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:

- Building & Industrial Training
- Business & Leadership
- Computers & IT
- Health & Human Services
- Hospitality
- 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.

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 and Maryland College Promise for recent secondary-level graduations 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: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area.

Find Out More
For additional information or questions about Continuing Education options, please call us at 443-840-4700. In addition to workforce development training, CCBC offers industry-recognized credit certificates, associate degree programs, and transfer options. For details, go to CCBC Catalog 2020 - 2021.
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English for Speakers of Other Languages (ESOL) (CE)

**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 an advanced 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 Outcomes – Successful Completion:**
*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) or 12 weeks - 2 classes per week (2.5-hour daytime classes)

*Intensive:* 5 weeks - 4 classes per week (2.5-hour daytime classes)

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

**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: [ESOL Registration](ESOL Registration). For closing announcements, please check: [CCBC Delay and Closing Announcements](CCBC Delay and Closing Announcements). For additional information, call 443-840-3748.

**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

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

**Program Course Sequence:**
Students are expected to attend all classes. Students are expected to practice and use the language in their daily lives.

**Grant Funded 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>ADS 302</td>
<td>ESOL Level Intro – Life Skills</td>
<td>60</td>
<td>Future Intro; $37.00</td>
<td>$0</td>
</tr>
<tr>
<td>ADS 301</td>
<td>ESOL Level 1 – Life Skills</td>
<td>60</td>
<td>Future 1; $37.00</td>
<td>$0</td>
</tr>
<tr>
<td>ADS 303</td>
<td>ESOL Level 2 – Life Skills</td>
<td>60</td>
<td>Future 2; $37.00</td>
<td>$0</td>
</tr>
<tr>
<td>ADS 304</td>
<td>ESOL Level 3 – EL Civics</td>
<td>60</td>
<td>Future 3; $37.00</td>
<td>$0</td>
</tr>
<tr>
<td>ADS 305</td>
<td>ESOL Level 4 – EL Civics</td>
<td>60</td>
<td>Future 4; $37.00</td>
<td>$0</td>
</tr>
<tr>
<td>ADS 306</td>
<td>ESOL Level 5 – EL Civic Engagement</td>
<td>60</td>
<td>Future 5; $37.00</td>
<td>$0</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>ADS 134</td>
<td>ESOL Expanded Reading and Writing Skills</td>
<td>60</td>
<td>TBD</td>
<td>$0</td>
</tr>
<tr>
<td>ADS 014</td>
<td>ESOL Transition Reading and Writing</td>
<td>60</td>
<td>TBD</td>
<td>$0</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>ADS 007</td>
<td>ESOL General English Skills</td>
<td>60</td>
<td>Textbook is provided and included in course costs</td>
<td>$259</td>
</tr>
<tr>
<td>ADS 008</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>ADS 990</td>
<td>ESOL English for Business Communication</td>
<td>60</td>
<td>Textbook is provided and included in course costs</td>
<td>$299</td>
</tr>
</tbody>
</table>

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 get an introduction 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: Level 4 students will move beyond life skills reading and writing.

Transition Reading and Writing: Level 5 students will learn strategies to approach academic reading and writing tasks to better prepare for transition.

Course Objectives and Outcomes – Advanced 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.

ESOL English for Business Communication: Students will learn appropriate language for meetings, presentations, collaborations, negotiations, and social interaction. Course will help improve communication skills to better establish and maintain business relationships.

Program Contact Information:

Grant Classes:
Program Coordinator: Marcia Merriman | mmerriman@ccbcmd.edu | 443-840-3214 | Owings Mills Room 305
Korean & Spanish: Caroline Ko | cko@ccbcmd.edu | 443-840-3748 | Owings Mills Room 305

Advanced Tuition Courses:
Instruction: Suzi Monti | smonti@ccbcmd.edu | 443-840-3476 | Owings Mills Room 305

FY21 CCBC School of Continuing Education Resource Guide – Final 1.1120. Information on this page is subject to change. To register or get additional information, go to any CCBC campus or extension center, call 443-840-4700, or visit CCBC Continuing Education
GED - Essential Academic Skills (ASE/GED)

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

Program Outcomes - Successful Completion:
CCBC Credential: Students will have access to a Continuing Education academic record (transcript).

Program Length:
The following classes are offered at CCBC Catonsville, CCBC Dundalk, CCBC Essex, CCBC Owings Mills, and CCBC Randallstown. (Summer follows a shortened session schedule.)

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
GED Content Distance Learning: 60 hours, 10 weeks, 6 hours per week

Regional Registration & Assessment Session - Mandatory for All Levels:
All students must attend a regional registration and assessment session that includes orientation and an assessment process to determine skills levels in reading and math, and advisement/placement (two-step process). Go to GED and Essential Skills Registration for assessment, regional registration information, and schedule updates. Call 443-840-3456 for more information.

Requirements:
Minimum of 18 years of age; no high school diploma; officially withdrawn or not required to be enrolled in secondary school under state law

Application Process:
Provisional Entry – All students must attend a regional registration and assessment session. Students under the age of 19 must provide a copy (copies cannot be made at registration) of official documentation of their withdrawal from school and their parent/legal guardian’s signature at the time of registration to enroll.

Program Course Sequence:
Students are expected to attend all classes and 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</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS 311</td>
<td>Essential Skills I</td>
<td>72</td>
<td>Fee to cover the cost of required books</td>
<td>$25</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>and materials distributed in class is $25</td>
<td>T-$0/F-$25</td>
</tr>
<tr>
<td>ADS 312</td>
<td>Essential Skills II for Adult</td>
<td>72</td>
<td>Fee to cover the cost of required books</td>
<td>$25</td>
</tr>
<tr>
<td></td>
<td>Learners</td>
<td></td>
<td>and materials distributed in class is $25</td>
<td>T-$0/F-$25</td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td>Partially</td>
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<tr>
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<td></td>
<td></td>
<td>Grant</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Funded **</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>ADS 313</td>
<td>Essential Skills III for Adult Learners</td>
<td>72</td>
<td>Fee to cover the cost of required books and materials distributed in class is $25</td>
<td>$25</td>
</tr>
<tr>
<td>ADS 078</td>
<td>GED Content Area Preparation</td>
<td>72</td>
<td>Required text included and distributed in class.</td>
<td>$80</td>
</tr>
<tr>
<td>ADS 075</td>
<td>GED Mathematics Preparation</td>
<td>72</td>
<td>Required text included and distributed in class.</td>
<td>$80</td>
</tr>
<tr>
<td>ADS 045</td>
<td>GED Content Distance Learning</td>
<td>60</td>
<td>Required text included and distributed in class.</td>
<td>$60</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>420</strong></td>
<td><strong>$0</strong></td>
<td>$295</td>
</tr>
</tbody>
</table>

Depending on placement scores, students do not necessarily take all courses in succession.

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

Course Substitutions:

Other classes may be offered for skills enhancement if/when the classes above are full:
- ADS 269 Comprehensive Math: 60 Hours, $25, partially grant-funded *
- ADS 019 Literacy Skills Development: 45 hours, $25, partially grant-funded *

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

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 pass successfully all sections of the GED® test and transition to post-secondary education and/or workforce training. All GED level classes will prepare students to utilize successfully 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 answer successfully 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 answer successfully 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.

GED Content Distance Learning: This course is offered 50% in class and 50% online. It is designed to enable students to learn the skills required to pass the Reading/ Language Arts, Social Studies, and Science portions of the GED test. Topics to be covered include using critical thinking skills to read and interpret informational, scientific, and historical passages: identify claims and supporting arguments, make inferences, analyze and summarize passages. Students will be taught to successfully answer technology-enhanced items including drag and drop, fill in the blank, down-drop, hot spot, and extended response.

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

Program Contact Information
Administrative Assistant/Registration: Joan Freggens | 443-840-3094 | gednedp@ccbcmd.edu
Program Coordinator: Kim Sansone | 443-840-4259 | ksansone@ccbcmd.edu
Basic Skills and English Language Services

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 a readiness for transition to college or training. Participants are expected to meet with an assessor to develop a web-based/electronic portfolio that demonstrates 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 Outcomes - Successful Completion:
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 4 and 12 months, depending on client commitment and motivation.

Information & Pre-Screening Assessment Session – Mandatory:
All participants must schedule an appointment for an assessment session by email, gednedp@ccbcmd.edu, or phone, 443-840-3456. Participants be at a 9th grade skill level and will be assessed to determine their skill levels in reading and math (approximately a 2-hour process).

Requirements:
Minimum age of 18 years; no High School Diploma; not enrolled or required to be enrolled in secondary school under State law; 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, certificate of job training, current occupational license, military service, or by researching and completing a skills portfolio; computer and internet access to complete all assignments for this self-paced/independent study program’s web-based format; must provide Maryland photo ID

Application Process:
Provisional Entry - Prospective participants are required to attend an information and pre-screening assessment session, take math and reading skills assessments, and provide occupational documentation.

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>ADS 558</td>
<td>NEDP®: Skills Review</td>
<td>Varies – self-paced</td>
<td>None</td>
<td>$100 **</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$0/F-$100</td>
</tr>
<tr>
<td>ADS 788</td>
<td>NEDP®: Portfolio Assessment</td>
<td>Varies – self-paced</td>
<td>None</td>
<td>$125 **</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$0/F-$125</td>
</tr>
<tr>
<td>Course Series Totals:</td>
<td></td>
<td>Varies – self-paced</td>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>

Costs
T=Tuition/F=Fees

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Course Objectives and Outcomes:
As they progress through the skill levels, participants will demonstrate their educational skills in reading, writing, mathematics, oral communication, problem-solving, critical thinking, and communication technology with 100% mastery of 70 competencies. The goal of this program is for the participant to develop successfully a portfolio that demonstrates they have the necessary skills to be awarded their high school diploma and can transition to post-secondary education and/or workforce training.

Program Contact Information:
NEDP ® Office: 443-840-1284
Automated Facilities & Logistics Technician
Technology, Engineering, & Mathematics Pathway

Program Description:
Students learn about complex automated manufacturing and distribution systems used in modern facilities, how these facilities fit into the larger supply chain field, the role of the consumer in supply chain management; equipment used in automated systems, and good work habits and related ethical concepts in manufacturing and distribution environments. Topics include understanding the technological changes in automated facilities, the role of the automated facility technician, troubleshooting and maintenance of complex electromechanical systems, OSHA standards for safety, timeliness, attitude, communication with supervisors and co-workers, work relationships, stress and emotions, and handling ethical dilemmas.

Program Outcomes – Successful Completion:
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 have the opportunity to demonstrate proficiency by testing for three nationally recognized certifications. Course costs include fees for MSSC tests to be taken one time.
- OSHA 10-Hour General Industry - Occupational Safety & Health Administration
- Certified Logistics Associate - Manufacturing Skill Standards Council
- Certified Production Technician - Manufacturing Skill Standards Council

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page: Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Length of Training:
12 months

Orientation Session – Mandatory:
Mandatory orientation attendance required.

Requirements:
Minimum age of 18; High School Diploma or GED; students must pass basic mathematics and reading assessment

Application Process:
Provisional Entry – Prospective students must attend an orientation session and pass a basic math assessment test and basic reading assessment test.

Prior Learning Assessment:
This program has potential options for waiving select courses based on: previous coursework or articulated coursework from an approved curriculum, successful completion of a CCBC placement or challenge exam, and demonstrated portfolio and/or prior occupational learning. A maximum of 67 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>VOA 574</td>
<td>Automated Facilities Technician- Part 1</td>
<td>80</td>
<td>Book provided in class; cost is built into tuition</td>
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<td></td>
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<td></td>
<td>T-$550/F-$572</td>
</tr>
<tr>
<td>VOA 569</td>
<td>Automated Facilities Technician- Part 2</td>
<td>90</td>
<td>Book provided in class; cost is built into tuition</td>
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<td>T-$550/F-$572</td>
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<td>VOA 751</td>
<td>Automated Facilities Technician- Part 3</td>
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<td>Book provided in class; cost is built into tuition</td>
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<tr>
<td>VOA 571</td>
<td>Automated Facilities Technician- Part 4</td>
<td>90</td>
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<td>$1122</td>
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<td>VOA 572</td>
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<td>T-$550/F-$572</td>
</tr>
<tr>
<td>VOA 573</td>
<td>Automated Facilities Technician- Part 6</td>
<td>90</td>
<td>Book provided in class; cost is built into tuition</td>
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<td>T-$550/F-$572</td>
</tr>
<tr>
<td>VOA 575</td>
<td>Automated Facilities Technician- Part 7</td>
<td>80</td>
<td>Book provided in class; cost is built into tuition</td>
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<td><strong>Course Series Totals:</strong></td>
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<td><strong>$0</strong></td>
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<td></td>
<td>T-$3850/F-$4004</td>
</tr>
</tbody>
</table>

**Skills for Success:**
Detailed-oriented, dependability, self-control, ability to follow safety rules, ability to follow directions, cooperation, integrity, persistence, manual dexterity, mechanical aptitude, and mathematical aptitude.

**Career Opportunities:**
Students can find careers in automated warehouses, distribution centers, manufacturing facilities. Job titles can include automated technician, electrical technician, and industrial maintenance technician.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

**Program Contact Information:**
Program Coordinator: Nancy Kukay | nkukay@ccbcmd.edu | 443-840-4171 | Catonsville BESS 100K
Administrative Assistant: Denise Bellamy | dbellamy@ccbcmd.edu | 443-840-4712 | Catonsville BESS 100
Automotive Safety Inspector (Maryland)

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

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.

Program Outcomes - Successful Completion:
CCBC Credential: Students will have access to a Continuing Education academic record (transcript).
Certifying Organization: Maryland State Police Automotive Safety Enforcement Division; Maryland State Police
Students will be prepared to apply to take the state exam to become a Maryland Safety Inspector.

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

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 Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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>ARP 294</td>
<td>Preparation for MD State Safety Inspection Test</td>
<td>6</td>
<td>Textbook provided in class.</td>
<td>$249</td>
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<td>T-$75/F-$174</td>
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<td>ARP 732</td>
<td>Maryland State Inspection Hands-On Test Preparation</td>
<td>16</td>
<td>Textbook provided in class.</td>
<td>$399</td>
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<td>T-$120/F-$284</td>
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<td><strong>Course Series Totals:</strong></td>
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<td><strong>22</strong></td>
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<td>T-$195/F-$458</td>
</tr>
</tbody>
</table>

FY21 CCBC School of Continuing Education Resource Guide – Final 1.1120. Information on this page is subject to change. To register or get additional information, go to any CCBC campus or extension center, call 443-840-4700, or visit CCBC Continuing Education.
Career Opportunities:
Automotive technicians can get multiple certifications and become master technicians or world-class technicians. Technicians can also become supervisors, owners, inspectors and instructors.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:
Program Coordinator: Nancy Kukay | nkukay@ccbc.edu | 443-840-4171 | Catonsville BESS 100K
Administrative Assistant: Ollie Wright | owright@ccbc.edu | 443-840-4476 | Catonsville BESS 100
Certified Apartment Maintenance Technician (CAMT)

Program Description:
Prepare for an entry-level position in the apartment and related facilities maintenance industry. In this series of courses, students learn about the apartment business, electrical, appliance maintenance and repair, HVAC, plumbing, and maintenance and repair of the interior and exterior of apartment properties. These skills are used in a wide variety of apartment, building and facilities maintenance and repair careers. CAMT includes 100 hours of training, leading to an Apartment Maintenance Technician Continuing Education Workforce Development Certificate. Graduates 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 fieldwork. U.S. Environmental Protection Agency (EPA) 608 Type I testing is also included.

Program Outcomes - Successful Completion:
CCBC Credential: Students will receive a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript). Graduates 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 fieldwork. Students who pass the EPA 608 Type I test will receive certification from the EPA.

Certifying Organization: National Apartment Association Education Institute (NAAEI); NAAHQ - NAAEI Credentials; NAAEI's curriculum is accredited by the American National Standards Institute (ANSI). For EPA 608 Type I certification: U.S. Environmental Protection Agency

Financial Aid and Payment Options:
Aid Available from CCBC: A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
4 weeks of intensive daytime training (M-F) or 9 weeks of part-time evening/weekend training
Start dates vary. Courses are offered at CCBC Randallstown and CCBC Dundalk.

Mandatory Orientation:
Prospective students are required to attend an orientation session. Contact the coordinator for information.

Program Requirements:
GED/High School diploma; minimum age of 18. These courses have some online curriculum content, so students should have basic computer and keyboard skills. There will be time in class on a provided computer for the online activities.

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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 556</td>
<td>Certified Apartment Maintenance Technician with HVAC</td>
<td>100</td>
<td>Textbook provided in class.</td>
<td>$1499 T-$450/F-$1049</td>
</tr>
</tbody>
</table>

Course Series Totals: 100 0 $0 $1499 T-$450/F-$1049

Career Opportunities:
Maintenance technicians can take further classes and specialize in fields such as electrical, plumbing, HVAC, and boiler operation. With experience, technicians can become lead technicians or supervisors. They can also transition into related fields such as equipment sales representatives, property managers and leasing agents.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:
Coordinator: David Frey | dfrey@ccbcmd.edu | 443-840-2793 | Randallstown Room 190
Administrative Assistant: Ollie Wright | owright@ccbcmd.edu | 443-840-4476 | Catonsville BESS 100
Certified Production Technician
Technology, Engineering, & Mathematics Pathway

Program Description:
This course is designed to enable the student to build introductory skills in manufacturing and learn to facilitate safe work practices in industrial environments. They will learn how manufacturing transforms materials into products, understand tools and equipment used in a manufacturing facility, learn how to improve productivity through predictive and preventative maintenance, and learn quality systems and measurements.

Program Outcomes – Successful Completion:
CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript). Successful completers will have the opportunity to demonstrate proficiency through four certifications from the Manufacturing Skills Standards Council - Safety and Manufacturing Processes, Maintenance Awareness, Quality Practices and Measurement.

Certifying Organization: Manufacturing Skill Standards Council; course costs include fees for MSSC tests to be taken one time.

Financial Aid and Payment Options:
Aid Available from CCBC: A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Length of Training:
4 weeks

Program Requirements:
High School Diploma or GED required.
Industry work experience and or technical skills preferred.

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

Program Delivery:
This program is offered in an online format.

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>
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<td>VOA 768</td>
<td>Certified Production Technician - Part 1</td>
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<td>Course materials included in the cost</td>
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<td>T=$798/F=$741</td>
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<tr>
<td>VOA 768</td>
<td>Certified Production Technician - Part 2</td>
<td>70</td>
<td>Course materials included in the cost</td>
<td>$1539</td>
</tr>
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<td><strong>Course Series Totals:</strong></td>
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<td></td>
<td></td>
<td></td>
<td><strong>T=$1596/F=$741</strong></td>
</tr>
</tbody>
</table>
**Skills for Success:**
Detailed-oriented, dependability, self-control, ability to follow safety rules, ability to follow directions, cooperation, integrity, persistence, manual dexterity, mechanical aptitude, electrical and mechanical aptitude, mathematical aptitude, ability to stand for long periods of time, and ability to lift 35 pounds.

**Career Opportunities:**
Industrial maintenance; electrical technician

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

**Program Contact Information:**
Program Coordinator: Nancy Kukay | nkukay@ccbcmd.edu | 443-840-4171 | Catonsville BESS 100K
Administrative Assistant: Denise Bellamy | dbellamy@ccbcmd.edu | 443-840-4712 | Catonsville BESS 100
Building and Industrial Training

CNC Machine Tool

Program Description:
Students in the CNC Machine Tool Short-Term Training program learn both manual and computer numerical control (CNC) machine tool technology with extensive hands-on and computer-based training at the CCBC Catonsville machine laboratory. The course series starts with essential workplace literacy skills in computers, plus work habits and work ethics. Foundational topics of safety, blueprint reading, and trade math follow. Extensive hands-on machining training at the CCBC Catonsville machine shop includes both manual and CNC technology with Advanced CNC Machining Center Set-Up, Programming, and Operator as the capstone module. The series includes modules in quality and resume/interview skills.

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

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)
Course costs include fees for NIMS test to be taken one time.

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
6 months
Courses are offered at CCBC Catonsville starting in early September and late January/early February.

Program Requirements:
Students under the age of 18 at the start of classes may be required to submit parental authorization. Students must pass a basic mathematics and reading assessment.

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 basic reading assessment test.

To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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 are required to attend an orientation session. Please call 443-840-47171 for additional information. 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>
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<tbody>
<tr>
<td>VOA 940</td>
<td>Machine Tool Short Term Training Part A</td>
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<td>Book provided in class; cost is built into tuition</td>
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<td>VOA 941</td>
<td>Machine Tool Short Term Training Part B</td>
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<td>Book provided in class; cost is built into tuition</td>
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<td>VOA 942</td>
<td>Machine Tool Short Term Training Part C</td>
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<td>VOA 943</td>
<td>Machine Tool Short Term Training Part D</td>
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<td>Book provided in class; cost is built into tuition</td>
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<tr>
<td>VOA 944</td>
<td>Machine Tool Short Term Training Part E</td>
<td>93</td>
<td>Book provided in class; cost is built into tuition</td>
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<td>T-$270/F-$630</td>
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<tr>
<td>VOA 945</td>
<td>Machine Tool Short Term Training Part F</td>
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<td>Book provided in class; cost is built into tuition</td>
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<tr>
<td>VOA 946</td>
<td>Machine Tool Short Term Training Part G</td>
<td>91</td>
<td>Book provided in class; cost is built into tuition</td>
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<tr>
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<td>T-$2252/F-$5247</td>
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</tbody>
</table>

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

Skills for Success:
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.

Career Opportunities:
Train to 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. 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. 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.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:
Program Coordinator: Nancy Kukay | nkukay@ccbcmd.edu | 443-840-4171 | Catonsville BESS 100K
Administrative Assistant: Denise Bellamy | dbellamy@ccbcmd.edu | 443-840-4712 | Catonsville BESS 100
Computer Aided Design (CAD)

Program Description:
This course series prepares students for a career as an entry-level or assistant CAD designer/drafter in fields such as architecture, electronics, construction, and civil engineering. CCBC Catonsville is an Autodesk Authorized Training Center and a Bentley Systems, Inc. educational partner.

