$45/F-$323</td>
</tr>
<tr>
<td>PWE391</td>
<td>Warehouse Technician Practicum</td>
<td>60</td>
<td>None</td>
<td>$924</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$115/F-$809</td>
</tr>
<tr>
<td>VOA364</td>
<td>Methods and Safety in Warehousing</td>
<td>33</td>
<td>Materials included in course cost</td>
<td>$554</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$65/F-$489</td>
</tr>
<tr>
<td>VOA382</td>
<td>Forklift Operator Training</td>
<td>15</td>
<td>Materials included in course cost</td>
<td>$313</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$40/F-$273</td>
</tr>
<tr>
<td>CHA031</td>
<td>Vocational Readiness</td>
<td>23</td>
<td>Materials included in course cost</td>
<td>$368</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$45/F-$323</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td>179</td>
<td></td>
<td>$2,895</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$355/F-$2,540</td>
</tr>
</tbody>
</table>

Career Coach:

Program Contact Information:
Program Coordinator:  Melissa Foy  | mfoy@ccbcmd.edu  | 443-840-3451  | Dundalk MASH 105
Administrative Assistant:  Gennifer Toich  | 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIT760</td>
<td>Animal Reiki I</td>
<td>7.5</td>
<td>Shoden Animal Reiki Level I Training Manual will be provided and is included in the course cost.</td>
<td>$149</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$45/F-$104</td>
</tr>
<tr>
<td>FIT761</td>
<td>Animal Reiki II</td>
<td>7.5</td>
<td>Okuden Animal Reiki Level II Training Manual by Animal Reiki Alliance - will be provided and is included in the course cost.</td>
<td>$179</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$54/$125</td>
</tr>
</tbody>
</table>

Course Series Totals: 15  $328  T-$99/F-$229

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 | 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 mindfulness; 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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOB103</td>
<td>Certified Professional Life Coach</td>
<td>40</td>
<td>Included with course cost</td>
<td>$1,895</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T:$50/F:$1,845</td>
</tr>
</tbody>
</table>

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
Program Assistant: Donna Lambie | 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:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs T=Tuition/F=Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOB101</td>
<td>Certified Residential Interior Designer Part 1</td>
<td>60</td>
<td>Included with course cost</td>
<td>$1,073 T:$25/F:$1,048</td>
</tr>
<tr>
<td>VOB102</td>
<td>Certified Residential Interior Designer Part 2</td>
<td>60</td>
<td>Included with course cost</td>
<td>$1,072 T:$25/F:$1,047</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>120</strong></td>
<td></td>
<td><strong>$2,145 T:$50/F:$2,095</strong></td>
</tr>
</tbody>
</table>

**Career Coach:**

**Program Contact Information:**
Program Director: Michelle McCallum | mmccallum@ccbcmd.edu | 443-840-1925 | Catonsville BESS
Other Certificates

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 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDV316</td>
<td>Hair Braiding Professional Level I</td>
<td>17.5</td>
<td>A Hair Braiding Kit that includes a mannequin head and a stand is provided to participants.</td>
<td>$260 T-$78/F-$182</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Print materials are included in course cost and provided during class.</td>
<td></td>
</tr>
<tr>
<td>PDV317</td>
<td>Hair Braiding Professional Level II</td>
<td>17.5</td>
<td>Hair Braiding Kit provided in PDV316 will be used in PDV317.</td>
<td>$260 T-$78/F-$182</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Print materials are included in course cost and provided during class.</td>
<td></td>
</tr>
<tr>
<td>PDV318</td>
<td>Hair Braiding Professional Level III</td>
<td>17.5</td>
<td>Hair Braiding Kit provided in PDV316 will be used in PDV317.</td>
<td>$260 T-$78/F-$182</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Print materials are included in course cost and provided during class.</td>
<td></td>
</tr>
<tr>
<td>PDV319</td>
<td>Hair Braiding Professional Level IV</td>
<td>17.5</td>
<td>Hair Braiding Kit provided in PDV316 will be used in PDV317.</td>
<td>$260 T-$78/F-$182</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Print materials are included in course cost and provided during class.</td>
<td></td>
</tr>
<tr>
<td>Program Series Totals:</td>
<td></td>
<td>70</td>
<td></td>
<td>$1,040 T-$312/F-$728</td>
</tr>
</tbody>
</table>

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 | 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

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 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:
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIT129</td>
<td>Lifeguard Training</td>
<td>37</td>
<td>The textbook is included in the cost of the course.</td>
<td>$619</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$186/F-$433</td>
</tr>
</tbody>
</table>