Program Outcomes - Successful Completion:
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:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
77 hours - number of weeks and start dates vary.
Courses offered at CCBC Catonsville.

Program Requirements:
Minimum age of 16 with parental permission.
Recommended - Previous design or CAD experience is helpful, but not necessary.

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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 total of 56 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 (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEC 005</td>
<td>Basic AutoCAD</td>
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<td>Course materials provided and included in the course cost.</td>
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<td>TEC 400</td>
<td>Introduction to MicroStation Graphics</td>
<td>21</td>
<td>Course materials provided and included in the course cost.</td>
<td>$689</td>
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<tr>
<td>TEC 504</td>
<td>Autodesk Revit Level I</td>
<td>35</td>
<td>Course materials provided and included in the course cost.</td>
<td>$859</td>
</tr>
<tr>
<td>Course Series Totals:</td>
<td></td>
<td>77</td>
<td>$0</td>
<td>$2237</td>
</tr>
</tbody>
</table>

Costs:
T=Tuition/F=Fees

Course Substitutions:
VOA 559 - Introduction to CADD may be substituted for TEC 005 - Basic Auto CAD
VOA 560 - CAD Applications - MicroStation may be substituted for TEC 400 - Introduction to MicroStation Graphics VOA 561 - CAD Building Information Modeling - Revit may be substituted for TEC 504 - Autodesk Revit Level I

Additional Offerings:
VOA 563 - Computer-Aided Civil Applications
VOA 564 - Inventor
VOA 591 - Revit Basics
VOA 592 - Revit Templates
VOA 562 - Solid Modeling

Skills for Success:
Self-motivated; punctual and prompt; ability to work alone; ability to follow directions.

Career Opportunities:
Enter-level or assistant CAD designer/drafter positions in fields such as architecture, electronics, construction, and civil engineering.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:
Coordinator: Steve Ricketts | sricketts@ccbcmd.edu | 443-840-4442 | Catonsville BESS 100 L
Administrative Assistant: Denise Bellamy | dbellamy@ccbcmd.edu | 443-840-4712 | Catonsville BESS 100
Construction Pre-Apprenticeship Core Curriculum & Specialties Training

Program Description: Prepare for an apprenticeship or other entry-level positions in construction and related fields.

Core: Students learn safety, construction math, blueprint reading, tool usage and other trade skills used in a wide variety of construction jobs.

Specialties: Students will be prepared to enter a carpentry, electrical or plumbing apprenticeship program depending on which specialty classes they complete.

Program Outcomes - Successful Completion:

CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and 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 Training Certificate and the following industry certifications: First Aid/CPR; OSHA 10 for Construction; and National Center for Construction Education and Research (NCCER)

Specialty: Upon successful completion of the classes, students will receive a Level 1 certificate in Carpentry, Electrical or Plumbing from the National Center for Construction Education and Research (NCCER).

Certifying Organization: National Center for Construction Education and Research (NCCER)

Financial Aid and Payment Options:

Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
Core Courses - 6 weeks of intensive daytime training or 10 weeks of part-time evening/weekend training; start dates vary at CCBC Randallstown

Carpentry Specialty - 6 weeks of intensive daytime training or 10 weeks of part-time evening/weekend training

Electrical Specialty - 5 weeks of intensive daytime training or 9 weeks of part-time evening/weekend training

Plumbing Specialty - 5 weeks of intensive daytime training or 9 weeks of part-time evening/weekend training

Program Requirements:
High School Diploma or GED; minimum age of 18; basic math skills

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

Core Course Series *(must be completed prior to enrolling in specialty 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 T=Tuition/F=Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>CON 315</td>
<td>Construction Safety</td>
<td>15</td>
<td>Texts will be provided in class.</td>
<td>$249 T-$75/F-$174</td>
</tr>
<tr>
<td>APP 680</td>
<td>First Aid/ CPR/ AED</td>
<td>8</td>
<td>Texts will be provided in class.</td>
<td>$199 T-$60/F-$139</td>
</tr>
<tr>
<td>CON 316</td>
<td>Construction Skills I</td>
<td>63</td>
<td>Texts will be provided in class.</td>
<td>$1099 T-$330/F-$769</td>
</tr>
<tr>
<td>CON 317</td>
<td>Construction Skills II</td>
<td>64</td>
<td>Texts will be provided in class.</td>
<td>$1099 T-$330/F-$769</td>
</tr>
</tbody>
</table>

**Course Series Totals:**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs T=Tuition/F=Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>150</td>
<td>$0</td>
<td>$2646 T-$795/F-$1851</td>
</tr>
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</table>

Carpentry Specialty Course Series:

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<thead>
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<th>Course Number</th>
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</thead>
<tbody>
<tr>
<td>APP 681</td>
<td>Carpentry NCCER Level 1A</td>
<td>65</td>
<td>Texts will be provided in class.</td>
<td>$1099 T-$330/F-$769</td>
</tr>
<tr>
<td>APP 682</td>
<td>Carpentry NCCER Level 1B</td>
<td>88</td>
<td>Texts will be provided in class.</td>
<td>$1399 T-$420/F-$979</td>
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**Course Series Totals:**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs T=Tuition/F=Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>153</td>
<td>$0</td>
<td>$2498 T-$750/F-$1748</td>
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Core & Carpentry Course Series Totals:

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<th>Textbook Information</th>
<th>Costs T=Tuition/F=Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>303</td>
<td>$0</td>
<td>$5144 T-$1545/F-$3599</td>
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Electrical Specialty Course Series:

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<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
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</thead>
<tbody>
<tr>
<td>VOA 660</td>
<td>Electrical NCCER Level 1A</td>
<td>57</td>
<td>Texts will be provided in class.</td>
<td>$1099 T-$330/F-$769</td>
</tr>
<tr>
<td>VOA 661</td>
<td>Electrical NCCER Level 1B</td>
<td>57</td>
<td>Texts will be provided in class.</td>
<td>$999 T-$300/F-$699</td>
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**Course Series Totals:**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs T=Tuition/F=Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>114</td>
<td>$0</td>
<td>$2098 F-$630/F-$1468</td>
</tr>
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</table>

Core & Electrical Course Series Totals:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs T=Tuition/F=Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>264</td>
<td>$0</td>
<td>$4744 T-$1425/F-$3319</td>
</tr>
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</table>

Plumbing Specialty 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>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>APP 683</td>
<td>Plumbing NCCER Level 1A</td>
<td>63</td>
<td>Texts will be provided in class.</td>
<td>$1099</td>
<td>T-$330/F-$7690</td>
</tr>
<tr>
<td>APP 684</td>
<td>Plumbing NCCER Level 1B</td>
<td>60</td>
<td>Texts will be provided in class.</td>
<td>$999</td>
<td>T-$300/F-$699</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td></td>
<td></td>
<td>$2098</td>
<td>T-$630/F-$1468</td>
</tr>
<tr>
<td><strong>Core &amp; Plumbing Course Series Totals:</strong></td>
<td></td>
<td></td>
<td></td>
<td>$4744</td>
<td>T-$1425/F-$3319</td>
</tr>
</tbody>
</table>

**Career Opportunities:**

*Core* - Graduates of the Construction Pre-Apprenticeship series will be prepared to enter apprenticeship programs, or other entry-level jobs, in a variety of construction fields.

*Specialty* - Graduates of a specialty series will be prepared to enter an apprenticeship program or other construction jobs. Apprenticeship programs take 4 to 5 years. Apprentices work in their chosen field under the supervision of an experienced (journey-level) worker. Wages typically start at $10-$15/hour plus benefits, and wages increase as they progress through the apprenticeship program. Apprentices also take classes, which are often paid for by their employer or union. Apprentices earn credits towards a General or Applied Science degree at CCBC called Construction Craft Professional. They also receive a credential from the Department of Labor, Licensing and Regulation (DLLR) upon completion of their apprenticeship program.

Journey-level workers may earn $20-$30/hour or more, plus benefits. They may also become managers, business owners, inspectors or instructors for their construction trade.

**Career Coach:**

Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

**Program Contact Information:**

Coordinator:  David Frey | dfrey@ccbcmd.edu | 443-840-2793 | Randallstown Room 190
Administrative Assistant: Denise Bellamy | dbellamy@ccbcmd.edu | 443-840-4712 | Catonsville BESS 100
Fab Lab Technology (Design and Make)

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.

Program Outcomes - Successful Completion:
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:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmrd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
9 weeks in length - number of weeks vary for courses taken individually due to scheduling; course schedules vary each semester. Courses are offered at CCBC Catonsville.

Program Requirements:
Minimum age of 16 with parental permission
Recommended - Previous design or CAD experience is helpful, but not necessary.
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 Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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:
When taking classes individually, students must take the Fab Lab Introduction class first. Other classes can be taken in any order.

Design and Make Combined 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>TEC 009</td>
<td>Design and Make Technology - Basic Combined Series</td>
<td>27</td>
<td>No textbook, but may need to purchase materials</td>
<td>$649 T-$195/F-$454</td>
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Individual Course Offerings:
<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>VOD 525</td>
<td>Fab Lab Introduction</td>
<td>2</td>
<td>None</td>
<td>$99</td>
</tr>
<tr>
<td>VOA 061</td>
<td>3D Printing with Solidworks</td>
<td>4</td>
<td>No textbook, but may need to purchase materials</td>
<td>$129</td>
</tr>
<tr>
<td>VOB 042</td>
<td>Fab Lab 3D Printer Applications Introduction</td>
<td>6</td>
<td>No textbook, but may need to purchase materials</td>
<td>$159</td>
</tr>
<tr>
<td>VOB 044</td>
<td>Fab Lab CNC Router Applications Introduction</td>
<td>6</td>
<td>No textbook, but may need to purchase materials</td>
<td>$159</td>
</tr>
<tr>
<td>VOA 773</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>$159</td>
</tr>
<tr>
<td>VOB 045</td>
<td>Fab Lab Laser Cutter Applications Introduction</td>
<td>6</td>
<td>No textbook, but may need to purchase materials</td>
<td>$159</td>
</tr>
<tr>
<td><strong>Total for All Individual Course Offerings</strong></td>
<td><strong>30</strong></td>
<td><strong>$0</strong></td>
<td><strong>$864</strong></td>
<td><strong>T-$231/F-$633</strong></td>
</tr>
</tbody>
</table>

**Course Substitutions:**
PCA 816 - 3D Printing with Fusion 360 may be substituted for VOA 061 - 3D Printing with Solidworks. TEC 009 - Design and Technology-Basic Combined Series also meets the requirements for the FAB Lab Technology Course Series.

**Additional Offerings:**
VOB 064 - Fab Lab CNC Plasma Cutter Applications Introduction  
VOA 547 - Fab Lab Intro to AutoCAD  
PCA 816 - 3D Printing with Fusion 360  
VOD 529 - Introduction to 3D Scanning  
TEC 010 - Design and Fabrication for Smart Manufacturing, Advanced Series

Use of Fab Lab equipment and resources: After completing the Fab Lab Introduction course, included in the Design and Make Technology - Basic Combined Series, 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 Fab Lab Baltimore.

**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.

**Skills for Success:**
Students should be innovative, artistic, or have an entrepreneur flair.

**Career Opportunities:**
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 help students further their experience as an artist, innovator, drafter, or entrepreneur.
Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:
For Program Information:
Coordinator: Steve Ricketts | sricketts@cbccmd.edu | 443-840-4442 | Catonsville BESS
Administrative Assistant: Denise Bellamy | dbellamy@cbccmd.edu | 443-840-4712 | Catonsville BESS 100

For Equipment-Specific and Laboratory Membership Use Questions:
Fab Lab Manager: Hayley Evans | fablabbaltimore@gmail.com | 443-840-4811 | Catonsville
Facility Management Professional

Program Description:
The Community College of Baltimore County (CCBC) has partnered with the Chesapeake Chapter of the International Facility Management Association (IFMA) to offer courses leading to the Facility Management Professional™ (FMP) credential. To earn the credential, all four courses must be completed successfully.

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

External Credential: Upon successful completion of the classes and online tests, students will achieve a Facility Management Professional™ Continuing Education Workforce Training Certificate and a Facility Management Professional™ certification from the International Facility Management Association (IMFA).

Certifying Organization: International Facility Management Association (IMFA) - Chesapeake

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
This program is made up of four separate classes of 16 hours each. One class is scheduled per month for four months, and most classes are scheduled during the day on Friday and Saturday. Courses do not have to be taken in a particular order. Courses are offered at CCBC Catonsville.

Program Requirements:
Required: High School Diploma or GED; minimum age of 18
Recommended: Prior experience as a facility manager

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program info 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 (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOA 976</td>
<td>Operations and Maintenance for FMP</td>
<td>16</td>
<td>Texts provided in class.</td>
<td>$799</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$275/F-$524</td>
</tr>
<tr>
<td>VOA 977</td>
<td>Project Management for FMP</td>
<td>16</td>
<td>Texts provided in class.</td>
<td>$799</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$275/F-$524</td>
</tr>
<tr>
<td>VOA 978</td>
<td>Finance and Business Essentials for FMP</td>
<td>16</td>
<td>Texts provided in class.</td>
<td>$799</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$275/F-$524</td>
</tr>
<tr>
<td>VOA 979</td>
<td>Leadership and Strategy Essentials for FMP</td>
<td>16</td>
<td>Texts provided in class.</td>
<td>$799</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td>Course Series Totals:</td>
<td>64</td>
<td>$0</td>
<td>$3196</td>
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</tr>
</tbody>
</table>
Career Opportunities:
The Facility Management Professional™ (FMP™) program is best suited for people who are already working in facilities management and want to advance their careers. A college degree increases employability.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:
Coordinator: Nancy Kukay | nkukay@ccbcmd.edu | 443-840-4171 | Catonsville BESS 100K
Administrative Assistant: Ollie Wright | owright@ccbcmd.edu | 443-840-4476 | Catonsville BESS 100
HVAC/Refrigeration Technician

Program Description:
HVAC/Refrigeration Technicians install and/or repair heating, central air conditioning or refrigeration systems, including oil and gas furnaces and boilers. Only certified technicians are permitted to perform refrigerant recovery in order to comply with U.S. Environmental Protection Agency (EPA) standards and requirements.

Program Outcomes - Successful Completion:
CCBC Credential: Students will receive a CCBC Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).
External Credential: Students who pass the EPA test will receive certification from the U.S. Environmental Protection Agency.
Certifying Organization: U.S. Environmental Protection Agency; (EPA class only)

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
9 months - courses are offered at CCBC Catonsville and CCBC 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 Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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>
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</thead>
<tbody>
<tr>
<td>VOA 969</td>
<td>HVAC Safety, Tools &amp; Methods</td>
<td>42</td>
<td>Fundamentals of HVACR, 3rd edition with access code, by Stanfield &amp; Skaves; $220 at CCBC bookstores</td>
<td>$529</td>
</tr>
<tr>
<td>VOA 975</td>
<td>Fundamentals of Refrigeration</td>
<td>49</td>
<td>Fundamentals of HVACR, 3rd edition with access code, by Stanfield &amp; Skaves; $220 at CCBC bookstores</td>
<td>$529</td>
</tr>
<tr>
<td>VOA 985</td>
<td>Heating Systems</td>
<td>52</td>
<td>Fundamentals of HVACR, 3rd edition with access code, by Stanfield &amp; Skaves; $215 at CCBC bookstores</td>
<td>$529</td>
</tr>
<tr>
<td>VOA 970</td>
<td>Basic HVAC Electricity</td>
<td>56</td>
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<td>$689</td>
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</tbody>
</table>

FY21 CCBC School of Continuing Education Resource Guide – Final 1.1120. Information on this page is subject to change. To register or get additional information, go to any CCBC campus or extension center, call 443-840-4700, or visit CCBC Continuing Education.
<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>VOC 953</td>
<td>Comfort Cooling Systems</td>
<td>55</td>
<td>Fundamentals of HVACR, 3rd edition with access code, by Stanfield &amp; Skaves; $220 at CCBC bookstores</td>
<td>$529 T-$159/F-$370</td>
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<tr>
<td>VOC 044 &amp; VOC 991 (Test)</td>
<td>Refrigerant Recovery Certification &amp; Test</td>
<td>12.5</td>
<td>No materials needed.</td>
<td>$185 T-$56/$129 S $50 T-$50/F-$70</td>
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<td><strong>$220</strong></td>
<td><strong>$3040 T-$899/F-$2141</strong></td>
</tr>
</tbody>
</table>

**Additional Offerings:**
In addition to the Basic HVAC Certificate, students can pursue an Advanced Certificate and/or Alternative Energy Certificate. These certificates are offered as non-credit or credit courses.

**Career Opportunities:**
Enter Level HVAC Helper/Apprentice. 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. Some companies prefer or require a degree for more senior positions. Criminal background checks and random drug testing are required for employment.

**Skills for Success:**
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.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

**Program Contact Information:**
Program Coordinator: Dave Frey | dfrey@ccbcmd.edu | 443-840-2793 | Randallstown Room 190
Administrative Assistant: Ollie Wright | owright@ccbcmd.edu | 443-840-4476 | Catonsville BESS 100
Mechatronics
Technology, Engineering, & Mathematics Pathway

Program Description:
The Mechatronics program provides an intensive overview of skills necessary for the mechatronics industry. You will learn math, inspection, safety, quality, electrical systems, automation, mechanical systems, fluid systems, rigging, and welding in Mechatronics.

Program Outcomes – Successful Completion:
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:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
Approximately 180 hours/six months to complete.

Program Requirements:
- PC - Windows XP or later / Mac: OS X Snow Leopard 10.6 or later (Mac users may experience some issues with Adobe Flash)
- Browser - The latest version of Google Chrome or Mozilla Firefox are preferred; Microsoft Edge and Safari are also compatible
- Adobe Flash Player and 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 Apply to CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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>VOA578</td>
<td>Mechatronics- Part 2</td>
<td>90</td>
<td>Same as VOA577</td>
<td>$998</td>
</tr>
<tr>
<td>Course Series Totals:</td>
<td></td>
<td>180</td>
<td>$0</td>
<td>$1996</td>
</tr>
</tbody>
</table>

T=Tuition/F=Fees

$998 T-$300/F-$698

$998 T-$300/F-$698

$1996 T-$600/F-$11396
**Skills for Success:**
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 Opportunities:**
Mechatronics Engineer, Mechatronics Technician, Automation Engineer, Automation Specialist, or Controls Engineer

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

**Contact Information:**
Program Coordinator: Nancy Kukay | nkukay@ccbcmd.edu | 443-840-4171 | Catonsville BESS 100K
Administrative Assistant: Ollie Wright | owright@ccbcmd.edu | 443-840-4476 | Catonsville BESS 100
Registered Apprenticeships

Program Description:
This program list focuses on apprenticeships in building and construction trades. There are also non-traditional apprenticeships in industry sectors, such as manufacturing and health care that are associated with other program lists. Each apprenticeship program varies in its course sequence, number of years, and number of training hours/year required for completion. Apprenticeship opportunities involve paid employment and structured education that will lead to higher salary, greater skill, and the possibility of earning a degree. Apprentices are selected by the apprenticeship sponsors. 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; many programs will dispatch apprentices to a participating employer once they are selected for admission.

Program Outcomes – Successful Completion:
CCBC Credential: Students will earn a CCBC Workforce Training Certificate and have access to a Continuing Education academic record (transcript).

External Credential: Students will receive a journey 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 Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program information and any additional requirements necessary to apply for the program.

Below 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 (ABC)
Contact: Michelle Butt or Chris Hadfield, 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
Contact: Neil Wilford, Jr., 410-247-3313
- 5-year program; 180 hours/year in Years 1 & 2; 200 hours/year for Years 3-5; 960 hours total

Heat & Frost Insulators and Allied Workers, Local 24
Contact: James Hoos, 301-498-9162
- 4-year academic program with fifth year of hands-on programming; 152 hours in Year 1; 280 hours in Year 2; 132 hour in Year 3; 180 hours in Year 4; 744 hours total
Independent Electrical Contractors - Chesapeake
Contact: Ed Hersl, 800-470-3013 or 301-621-9545
▪ 4-year program; 165 hours/year of related instruction

Iron Workers Local Union 568
Contact: Gary Armstrong, 301-599-0940
▪ 4-year program; 208 hours in Year 1; 205 hours in Year 2; 204 hours in Years 3-4; 821 hours total

Machinists (Various employers)
Community College of Baltimore County
Contact: Bill Werneke, 443-840-4401
▪ 3-year program; 135-180 hours/year of related instruction

Maryland Plumbing, Heating & Cooling Contractors
Contact: Diane Kastner, 410-461-5977
▪ 4-year program; 165 hours/year of related instruction

Mid-Atlantic Carpenters Training Centers Local Union #101
Contact: Robert Eaton, 410-737-9670
▪ Carpenters 4-year program; 160 hours/year of related instruction
▪ Millwright 5-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
Contact: Charlie McGee, 443-242-6280
▪ 3-year program; 268 hours/year of related instruction

Plumbers & Steamfitters Local Union #486
Contact: Al Clinedinst, 410-866-5313
▪ 5-year program; average of 250 per year; 1257 hours total

Sheet Metal Workers Local Union #100
Contact: Daniel Finn or Ed Whalen, 410-732-1849
▪ 5-year program; 46 hours in Year 1; 162 hours in Year 2; 192 hours in Years 3-5 of related instruction

Career Opportunities:
Journey-level tradespeople have the opportunity to work all over the country or the world. They can also become supervisors, owners, inspectors and instructors.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:
Coordinator: Candice Edwards | cedwards8@cbccmd.edu | 443-840-4422 | Catonsville BESS 100K
Administrative Assistant: Jackie Gibson | jgibson2@cbccmd.edu | 443-840-4561 | Catonsville BESS 100
Robotics Technician  
Technology, Engineering, & Mathematics 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 immediately after a process. 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 the exact cause.

This Robotics Technician course 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.