**Career Coach:**

**Program Contact Information:**
Director: Michelle McCallum | 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/](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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDV328</td>
<td>Makeup Artistry Professional</td>
<td>32</td>
<td>Make Up Artistry kit/supplies provided and included in cost.</td>
<td>$569 T-$171/F-$398</td>
</tr>
</tbody>
</table>

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/C7KpznbPYIA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
Director: Michelle McCallum | mmcallum@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

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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIT128</td>
<td>Water Safety Instructor</td>
<td>40</td>
<td>The textbook is included in the cost of the course.</td>
<td>$619 T-$186/F-$433</td>
</tr>
</tbody>
</table>

Career Coach:

Program Contact Information:
Director: Michelle McCallum | 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

Certifying Organization: MaKa Movement 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.
- Prior yoga experience

Preferred

Application Process:
Provisional Entry – Verification of required certifications

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
### Program Course Sequence:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIT036</td>
<td>Yoga Teacher Training – Part 2</td>
<td>100</td>
<td>None</td>
<td>$1,524</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>200</strong></td>
<td><strong>$85.00</strong></td>
<td><strong>$3,048</strong></td>
</tr>
</tbody>
</table>

### 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](https://youtu.be/C7KpznbPYfa). Explore career and training opportunities at [https://ccbcmd.emsicc.com/](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 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
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
Contact: Neil Willford, 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
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.iechesapeake.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
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
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
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
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.getpiping.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
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://ccbcmcmd.emsicc.com/.

Program Contact Information:
For Associated Builders and Contractors:
Coordinator: Niki Rogers | nrogers2@ccbcmd.edu | 443-840-4422 | Essex BESS 115
Administrative Assistant: Denise Bellamy | 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 | 443-840-4422 | Essex BESS 115
Administrative Assistant: Jackie Gibson | jgibson2@ccbcmd.edu | 443-840-4561 | Catonsville BESS 100

For Operating Engineers:
Coordinator: Kipp Snow | ksnow@ccbcmd.edu | 443-840-3034 | Dundalk STAT 114
Administrative Assistant: Jackie Gibson | 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://ccbcmd.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 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS184</td>
<td>Foundations of TESOL</td>
<td>20</td>
<td>N/A</td>
<td>$195</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$59/F-$136</td>
</tr>
<tr>
<td>ADS186</td>
<td>TESOL Practicum IA (must be taken with ADS184)</td>
<td>6</td>
<td>N/A</td>
<td>$61</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$18/F-$43</td>
</tr>
<tr>
<td>ADS189</td>
<td>TESOL Methods: Principles in Practice</td>
<td>20</td>
<td>N/A</td>
<td>$195</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$60/F-$135</td>
</tr>
<tr>
<td>ADS191</td>
<td>TESOL Practicum IB (must be taken with ADS189)</td>
<td>6</td>
<td>N/A</td>
<td>$58</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$15/F-$43</td>
</tr>
<tr>
<td>ADS185</td>
<td>TESOL Methods: Classroom &amp; Curriculum</td>
<td>40</td>
<td>N/A</td>
<td>$325</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$98/F-$227</td>
</tr>
<tr>
<td>ADS187</td>
<td>TESOL Practicum II (must be taken with ADS185)</td>
<td>12</td>
<td>N/A</td>
<td>$98</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$30/F-$68</td>
</tr>
<tr>
<td>ADS188</td>
<td>English Grammar Pedagogy</td>
<td>20</td>
<td>N/A</td>
<td>$195</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$59/F-$136</td>
</tr>
<tr>
<td>ADS192</td>
<td>TESOL Practicum IC (must be taken with ADS188)</td>
<td>6</td>
<td>N/A</td>
<td>$58</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$15/F-$43</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>130</strong></td>
<td></td>
<td><strong>$1,185</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>T-$354/F-$831</strong></td>
</tr>
</tbody>
</table>

Course Substitutions:
- Credit course EDTR268 for ADS184, ADS186, ADS189, and ADS191.
- Credit course EDTR269 for ADS185 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/C7KpznbPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
Director: Michelle McCallum | mmccallum@ccbcmd.edu | 443-840-1925 | Essex BESS 117
Program Assistant: Kelsey Marion | kmarian@ccbcmd.edu | 443-840-1104 | Essex BESS 115
Automotive Safety Inspector (Maryland)

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://ccbc.md.statecoachcc.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

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.ccccmd.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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARP294</td>
<td>Preparation for MD State Safety Inspection Test</td>
<td>6</td>
<td>Textbook provided in class.</td>
<td>$199 T-$60/F-$139</td>
</tr>
<tr>
<td>ARP732</td>
<td>Maryland State Inspection Hands-On Test Preparation</td>
<td>16</td>
<td>Textbook provided in class.</td>
<td>$399 T-$120/F-$279</td>
</tr>
</tbody>
</table>