Program Outcomes – Successful Completion:
CCBC Credential: Students will receive a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition  
Division of Rehabilitation Services  
Local Office of Workforce Development

Program Length:
Approximately 6 months

Program Requirements:
- PC - Windows XP or later / Mac: OS X Snow Leopard 10.6 or later (Mac users may experience some issues with Adobe Flash)
- Browser - The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible
- Adobe Flash Player and 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 Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program info 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>VOA 579</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>
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<td></td>
<td>T-$255/F-$593</td>
</tr>
<tr>
<td>VOA 580</td>
<td>Robotics Technician - Part 2</td>
<td>77.5</td>
<td>Same as VOA 580</td>
<td>$848</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$255/F-$593</td>
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<tr>
<td>Course Series Totals:</td>
<td></td>
<td>155</td>
<td>$0</td>
<td>$1,696</td>
</tr>
</tbody>
</table>
Skills for Success:
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 Opportunities:
Robotics technician, automation technician, electrical and Instrumentation (E and I) technician, electronics technician, instrument specialist, or instrumentation technician.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Contact Information:
Program Coordinator: Nancy Kukay | nkukay@ccbcmd.edu | 443-840-4171 | Catonsville BESS 100K
Administrative Assistant: Denise Bellamy | dbellamy@ccbcmd.edu | 443-840-4712 | Catonsville BESS 100
Welding

Program Description:
CCBC, in partnership with Earlbeck Gases and Technologies, offers a series of welding courses that will take you from beginning skills and techniques in Fundamentals of Welding through additional courses that cover intermediate and advanced Gas Metal Arc (MIG), Shielded Metal Arc (Stick), and Gas Tungsten Arc (TIG) welding processes. If you have basic welding experience, you can take intermediate and/or advanced classes. Classes are held at Earlbeck, which is fully equipped to offer hands-on training and instruction.

Program Outcomes – Successful Completion:
CCBC Credential: Students will receive a Continuing Education course completion certificate for each class and have access to a Continuing Education academic record (transcript).

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

Certifying Organization: American Welding Society (AWS)
American Society of Mechanical Engineers (ASME)

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
Enter Level - 5 weeks (days); 13 - 15 weeks (evenings)
Advanced Level - 8 weeks (days); 21 - 23 weeks (evenings)
Courses are offered at Earlbeck Gases and Technologies. Earlbeck training is provided in both daytime and evening formats throughout the year.

Program Requirements:
Minimum age of 18

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 Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program information and any additional requirements necessary to apply for the program.

Program Course Sequence:
Begin with Fundamentals of Welding then go on to specialize in one of the three processes (MIG, Shielded Metal Arc/Stick or TIG) with intermediate and advanced level training.
<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 926</td>
<td>Fundamentals of Welding</td>
<td>36</td>
<td>Book provided - cost included in tuition</td>
<td>$1700</td>
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<tr>
<td>VOA 930</td>
<td>Intermediate MIG Welding</td>
<td>42</td>
<td>Book provided - cost included in tuition</td>
<td>$2450</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$368/F-$2082</td>
</tr>
<tr>
<td>VOA 932</td>
<td>Intermediate Shielded Metal Arc Welding</td>
<td>54</td>
<td>Book provided - cost included in tuition</td>
<td>$2450</td>
</tr>
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<td></td>
<td>T-$368/F-$208</td>
</tr>
<tr>
<td>VOA 928</td>
<td>Intermediate TIG Welding</td>
<td>48</td>
<td>Book provided - cost included in tuition</td>
<td>$2450</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$368/F-$208</td>
</tr>
<tr>
<td>VOA 581</td>
<td>Advanced Welding (MIG, Stick, or TIG)</td>
<td>48</td>
<td>Book provided - cost included in tuition</td>
<td>$2500</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$3756/F-$2125</td>
</tr>
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</table>

** Total hours and prices vary dependent on the sequence selected.

Additional Offerings:
APP 285 - Welding Basics
APP 284 - Symbols for Welding
VOA 551 - Visual Weld Inspection

The following are combined courses (Fundamentals of Welding plus Intermediate Welding):
VOA 167 - Career Welding-MIG
VOA166 - Career Welding-Stick
VOA168 - Career Welding-TIG

Skills for Success:
Detailed-oriented, dependable, 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 the ability to lift 35 pounds.

Career Opportunities:
Welders who obtain multiple certifications can expect to earn highly competitive wages in a variety of industries including automotive, rail, shipbuilding, aerospace, heavy construction, and manufacturing. Experienced welders who carry a number of American Welding Society (AWS) certifications and work in heavy industrial construction work on bridges, ships or railroads can often earn wages double or triple these numbers.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:
Coordinator  Steve Ricketts | sricketts@ccbcmd.edu | 443-840-4442 | Catonsville BESS 100L
Administrative Assistant: Ollie Wright | owright@ccbcmd.edu | 443-840-4476 | Catonsville BESS 100
Administrative Professional
Business, Law & Education Pathway

Program Description:
Administrative assistants have a wide range of front-line responsibilities in an organization. Learn the key skills and gain proficiency and knowledge that can help you become a successful professional administrative assistant. These skills can be applied in any industry or organization. Participants will have the opportunity to earn the Professional Administrative Certificate of Excellence (PACE certification) as part of the program. This is a blended-format program, with classes are held both in the classroom and online.

Program Objectives – Successful Completion:
CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).

External Credential: Professional Administrative Certificate of Excellence (PACE Certification). Students will take the PACE exam in class; cost is included in the course price.

Certifying Organization: American Society of Administrative Professionals

Program Delivery:
This program is offered in a blended (combination online and in-person classroom/laboratory) format.

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
6 months

Program Requirements:
High School Diploma or GED; good computer skills; recommended typing speed of 40 wpm

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 Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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>MGT 850</td>
<td>The Role of the Administrative Professional</td>
<td>5</td>
<td>Materials provided</td>
<td>$99</td>
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<td></td>
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<td>T-$30/F-$69</td>
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<tr>
<td>Course Number</td>
<td>Course Title</td>
<td>Course Hours</td>
<td>Textbook Information</td>
<td>Costs</td>
</tr>
<tr>
<td>---------------</td>
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<td>---------------------------</td>
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</tr>
<tr>
<td>MGT 853</td>
<td>Core Skills for the Administrative Professional</td>
<td>48</td>
<td>Materials provided</td>
<td>$1195</td>
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<td>T-$358/F-$837</td>
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<tr>
<td>MGT 851</td>
<td>Communication Skills for Workplace Success</td>
<td>12</td>
<td>Materials provided</td>
<td>$199</td>
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<td>T-$60/F-$139</td>
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<tr>
<td>PCA 872</td>
<td>Technology Skills for Today’s Workplace</td>
<td>45</td>
<td>Materials provided</td>
<td>$695</td>
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<td>T-$208/F-$487</td>
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<tr>
<td>MGT 851</td>
<td>Planning and Advancing Your Career</td>
<td>15</td>
<td>Materials provided</td>
<td>$269</td>
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<td><strong>Course Series Totals:</strong></td>
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<td><strong>125</strong></td>
<td><strong>$0</strong></td>
<td><strong>$2,457</strong></td>
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<tr>
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</tbody>
</table>

**Skills for Success:**
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, ability to take direction.

**Career Opportunities:**
Professional administrative assistants work in a variety of industry sectors, in privately held companies, government agencies, and non-profit organizations.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

**Program Contact Information:**
Program Coordinator: Priscilla Cheung-Ing | pcheunging@ccbcmd.edu | 443-840-1612 | Essex BESS 116
Administrative Assistant: Kate Talton | ktalton@ccbcmd.edu | 443-840-4483 | Owings Mills Room 302
Advanced Leadership Skills  
*Business, Law & Education Pathway*

**Program Description:**
Intended for existing and emerging leaders to further enhance and expand leadership capabilities, accelerating personal and professional growth. Leaders need to work up, down, and across an organization, and need the skills to do so with influence and finesse. Leaders need to be able to empower, inspire and motivate staff, negotiate and communicate clearly, and develop and lead strong teams, regardless of the type of organization.

**Program Objectives – Successful Completion:**

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

**Program Delivery:**
This program is offered in an in-person classroom or laboratory format.

**Financial Aid and Payment Options:**

**Aid Available from CCBC:**
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

**Other Resources:**
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services
- Local Office of Workforce Development

**Program Length:**
4 months

**Program Requirements:**
*Required:* High School Diploma or GED; *Recommended:* 2-3 years of work experience

**Application Process:**
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program info 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>
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<tbody>
<tr>
<td>MGT 848</td>
<td>Servant Leadership and Equitable Decision Making</td>
<td>6</td>
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<td>MGT 794</td>
<td>Managing Conflict</td>
<td>6</td>
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<td>T-$42/F-$97</td>
</tr>
<tr>
<td>MGT 844</td>
<td>Empowerment: Inspiring Critical Thinking</td>
<td>6</td>
<td>Materials provided</td>
<td>$139</td>
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<td>T-$42/F-$97</td>
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<tr>
<td>MGT 845</td>
<td>Negotiation for Leaders</td>
<td>6</td>
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<td>$139</td>
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<td></td>
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<td>T-$42/F-$97</td>
</tr>
<tr>
<td>MGT 846</td>
<td>Leading High Performing Teams</td>
<td>6</td>
<td>Materials provided</td>
<td>$139</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td>T-$42/F-$97</td>
</tr>
<tr>
<td>MGT 793</td>
<td>Coaching for Enhanced Performance</td>
<td>6</td>
<td>Materials provided</td>
<td>$139</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td>T-$42/F-$97</td>
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<tr>
<td>MGT 847</td>
<td>Succession Planning</td>
<td>6</td>
<td>Materials provided</td>
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<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>
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<td>T-$294/F-$679</td>
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</table>

**Skills for Success:**
Good planning and organizational skills; strong oral and written communication skills; strong interpersonal skills; strong problem solving skills; ability to build trust and relationships.

**Career Opportunities:**
Students will be better prepared to lead effectively others in a variety of business settings. Careers in this field are available in a broad range of privately held companies, government agencies, and nonprofit organizations.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

**Program Contact Information:**
Coordinator: Moire Riley | mriley@ccbcmd.edu | 443-840-1804 | Hunt Valley 106  
Administrative Assistant: Sarah Moore | scullip@ccbcmd.edu | 443-840-1632 | Essex BESS 116
Bookkeeper – Entry-Level

Program Description:
This Continuing Education Certificate prepares students in the field of bookkeeping. 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.

Program Outcomes – Successful Completion:
CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).
Please note this is an entry-level certificate and should not be confused with the Certified Bookkeeper status offered by American Institute of Professional Bookkeepers (AIPB).

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbc.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Length of Training:
6-7 months - courses start in March and October at CCBC Essex and CCBC Randallstown for classroom-based classes, and in January and June for online classes

Program Requirements:
Required: High School Diploma or GED
Recommended: Students should have basic computer skills, some experience with Microsoft Excel, and have successfully completed a high-school level basic algebra class.

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program info 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. The maximum number of program hours that may be earned from prior learning is 41.

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>
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<tbody>
<tr>
<td>PCA 832</td>
<td>Excel for Bookkeepers</td>
<td>15</td>
<td>Included in course cost</td>
<td>$179</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$54/F-$125</td>
</tr>
<tr>
<td>ACC 353 or ACC 006</td>
<td>Accounting /Bookkeeping I</td>
<td>16</td>
<td>Included in course cost</td>
<td>$199</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$60/F-$139</td>
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<tr>
<td>ACC 354</td>
<td>Accounting /Bookkeeping II</td>
<td>12</td>
<td>None</td>
<td>$179</td>
</tr>
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</table>

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<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>ACC 007</td>
<td>QuickBooks For Bookkeepers</td>
<td>12</td>
<td>Included in course cost</td>
<td>$199 T-$60/F-$139</td>
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</tbody>
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**Course Series Totals:**

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$228/F-$528</td>
</tr>
</tbody>
</table>

**Skills for Success:**
Self-discipline; basic math skills; computer skills; detail-oriented

**Career Opportunities:**
Bookkeeping jobs can be found at a number of profit and non-profit organizations.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

**Contact Information:**
Coordinator: Moire Riley | 443-840-1804 | mriley@ccbcmd.edu | Hunt Valley 106
Administrative Assistant: Sarah Moore | 443-840-1632 | scullip@ccbcmd.edu | Essex BESS 116
Essential Skills for Leaders
*Business, Law & Education Pathway*

**Program Description:**
This program is for those who want to explore and expand their leadership abilities. Personal leadership skills are a value at any level of an organization. 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, and create a diverse culture.

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

**Program Delivery:**
This program is offered in an in-person classroom/laboratory format.

**Financial Aid and Payment Options:**
*Financial Aid from CCBC:* A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

*Other Resources:* Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

**Length of Training:**
4 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 Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program info 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>MGT 788</td>
<td>Ethics and Accountability</td>
<td>6</td>
<td>Materials provided</td>
<td>$139 T-$42/F-$97</td>
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<tr>
<td>MGT 789</td>
<td>Fostering Diversity and Sensitivity in the Workplace</td>
<td>6</td>
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<td>$139 T-$42/F-$97</td>
</tr>
<tr>
<td>MGT 790</td>
<td>Emotional Intelligence</td>
<td>6</td>
<td>Materials provided</td>
<td>$139 T-$42/F-$97</td>
</tr>
<tr>
<td>MGT 792</td>
<td>Leading Multiple Generations</td>
<td>6</td>
<td>Materials provided</td>
<td>$139 T-$42/F-$97</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>
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</tr>
<tr>
<td>MGT 791</td>
<td>Strategic Communications</td>
<td>6</td>
<td>Materials provided</td>
<td>$139 T-$42/F-$97</td>
</tr>
<tr>
<td>MGT 626</td>
<td>Practical Project Management</td>
<td>12</td>
<td>Materials provided</td>
<td>$499 T-$150/F-$349</td>
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<tr>
<td><strong>Course Series Totals:</strong></td>
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<td><strong>42</strong></td>
<td></td>
<td><strong>$1194 T-$360/F-$834</strong></td>
</tr>
</tbody>
</table>

**Costs**

T=Tuition/F=Fees

**Skills for Success:**
Good planning and organizational skills; strong oral and written communication skills; strong interpersonal skills; strong problem solving skills; ability to build trust and relationships.

**Career Opportunities:**
Students will be better prepared to lead effectively others in a variety of business settings. Careers in this field are available in a broad range of privately held companies, government agencies, and nonprofit organizations.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

**Program Contact Information:**
Coordinator: Moire Riley | mriiley@ccbcmd.edu | 443-840-1804 | Hunt Valley 106
Administrative Assistant: Sarah Moore | scullip@ccbcmd.edu | 443-840-1632 | Essex BESS 116

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Essential Skills for Supervisors
Business, Law & Education Pathway

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

Program Outcomes – Successful Completion:
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:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
3 - 6 months
Courses are held at CCBC Hunt Valley and CCBC Owings Mills.

Program Requirements:
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 Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program info 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. The maximum number of program hours that may be earned from prior learning is 24.

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>MAN 058</td>
<td>The Role of the Supervisor</td>
<td>6</td>
<td>Materials provided</td>
<td>$139</td>
</tr>
<tr>
<td>MAN 909</td>
<td>Communication Skills &amp; Interpersonal Interaction</td>
<td>6</td>
<td>Materials provided</td>
<td>$139</td>
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<tr>
<td>MGT 384</td>
<td>Managing Multiple Priorities</td>
<td>6</td>
<td>Materials provided</td>
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<tr>
<td>Course Number</td>
<td>Course Title</td>
<td>Course Hours</td>
<td>Textbook Information</td>
<td>Costs</td>
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<tr>
<td>WOS 055</td>
<td>Collaborative Outcomes: Teams and Teamwork</td>
<td>6</td>
<td>Materials provided</td>
<td>$139</td>
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<td></td>
<td></td>
<td></td>
<td>T-$42</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>F-$97</td>
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<tr>
<td>COU 005</td>
<td>Managing Conflict and Confrontation</td>
<td>6</td>
<td>Materials provided</td>
<td>$139</td>
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<tr>
<td></td>
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<td></td>
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<td>F-$97</td>
</tr>
<tr>
<td>MGT 634</td>
<td>Performance Management</td>
<td>6</td>
<td>Materials provided</td>
<td>$139</td>
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<td></td>
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<td><strong>Course Series Totals:</strong></td>
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<td></td>
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<td>F-$579</td>
</tr>
</tbody>
</table>

**Skills for Success:**
Good planning and organizational skills; strong oral and written communications skills; strong interpersonal skills; and good problem-solving skills.

**Career Opportunities:**
Students will be better prepared to manage effectively other people in a variety of business settings. Careers in this field are available in a broad range of privately held companies, government agencies, and non-profit organizations.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

**Contact Information:**
Coordinator: Moire Riley | mriley@ccbcmd.edu | 443-840-1804 | Hunt Valley | 106
Administrative Assistant: Sarah Moore | scullip@ccbcmd.edu | 443-840-1632 | Essex BESS 116

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Home Inspector Pre-License

Program Description:
Home Inspectors conduct inspections of newly built or previously owned homes, condominiums, townhomes, 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.

Program Outcomes – Successful Completion:
CCBC Credential: Students will receive a Continuing Education Workforce Training 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 who successfully complete this course fulfill the educational requirements for the Maryland Home Inspector License.

Licensing Organization: Maryland Real Estate Appraisers & Home Inspectors Commission; Maryland Department of Labor

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
15 weeks
Courses start in January and September at CCBC Catonsville.

Program Requirements:
High School Diploma or GED
Additional Requirements – State of Maryland: This program fulfills the educational requirements for the Maryland Home Inspector license. Additional state requirements for obtaining the Home Inspector's License can be found on the State of Maryland Department of Labor, Licensing and Regulation website: Maryland Department of Labor

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program info 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>SBA 511</td>
<td>Home Inspection Pre-License</td>
<td>80</td>
<td>Principles of Home Inspection: Systems &amp; Standards by Carson Dunlop; $123; available at CCBC bookstores</td>
<td>$895.00</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$269/F-$626</td>
</tr>
</tbody>
</table>

Skills for Success:
Business skills; self-discipline

Career Opportunities:
Licensed Home Inspectors conduct inspections for a company or can start their own business.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

Contact Information:
Coordinator: Moire Riley | mriley@ccbcmd.edu | 443-840-1804 | Hunt Valley 106
Administrative Assistant: Sarah Moore | scullip@ccbcmd.edu | 443-840-1632 | Essex BESS 116
Human Resources Manager (Entry-Level)

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.

Program Outcomes - Successful Completion:
CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript). Students will be prepared to sit for the certification exam for Associate Professional in Human Resources (aPHR).

Certifying Organization: HR Certification Institute (HRCI)

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbc.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
4 months - courses start in February, June, and September at CCBC Hunt Valley and CCBC Owings Mills

Program Requirements:
High School Diploma or GED

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program info 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>MGT 346</td>
<td>Fundamentals of Human Resources aPHR Certification</td>
<td>36</td>
<td>Materials provided</td>
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<tr>
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<td></td>
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<td></td>
<td>T-$269/F-$626</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>$189</td>
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<td>T-$57/F-$132</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 T=Tuition/F=Fees</td>
</tr>
<tr>
<td>---------------</td>
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</tr>
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<td><strong>44</strong></td>
<td><strong>$0</strong></td>
<td><strong>$1084</strong> T-$326/F-$758</td>
</tr>
</tbody>
</table>

**Skills for Success:**
Good planning and organizational skills; strong oral and written communications skills; strong interpersonal skills; good problem-solving skills.

**Career Opportunities:**
Students will be better prepared to work effectively in an organization's human resources department. Careers in this field are available in a broad range of privately held companies, government agencies and non-profit organizations.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

**Program Contact Information:**
Coordinator: Moire Riley | mirley@ccbcmd.edu | 443-840-1804 | Hunt Valley 106
Administrative Assistant: Sarah Moore | scullip@ccbcmd.edu | 443-840-1632 | Essex BESS 116
Human Resources Professional  
Business, Law & Education Pathway

Program Description:
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. SHRM Certified Professional (SHRM-CP) is 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 for senior HR professionals who work in primarily a strategic role, developing policies and strategies, overseeing the execution of HR operations, analyzing metrics, and aligning HR strategies to operational goals.

Program Outcomes - Successful Completion:
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)

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
3 months
Courses start in February and September at CCBC Hunt Valley or CCBC Owings Mills.

Program Requirements:
High School Diploma or GED; 1-7 years of experience working in a human resources role; years of experience relate to educational background. Contact Society for Human Resources Management (SHRM) for details and current requirements.

For SHRM-CP:
- Less than a bachelor's degree: HR-related program - 3 years in HR role; Non-HR program - 4 years in HR role
- Bachelor's degree: HR-related degree - 1 year in HR role; Non-HR degree - 2 years in HR role
- Graduate degree: HR-related degree - currently in HR role; Non-HR degree - 1 year in HR role

For SHRM-SCP:
- Less than a Bachelor's degree: HR-related program - 6 years in HR role; Non-HR program - 7 years in HR role
- Bachelor's degree: HR-related degree - 4 years in HR role; Non-HR degree - 5 years in HR role
- Graduate degree: HR-related degree - 3 years in in HR role; Non-HR degree - 4 years in HR role

Application Process:
Open Entry – No screening or documentation required.
To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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>MGT 757</td>
<td>SHRM-CP and SHRM SCP Certification Exam Prep</td>
<td>36</td>
<td>Materials provided</td>
<td>$1195 T-$359/F-$836</td>
</tr>
</tbody>
</table>

Skills for Success:
Good planning and organizational skills; strong oral and written communications skills; strong interpersonal skills; good problem-solving skills.

Career Opportunities:
Students will be better prepared to work effectively in an organization's human resources department. Careers in this field are available in a broad range of privately held companies, government agencies and non-profit organizations.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

Program Contact Information:
Coordinator: Moire Riley | mriiley@ccbcmd.edu | 443-840-1804 | Hunt Valley 106
Administrative Assistant: Sarah Moore | scullip@ccbcmd.edu | 443-840-1632 | Essex BESS 116
Non-Profit Organization Manager

Program Description:
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 that the goals of the organization can be achieved and the organization can survive and thrive.