Course Series Totals: 22 $598 T-$180/F-$418

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 | 443-840-5108 | Dundalk STAT 118
Administrative Assistant: Margie Anne Bonnett | mbonnett@ccbcmd.edu | 443-840-5213 | Dundalk STAT 120
Transportation, Distribution, and Logistics

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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUT021</td>
<td>Introduction to Automotive Technology</td>
<td>79</td>
<td></td>
<td>$899 T-$269/F-$630</td>
</tr>
<tr>
<td>AUT022</td>
<td>Repairing Automotive Brake Systems</td>
<td>64</td>
<td></td>
<td>$729 T-$219/F-$510</td>
</tr>
<tr>
<td>AUT023</td>
<td>Servicing Automotive Electrical and Electronic Systems</td>
<td>64</td>
<td></td>
<td>$729 T-$219/F-$510</td>
</tr>
<tr>
<td>AUT024</td>
<td>Servicing Automotive Engines-Related Systems</td>
<td>79</td>
<td></td>
<td>$899 T-$269/F-$630</td>
</tr>
<tr>
<td>AUT025</td>
<td>Repairing Automotive Suspension Systems</td>
<td>64</td>
<td></td>
<td>$729 T-$219/F-$510</td>
</tr>
</tbody>
</table>

Course Series Totals: 350 | $3,985 T-$1,195/F-$2,790

Related Programs:
Automotive Service Attendant Certificate (Credit)

Additional Expenses:
ASE examinations

Program Contact Information:
Program Coordinator: Eric Venanzi | evenanzi@ccbcmd.edu | 443-840-5108 | Dundalk STAT 118
Margie Anne Bonnett | mbonnett@ccbcmd.edu | 443-840-5213 | Dundalk STAT 120
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
Occupational Safety and Health Administration; 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.

Applicaion 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOA515</td>
<td>Certified Logistics/Warehouse Distribution Associate</td>
<td>28</td>
<td>Text and online material cost included</td>
<td>$799</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$240/F-$559</td>
</tr>
<tr>
<td>VOA605</td>
<td>Forklift Operator Training</td>
<td>12</td>
<td>Textbook included in costs</td>
<td>$199</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$60/F-$139</td>
</tr>
<tr>
<td>VOA834</td>
<td>OSHA 10-Hour General Industry</td>
<td>10</td>
<td>Course materials included</td>
<td>$299</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$90/F-$209</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td>50</td>
<td></td>
<td><strong>$1,297</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$390/F-$907</td>
</tr>
</tbody>
</table>

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:

Program Contact Information:
Program Coordinator: Eric Venanzi | evenanzi@ccbcmd.edu | 443-840-5108 | Dundalk STAT 118
Administrative Assistant: Margie Anne Bonnett | mbonnett@ccbcmd.edu | 443-840-5213 | Dundalk STAT 120
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

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:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOA 791</td>
<td>Certified Supply Chain Professional- Part 1</td>
<td>60</td>
<td>Included in class fees</td>
<td>$1,147</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(T-$344/F-$803)</td>
</tr>
<tr>
<td>VOA 792</td>
<td>Certified Supply Chain Professional- Part 2</td>
<td>60</td>
<td>Same as VOA 791</td>
<td>$1,148</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(T-$344/F-$804)</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td></td>
<td>Included in class fees</td>
<td><strong>$2,295</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(T-$688/F-$1607)</td>
</tr>
</tbody>
</table>

**Additional Expenses:**
Additional fees and documentation are required to register and sit for the CSCP exam. Information is available at [www.ascm.org](http://www.ascm.org)

**Career Coach:**

**Program Contact Information:**
Program Coordinator: Eric Venanzi | evenanzi@ccbcmd.edu | 443-840-5108 | Dundalk STAT 118
Administrative Assistant: Margie Anne Bonnett | 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/](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 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VOA 553</td>
<td>Learner Permit and Pre-Trip Introduction</td>
<td>98</td>
<td>none</td>
<td>$2100</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$420/F-$1,680</td>
</tr>
<tr>
<td>VOA 554</td>
<td>CDL Class A – Maneuvers and Road Skill Basics</td>
<td>91</td>
<td>none</td>
<td>$1800</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$360/F-$1,440</td>
</tr>
<tr>
<td>VOA 555</td>
<td>CDL-A Road and Advanced Safety Skills</td>
<td>91</td>
<td>none</td>
<td>$1600</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$320/F-$1,280</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>280</strong></td>
<td><strong>NA</strong></td>
<td><strong>$5500</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Program Contact Information:
Coordinator: Stacy Igo | sigo@ccbcmd.edu | 443-877-5205 | TTC Transportation Training Center
Administrative Assistant: Barbara Bennett | bbennett3@ccbcmd.edu | 443-840-3672 | TTC Transportation Training Center

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
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-trailerized 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.

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: 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

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 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.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs **</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T=Tuition/F=Fees</td>
</tr>
<tr>
<td>VOA485</td>
<td>CDL Learner's Permit Preparation</td>
<td>28</td>
<td>none</td>
<td>$848</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T - $170 / F - $678</td>
</tr>
<tr>
<td>VOA717</td>
<td>CDL Class B</td>
<td>75</td>
<td>none</td>
<td>$2,152</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$430 / F-$1,722</td>
</tr>
<tr>
<td>Course Series Totals:</td>
<td></td>
<td>103</td>
<td></td>
<td>$3,000</td>
</tr>
</tbody>
</table>

Program Contact Information:
Coordinator: Stacy Igo | sigo@ccbcmd.edu | 443-877-5205 | TTC Transportation Training Center
Administrative Assistant: Barbara Bennett | bbennett3@ccbcmd.edu | 443-840-3672 | TTC Transportation Training Center

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
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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(approximate cost; subject to change)</td>
<td></td>
</tr>
<tr>
<td>VOA750</td>
<td>An Overview of the Modern Marine Industry</td>
<td>4</td>
<td></td>
<td>$90 T-$27/F-$63</td>
</tr>
<tr>
<td>VOA749</td>
<td>Marine Engine Maintenance and Repair</td>
<td>75</td>
<td>Textbook: Introduction to Outboard Systems</td>
<td>$854 T-$256 /F-$598</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Included in registration cost</td>
<td></td>
</tr>
</tbody>
</table>

Course Series Totals: 79  $944 T-$283/F-$661

Skills for Success:
Mechanical aptitude, manual dexterity and an ability to follow safety rules are key elements of success.

Career Opportunities:
Enter-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/C7KpznbPY1A. Explore career and training opportunities at https://ccbc.com/emsicc/.

Program Contact Information:
Program Coordinator: Kempton Baldridge | kbaldridge@ccbc.com | 443-840-1237 | Dundalk STAT 110
Administrative Assistant: Margie Anne Bonnett | mbonnett@ccbc.com | 443-840-5213 | Dundalk STAT 120
Transportation, Distribution, and Logistics

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/](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 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:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOA783</td>
<td>Procurement &amp; Purchasing Management- Part 1</td>
<td>90</td>
<td>Included in class fees</td>
<td>$765</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$40/F-$725</td>
</tr>
<tr>
<td>VOA784</td>
<td>Procurement &amp; Purchasing Management- Part 2</td>
<td>90</td>
<td>Same as VOA783</td>
<td>$765</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$40/F-$725</td>
</tr>
<tr>
<td>VOA785</td>
<td>Procurement &amp; Purchasing Management- Part 3</td>
<td>90</td>
<td>Same as VOA 783</td>
<td>$765</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$40/F-$725</td>
</tr>
<tr>
<td></td>
<td><strong>Course Series Totals:</strong></td>
<td>270</td>
<td></td>
<td><strong>$2,295</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(T-$120/F-$2,175)</td>
</tr>
</tbody>
</table>

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 | 443-840-5108 | Dundalk STAT 118
Administrative Assistant: Margie Anne Bonnett | 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.

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.

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.
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.

<table>
<thead>
<tr>
<th>Location Details</th>
<th>CCBC Campuses</th>
<th>CCBC Extension Centers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days and Hours</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Payment Methods</td>
<td>Credit Card  Money Order  Check  Cash</td>
<td>Credit Card  Money Order  Check  Cash not accepted.</td>
</tr>
<tr>
<td>Addresses</td>
<td>CCBC Catonsville 800 S. Rolling Road Student Services Center Catonsville, MD 21228  CCBC Dundalk 7200 Sollers Point Road Student Services Center Baltimore, MD 21222  CCBC Essex 7201 Rossville Boulevard Student Services Center Baltimore, MD 21237</td>
<td>CCBC Hunt Valley 11101 McCormick Road Room 100 Hunt Valley, MD 21031  CCBC Owings Mills 10300 Grand Central Avenue 4th Floor Owings Mills, MD 21117  CCBC Randallstown 3637 Offutt Road CCBC Records &amp; Registration Randallstown, MD 21133</td>
</tr>
</tbody>
</table>

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, 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, 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. 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, 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 virtualtutor@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 or 443-840-4415.
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.

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 or email CCBC Student Central at 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.

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