They may assist in the organization's strategic planning, develop, monitor and control budgets, manage programs, staff and other resources, as well as assist with fundraising, including grant writing, and the marketing and promotion of the overall organization and/or their unit/department.

Program Outcomes - Successful Completion:

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

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
6 months
Courses start in February and September at CCBC Hunt Valley and CCBC Randallstown.

Program Requirements:
Required: High School Diploma or GED
Recommended: Prior management or non-profit experience

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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. The maximum number of program hours that may be earned from prior learning is 24.

Program Course Sequence:
Each course is offered as a stand-alone.

<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>
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</thead>
<tbody>
<tr>
<td>MGT 619</td>
<td>Strategic Planning for the NP Organization</td>
<td>6</td>
<td>Materials provided</td>
<td>$139</td>
</tr>
<tr>
<td>MGT 620</td>
<td>Financial Management for NP Organizations</td>
<td>6</td>
<td>Materials provided</td>
<td>$139</td>
</tr>
<tr>
<td>MGT 621</td>
<td>Managing Paid and Volunteer Staff</td>
<td>6</td>
<td>Materials provided</td>
<td>$139</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>
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<td>------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>MGT 623</td>
<td>Making Effective Presentations</td>
<td>6</td>
<td>Materials provided</td>
<td>$139</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T=$42/F=$97</td>
</tr>
<tr>
<td>WRI 039</td>
<td>Grant Writing</td>
<td>6</td>
<td>Materials provided</td>
<td>$139</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T=$42/F=$97</td>
</tr>
<tr>
<td>MGT 625</td>
<td>Marketing and Fundraising for NP Organizations</td>
<td>6</td>
<td>Materials provided</td>
<td>$139</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T=$42/F=$97</td>
</tr>
</tbody>
</table>

**Course Series Totals:**
36            $0          $834        T=$252/F=$582

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

**Skills for Success:**
Good planning and organizational skills; strong oral and written communications skills; strong interpersonal skills; and good problem-solving skills.

**Career Opportunities:**
Students will be better prepared to assist effectively in the management of a non-profit organization. A wide variety of career opportunities are available in the many areas of a non-profit organization.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](https://www.ccbcmd.edu/careercoach). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](https://www.youtube.com/emsicareercoach).

**Program Contact Information:**
Coordinator Moire Riley | mriley@ccbcmd.edu | 443-840-1804 | Hunt Valley 106
Administrative Assistant: Sarah Moore | scullip@ccbcmd.edu | 443-840-1632 | Essex 116
Business and Management

Project Management

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, 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. The Project Management Course Series (MAN 927) satisfies the Project Management Institute's (PMI®) educational requirement to apply to take the Project Management Professional (PMP®) Certification Exam. The Certification Exam Preparation Course, MAN 077, is appropriate for those already accepted by PMI® to sit for the exam.

Program Outcomes - Successful Completion:
CCBC Credential: Students will receive a Continuing Education Workforce Training 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 ® for current information.

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
3 - 5 months
Courses start in February, March, July, September, and October at CCBC Hunt Valley, CCBC Owings Mills or CCBC Catonsville.

Program Requirements:
High School Diploma or GED
To qualify to take the PMP® exam, the following is required:
- Four-year degree (bachelor's or the global equivalent) and a minimum of three years 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) with at least 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 their project work hours along with 35 hours of accepted project management education when applying to sit for the PMP® exam. Contact PMI® for current requirements.

Application Process:
Open Entry – No screening or documentation required.
To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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. The maximum number of program hours that may be earned from prior learning is 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>MAN 927</td>
<td>Project Management Course Series</td>
<td>44</td>
<td>Guide to the Project Management Body of Knowledge (PMBOK) – included in course costs</td>
<td>$1995 T-$599/F-$1396</td>
</tr>
<tr>
<td>PCP 754</td>
<td>Microsoft Project 2016</td>
<td>15</td>
<td>Microsoft Project 2016 - included in course costs</td>
<td>$399 T-$120/F-$279</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>59</strong></td>
<td><strong>$0</strong></td>
<td><strong>$2394 T-$719/F-$1675</strong></td>
</tr>
</tbody>
</table>

Additional Offerings:
Introduction to Project Management - WOS 056  
Practical Project Management - MGT 626  
PMP Certification Exam Preparation - MAN 077  

Skills for Success:  
Successful candidates need strong self-discipline, the ability to work both independently and in groups, and strong management skills.

Career Opportunities:  
Project manager, program manager, or project team leader in a variety of industry sectors (e.g. construction, healthcare, and information technology, etc.)

Career Coach:  
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](http://www.ccbc.edu/careercoach). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](https://www.youtube.com/watch?v=Q7Q-7Q88ZQs).  

Program Contact Information:  
Coordinator: Moire Riley | mriley@ccbc.edu | 443-840-1804 | Hunt Valley 106  
Administrative Assistant: Barb Baker | bbaker4@ccbc.edu | 443-840-5838 | Hunt Valley 104
Real Estate Appraiser

Program Description:
This course series prepares students to sit for the Maryland Licensed Appraiser exam. 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.

Program Outcomes - Successful Completion:
- CCBC Credential: Students will be awarded a Continuing Education Workforce Training 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 Appraisal Trainee license exam after completing 75 hours of education (REA 019 and REA 020). 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; Maryland Department of Labor

Financial Aid and Payment Options:
- Aid Available from CCBC: A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.
- Other Resources: Employer/Sponsor Paid Tuition, Division of Rehabilitation Services, Local Office of Workforce Development

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

Program Requirements:
- High School Diploma or GED
- To qualify to take the Appraiser License exam, students must have completed a minimum of 30 credits of post-secondary education or hold an A.A. degree or higher.

Application Process:
- Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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. The maximum number of program hours that may be earned from prior learning is 90.

Program Course Sequence
- 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>REA 019</td>
<td>Real Estate: Appraisal Principles &amp; Procedures</td>
<td>60</td>
<td>Appraising Residential Properties; $48; available at campus bookstores</td>
<td>$699</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>T-$210/F-$489</td>
</tr>
<tr>
<td>REA 173</td>
<td>Real Estate: Appraisal Standards &amp; Ethics</td>
<td>15</td>
<td>Uniform Standards of Professional Appraisal Practice; $75; and 15 hour National USPAP course Student Manual; $40; available through the Appraisal Foundation</td>
<td>$249</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$75/F-$174</td>
</tr>
<tr>
<td>REA 020</td>
<td>Real Estate: Appraisal Practices &amp; Analysis Part I</td>
<td>30</td>
<td>Same as REA 019</td>
<td>$399</td>
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<tr>
<td></td>
<td></td>
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<td></td>
<td>T-$120/F-$279</td>
</tr>
<tr>
<td>REA 021</td>
<td>Real Estate: Appraisal Practices &amp; Analysis Part II</td>
<td>45</td>
<td>Same as REA 019</td>
<td>$499</td>
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<td>T-$150/F-$349</td>
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<tr>
<td>REA 027</td>
<td>Supervisor Appraiser/Trainee Appraiser</td>
<td>4</td>
<td>Material included</td>
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<td><strong>$163</strong></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$582/F-$1353</td>
</tr>
</tbody>
</table>

Skills for Success:
Successful candidates need strong analytical, math, listening, communication and writing skills; and the ability to work both independently and within groups.

Career Opportunities:
Real estate appraiser, real property appraiser or field appraiser. Jobs are available in the real estate industry and governmental agencies, as well as opportunities to be self-employed.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:
Coordinator: Moire Riley | mriley@ccbcmd.edu | 443-840-1804 | Hunt Valley 106
Administrative Assistant: Sarah Moore | scullip@ccbcmd.edu | 443-840-1632 | Essex BESS 116
Real Estate Salesperson

Program Description:
This course prepares students to sit for the Maryland Licensed Real Estate Salesperson exam. 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.

Program Outcomes – Successful Completion:
CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and 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; Maryland Department of Labor

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
3 - 5 months
Courses start in January and September at CCBC Catonsville, and in March, June, and October at CCBC Hunt Valley or CCBC Owings Mills.

Program Requirements:
High School Diploma or GED

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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>
<tbody>
<tr>
<td>REA 294</td>
<td>Real Estate Principles &amp; Practices for Salespersons</td>
<td>60</td>
<td>The Modern Real Estate Practice; $55; and The Maryland Real Estate Practice &amp; Law: $33; available at campus bookstores</td>
<td>$529 T-$159/F-$370</td>
</tr>
</tbody>
</table>
Skills for Success:
Successful candidates need strong oral and written communication skills, strong interpersonal skills, and good problem-solving skills.

Career Opportunities:
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.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:
Coordinator: Moire Riley | mriley@ccbcmd.edu | 443-840-1804 | Hunt Valley 106
Administrative Assistant: Sarah Moore | scullip@ccbcmd.edu | 443-840-1632 | Essex BESS 116
Small Business Basics

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's 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.

Program Outcomes – Successful Completion:
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:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Length of Training:
6 months; course series offered at various CCBC sites

Program Requirements:
High School Diploma or GED

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program info 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 (approximate cost; subject to change)</th>
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<tbody>
<tr>
<td>SBA 808</td>
<td>How to Start and Manage Your Own Small Business</td>
<td>10</td>
<td>Materials provided</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$42/F-$97</td>
</tr>
<tr>
<td>SBA 950</td>
<td>Customize Your Business Plan</td>
<td>5</td>
<td>Materials provided</td>
<td>$79</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$24/F-$55</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>$89</td>
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<tr>
<td></td>
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<td></td>
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<td>T-$27/F-$62</td>
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<tr>
<td>SBA 964</td>
<td>Small Business Marketing Strategies</td>
<td>6</td>
<td>Materials provided</td>
<td>$99</td>
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<td>T-$123/F-$283</td>
</tr>
</tbody>
</table>

FY21 CCBC School of Continuing Education Resource Guide – Final 1.1120. Information on this page is subject to change. To register or get additional information, go to any CCBC campus or extension center, call 443-840-4700, or visit CCBC Continuing Education.
Skills for Success:
Good planning and organizational skills; strong oral and written communication skills; strong interpersonal skills; and good problem solving skills.

Career Opportunities:
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.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:
Program Coordinator | Moire Riley | mriley@ccbcmd.edu | 443-840-1804 | Hunt Valley 106
Administrative Assistant: Sarah Moore | scullip@ccbcmd.edu | 443-840-1632 | Essex BESS 116
Computers and Information Technology

**A+ Certified PC Repair Technician**

**Program Description:**
This course series prepares students to sit for the CompTIA® A+ exam and for a career as a computer service technician. 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 both public and private business sectors.

**Program Outcomes - Successful Completion:**

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

**Certifying Organization:** Students will have the opportunity to sit for the CompTIA® certification exam. [Computing Technology Industry Association (CompTIA®)]

**Financial Aid and Payment Options:**

**Aid Available from CCBC:**
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at [Paying for Continuing Education](#).

**Other Resources:**
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

**Program Length:**
1 semester (14 - 16 weeks)
Courses start in January, June, and August at CCBC Catonsville, CCBC Essex and CCBC Owings Mills. Course schedules vary each semester. Courses 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; strong analytical skills; access to the Internet to complete assignments

**Application Process:**
Open Entry – No screening or documentation required. To apply, go to [Apply To CCBC](#) and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program information and any additional requirements necessary to apply for the program.

**Program Course Sequence:**
Excellent 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 hybrid) Shared with credit class DCOM 141</td>
<td>A+ Certification PC Technician Module 1</td>
<td>50</td>
<td>PC Pro (Access Code); TestOut; $129 ** Check with coordinator for potential text update before purchasing</td>
<td>$729 T-$219/F-$510</td>
</tr>
<tr>
<td>PCA 645 or PCA 995 (if hybrid) Shared with credit class DCOM 235</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>
<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>
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<tr>
<td><strong>Course Series Totals:</strong></td>
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<td>100</td>
<td>$129</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T=Tuition/F=Fees</td>
</tr>
</tbody>
</table>

**Additional Expenses:**
Two CompTIA A+ Certification exams at $226 each.

**Skills for Success:**
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.

**Career Opportunities:**
With certification, students qualify for entry-level positions including Computer Repair Technician, Field Service Technician, Computer Support Specialist, Technical Support Specialist, and Help Desk Support Technician. This career requires continued training and education.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

**Program Contact Information:**
Coordinator: Steve Ricketts | sricketts@ccbcmd.edu | 443-840-4442 | Catonsville | BESS | 100L
Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville BESS | 100
Certified Associate in Healthcare Information and Management Systems - CAHIMS

Program Description:
This course series prepares students to sit for the certification exam for Certified Associate in Healthcare Information & Management Systems (CAHIMS). 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.

Program Outcomes – Successful Completion:
CCBC Credential: Students will receive a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).

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

Certifying Organization: Healthcare Information and Management Systems Society

Financial Aid and Payment Options:
Aid Available from CCBC: A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbc.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
13 months
Courses start in the fall and spring at CCBC Essex

Information/Orientation:
Orientation sessions are held in the fall and the winter. Please see the Continuing Education Non-Credit Class Schedule for details.

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.
- Students must be computer literate and have 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 Apply To CCBC an email will 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</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL 867</td>
<td>Foundations of Health Information Technology (online course)</td>
<td>30</td>
<td>1) Health IT and EHR’s: Principles &amp; Practice, 6th ed.; $120; and 2) Health Information Management Technology: An Applied Approach, 5th ed.; $150</td>
<td>$399</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$120/F-$279</td>
</tr>
<tr>
<td>AHL 823</td>
<td>Introduction to IT &amp; Computer Science (for students with Healthcare background)</td>
<td>20</td>
<td>AHE 823 – None</td>
<td>$199</td>
</tr>
<tr>
<td>or AHE 641</td>
<td>Introduction to Healthcare Systems (for students with IT background)</td>
<td></td>
<td>AHE 641 – Introduction to Health Care; 4th Edition; $170</td>
<td>T-$60/F-$139</td>
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<tr>
<td>AHL 819</td>
<td>Working in Teams (online course)</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>
<tr>
<td>AHL 943</td>
<td>Health Management Information Systems</td>
<td>40</td>
<td>1) Same as AHL 867; and 2) AHIMA Virtual Lab pass; $110</td>
<td>$589</td>
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<td></td>
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<td></td>
<td>T-$177/F-$412</td>
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<tr>
<td>AHL 825</td>
<td>Quality Management (online course)</td>
<td>12</td>
<td>None</td>
<td>$199</td>
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<td></td>
<td></td>
<td>T-$60/F-$139</td>
</tr>
<tr>
<td>AHL 944</td>
<td>Information Technology Vendor Management (online course)</td>
<td>12</td>
<td>None</td>
<td>$199</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$60/F-$139</td>
</tr>
<tr>
<td>AHL 820</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>
<tr>
<td>AHL 827</td>
<td>Public Health IT (online course)</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:**

| 186           | $550 | $2672 |

**Costs:**

| T=$804/F=$1868 |

**Additional Expenses:**

CAHIMS Certification exam $250

**Skills for Success:**

Candidates must be self-motivated, independent learners, as the program is a mixture of online and hybrid (both online and 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

**Career Opportunities:**

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.

**Career Coach:**

Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](https://www.ccbcmd.edu/). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](https://www.youtube.com/watch?v=d3fQ9jy-cEw).

**Program Contact Information:**

Director: Lynette Higgins | lhiggins@ccbcmd.edu | 443-840-5716 | Owings Mills, Suite 302
Administrative Assistant: Vacant | 443-840-4483 | Owings Mills, Suite 302
Cisco Certified Network Associate

Program Description:
This course series prepares students to sit for the Cisco Certified Network Association (CCNA) certification exam, and for a professional career as a Cisco Certified Network Associate in the information and communication technology (ICT) field. Learn how to install, configure, operate, and troubleshoot medium-size routed and switched networks.

This course provides classroom and laboratory experiences in current and emerging networking technologies. Students are introduced to the architecture, components and operation of routers, including the principles of routing and the primary routing process. In addition, the course provides a comprehensive approach to learning the technologies and protocols needed to design and network services required by converged applications in enterprise networks.

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

Students will be prepared to sit for the Cisco Certified Network Association (CCNA) certification exam.

Certifying Organization: Cisco Systems

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@cbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
2 semesters (28 - 32 weeks), not including prerequisites; Parts I and II in one semester and Parts III and IV the following semester.

Courses start in January, June, and August at CCBC Catonsville and CCBC Essex. Course schedules vary, but all courses are typically offered in the spring, summer and fall semesters. Courses may be offered face-to-face, online or hybrid (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: Network+ certification

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program info 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.

Prerequisite 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>PCA 619 or PCA 615 (if hybrid) Shared with credit class DCOM 101</td>
<td>Network and Data Communications</td>
<td>37.5</td>
<td>Introduction to Data Communication DCOM 101 - Custom; $133.35; Check with Coordinator for potential text update before purchasing</td>
<td>$569 T-$171/F-$398</td>
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</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>PCA 596 or PCA 959 (if hybrid) Shared with credit class DCOM 217</td>
<td>Cisco I: Network Fundamentals</td>
<td>50</td>
<td>Intro to Networks V6 Companion Guide; Cisco; ISBN 9781587133602; $73.35; Check with Coordinator for potential text update before purchasing</td>
<td>$729 $219/F-$510</td>
</tr>
<tr>
<td>PCA 597 or PCA 96 (if hybrid) Shared with credit class DCOM 218</td>
<td>Cisco II: LAN Routing Protocols and Concepts</td>
<td>50</td>
<td>Routing &amp; Switching Essentials V6 Companion Guide; Cisco; ISBN 9781587134289; $73.35; Check with Coordinator for potential text update before purchasing</td>
<td>$729 $219/F-$510</td>
</tr>
<tr>
<td>PCA 598 or PCA 961 (if hybrid) Shared with credit class DCOM 219</td>
<td>Cisco III: Switching and Wireless</td>
<td>50</td>
<td>Scaling Networks V6 Companion Guide; Cisco; ISBN 9781587134340; $73.35; Check with Coordinator for potential text update before purchasing</td>
<td>$729 $219/F-$510</td>
</tr>
<tr>
<td>PCA 599 or PCA 962 (if hybrid) Shared with credit class DCOM 220</td>
<td>Cisco IV: Accessing the WAN</td>
<td>50</td>
<td>Connecting Networks V6 Companion Guide; Cisco; ISBN 9781587134326; $73.35; Check with Coordinator for potential text update before purchasing</td>
<td>$729 $219/F-$510</td>
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<tr>
<td><strong>Course Series Totals:</strong></td>
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<td><strong>$293.40</strong></td>
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<td><strong>Prerequisite and Course Series Totals:</strong></td>
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<td><strong>237.50</strong></td>
<td></td>
<td><strong>$426.75</strong></td>
</tr>
</tbody>
</table>

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; Red Hat Certification; Ethical Hacking & Systems Defense Certification, and VMware Certification.

Additional Expenses:
CCNA Certification exam cost: $300

Skills for Success:
Successful candidates must be self-motivated and independent learners; detail-oriented; have strong analytical skills; ability to take direction; ability to work both independently and as a team member.
Career Opportunities:
With certification, students qualify for entry-level positions, including: Network Associate; Network Specialist; Network Administrator; Network Support Engineer; Information Technology (IT) Specialist; Local Area Network Administrator; Information Technology (IT) Manager; and Network Manager. This career requires continued education and training.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:
Program Coordinator: Steve Ricketts | sricketts@ccbcmd.edu | 443-840-4442 | Catonsville BESS 100L
Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville BESS 100
Computers and Information Technology

CompTIA Cloud+ Certification Training
Technology, Engineering, & Mathematics Pathway

Program Description:
The CompTIA® Cloud+ certification training program is designed for individuals who are just starting out in information technology. Incorporating visual, auditory, and hands-on learning, the program is aligned with the highly regarded CompTIA® Cloud+ certification. 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.

Program Outcomes – Successful Completion:
CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).

Certifying Organization: CompTIA

Financial Aid and Payment Options:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Program Length:
3 months

Program Requirements:
Computer Requirements:
- PC - Windows 7 or later / Mac: OS X Snow Leopard 10.6 or later.
- High-speed Internet connection (DSL or cable) and knowledge of how to navigate the Internet; Google Chrome or Mozilla Firefox preferred
- Adobe Flash Player and Adobe Acrobat Reader
- Software must be installed and fully operational before the course begins
- Email capabilities and access to a personal email account

Recommended Academic Requirements:
- CompTIA™ A+ and CompTIA™ Network+ certifications, or comparable training, or equivalent industry experience is strongly recommended prior to taking this course.

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program info 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.

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>PCA 800</td>
<td>CompTIA Cloud + Certification Training</td>
<td>75</td>
<td>Instructional materials are included in course costs.</td>
<td>$1495</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$449/F-$1046</td>
</tr>
</tbody>
</table>
Additional Expenses:
CompTIA Cloud+ exam cost - $329

Skills for Success:
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 Opportunities:
Cloud computing specialist, cloud support technician, cloud consultant, or cloud support associate.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:
Program Coordinator: Steve Ricketts | sricketts@ccbcmd.edu | 443-840-4442 | Catonsville BESS 100L
Administrative Assistant Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville BESS 100
Computer Programmer

Program Description:
This course series prepares students for a career in computer programming using languages such as Python, C++, and Java. Get a solid introduction to the basics of computer programming using Python. Learn the basics of programming with C++ from installing and using a computer, to debugging the programs you create. Learn the skills and technology needed to create desktop and web programs in Java.

Program Outcomes – Successful Completion:
CCBC Credential: Students will be awarded a CCBC Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
10 – 15 weeks
Courses offered throughout the year at CCBC Catonsville, CCBC Essex, CCBC Hunt Valley, and CCBC Owings Mills. Courses are face-to-face and schedules vary each semester.

Program Requirements:
High School Diploma or GED; computer literate; strong computer skills; strong analytical skills

Application Process:
Open entry: no screening required. To apply, go to Apply To CCBC
and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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: 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>PCP 772</td>
<td>Beginning Programming</td>
<td>15</td>
<td>Textbook is provided and included in course costs</td>
<td>$349 T=$105/F=$244</td>
</tr>
<tr>
<td>PCA 737</td>
<td>C++ Programming</td>
<td>24</td>
<td>Textbook is provided and included in course costs</td>
<td>$489 T=$147/F=$342</td>
</tr>
<tr>
<td>PCA 739</td>
<td>Java Programming</td>
<td>24</td>
<td>Textbook is provided and included in course costs</td>
<td>$489 T=$147/F=$342</td>
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<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>63</strong></td>
<td><strong>$0</strong></td>
<td><strong>$1327 T=$399/F=$928</strong></td>
</tr>
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</table>
Skills for Success:
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.

Career Opportunities:

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Contact Information:
Program Coordinator: Steve Ricketts | srickets@ccbc.edu | 443-840-4442 | Catonsville BESS 100L
Administrative Assistant: Danielle Bennett | dbennett@ccbc.edu | 443-840-4925 | Catonsville BESS 100
Information Security Analyst (Security+ Certification)

Program Description:
This course series prepares students for the Computing Technology Industry Association (CompTIA®) Security+ certification exam, and for a career as an Information Security Analyst. 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, developing 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.

Program Outcomes - Successful Completion:
CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).
Students will be prepared to sit for the Security+ Certification Exam.

Certifying Organization: Computing Technology Industry Association (CompTIA®)

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
1 semester (14 - 16 weeks); not including prerequisites
Courses start in January, June, and August at CCBC Catonsville and CCBC Essex. Courses may be offered face-to-face, online or hybrid (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

Recommended: Persons pursuing Security+ certification typically have A+ and Network+ classes and background or Network+ certification.

Application Process:
Open Entry – No screening or documentation required.
To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program information and any additional requirements necessary to apply for the program.

Prior Learning Assessment:
This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. Maximum number of program hours that may be earned from prior learning: 50

Program Course Sequence:
Excellent attendance is required.
Prerequisite Course 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>
</table>

Program 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>PCA 594 or PCA 997</td>
<td>Introduction to Information Security</td>
<td>37.5</td>
<td>CompTIA Security+ SYO – 501 Certification Guide; Prowse; ISBN 978-0-7897-5912-2; $80; Check with Coordinator for potential text update before purchasing</td>
<td>$569 T-$171/F-$398</td>
</tr>
</tbody>
</table>

Course & Prerequisite Course Totals: 87.5 $130 $1298 T-$390/F-$908

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; Red Hat Certification; Ethical Hacking & Systems Defense Certification; and VMware Certification.

Additional Expenses:
CompTIA Security+ Certification exam cost - $349

Skills for Success:
Successful candidates should be motivated, independent learners; detail-oriented; have strong analytical skills; and the ability to take direction.

Career Opportunities:
With certification, students qualify for entry-level positions that include: Information Security Administrator; Data Security Administrator; Information Security Analyst; Information Security Officer; Information Security Specialist; Information Systems Security Analyst; Computer Security Specialist; Information Security Manager; Information Technology Security Analyst; Information Technology Specialist; and Computer Specialist. This career requires continued training and education.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:
Program Coordinator: Steve Ricketts | srickets@ccbcmd.edu | 443-840-4442 | Catonsville BESS 100L
Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville BESS 100
Java Programmer  
*Technology, Engineering, & Mathematics Pathway*

**Program Description:**  
Taking an introductory approach, this Java training course 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.

**Program Outcomes – Successful Completion:**  
*CCBC Credential:* Students will receive a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).

**Financial Aid and Payment Options:**  
*Aid Available from CCBC:* A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

*Other Resources:*  
Employer/Sponsor Paid Tuition  
Division of Rehabilitation Services  
Local Office of Workforce Development

**Program Length:**  
4 months

**Program Requirements:**  
*Academic requirements:*  
- Prior knowledge of any programming language is helpful

*Computer requirements:*  
- PC - Windows 7 or later/ Mac - OS X Mountain Lion 10.8 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 Flash Player and Adobe Acrobat Reader

**Application Process:**  
*Open Entry – No screening or documentation required.*

To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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>PCA 799</td>
<td>Java Programmer</td>
<td>100</td>
<td>Included in class fees</td>
<td>$995 T-$299/F-$696</td>
</tr>
</tbody>
</table>
**Skills for Success:**
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 Opportunities:**
Entry-level Java programmer

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

**Program Contact Information:**
Program Coordinator: Steve Ricketts | [sricketts@ccbcmd.edu](mailto:sricketts@ccbcmd.edu) | 443-840-4442 | Catonsville BESS 100L
Administrative Assistant: Danielle Bennett | [dbennett@ccbcmd.edu](mailto:dbennett@ccbcmd.edu) | 443-840-4925 | Catonsville BESS 100
Mobile Application Developer

Program Description:
This course series prepares students for a career in mobile application development. Learn how to create applications for Android, iOS, WinPhone and PhoneGap using specialized development environments. Develop applications for iOS platform and work through the progression of skills development from installing developer tools, registering devices with Apple, and submitting an application to the App Store. Develop applications for the Android platform utilizing the Android Software Development Kit (SDK), Android Virtual Device (AVD) and Eclipse to create mobile applications. Develop applications that include comprehensive, up-to-date best practices that strengthens code security, will resist attack and prevent information loss throughout the entire development lifecycle.

Program Outcomes – Successful Completion:
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:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
12 to 18 months
Courses start in January and August at CCBC Catonsville, and CCBC Essex. Course schedules vary each semester and courses may be offered face-to-face, online or hybrid (a combination of the two).

Program Requirements:
High School Diploma or GED; computer literate; strong computer skills; prior programming classes or background; access to the Internet to complete assignments

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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: 150

Program 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>PCP 755</td>
<td>Introduction to Mobile Application Development</td>
<td>50</td>
<td>None</td>
<td>$729 T-$219/F-$510</td>
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PCP 755 Shared with credit class CSIT 166
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
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</thead>
<tbody>
<tr>
<td>PCP 758</td>
<td>iOS Application Development</td>
<td>50</td>
<td>TBD</td>
<td>$729</td>
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<tr>
<td></td>
<td>Shared with credit class</td>
<td></td>
<td></td>
<td>T-$219/F-$510</td>
</tr>
<tr>
<td>CSIT 267</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCP 756</td>
<td>Android Application Development</td>
<td>50</td>
<td>TBD</td>
<td>$729</td>
</tr>
<tr>
<td></td>
<td>Shared with credit class</td>
<td></td>
<td></td>
<td>T-$219/F-$510</td>
</tr>
<tr>
<td>CSIT 268</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCP 757</td>
<td>Mobile Application Security</td>
<td>50</td>
<td>TBD</td>
<td>$729</td>
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<tr>
<td></td>
<td>Shared with credit class</td>
<td></td>
<td></td>
<td>T-$219/F-$510</td>
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<tr>
<td>CSIT 269</td>
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<tr>
<td><strong>Course Series Totals:</strong></td>
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<td><strong>200</strong></td>
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<td>T-$876/F-$2040</td>
</tr>
</tbody>
</table>

**Skills for Success:**
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.

**Career Opportunities:**
Students qualify for Mobile Application Developers and related positions, such as iPhone Application Developer, iPad Application Developer, Android Application Developer, and Java Application Developer.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](https://www.ccbcmd.edu/careercoach). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](https://www.youtube.com/EMSICareerCoach).

**Program Contact Information:**
Coordinator: Steve Ricketts | sricketts@ccbcmd.edu | 443-840-4442 | Catonsville BESS 100L
Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville BESS 100
Network Security Specialist (Certified Ethical Hacker)

Program Description:
This course prepares students to sit for the EC Council Certified Ethical Hacker (CEH) certification exam, and for professional careers in the field of information and communication technology (ICT). Instruction combines an ethical methodology with the hands-on application of security tools needed to secure computer information systems. Students are introduced to common countermeasures that effectively reduce and mitigate attacks.

Program Outcomes - Successful Completion:
**CCBC Credential:** Students will be awarded a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).
Students will be prepared to sit for the EC-Council Certified Ethical Hacker (CEH) certification exam.

**Certifying Organization:** International Council of E-Commerce Consultants; EC Council

Financial Aid and Payment Options:
*Aid Available from CCBC:* A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

**Other Resources:**
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
6 weeks - not including prerequisites
Courses start in January, June, and August at CCBC Catonsville and CCBC Essex. Usually offered during a six-week period, but on occasion may be offered throughout an entire semester. Course schedules vary each semester and may be offered face-to-face, online or hybrid (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 Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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: 37.5

Program Course Sequence:
Excellent attendance is required.

Prerequisite 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>PCA 619</td>
<td>Network and Data Communications (if hybrid)</td>
<td>37.5</td>
<td>Introduction to Data Communication DCOM 101 - Custom; $133.35; <strong>Check with Coordinator for potential text update before purchasing</strong></td>
<td>$569</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td><strong>T=Tuition/F=Fees</strong></td>
<td></td>
</tr>
<tr>
<td>PCA 615</td>
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<td></td>
<td><strong>T-$171/F-$398</strong></td>
<td></td>
</tr>
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</table>

**Program 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>PCA 593</td>
<td>Ethical Hacking and Systems Defense</td>
<td>50</td>
<td>CEH V10 iLabs; EC Council; ISBN 9781635671926; $166.65; and Certified Ethical Hecker (CEH) V9; Gregg; ISBN 9780789760524; $60</td>
<td>$729</td>
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<td></td>
<td></td>
<td></td>
<td><strong>T-$219/F-$510</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Course &amp; Prerequisite Totals:</strong></td>
<td><strong>87.50</strong></td>
<td><strong>$360</strong></td>
<td><strong>$1298</strong></td>
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<tr>
<td></td>
<td></td>
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<td><strong>T-$390/F-$908</strong></td>
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</tr>
</tbody>
</table>

**Additional Offerings:**
Students pursuing certification in Ethical Hacking often enroll in the following computer network/security related classes: A+ Certification; Network+ Certification; Security+ Certification; Windows Server Certification; Cisco Certification; Red Hat Certification; and VMware Certification.

**Additional Expenses:**
Certified Ethical Hacker (CEH) certification exam cost is $1199 plus a $100 non-refundable application fee.

**Skills for Success:**
Successful candidates should be motivated, independent learners; detail-oriented; have strong analytical skills; and the ability to take direction.

**Career Opportunities:**
With a CEH certification, students will qualify for entry-level to mid-level positions that include: Network Security Specialist; Network Penetration Tester; Certified Ethical Hacker; Data Security Administrator; Information Security Analyst; Information Security Administrator; Information Security Office; Information Security Specialist; Information Systems Security Analyst; Computer Security Specialist; Information Security Manager; Information Technology Security Analyst; Security Consultant; and Site Administrator-Auditor. This career requires continued training and education.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

**Program Contact Information:**
Program Coordinator: Steve Ricketts | sricketts@ccbcmd.edu | 443-840-4442 | Catonsville BESS 100L
Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville BESS 100
Network+ Certified Technician

Program Description:
This course prepares students to take the CompTIA® Network+ Certification Exam, and for a career as a network technician. 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.

Program Outcomes - Successful Completion:
CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript)
Students will have the opportunity to sit for the CompTIA® Network+ certification exam.

Certifying Organization: Computing Technology Industry Association (Comp TIA®)

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
1 – 2 semesters (14 – 32 weeks) - not including prerequisites
Courses start in January, June, and August at CCBC Catonsville, CCBC Essex, and CCBC Owings Mills. Courses are offered in a variety of different schedules that include face-to-face, online or hybrid (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

Recommended: A+ courses, background or certification

Application Process:
Open Entry – No screening or documentation required.
To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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.

Prerequisite Courses 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>PCA 644 or PCA 994 (if hybrid) Shared with credit class DCOM 141</td>
<td>A+ Certification PC Technician Module 1</td>
<td>50</td>
<td>PC Pro (Access Code); TestOut; $129; Check with Coordinator for potential text update before purchasing</td>
<td>$729 T-$219/F-$510</td>
</tr>
<tr>
<td>PCA 645 or PCA 995 (if hybrid) Shared with credit class DCOM 141</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>

**Prerequisites Totals:**
100
$129
$1458 T-$438/F-$1020

### Course Series 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>PCA 619 or PCA 615 (if hybrid) Shared with credit class DCOM 101</td>
<td>Network+ Part 1: Network and Data Communications</td>
<td>37.5</td>
<td>Introduction to Data Communications DCOM 101 - Custom; $133.35</td>
<td>$569 T-$171/F-$398</td>
</tr>
</tbody>
</table>

**Course Series Totals:**
87.5
$183.35
$1230 T-$440/F-$790

**Course Series and Prerequisites Totals:**
187.5
$312.35
$2756 T-$828/F-$1928

### Additional Offerings:

Students pursuing certification in Network+ often enroll in the following computer network/security related classes: A+ Certification; Security+ Certification; Windows Server Certification; Red Hat Certification; Ethical Hacking & Systems Defense Certification, and VMware Certification.

### Additional Expenses:

CompTIA Network+ Certification exam cost is $329.

### Skills for Success:

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

### Career Opportunities:

With certification, students will qualify for entry-level positions as a Network Service Technician; Network Installer; IT Cable Installer; Computer Technician; Field Service Technician; Computer Support Specialist; and Technical Support Specialist. This career requires continued training and education.
Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:
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Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville BESS 100
Computers and Information Technology

Oracle SQL and PL/SQL Developer
Technology, Engineering, & Mathematics Pathway

Program Description:
The Oracle SQL Developer course teaches students how to use SQL to build applications or 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. This course prepares one to enter the job market as an entry-level Oracle SQL Developer or take on more responsibility within one’s current career.

Program Outcomes – Successful Completion:
CCBC Credential: Students will receive a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
5 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 not required
- PC - Windows 7 or later
- Browser - The latest version of Chrome (preferred), Microsoft Edge or Firefox
- Oracle Database Express Edition (XE) 12c or 18c - 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 Flash Player and 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 Apply To CCBC 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:
Students must register for both courses at the same time.
### 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>PCA 806</td>
<td>Oracle SQL and PL/SQL Developer Module One</td>
<td>60</td>
<td>Included in class fees</td>
<td>$497</td>
</tr>
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<td><strong>T</strong>-$150/F-$347</td>
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<tr>
<td>PCA 807</td>
<td>Oracle SQL and PL/SQL Developer Module Two</td>
<td>60</td>
<td>Same as PCA 806</td>
<td>$498</td>
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<tr>
<td><strong>Course Series Totals:</strong></td>
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<td><strong>T-$300/F-$695</strong></td>
</tr>
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</table>

**Skills for Success:**
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 Opportunities:**
Entry-level Oracle SQL Developer

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

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Computers and Information Technology

Python Developer
Technology, Engineering, & Mathematics Pathway

Program Description:
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.

Program Outcomes – Successful Completion:
CCBC Credential: Students will receive a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
6 months

Program Requirements:
Computer requirements:
- PC - Windows 7 or later / Mac: OS X Mountain Lion 10.8 or later
- Browser - The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.
- Anaconda (download and installation instructions are provided in course)
- Software must be installed and fully operational before the course begins
- Adobe Flash Player and Adobe Acrobat Reader
- Email capabilities and access to a personal email account

Academic Requirements:
- Prior knowledge of any programming language is helpful.

Application Process:
Open Entry – No screening or documentation required.
To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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>PCA 797</td>
<td>Python Developer Module One</td>
<td>100</td>
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<td>$700</td>
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<tr>
<td>PCA 798</td>
<td>Python Developer Module Two</td>
<td>55</td>
<td>Same as PCA797</td>
<td>$498</td>
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<td>(T-$150/F-$348)</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>155</strong></td>
<td><strong>Included in class fees</strong></td>
<td><strong>$995</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(T-$300/F-$695)</td>
</tr>
</tbody>
</table>

**Skills for Success:**
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 Opportunities:**
Entry-level Python programmer

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

**Program Contact Information:**
Program Coordinator: Steve Ricketts | sricketts@ccbcmd.edu | 443-840-4442 | Catonsville BESS 100L
Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville BESS 100
VMware Systems Administrator

Program Description:
This course prepares students to sit for the VMware VCP certification exam, and for a professional career in virtualization and cloud computing as a VMware Systems Administrator. 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 datacenters and cloud servers.

Program Outcomes - Successful Completion:
CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript). Students will be prepared to sit for the VMware VCA and VCP certification exams.

Certifying Organization: VMware, Inc.

Financial Aid and Payment Options:
Aid Available from CCBC: A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
1 semester (14 - 16 weeks) - not including prerequisites
This course series begins in January, June, and August at CCBC Catonsville. Course schedules vary each semester and may be held 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 Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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: 37.5

Program Course Sequence:
Excellent attendance is required.

Prerequisite Course Information:
### 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>PCA 619 or PCA 615 (if hybrid) Shared with credit class DCOM 101</td>
<td>Network and Data Communications</td>
<td>37.5</td>
<td>Introduction to Data Communications DCOM 101 - Custom; $133.35; Check with IT administrator for potential text update before purchasing</td>
<td>$569 T-$171/F-$398</td>
</tr>
</tbody>
</table>

### 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; Cisco Certification; Red Hat Certification and Ethical Hacking & Systems Defense Certification.

### Additional Expenses:

VMware VCP Certification exam cost is $250.

### Skills for Success:

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

### Career Opportunities:

With VMware and VCP certification, students qualify for entry-level positions that include VMware Systems Administrator, VMware Engineer, VMware Specialist, Virtualization Engineer, Server Virtualization Engineer, VMware Virtualization Architect; VMware Virtualization Consultant, and Network Specialist – VMware. This career requires continued training and education.

### Career Coach:

Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

### Program Contact Information:

Program Coordinator: Steve Ricketts | sricketts@ccbcmd.edu | 443-840-4442 | Catonsville BESS 100L
Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville BESS 100
Accelerated Alternative Delivery Surgical Technology (AAD-ST)

Program Description:
The CCBC AAD-ST Distance Learning Program is a non-credit continuing education program. The curriculum was developed in accordance with the objectives of the Association of Surgical Technologists (AST) and with the policies of the Accreditation Review Committee on Education in Surgical Technology (ARC-ST). The AAD Program is designed for the ST who is currently working in the "first scrub" role and completed their surgical technology training on-the-job or graduated from a non-CAAHEP accredited ST Program. The program is offered in an online distance learning accelerated format.

Program Outcomes - Successful Completion:
CCBC Credential: Students will be awarded a 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 to become a certified surgical technologist.

Certifying Organization: National Board of Surgical Technology and Surgical First Assisting (NBSTSA)
Accredited by: Commission on Accreditation of Allied Health Education Programs (CAAHEP)

Financial Aid and Payment Options:
Aid Available from CCBC: A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
9 months
The AAD Surgical Technology Program begins each year on the 3rd Monday in April and the 3rd Monday in October. Specific dates will be provided in the acceptance letter.

Program Requirements:
Working computer with internet access and computer skills to navigate the online classroom.
Students must have the following paperwork turned in to the coordinator PRIOR to the close of the application period:
- Completed AAD Program application
- Pre-assessment exam
- Successful completion of Medical Terminology and Anatomy & Physiology
- Signed Acknowledgment Form for Surgical Technology Program Technical Standards
- Signed statement of academic and professional integrity
- 2 letters of recommendation from current or former supervisors attesting to competency in Surgical Technology
- Official proof of ST training OR official documentation showing successful completion of a non-CAAHEP accredited Surgical Technology Program.
- Employment verification from current employer on company letterhead attesting to current employment as a Surgical Technologist

Application Process:
To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program information and any additional requirements necessary to apply for the program.

Selective Entry - The Accelerated Alternate Delivery Surgical Technologist program requires the following application and acceptance process:

1. Contact CEHealth@ccbcmd.edu for application information.
2. You must submit the following items located in the tab ‘Submit Admissions Material’ in Blackboard by the admission deadline in order to meet all of the requirements for the application:
   - Application (2 pages)
     - Must be submitted as a .doc, .docx or .rtf
   - Essay
     - Topic listed in Blackboard
     - Must be submitted as a .doc, .docx or .rtf
   - Scanned copy of the following:
     - Signed Academic and Professional Integrity form
     - Signed Surgical Technology Program Technical Standards form
     - Transcripts showing successful completion (a grade of "C+ or better) of program prerequisites as outlined in this information packet
     - Two letters of recommendation from current or former supervisors attesting to competency in surgical technology
     - Official documentation of ST training OR official documentation reflecting successful completion of a non-CAAHEP accredited surgical technology program as described in this information packet
     - Employment Verification form

Application Periods:
April Start - February 28 - March 31 (March 31 is the closing date)
October Start - August 31 - September 30 (September 30 is the closing date)
All completed application materials must be received on the closing date by 5:00 p.m. EST.

Acceptance Notification:
Applicants will be notified of program acceptance status approximately 10 days after the application deadline via student email.

Student Response:
Applicants must accept offered seat by the date stated in their acceptance notification.

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 number of 70 program hours may be earned from prior learning.

Program Course Sequence:
Note: In addition to completing the required courses, students must register and take the CST exam within 30 days (before or after) of the expected program completion date in order to receive graduation certificate from CCBC.

Module I 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>AHL 727</td>
<td>Microbiology for AAD-ST</td>
<td>35</td>
<td>Microbiology for Surgical Technologists, 2nd edition;</td>
<td>$580 T-$174/F-$406</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 T=Tuition/F=Fees</td>
</tr>
<tr>
<td>---------------</td>
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<td>--------------</td>
<td>------------------------------------------------------------</td>
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**Module I Totals:**

<table>
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<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>
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<tbody>
<tr>
<td></td>
<td></td>
<td>70</td>
<td>$273.90</td>
<td>$1160 T - $348/F-$812</td>
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**Module II Course Information:**

<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>AHL 726</td>
<td>Surgical Technology Theory for AAD-ST</td>
<td>40</td>
<td>Surgical Technology for the Surgical Technologist, 5th edition; published by Delmar; $211.80; and Surgical Technology for the Surgical Technologist Study Guide and Lab Manual, 5th edition; published by Delmar; $47.90</td>
<td>$580 T-$174/F-$406</td>
</tr>
<tr>
<td>AHL 725</td>
<td>Surgical Technology in Practice for AAD-ST</td>
<td>40</td>
<td>Same as AHL 726</td>
<td>$580 T-$174/F-$406</td>
</tr>
<tr>
<td>AHE 715</td>
<td>Technological Sciences for the Surgical Technologist</td>
<td>18</td>
<td>Same as AHL 726</td>
<td>$75 T-$0/F-$75</td>
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</table>

**Module II Totals:**

| Course Series Totals: | 98 | $259.7 | $1235 T-$348/F-$887 |

**Module III Course Information:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
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<th>Costs T=Tuition/F=Fees</th>
</tr>
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<tbody>
<tr>
<td>AHL 729</td>
<td>Surgical Technology Capstone for AAD-ST</td>
<td>18</td>
<td>NA</td>
<td>$210 T-$63/F-$147</td>
</tr>
<tr>
<td>AHL 724</td>
<td>Surgical Portfolio Review for AAD-ST</td>
<td>6</td>
<td>NA</td>
<td>$299 T-$0/F-$299</td>
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</table>

**Module III Totals:**

| Course Series Totals: | 24 | $0   | $509 T-$63/F-$446 |

**Total Program Costs (Modules I, II & III):**

<table>
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<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
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<td></td>
<td>192</td>
<td>$533.60</td>
<td>$2904 T-$759/F-$2145</td>
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</table>

**Skills for Success:**

This program is completely online which means that applicants/students must have access to a computer with internet access. On a scale of 1-5, students should have computer skills at the 2-3 level (basic to medium) to navigate the online instructional environment. The accelerated pace of this program means that students should be prepared to dedicate a substantial amount of time to reading, studying, preparing assignments, online discussions, and taking assessments.

Each course in a module must be passed with a minimum of 80% in order to pass the course and continue on to the next module. Students who are not successful in a course will be required to wait until the next AAD session to repeat the class, *permitting space is available*. Because the program is a non-credit certificate...
program, transcripts will reflect a grade of "CC" for completed competency or "NC" for not completed competency.

**Certification:**
Graduate ST's have the opportunity to become nationally certified through the National Board of Surgical Technology and Surgical Assisting (NBSTSA) provided all eligibility requirements are met. Certified Surgical Technologists (CST) are mainly employed by hospitals to work in the OR; however, many CSTs are expanding into other areas such as physicians' offices, outpatient surgery centers, materials managers, medical sales representative, surgical first assisting and teaching.

The primary goal of the AAD program is to provide accelerated route for on-the-job trained STs or non-CAAHEP accredited program graduates to become eligible to take the national certification exam administered by the NBSTSA. As a graduate requirement of the program, all students must take the CST exam within 30 days of the expected graduation date before they are awarded a certificate indicating successful completion of the program. The CST exam cost is covered in the cost of the AAD - ST program.

**Program Objectives:**
At the completion of the AAD-ST Distance Learning Program, the graduate will be able to:
1. Function more effectively as a caring member of the surgical team.
2. Combine knowledge from basic and surgical science with critical thinking to better function in their role as a competent ST.
3. Meet the eligibility requirements for the national certifying exam administered by the NBSTSA.
4. Continue employment as a ST or pursue options that require certification (CST) after passing the exam.
5. Assume responsibility for continued professional and personal development through lifelong learning/continuing education.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

**Program Contact Information:**
For more information, email CEHealth@ccbcmd.edu.
Technical Standards - Accelerated Alternate Delivery Surgical Technology (AAD-ST):

The duties of a ST require the ability to stand 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.

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:
   - Lift and position anesthetized patients
   - Move swiftly within close quarters while maintaining the sterile field
   - Lift large instruments trays weighing up to 30 pounds
   - Stand in one small area for long periods of time

B. Fine motor coordination sufficient to perform precise and delicate tasks such as:
   - Handle delicate surgical instruments
   - Safely handle surgical and hypodermic needles
   - Manipulate instruments while attached to body tissues

C. Adequate vision to:
   - Visualize and control fine surgical instruments
   - Identify fine microsurgical instruments
   - Read medication labels at least one foot away
   - Visualize the operative field in detail
   - Read instruction sheets and computer sheets

D. Sufficient hearing to:
   - Hear and understand verbal instructions under noisy conditions from masked personnel
   - Hear alarms and operating noises of surgical equipment

**Interpersonal Skills and Professionalism**

A. Have the ability to:
   - Work in a professional manner as a member of the surgical team under extreme 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
   - Maintain a surgical conscience
   - Willingness to precept 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
   - Accurately interpret the patient's needs
   - Communicate clearly and effectively to any team member regarding breaches in sterile technique
   - Provide patient/public education related to the profession of surgical technology

C. Intellectual ability and emotional stability to:
   - Exercise independent judgment to properly care for the surgical patient
   - Accurately utilize all resources material available to prepare for a surgical procedure
- 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**
Surgical technology 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
Central Service Technician

Program Description:
Central Service Technicians, also called Sterile Processors, decontaminate, disinfect, package, sterilize, and distribute surgical instruments, equipment, and soft good products. This is a critical support role in surgical areas.

CCBC currently has a U.S. Department of Labor grant enabling qualified and admitted students to enroll in the program, with some extra course requirements, at no cost. Please contact CEHealthGrant@ccbcmd.edu for information.

Program Outcomes - Successful Completion:
CCBC Credential: Students will earn a CCBC Workforce Training Certificate and have access to a Continuing Education academic record (transcript).

External Credential: The Central Service Technician Training Series is designed to meet the requirements of the International Association of Healthcare Central Service Materials Management (IAHCSMM). Students will be prepared to take the national certification exam to become a Certified Registered Central Service Technician (CRCST).

Certifying Organization: International Association of Health Care Central Service Material Management (IAHCSMM)

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development
Students can apply for a career training scholarship through Central Scholarship.

Program Length:
6-15 months; 4 cohorts offered each year

Program Requirements:
Student must be 18 years or older and have a High School Diploma. All students must be computer literate and have Internet access.

Students must have the following paperwork uploaded to https://discover.castlebranch.com by the end of the Central Service Technician Classroom class. After registering for the course, students will receive an email with instructions for uploading documents.

- Medical Exam Report signed by your physician
- Negative PPD (6 months) or negative chest x-ray (one year)
- Measles, mumps, rubella, varicella vaccination
- Current flu vaccination
- Hepatitis B vaccination or declination form
- Tetanus shot (less than 10 years)
- Health insurance card
- CPR for Healthcare Providers verification
- Drug test
- Background check
Application Process:
Open Entry, but enrollment is limited. Students must attend an information session and be accepted into the program. Please email CEHealthGrant@ccbcmd.edu for dates.

To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program information and any additional requirements necessary to apply for the program.

Information Session - Required:
Please email CEHealthGrant@ccbcmd.edu for information session dates.

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.

Recommended Program Course Sequence:
All courses must be finished for successful completion.

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.

<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>AHE 534 or AHE 124</td>
<td>Medical Terminology for Health Occupations or Medical Terminology for Health Occupations Online</td>
<td>30</td>
<td>Programmed Learning Approach to Medical Terminology, Third Edition; approx. $87.95; book is required; contact <a href="mailto:CEHealth@ccbcmd.edu">CEHealth@ccbcmd.edu</a> for details.</td>
<td>$329 T-$99/F-$230</td>
</tr>
<tr>
<td>AHE 805</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>AHL 045</td>
<td>Central Service Technician Classroom</td>
<td>72</td>
<td>Textbook provided on first day of class, included in program</td>
<td>$769 T-$231F-$538</td>
</tr>
<tr>
<td>AHL 046</td>
<td>Central Service Technician Clinical I</td>
<td>100</td>
<td>None</td>
<td>$329 T-$99/F-$230</td>
</tr>
<tr>
<td>AHL 047</td>
<td>Central Service Technician Clinical II</td>
<td>100</td>
<td>None</td>
<td>$329 T-$99/F-$230</td>
</tr>
<tr>
<td>AHL 048</td>
<td>Central Service Technician Clinical III</td>
<td>100</td>
<td>None</td>
<td>$220 T-$66/F-$154</td>
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<tr>
<td>AHL 049</td>
<td>Central Service Technician Clinical IV</td>
<td>100</td>
<td>None</td>
<td>$110 T-$33/F-$77</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>509</strong></td>
<td></td>
<td><strong>$87.95</strong></td>
</tr>
</tbody>
</table>

Additional Expenses:
Students may need to purchase scrubs for clinical placement. 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 AHE 534 or AHE 124 can be substituted with OFAD/MDAS 141, or ALHL 115, or AHL 717.
Skills for Success:
See Technical Standards at end of document.

Career Opportunities:
Students may have the opportunity to move into a position that is more material/inventory related, teach, or become supervisors in central processing departments. Membership in the International Association of Healthcare Central Services Material Management (IACSHMM) is recommended.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:
For more information, contact CEHealthGrant@ccbcmd.edu.
Technical Standards - 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 list 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 indicator
   - 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 (e.g. problem with machinery that could affect sterilization; admission of own errors, etc.)

**Intellectual Ability and Emotional Stability**

- 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
- 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

**Environment 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 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
Child Care Provider

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. 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.

Program Outcomes - Successful Completion:
CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).
Students will receive their 99-hour child care certificate and be eligible for their state certification.

Certifying Organization: Maryland State Department of Education

Financial Aid and Payment Options:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development
Students can apply for a career training scholarship through Central Scholarship.

Program Length:
16 to 20 weeks
Childcare courses begin monthly at CCBC Catonsville, CCBC Dundalk, CCBC Essex, and CCBC Randallstown. Courses are also offered online.

Program Requirements:
Computer literate; Internet access
A High School Diploma or GED is not required for program entry, but may be required for employment.

All childcare providers are required to maintain active CPR certification.

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program info and any additional requirements necessary to apply for the program.

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></td>
<td></td>
<td></td>
<td>(approximate cost; subject to change)</td>
<td></td>
</tr>
<tr>
<td>CHI 019</td>
<td>Child Care 1 Growth and Development</td>
<td>45</td>
<td>Child Development G-W / Decker; ISBN#1635637279; $96.00</td>
<td>$290</td>
</tr>
<tr>
<td>CHI 043</td>
<td>Child Care 1 Growth and Development Online</td>
<td>45</td>
<td>Online materials provided within course</td>
<td>$290</td>
</tr>
<tr>
<td>CHI 020</td>
<td>Child Care 2 Activities for Young Children</td>
<td>45</td>
<td>Working with Young Children; G-W / Herr; ISBN #1635637252; $106.65</td>
<td>$290</td>
</tr>
<tr>
<td>CHI 031</td>
<td>Communication Skills for Child Care Professionals</td>
<td>9</td>
<td>None</td>
<td>$109</td>
</tr>
</tbody>
</table>

**Course Series Totals:**

- **Course Series Totals:**
  - **Total Hours:** 99
  - **Total Cost:** $202.65
  - **Tuition:** $155
  - **Fees:** $46.65

**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></td>
<td></td>
<td></td>
<td>(approximate cost; subject to change)</td>
<td></td>
</tr>
<tr>
<td>CHI 035</td>
<td>Family Child Care Pre-Service Module 1</td>
<td>4</td>
<td>None</td>
<td>$55</td>
</tr>
<tr>
<td>CHI 036</td>
<td>Family Child Care Pre-Service Module 2</td>
<td>4</td>
<td>None</td>
<td>$55</td>
</tr>
<tr>
<td>CHI 037</td>
<td>Family Child Care Pre-Service Module 3</td>
<td>4</td>
<td>None</td>
<td>$55</td>
</tr>
<tr>
<td>CHI 038</td>
<td>Family Child Care Pre-Service Module 4</td>
<td>4</td>
<td>None</td>
<td>$55</td>
</tr>
<tr>
<td>CHI 039</td>
<td>Family Child Care Pre-Service Module 5</td>
<td>4</td>
<td>None</td>
<td>$55</td>
</tr>
<tr>
<td>CHI 040</td>
<td>Family Child Care Pre-Service Module 6</td>
<td>4</td>
<td>None</td>
<td>$55</td>
</tr>
</tbody>
</table>

**Course Series Totals:**

- **Course Series Totals:**
  - **Total Hours:** 24
  - **Total Cost:** $330
  - **Tuition:** $102
  - **Fees:** $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></td>
<td></td>
<td></td>
<td>(approximate cost; subject to change)</td>
<td></td>
</tr>
<tr>
<td>CHI 019 or CHI 043</td>
<td>Child Care 1 Growth and Development or Child Care I Growth and Development Online</td>
<td>45</td>
<td>Child Development; G-W/Decker; ISBN# 9781631260384; $96.00 or online materials provided within course</td>
<td>$290</td>
</tr>
<tr>
<td>CHI 033 or CHI 015</td>
<td>Child Care: The School Age Child or</td>
<td>45</td>
<td>School Age Care Environment Rating Scale;</td>
<td>$280</td>
</tr>
</tbody>
</table>
### Child Care: The School Age

| Course Number | Course Title                        | Course Hours | Textbook Information                                      | Costs  
|---------------|-------------------------------------|--------------|------------------------------------------------------------|---------
|               | Child Care: The School Age Child Online |              | Harms; ISBN#807755095; $26.60                             | $290 T - $87/F-203 |
| CHI 031       | Communication Skills for Child Care Professionals | 9            | None                                                       | $109 T-$33/F-$76  |

**Course Series Totals:**

99

$272.60

$679-689 T-$204-$207 F-$475-$482

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### Child Care Infant/Toddler Provider:

Student objective is to acquire certification to work with infants and toddlers.

| Course Number | Course Title                        | Course Hours | Textbook Information                                      | Costs  
|---------------|-------------------------------------|--------------|------------------------------------------------------------|---------
| CHI 019 or CHI 043 | Child Care 1 Growth and Development or Child Care I Growth and Development Online | 45           | Child Development G-W / Decker; ISBN# 9781631260384; $96.00; or online materials Provided within course, no textbook to purchase | $290 T-$87/F-$203  |
| CHI 032       | Group Care of Infants and Toddlers   | 45           | Online supplement handouts provided in Blackboard         | $280 T-$84/F-$196  |
| CHI 031       | Communication Skills for Child Care Professionals | 9            | None                                                       | $109 T-$33/F-$76  |

**Course Series Totals:**

99

$96

$679 T-$204/F-$475

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### 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
- Credential Booster Classes - Instruction in higher Maryland Child Care Credential levels to help daycare providers be aligned with Maryland EXCELS (Excellence Counts in Early Learning and School-age Care):
  - CHI 057 - Age & Developmentally Appropriate Supervision
  - CHI 068 - Conflict Resolution Strategies
  - CHI 067 - Cultural Competencies and Awareness
  - CHI 066 - Developmentally Appropriate Practice
  - CHI 065 - Family and Community Partnerships
  - CHI 063 - Including All Children and the ADA
  - CHI 054 - Introduction to Environmental Rating Scale
  - CHI 061 - Nutrition and Active Living
  - CHI 056 - Observation and Assessment Birth-12
  - CHI 062 - Playground Safety
  - CHI 058 - Positive Child Guidance and Discipline Theory
  - CHI 059 - Resources that Guide Daily Planning
  - CHI 064 - Supporting Children with Disabilities
  - CHI 060 - Taking Learning Outside
  - CHI 055 - The Child Care Provider as a Professional
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 and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:
For more information, email CEHealth@ccbcmd.edu.
Technical Standards - 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 list of the types of skills typically required for adequate job performance:

**Physical Requirements**
A. Sufficient strength and mobility to:
   - Lift or move children up to 50 pounds or more
   - Climbing, balancing, and stooping
B. Fine motor coordination sufficient to perform precise tasks, such as:
   - Physical activities that require considerable use of arms and legs, moving your whole body
   - Assembling and handling playground equipment
   - Assisting in preparing food and serving meals
C. Adequate vision to:
   - See details at close range (within a few feet of the observer)
D. Sufficient hearing to:
   - Hear and give verbal instructions in person under noisy conditions
   - Identify and understand the speech of another person

**Interpersonal Skills and Professionalism**
A. Have the ability to:
   - Develop and maintain constructive, cooperative working relationships with others
   - Provide customer and personal services, including the ability to perform customer needs assessment, meet quality matters standards, and evaluate customer satisfaction
   - Commit to learning and understanding new principles and methods for curriculum and training design
   - Commit to following approved standards, guidelines, policies, and procedures given by the Maryland State Department of Education
   - Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
   - Maintain proper certifications required to perform the duties of the profession
B. Sufficient communication skills to:
   - Provide information to supervisors, coworkers, and subordinates by telephone, written form, email, and in person
   - Communicate with people outside of the organization and representing the organization to customers
   - Communicate with children's parents about daily activities, behaviors, and related issues
   - Communicate in a calm and professional manner

**Intellectual Ability and Emotional Stability To**
- Apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Support children's emotional and social development, including encouraging understanding of others and developing a positive self-concept
- Work with young children, infants and/or pre-adolescents from various backgrounds and with different levels of emotional stability and social development
- Work calmly and efficiently in a fast-paced, stressful environment
- Maintain calm during emergency situations
- Identify signs of emotional or developmental problems in children and appropriately communicate the issue to their parents

**Environment Requirements**
- Working in an environment that is often noisy
- Working in an often times stressful and fast paced environment
- Working in an environment where you will be exposed to bodily fluids

FY21 CCBC School of Continuing Education Resource Guide – Final 1.1120. Information on this page is subject to change. To register or get additional information, go to any CCBC campus or extension center, call 443-840-4700, or visit CCBC Continuing Education.
Community Health Worker

Program Description
This course provides students with the knowledge and training to fulfill the front line role as a Community Health Worker. Community Health Workers assist members of the community to maneuver through the health and human services system. Topics in this course series include role of the community health worker; cultural competencies; interview techniques; and methods to assist community members in maneuvering through the healthcare and human service systems.

Program Outcomes - Successful Completion:

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

Financial Aid and Payment Options:

Financial Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship.

Program Length:
10-12 weeks

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then email CEHealth@ccbcmd.edu for information about upcoming course options.

Program Requirements:
High School Diploma or GED

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

Program Course Sequence:

Prerequisite Courses Information:

<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>AHL 140</td>
<td>Essential Skills for the Health Care Professional</td>
<td>20</td>
<td>Handouts online</td>
<td>$179</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$54/F-$125</td>
</tr>
<tr>
<td>AHE 985</td>
<td>Heartsaver First Aid/ CPR/ AED Training</td>
<td>7</td>
<td>Book provided and included in course costs</td>
<td>$99</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$30/F-$69</td>
</tr>
<tr>
<td>AHL 932</td>
<td>Mental Health First Aid</td>
<td>8</td>
<td>Book provided and included in course costs</td>
<td>$130</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$39/F-$91</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td><strong>35</strong></td>
<td></td>
<td><strong>$0</strong></td>
<td><strong>$408</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$123/F-$285</td>
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</tbody>
</table>

Program 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>
</table>

**Course & Prerequisite Course Series Totals:**

<table>
<thead>
<tr>
<th>Course Hours</th>
<th>Total Cost</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>95</td>
<td>$89</td>
<td>$883 T-$266/F-$617</td>
</tr>
</tbody>
</table>

**Additional Expenses:**
Membership in the American Public Health Association is recommended: $225 per year

**Career Opportunities:**
Community Health Worker

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

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

**Program Contact Information:**
For more information, email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu).
Technical Standards - CCBC's Community Health Worker Training:

The primary goal of CCBC's Community Health Worker training is to adequately prepare students for an entry-level position as a Community Health Worker (CHW). The duties of a CHW require the ability to conduct home visits and interview clients.

The following is a partial list of the types of skills typically required for adequate job performance:

Physical Requirements
A. Coordination sufficient to perform tasks, such as:
   - Adjust actions in relation to others’ reactions
   - Attend community meetings or health fairs to understand community issues or build relationships with community members
   - Distribute flyers, brochures or other informational or educational documents to inform members of a targeted community
B. Adequate vision to:
   - See details at close range (within a few feet of the person)
   - Read instruction sheets and computer screens
C. Sufficient hearing to:
   - Perform active listening, giving full attention to what other people are saying, and asking questions as appropriate
D. Sufficient speech clarity to:
   - Speak clearly so others can understand you
   - Identify and understand the speech of another person
E. Apply infection control techniques (as needed)

Interpersonal Skills and Professionalism
A. Have the ability to:
   - Perform for or work directly with the public, including receiving clients or guests.
   - Identify and/or contact, in person, by phone, or in writing, members of high-risk or otherwise targeted groups, including members of minority populations, low-income populations, or pregnant women, to ensure they have completed required or recommended actions
   - 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
   - Be attuned to potential problems; able to recognize when something is wrong or is likely to go wrong
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
   - Read and understand information and ideas presenting in writing
   - Communicate information and ideas when speaking so others will understand
   - Communicate information and ideas in writing so others will understand
   - Read and understand information and ideas presented in writing
   - Interpret the meaning of information for others — translate or explain what information means and how it can be used
C. Establish and maintain interpersonal relationships:
   - Develop and maintain constructive and cooperative working relationships with others
D. Sufficient professional skills to:
- Develop specific goals and plans to prioritize, organize, and accomplish your work
- Communicate with supervisors, peers, and/or subordinates, providing information by telephone, in writing, e-mail, and/or in person
- Pay close attention to detail and recordkeeping
- Document information - enter, transcribe, record, store, and maintain information in written or electronic/magnetic form
- Work with computers and computer systems, using hardware and software, to set up functions, enter data, and/or process information
- Accurately utilize all resource material available to remain current in the profession, including attending departmental in-service training

Intellectual Ability and Emotional Stability To
- Maintain updated client records with plans, notes, appropriate forms, or related information
- Advise clients or community groups on issues related to improving general health, such as diet or exercise
- Refer community members to needed health services
- Be service oriented - actively look for ways to help people
- Use critical thinking, logic, and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Practice active learning - understand the implications of new information for both current and future problem-solving and decision-making
- Maintain calm during emergency situations
- Accept feedback from others
Delegating Nurse

Program Description:
This course provides students who are Registered Nurses (RN) with a basic foundation for delegating nursing functions, including medication administration, in an assisted living setting. Topics include an overview of regulations that relate to the responsibilities of an RN, Case Manager/Delegating Nurse, case management principles, overview of the medication technician training program, and adult learning and communication.

Program Outcomes - Successful Completion:
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

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship.

Program Length:
2 days (Friday & Saturday); Daytime cohorts start in February, May, August and November at CCBC Essex.

Program Requirements:
Registered Nurse in good standing with the Maryland Board of Nursing

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

Application Process:
Provisional Entry – Must provide 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>AHL 107</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-$82/F-$203</td>
</tr>
</tbody>
</table>

Career Opportunities:
Completion of this course allows a Registered Nurse working in assisted living facilities to work as a Case Manager.

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

Program Contact Information:
For all inquiries, please e-mail CEHealth@ccbcmd.edu.
Technical Standards - 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 list 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 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

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, and exposing radiographs. Hours are generally standard daytime with some evening and weekend flexibility depending on the facility.

Program Outcomes - Successful Completion:
CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript). Students will be eligible to take the DANB Radiation Health and Safety (RHS) Exam and the Infection Control Exam (ICE), and prepared to start in an entry level dental assistant position. Upon gaining at least one year of chairside experience, students may complete advanced training by enrolling in the Maryland General Expanded Functions course.

Certifying Organization: Dental Assistant National Board (DANB)
Maryland Board of Dental Examiners; Maryland Department of Health

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbc.md.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship.

Program Length:
16-20 weeks
Dental courses are offered at CCBC Dundalk and CCBC Randallstown.

Orientation Session - Mandatory:
Students are required to attend an orientation session prior to registering for classes. Information sessions are offered several times per year at CCBC Dundalk and CCBC Randallstown. Check our website for updated times and dates or contact CEHealth@ccbc.md.edu.

Requirements:
Students must be computer literate and have Internet access. Students are required to use CCBC’s online learning platform to complete some assignments and tests in the course.

Students must have the following paperwork turned in two weeks PRIOR to the start of the program:
- High School Diploma or GED
- Must be at least 18 years old
- All other documents provided at information session that require signatures

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 7 program hours may be earned from prior learning.

Application Process:
Provisional Entry: Students must attend a mandatory orientation session prior to registration.

To apply, go to [Apply To CCBC](#) and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent with program information and any additional requirements necessary to apply for the program.

**Program 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>AHL 140</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>AHE 805</td>
<td>CPR for Healthcare Providers</td>
<td>7</td>
<td>Textbook provided on the first day of class; price included in course costs</td>
<td>$109 T-$33/F-$76</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>117</strong></td>
<td></td>
<td><strong>$322.70</strong></td>
</tr>
</tbody>
</table>

**Course Substitutions:**
CPR Course: Current CPR BLS (Healthcare Provider) card issued through the American Heart Association.

**Career Opportunities:**
Enter level dental assistant position. Students who have completed the Dental Assistant program courses have the option to apply for an unpaid dental externship in order to get hands-on experience in a dental office. Contact Bev Davidson, 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 (doctor appointments; vaccinations) scrubs, exam fee ($250), and miscellaneous supplies, totaling approximately $400.

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

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

For more information, email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu).
Technical Standards - 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 list 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 (e.g. 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
A. 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

Dental Assisting - Maryland General Expanded Functions

Program Description:
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.

Program Outcomes - Successful Completion:
CCBC Credential: Students will have access to a Continuing Education academic record (transcript) and awarded a Continuing Education Workforce Training Certificate. Students will be prepared to take the Maryland General Dental Assisting Expanded Functions Examination.

Certifying Organization: Dental Assistant National Board (DANB)
Maryland Board of Dental Examiners; Maryland Department of Health

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship.

Program Length:
7 weeks

Program Requirements:
High School Diploma or GED; computer literate; Internet access; must be employed as a dental assistant in a general dental practice 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.

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 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>AHL 754</td>
<td>Maryland General Expanded Functions</td>
<td>42</td>
<td>Modern Dental Assisting; 12th Edition; written by Bird &amp; Robinson; published by Elsevier; ISBN 9780323430302; $103.07</td>
<td>$879</td>
</tr>
</tbody>
</table>

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

**Career Opportunities:**
Promotion to Expanded Functions Dental Assistant.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

**Program Contact Information:**
For more information, email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu).
Technical Standards - 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 list 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 (e.g. 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
A. 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

Program Description:
This course prepares students to sit for the Dental Assistant National Board’s Radiation Health and Safety Exam that is required to become a dental radiation technologist in Maryland. This course is open only to students who are currently employed as a clinical dental assistant and have been in the position for at least one year or to students who have previously completed a dental assistant program. Students new to the dental assistant field should complete CCBC’s Dental Assistant program, which also includes an oral radiography component.

Program Outcomes - Successful Completion:
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)
Maryland Board of Dental Examiners; Maryland Department of Health

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship.

Program Length:
Oral Radiography course: 8 weeks; Radiation Safety Update course: 3 class sessions (9 hours); courses are offered at CCBC Dundalk and CCBC Randallstown

Mandatory Orientation:
Contact CEHealth@ccbcmd.edu for information.

Requirements:
Computer literate; Internet access
Students must have the following paperwork turned in two weeks PRIOR to the start of the program:
- High School Diploma or GED
- Must be at least 18 years of age
- Students are required to use BlackBoard (an online learning platform) to complete some assignments and tests in the course.
- All other documents provided at information session that require signatures
- Letter from dentist verifying employment

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 Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program information and any additional requirements necessary to apply for the program.
Course Information:
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 (approximate cost; subject to change)</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 (approximate cost; subject to change)</th>
<th>Costs</th>
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<tbody>
<tr>
<td>AHL 826</td>
<td>Radiation Safety Update</td>
<td>9</td>
<td>None</td>
<td>$219 T-$66/F-$153</td>
</tr>
</tbody>
</table>

Additional Expenses:
Expenses beyond the cost of tuition, fees, and books include any costs associated with medical paperwork (doctor appointments; vaccinations), scrubs, exam fee ($250), and miscellaneous supplies, totaling approximately $400.

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

Career Opportunities:
Enter-level dental assistant position.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:
For more information, email CEHealth@ccbcmd.edu.
Technical Standards - 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 list 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 (e.g. problem with machinery that could affect sterilization; admission of own errors, etc.)

Intellectual Ability and Emotional Stability To
A. 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

A. The dental assisting profession involves risks and/or discomfors 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

Dental Assisting - Orthodontic Expanded Functions

Program Description:
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.

Program Outcomes:
CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript). Students will be prepared to take the Maryland Dental Assisting Orthodontic Expanded Functions Examination.
Certifying Organization: Dental Assisting National Board (DANB)
Maryland Board of Dental Examiners

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship.

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; letter from your current dental employer stating their willingness to supervise and assess your skills

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 Information:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
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<tbody>
<tr>
<td>AHL 868</td>
<td>Orthodontic Expanded Functions</td>
<td>42</td>
<td>Modern Dental Assisting; 12th edition; written by Bird &amp; Robinson; published by Elsevier; ISBN 9780323430302; $103.07</td>
<td>$879 T-$264/F-$615</td>
</tr>
</tbody>
</table>

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

Program Contact Information:
For more information, email CEHealth@ccbcmd.edu.

FY21 CCBC School of Continuing Education Resource Guide – Final 1.1120. Information on this page is subject to change. To register or get additional information, go to any CCBC campus or extension center, call 443-840-4700, or visit CCBC Continuing Education.
Technical Standards - 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 list 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 (e.g. 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 Unit Coordinator

Program Description:
This course series prepares students to sit for certification to become a Unit Clerk or Unit Secretary through the National Association of Health Unit Coordinators. A Unit Clerk or Unit Secretary coordinates all functions of a hospital unit. In this entry-level position, Unit Clerks schedule support services for patients, triage phone calls, and function as the communication hub for the hospital unit.

Program Outcomes – Successful Completion:
CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript). Upon completion of this training, students are eligible to sit for certification through the National Association of Health Unit Coordinators.

Certifying Organization: National Association of Health Unit Coordinators

Financial Aid and Payment Options:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbccmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship.

Program Length:
3 to 6 months
Courses start on a regularly occurring basis. Check the Continuing Education Schedule of Classes for more information.

Program Requirements:
A High School Diploma or GED is required for the National Association of Health Unit Coordinators Certification exam (NAHUC) and employment; 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. A maximum of seven (7) hours may be earned from prior learning.

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program information and any additional requirements necessary to apply for the program.

Program Course Sequence:
Health Unit Coordinator is an online course delivered by WECAREONLINE

CPR and First Aid classes REQUIRE 100% attendance. Students arriving late to class will not be admitted. Lateness 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>
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<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHE 805</td>
<td>CPR for Health Care Providers</td>
<td>7</td>
<td>Included in course cost</td>
<td>$109</td>
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<td>T-$33/F-$76</td>
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<td>AHL 138</td>
<td>Health Unit Coordinator</td>
<td>60</td>
<td>LaFleur Brooks' Health Unit Coordinating, Gillingham and Seibel, ISBN # 978-1455707201; $78.00</td>
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<td><strong>Course Series Totals:</strong></td>
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<td><strong>67</strong></td>
<td><strong>78.00</strong></td>
<td>$829</td>
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<tr>
<td></td>
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<td></td>
<td>T-$133/F-$696</td>
</tr>
</tbody>
</table>

**Additional Expenses:**
Certification exam cost is $205.00 for non-members of NAHUC, and $150.00 for members of NAHUC.

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

**Career Opportunities:**
This is an entry-level position with the possibility of moving into other careers. With additional training, unit clerks can move into many other positions in a hospital setting.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

**Program Contact Information:**
For more information, email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu).
Technical Standards - CCBC's Unit Clerk Training Series:

The primary goal of The Community College of Baltimore County's Unit Clerk Series is to adequately prepare students for an entry-level position in a medical facility as a Unit Clerk or Unit Secretary. The duties of a Unit Clerk 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

Following is a partial list 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, perhaps under 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 face-paced, stressful environment
- Maintain calm during emergency situations
- Accept feedback from others
Medical Assistant

Program Description:
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 upon the recommendation of the Medical Assisting Education Review board (MAERB).

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.

Program Outcomes - Successful Completion:
CCBC Credential: Students will be awarded a 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 National Healthcareer Association.

Certifying Organization: National Healthcareer Association

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development
Pell Funding: Eligible for grants and college loans. Go to Federal Student Aid (FAFSA) to apply for Federal financial aid. Students may apply for a career training scholarship through Central Scholarship.

Program Length:
11-13 months

Courses start in July at CCBC Hunt Valley (daytime; moves slightly faster than the weekend/weekend sessions), in October at CCBC Randallstown (evening/weekend), CCBC Catonsville (daytime), and CCBC Essex campus (daytime), and in February at CCBC Essex (evening/weekend).

Mandatory Orientation:
Email CEHealth@ccbcmd.edu for application and orientation information.

Requirements:
A High School Diploma or GED is required for the National Healthcareer Association (NHA) exam and employment; computer literate; Internet access

The following paperwork is due at specified times. Completing it too early could result in the student having to redo the clinical tests or drug test. Students must have the following paperwork turned in to the coordinator PRIOR to beginning 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 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.

Application Process:
To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then email CEHealth@ccbcmd.edu for information about upcoming class options and application instructions.

Selective Entry - The Medical Assistant program requires the following application and acceptance process:
1. New Students: Call CCBC Registration at 443-840-2222 or 443-840-4700 to apply for a CCBC Student Identification (ID) number. Application cost is $10.00. After receiving your ID number, proceed to Step 2 below.
2. Go to CCBC Self-Help to retrieve your user name and create a password.
3. Go to CCBC Blackboard 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: 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 Blackboard - to meet all of the requirements for the application:
   - Application (2 pages)
     o Must be submitted as a .doc, .docx or .rtf
   - Scanned copy of one or more of the following:
     o High School Diploma or other proof of completion
     o GED
     o College Transcript
     o Other requirements for specific areas of study as detailed in Blackboard
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 Blackboard.

Application timeframes:
- Course series starting in July: March 1 – May 31
- Course series starting in October: June 1 – August 15
- Course series starting in February: October 1 – December 15

Program Course Sequence:
CPR and First Aid classes REQUIRE 100% attendance. Students arriving late to class will not be admitted. Late arrival to, or early exit from, class will also result in a failing grade and no refund. Students will then be required to retake the class at their expense.

Module I Course Series:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
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</thead>
<tbody>
<tr>
<td>AHE 534</td>
<td>Medical Terminology for Health Occupations</td>
<td>30</td>
<td>Programmed Learning Approach to Medical Terminology, Third Edition Price is approximately $87.95</td>
<td>$329</td>
</tr>
<tr>
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<td>T=Tuition/F=Fees</td>
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<td>Costs</td>
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<tr>
<td>AHE125</td>
<td>Introduction to Health</td>
<td>30</td>
<td>Core Concepts in Health; published by Insel/Roth; 13:0078028670; $133.35</td>
<td>$329 T-$99/F-$230</td>
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<tr>
<td>AHE641</td>
<td>Introduction to Health Care Systems</td>
<td>15</td>
<td>Introduction to Health Care, 4th edition; published by Mitchell and Haroun; 9781337192422; $159.95</td>
<td>$199 T-$60/F-$139</td>
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<tr>
<td>WOS 064</td>
<td>Basic Math for Health Care Workers</td>
<td>10</td>
<td>Handouts online</td>
<td>$145 T-$44/F-$101</td>
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<tr>
<td>AHL 140</td>
<td>Essential Skills for the Healthcare Prof.</td>
<td>20</td>
<td>Handouts online</td>
<td>$179 T-$54/F-$125</td>
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<td><strong>Module I Totals:</strong></td>
<td><strong>105</strong></td>
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Module II Course Series:

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<tr>
<td>AHE 672</td>
<td>Anatomy and Physiology For Health Care Workers Online</td>
<td>30</td>
<td>The Human Body in Health &amp; Disease; Patton &amp; Thibodeau, Elsevier Mosby; 7th edition; 978-0-323-402118; $74.60</td>
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<tr>
<td>AHE 577</td>
<td>Pharmacology</td>
<td>18</td>
<td>Essentials of Pharmacology for Health Occupations 13; 7th ed; published by Woodrow/ Colbert/ Smith; 9781285077888; $112.95</td>
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<tr>
<td>AHE 528</td>
<td>Medicine Administration</td>
<td>18</td>
<td>Same as AHE 577</td>
<td>$275 T-$83/F-$192</td>
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<tr>
<td>AHE 796</td>
<td>Basic Patient Intake</td>
<td>50</td>
<td>Comprehensive Medical Assisting Text &amp; Study Guide Package; Lippincott, Williams &amp; Wilkins; $149.65</td>
<td>$575 T-$173/F-$402</td>
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<tr>
<td>AHE 802</td>
<td>Basic EKG Technician Training</td>
<td>20</td>
<td>Huszars ECG &amp; 12 lead Interpretation, 5th Edition; published by Elsevier; 978-0-323-03974; $78.90</td>
<td>$425 T-$128/F-$297</td>
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<td>AHL 929</td>
<td>Certified Medical Administrative Assistant</td>
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<td>Same as AHE 796</td>
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Module III Course Series:

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<td>(approximate cost; subject to change)</td>
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<td>AHE 126</td>
<td>Phlebotomy</td>
<td>60</td>
<td>Phlebotomy Essentials, 6th Edition; published by Wolter's Kluwer, Lippincott Williams &amp; Wilkins; 9781451194524; $90.35</td>
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<tr>
<td>AHE 578</td>
<td>Intermediate Patient Intake</td>
<td>70</td>
<td>Same as CMAA AHL 929</td>
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<tr>
<td>AHL 721</td>
<td>Introduction to Laboratory Techniques</td>
<td>36</td>
<td>Same as CMAA AHL 929</td>
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<td>AHE 805</td>
<td>CPR for Healthcare Providers</td>
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<td>Medical Assisting Practicum I</td>
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<td>AHE 123</td>
<td>Medical Assisting Practicum II</td>
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<td>None</td>
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<td>T-$83/F-$192</td>
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<tr>
<td>AHL 097</td>
<td>Medical Assisting Certification Review</td>
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<td>None</td>
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**Module IV Totals:**

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**Total Program Costs – Modules I, II, III & V:**

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**Course Substitutions:**

Medical Terminology (AHE 534) can be substituted with OFAD/MDAS 141 or ALHL 115 or AHL 717 or AHE 124. Anatomy and Physiology (AHE 519) can be substituted with AHL 672 or AHE 715 or BIOL 109 or BIOL 220 and BIOL 221. Basic Math (WOS 064) can be substituted with AHL 716 or MATH 083.

**Additional Expenses:**
The student is responsible for the cost of all medical testing, background check, drug screening, and scrubs/uniforms. An estimate of these costs is $850. Medical Assistant exam cost is approximately $155. Venipuncture exam (optional) cost is approximately $115.

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

**Career Opportunities:**
The outlook for medical assistant positions from 2016-2026 is 29%, 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 or back office supervisors. Successful completers of our program who become nationally certified can receive up to 30 credits toward the AAS (Associate of Applied Science) degree in Medical Assisting offered here at CCBC.

**Additional Courses:**
A study guide and practice exam for the MA national certification exam is available on National Healthcareer.
Association which provides an additional method of preparation for the examination. Students may choose to take an optional Venipuncture Clinical (AHL 674) to become eligible to sit for the national certification exam to become a Certified Phlebotomist (CPT).

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](http://www.ccbcmd.edu/career). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](https://www.youtube.com/watch?v=EMSICareerCoach).

**Program Contact Information:**
For more information, email CEHealth@ccbcmd.edu.
Technical Standards - 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 list 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 are responsible for making sure patients are billed correctly. This involves interaction with patients, government agencies, and insurance companies. Medical billers need to know how to read a medical invoice, understand some medical coding language, and have strong human relations skills. This is a good job for someone who wants to balance interaction with people and analyzing invoices and data.

Program Outcomes - Successful Completion:
CCBC Credential: Students will be awarded a 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 to become a Billing/Coding Specialist.

Certifying Organization: National Healthcareer Association (NHA)
External Credential: Certified Billing and Coding Specialist (CBCS)

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship.

Program Length:
6-9 months; courses start in February and August at CCBC Essex, May and November at CCBC Randallstown, online in March and September.

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 Apply To CCBC for information about upcoming class options.

Program Course Sequence:

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<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>
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<tbody>
<tr>
<td>AHL149</td>
<td>Medical Terminology for Administrative Healthcare Professionals</td>
<td>18</td>
<td>Handouts provided online</td>
<td>$159</td>
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<td></td>
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<td>T-$48/F-$111</td>
</tr>
<tr>
<td>AHE130 or AHL188</td>
<td>Comprehensive Medical Billing</td>
<td>75</td>
<td>Medical insurance. A revenue cycle approach. 7-E;</td>
<td>$849</td>
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<td>T-$255/F-$594</td>
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<tr>
<td></td>
<td>Comprehensive Medical Billing Online</td>
<td>93</td>
<td>ISBN: 978-0-07-784027-3; $181.26</td>
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**Course Substitutions:**
Medical Terminology AHL 149 can be substituted with OFAD 141 or ALHL 115 or AHL 717 or AHE 124 or AHE 534.

**Additional Expenses:**
NHA Study Guide & Practice Exam: $65
NHA Exam: $115

**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, and state agencies, and can be self-employed.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

**Program Contact Information:**
For more information, email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu).
Technical Standards for CCBC’s Medical Billing Training Series:

The primary goal of The Community College of Baltimore County's Medical Billing Series is to adequately prepare students for an entry-level position in a medical facility as a Medical Biller. The duties of a Medical Biller require the ability to sit for long hours and focus on the task at hand. Their duties also require them to have:

- Outstanding communication skills
- Strong math skills
- Strong human relations skills
- Attention to detail
- Ability to work well with moderate human interaction
- Computer literacy
- Problem solving skills

Following is a partial list 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, perhaps 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

Program Description:
This course series prepares students to take the national certification exam to become a Certified Professional Coder. Medical Coders typically work in large physician practices, hospitals, or coding companies. They must use federal diagnostic (ICD) and procedure (CPT) 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.

Program Outcomes - Successful Completion:
CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).
External Credential: Certified Professional Coder (CPC)
Certifying Organization: American Academy of Professional Coders (AAPC)

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship.

Program Length:
12-15 months
Coding courses begin in January at CCBC Randallstown, in May at CCBC Essex, and online in August.

Program Requirements:
High School Diploma or GED. All students must be computer literate and have Internet access.

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training 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:

<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>AHE 534</td>
<td>Medical Terminology for Health Occupations or</td>
<td>30</td>
<td>Programmed Learning Approach to Medical Terminology, Third Edition; approximately $87.95</td>
<td>$329</td>
</tr>
<tr>
<td>or AHE 124</td>
<td>Medical Terminology Online</td>
<td></td>
<td></td>
<td>T-$99/F-$230</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>(approximate cost; subject to change)</td>
<td>T=Tuition/F=Fees</td>
</tr>
<tr>
<td>Programmed Learning Approach to Medical Terminology, Third Edition; approximately $87.95</td>
<td>$329</td>
</tr>
<tr>
<td>T-$99/F-$230</td>
<td></td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Title</td>
</tr>
<tr>
<td>---------------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>AHE 519 or AHE 672</td>
<td>Anatomy and Physiology or Anatomy and Physiology Online</td>
</tr>
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**Prerequisite Course Series Totals:**

<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>AHE 519 or AHE 672</td>
<td>Anatomy and Physiology or Anatomy and Physiology Online</td>
<td>30</td>
<td>The Human Body in Health &amp; Disease, 7th Edition; ISBN: 978-0-323-402118 $74.60</td>
<td>$329</td>
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</table>

**Course Series Information:**

<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>AHL 904 or AHL 829</td>
<td>Medical Coding I or Medical Coding I Online</td>
<td>60</td>
<td>1) Current Year ICD-10-CM for Physicians Professional Ed.; Buck ISBN 0323279767; Publisher Saunders, $106.00; 2) Current Year CPT Professional Ed, American Med Assoc.; ISBN 1622022041,Copyright 15, Publisher AMA, $116.95; 3) Current Year HCPCS Level II Expert, Optum/Insight, ISBN 1601519133, Publisher Optum, $83.95; and 4) Current Year Step By Step Medical Coding Pkg. Txt &amp; Wkbk, Buck, ISBN 0323393829, Elsevier, Kit/Set/Package, approx. $146.95</td>
<td>$815</td>
</tr>
</tbody>
</table>

| AHL 905 or AHL 830 | Medical Coding II or Medical Coding II Online | 60           | Same as Medical Coding I                                                                                   | $465  |

**Course Series Totals:**

<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>
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<tbody>
<tr>
<td>AHL 904 or AHL 829</td>
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<td>60</td>
<td>1) Current Year ICD-10-CM for Physicians Professional Ed.; Buck ISBN 0323279767; Publisher Saunders, $106.00; 2) Current Year CPT Professional Ed, American Med Assoc.; ISBN 1622022041,Copyright 15, Publisher AMA, $116.95; 3) Current Year HCPCS Level II Expert, Optum/Insight, ISBN 1601519133, Publisher Optum, $83.95; and 4) Current Year Step By Step Medical Coding Pkg. Txt &amp; Wkbk, Buck, ISBN 0323393829, Elsevier, Kit/Set/Package, approx. $146.95</td>
<td>$815</td>
</tr>
</tbody>
</table>

| AHL 905 or AHL 830 | Medical Coding II or Medical Coding II Online | 60           | Same as Medical Coding I                                                                                   | $465  |

**Course Substitutions:**

Medical Terminology AHE 534 can be substituted with: OFAD 141 or ALHL 115 or AHL 717 or AHE 124
Anatomy and Physiology AHE 519 can be substituted with: AHE 672 or AHE 715 or BIOL 109 or BIOL 220 and BIOL 221

**Additional Expenses:**

AAPC Practice Exam: $99.95; AAPC Membership: $170.00; AAPC Certification Exam: $425.00

**Skills for Success:**

The duties of a Medical Coder require the ability to sit for long hours and focus on the task at hand. Their duties also require them to have:

- Outstanding communication skills
- Computer literacy
- Self-motivation and self-direction
- Attention to detail
- Ability to work well with limited human interaction
- Analytical problem-solving skills
- Excellent visual acuity

**Career Opportunities:**
Coders can work in hospitals, doctor offices, billing agencies, clinics, temp agencies, insurance companies, accountant offices, legal firms, state agencies, and be self-employed. Students who complete the program and receive their national certification can receive credits toward an Associate of Applied Science in Allied Health through the School of Health Professions.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

**Program Contact Information:**
For more information, email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu).
Technical Standards for CCBC's Medical Coding Training Series:
The primary goal of The Community College of Baltimore County's Medical Coding Series is to adequately prepare students for an entry-level position in a medical facility as a Medical Coder. The duties of a Medical Coder require the ability to sit for long hours and focus on the task at hand.

Their duties also require them to have:
- Outstanding communication skills
- Computer literacy
- Self-motivation and self-direction
- Attention to detail
- Ability to work well with limited human interaction
- Analytical problem solving skills
- Excellent visual acuity

Following is a partial list 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, perhaps 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

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 workplace. 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.

Program Outcomes - Successful Completion:
CCBC Credential: Students will be awarded a Continuing Education Workforce Training 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 - $115.00

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship.

Program Length:
6-9 months; classes start in January at CCBC Randallstown, in February and June at CCBC Essex, and in September at CCBC Hunt Valley

Program Requirements:
Computer literate; Internet access
A High School Diploma or GED is NOT required for program entry but may be required for employment.

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

Program Course Sequence:
CPR REQUIRES 100% attendance. Students arriving late to class will not be admitted. Lateness 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 (approximate cost; subject to change)</th>
<th>Costs</th>
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<tbody>
<tr>
<td>AHL149</td>
<td>Medical Terminology for Administrative Healthcare Professionals</td>
<td>18</td>
<td>Handouts provided online</td>
<td>$159</td>
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<td></td>
<td>T=$48/F=$111</td>
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<td>Course Number</td>
<td>Course Title</td>
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<td>Textbook Information</td>
<td>Costs</td>
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<tr>
<td>---------------</td>
<td>--------------------------------------------------</td>
<td>--------------</td>
<td>--------------------------------------------------------------------------------------</td>
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<tr>
<td>AHL140</td>
<td>Essential Skills for the Healthcare Professional</td>
<td>20</td>
<td>Handouts provided online</td>
<td>$179</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$54/F-$125</td>
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<tr>
<td>AHL 929</td>
<td>Certified Medical Administrative Assistant</td>
<td>75</td>
<td>Assisting w/Study guide; 4th Edition; ISBN 1496331748; published by LWW; $131.20</td>
<td>$715</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(Please refer to your campus bookstore for appropriate text.)</td>
<td>T-$215/F-$500</td>
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<tr>
<td>AHE 805</td>
<td>CPR for Health Care Providers</td>
<td>7</td>
<td>Book provided in class</td>
<td>$109</td>
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<td>T-$33/F-$76</td>
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<td><strong>Course Series Totals:</strong></td>
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<td>120</td>
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<td>$1162</td>
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<td></td>
<td></td>
<td></td>
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<td>T-$350/F-$812</td>
</tr>
</tbody>
</table>

**Costs**

- **T=Tuition/F=Fees**

**Course Substitutions:**
Medical Terminology AHL 149 can be substituted with: AHE 534 or AHE 124 or OFAD 141 or ALHL 115 or AHL 717

**Additional Expenses:**
- NHA Study Guide & Practice Exam: $65
- NHA Certification Exam: $115

**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 Opportunities:**
Medical Front Office personnel work in physician’s offices and other medical workplaces.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

**Program Contact Information:**
For more information, email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu).

FY21 CCBC School of Continuing Education Resource Guide – Final 1.1120. Information on this page is subject to change. To register or get additional information, go to any CCBC campus or extension center, call 443-840-4700, or visit [CCBC Continuing Education](#).
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 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

Following is a partial list 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, perhaps under 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 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
**Health and Human Services**

**Medicine Aide**

**Program Description:**
This Maryland Board of Nursing (MBON) approved 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 medicine aide course meets MBON requirements, which include instruction in both theory and the clinical setting. Focus is on all approved routes of medication administration and the scope of responsibility of the CMA.

**Program Outcomes - Successful Completion:**

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

**Financial Aid and Payment Options:**

*Aid Available from CCBC:*
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at [Paying for Continuing Education](#).

*Other Resources:*
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development
Students may apply for a career training scholarship through [Central Scholarship](#).

**Program Length:**
6 weeks; course offerings and times vary by campus

**Program Requirements:**

*Required:*
- Must be able to display effective verbal communication skills using the English language which includes writing.
- Course candidates should also show competency in basic mathematics skills, have earned a high school diploma or successfully passed the general educational development (GED) test.
- Current certification by the Maryland Board of Nursing (MBON) as an active CNA in good standing, and possession of a healthcare provider CPR certification is required.
- Current employment and work experience as required by the Board in a setting acceptable to the Board, including:
  - Current employment and 2 years of full-time experience as a CNA in a facility licensed under 42 CFR Part 483 et seq.; or
  - Current employment and 1 year of full-time experience as a GNA in a facility licensed in Maryland under COMAR 10.07.02

*Recommended:*
- A High School Diploma or GED is NOT required for program entry but may be required for employment.

**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 they are employed. Documentation to be provided to course coordinator prior to registration. Email CEHealth@ccbcmd.edu for more information.

**Program Course Information:**
Contact CEHealth@ccbcmd.edu for additional information about upcoming course options. Excellent 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</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHL 169</td>
<td>Medicine Aide Training</td>
<td>70</td>
<td>Essentials of Pharmacology for Health Professions, 8th ed.; ISBN#978-1337395892; $99.00; and Davis Drug Guide for Nurses, 16th ed.; ISBN#9780803669451; $44.95</td>
<td>$949</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$285/F-$664</td>
</tr>
</tbody>
</table>

### Additional Offering:
For students to maintain their Medicine Aide Certification:

<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>AHL172</td>
<td>Medicine Aide Training Continuing Education</td>
<td>8</td>
<td>Handouts Provided in Class</td>
<td>$99</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$30/F-$69</td>
</tr>
</tbody>
</table>

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

### Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

### Program Contact Information:
Email CEHealth@ccbcmd.edu for more information.
Technical Standards for CCBC's Medicine Aide Training:

The primary goal of The Community College of Baltimore County's Medicine Aide Training program is to train Geriatric Nursing Assistants to become Certified Medicine Aides through the Maryland Board of Nursing. Certified Medicine Aides are required to be on their feet for long periods of time, caring for patients at the bedside, transferring and/or positioning patients. They need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to function quickly with accuracy while being detail-oriented. A high level of manual dexterity, psychomotor skills, and personal integrity are vital. The following is a partial list 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

Program Description:
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.

Program Outcomes – Successful Completion:
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), 4140 Patterson Avenue, Baltimore, MD, 21215; 410-585-1900

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship.

Program Length:
4-6 months

Program Requirements:
Non-expired Active or Inactive Maryland Registered Nurse or non-expired Inactive Maryland Licensed Practical Nurse; computer literate; Internet access

Students must have the following paperwork uploaded to Castle Branch Screening prior to the start of Part II Clinical. Please e-mail CEBHealth@ccbcmd.edu with any questions.

- Medical Exam Report signed by your physician
- Negative PPD (6 months) or negative chest x-ray (one year)
- Measles, mumps, rubella, varicella vaccination
- Current flu vaccination
- Hep B vaccination or declination form
- Tetanus shot (less than 10 years)
- Health insurance card
- CPR for Healthcare Providers verification
- Drug test
- Background check

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

Application Process:
Provisional Entry: Prospective students must provide verification of nursing credentials at the first class session.
## 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>NUR 005</td>
<td>Nurse Refresher – Part I: Theory</td>
<td>90</td>
<td>Medical-Surgical Nursing (Single Vol. Ed. w/CC); Brunner &amp; Suddarth; Lippincott,</td>
<td>$725</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Williams &amp; Wilkins; $149; 9781451130607; and Nursing 2018 Drug Handbook; Lippincott,</td>
<td>T-$218/F-$507</td>
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<td></td>
<td></td>
<td></td>
<td>Williams &amp; Wilkins; $36 9781496353597</td>
<td></td>
</tr>
<tr>
<td>AHE 793</td>
<td>Nurse Refresher Skills Lab</td>
<td>8</td>
<td>None</td>
<td>$450</td>
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<tr>
<td>NUR 006</td>
<td>Nurse Refresher – Part II: Clinical</td>
<td>60</td>
<td>None</td>
<td>$940</td>
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<td></td>
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<td>T-$282/F-$658</td>
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<td>**Course</td>
<td><strong>Course Series Totals:</strong></td>
<td><strong>158</strong></td>
<td><strong>$210</strong></td>
<td><strong>$2115</strong></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$635/F-$1480</td>
</tr>
</tbody>
</table>

### Additional Expenses:
CastelBranch service, including drug test and background check approximate cost is $94.50; and cost of scrubs.

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

### Career Opportunities:
Most hospitals are hiring BSN Registered Nurses. There are increasing vacancies for LPNs in long-term care facilities.

### Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

### 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 list 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
Health and Human Services

Nursing Assistant

Program Description:
This course series prepares students to apply for Maryland State certification as both a Certified Nursing Assistant (CNA) and a Geriatric Nursing Assistant (GNA). Nursing Assistants work under the supervision of an RN or LPN. The CNA's or GNA's primary duties are assisting with activities of daily living, which may include helping patients/clients with meals, personal grooming, and toileting. Additional responsibilities involve performing basic nursing skills such as obtaining patient/client vital signs (e.g. pulse rate or blood pressure).

Program Outcomes – Successful Completion:
CCBC Credential: Students will be awarded a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

Students who successfully complete both the theory and clinical portions of this 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 Pearson VUE.

Certifying Organization: Maryland Board of Nursing (MBON); 410-585-1900. 4140 Patterson Avenue, Baltimore, Maryland, 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 list 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 $105.00, payable to “Pearson VUE”

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship.

Program Length:
1-3 months
Prerequisite courses start regularly at a variety of CCBC locations.

Orientation:
Students will participate in a face-to-face orientation session at the beginning of the first class session which allows for immediate answers to questions and clarification of Program Requirements, such as health documentation necessary for clinical placement. Please contact Wanda Johnson at wjohnson@ccbcmd.edu or 443-840-1887 for more information.

Requirements:
Internet access (home or on a CCBC campus); ability to access and navigate an online learning platform (currently Blackboard)

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
- Copy of health insurance card (front and back)
- Copy of current healthcare provider CPR card front and back (must remain current for course duration)
- Background check and possible drug screen (depending on clinical site)

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.

Recommended: A High School Diploma or GED is NOT required for program entry but may be required for employment.

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 seven program hours may be earned from prior learning.

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then send an email to CEHealth@ccbcmd.edu to get information about upcoming classes.

Program Course Sequence:
Students are required to maintain a 75% average in theory, obtain at least a 75 on the final exam, and perform satisfactorily in the clinical environment for successful program completion.

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.

Prerequisite 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>AHE 805</td>
<td>CPR for Health Care Providers</td>
<td>7</td>
<td>Book provided in class</td>
<td>$109</td>
</tr>
</tbody>
</table>

Costs
T=Tuition/F=Fees

T-$33/F-$76

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 170</td>
<td>Nursing Assistant Theory</td>
<td>60</td>
<td>Text included with the course: Hartman’s Nursing Assistant Care: The Basics, 5th ed.</td>
<td>$1150</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$345/F-$805</td>
</tr>
</tbody>
</table>

AHL 171
Nursing Assistant Clinical
40
None
$650
T-$195/F-$455

Course Series Totals:
100
$0
$1800
T-$540/F-$1260

Course Series & Prerequisite Totals:
107
$0
$1909
T-$573/F-$1336
Additional Offerings:
AHE 640 - GNA Exam Review: 4 hours; $59.00 (T-$20/F-$45)

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

Career Opportunities:
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.

CNA is also the basic level of training required for enrollment in many hospital-based or community college patient care technician training courses.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:
For more information, email CEHealth@ccbcmd.edu.
Technical Standards - CCBC 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 list 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
Operating Room Registered Nurse
Science and Health Careers Pathway

Program Description:
Course series will prepare the registered nurse (RN) to function as an integral member of the operating room team. The RN will learn how to create, establish, and maintain the sterile field before, during, and after surgery. Intraoperative patient care, surgical procedures, instruments, equipment, and supplies are some of the topics to be covered during this program.

Program Objectives – Successful Outcomes:
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:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development
Pell Funding: Eligible for grants and college loans. Go to Federal Student Aid (FAFSA) to apply for Federal financial aid.
Students may apply for a career training scholarship through Central Scholarship.

Program Length:
18 weeks

Requirements:
Licensed registered nurse; Orientation - Contact CEHealth@ccbcmd.edu for more information.

Application Process:
Selective admissions process. Contact CEhealth@ccbcmd.edu for upcoming classes.

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>AHL 221</td>
<td>Periop I</td>
<td>96</td>
<td>Alexander’s Care of the Patient in Surgery, 16th edition $285.00</td>
<td>$790</td>
</tr>
<tr>
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<td></td>
<td>T-$237/F-$553</td>
</tr>
<tr>
<td>AHL 224</td>
<td>Instruments-Periop RN</td>
<td>24</td>
<td>Differentiating Surgical Instruments, 2nd edition; $60.00</td>
<td>$440</td>
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<td></td>
<td></td>
<td></td>
<td>T-$132/F-$308</td>
</tr>
<tr>
<td>AHL 222</td>
<td>Periop II</td>
<td>96</td>
<td>Same as AHL 221</td>
<td>$790</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$237/F-$553</td>
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<tr>
<td>AHL 225</td>
<td>Surgical Specialist I</td>
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<td>Same as AHL 221</td>
<td>$1180</td>
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<td>T-$354/F-$826</td>
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<tr>
<td>AHL 223</td>
<td>Periop III</td>
<td>96</td>
<td>Same as AHL 221</td>
<td>$790</td>
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<td>T-$237/F-$553</td>
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<tr>
<td>AHL 226</td>
<td>Surgical Specialist II</td>
<td>96</td>
<td>Same as AHL 221</td>
<td>$1180</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$354/F-$826</td>
</tr>
</tbody>
</table>
Additional Expenses:
Scrubs; protective eye wear

Career Opportunities:
Employment in the operating room setting in hospitals, surgi-centers, and doctor’s offices.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Contact Information:
Contact CEhealth@ccbcmd.edu for more information.

<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>Course Series Totals:</td>
<td>504</td>
<td>$345</td>
<td>$5170 T - $1551/F - $3619</td>
<td></td>
</tr>
</tbody>
</table>

Tuition/Fees
Technical Standards for CCBC Operating Room Registered Nurse Series:

The duties of an operating room registered nurse (RN) require the ability to stand for long hours at a time while constantly being focused on the task at hand. RNs must exercise safe practices while exposed to unpleasant sights, orders, 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 integrity are vital.

Physical Requirements
A. Sufficient strength and mobility to:
   ▪ Lift and position anesthetized patients
   ▪ Move swiftly within close quarters while maintaining the sterile field
   ▪ Lift large instrument trays weighing up to 30 pounds
   ▪ Stand in one small area for long periods of time
B. Fine motor coordination sufficient to perform precise and delicate tasks such as:
   ▪ Handle delicate surgical instruments
   ▪ Safely handle surgical and hypodermic needles
   ▪ Manipulate instruments while attached to body tissues
C. Adequate vision to:
   ▪ Visualize and control fine surgical needles and suture
   ▪ Identify fine microsurgical instruments
   ▪ Read medication labels at least one foot away
   ▪ Visualize the operative field in detail
   ▪ Read instruction sheets and computer screens
D. Sufficient hearing to:
   ▪ Hear and understand verbal instructions under noisy conditions from masked personnel
   ▪ Hear alarms and operating noises from machines and equipment

Interpersonal Skills and Professionalism
   ▪ Work in a professional manner as a member of the surgical team under extremely stressful situations
   ▪ Maintain composure during emergency, life and death situations
   ▪ Adequately deal with many personalities and attitudes of other team members
   ▪ Respect and protect patient rights, especially confidentiality
   ▪ Interact with other health professionals in a polite and professional manner
   ▪ Maintain a surgical conscience
   ▪ Adhere to the policies and standards of specific medical facilities
   ▪ Maintain proper certifications required to perform the duties of the profession (e.g. RN, CPR)

Communication Skills
   ▪ Give and receive accurate written and verbal instructions
   ▪ Carry out written and verbal instructions
   ▪ Communicate through proper channels
   ▪ Communicate in a calm and professional manner
   ▪ Accurately interpret the patient's needs
   ▪ Communicate clearly and effectively to any team members regarding breaches in sterile technique

Intellectual Ability and Emotional Stability
   ▪ Exercise independent judgment to properly care for the surgical patient
   ▪ Accurately utilize all resource material available to prepare for the surgical procedure
   ▪ Accurately identify, calculate dosage, and transfer medications
   ▪ Work calmly and efficiently in stressful situations
   ▪ Maintain calmness during emergency situations
   ▪ Perform duties while exposed to communicable diseases and unpleasant sights, odors, and materials
   ▪ Complete series requirements

Technical Requirements
   ▪ Adequately operate a computer system
• Perform entry level computer tasks such as sending and receiving correspondence through email
• Competently able to navigate & operate machines and equipment in the operating room
• Sufficiently complete basic computer processing tasks in order to remain current with competencies and other hospital requirements.
• Remain current on technological advancements in the field of surgical technology
• Manipulate, organize, and operate equipment required for robotic surgery

Environment Requirements
Operating room work involves risks and/or discomforts that require special safety precautions including, but not limited to:
• Wearing gowns, caps, masks, gloves, and eye protection (and other personal protective equipment as required)
• 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
• Receiving Flu shot annually
• Remain composed and focused when exposed to unpleasant sights, odors, sounds, and communicable diseases
Health and Human Services

Patient Care Technician

Program Description:
Patient Care Technicians (PCT) perform delegated nursing functions that require a higher level of technical ability and skill, including venipuncture, specimen collection, basic EKG, and advanced CNAs skills. PCTs can work in a hospital setting or urgent care facility. This course series prepares students to take the national certification exam for Patient Care Technician.

Program Outcomes - Successful Completion:
CCBC Credential: Students will receive a 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 for Patient Care Technician.

Certifying Organization: National Healthcareer Association; exam cost is $155

Financial Aid and Payment Options:
Aid Available From CCBC: A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship.

Program Length:
Cohort timeframes are subject to change.

<table>
<thead>
<tr>
<th>Cohort Timeframe</th>
<th>Location</th>
<th>Class Timeframe</th>
<th>Cohort Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>January to April</td>
<td>Essex</td>
<td>Evening</td>
<td>4 months</td>
</tr>
<tr>
<td>April to August</td>
<td>Randallstown</td>
<td>Evening</td>
<td>4 months</td>
</tr>
<tr>
<td>November to March</td>
<td>Essex</td>
<td>Daytime</td>
<td>4 months</td>
</tr>
<tr>
<td>January to April</td>
<td>Essex</td>
<td>Evening</td>
<td>4 months</td>
</tr>
</tbody>
</table>

Requirements:
Active CNA/GNA license with the Maryland Board of Nursing; High School Diploma or GED required for the National Healthcareer Association (NHA) exam and employment; computer literate; Internet access
Students must have the following paperwork uploaded to Castle Branch Screening prior to the start of Part II Clinical. Please e-mail CEHealth@ccbcmd.edu with any questions.
- Copy of active CNA/GNA license
- Medical Exam Report signed by your physician
- Negative PPD (6 months) or negative chest x-ray (one year)
- Measles, mumps, rubella, varicella vaccination
- Current flu vaccination
- Hep B vaccination or declination form
- Tetanus shot (less than 10 years)
- Health insurance card
- CPR for Healthcare Providers verification
- Drug test
- Background check

Prior Learning Assessment:
This program has no options for obtaining course waiver(s) for prior learning.
Application Process:
Provisional Entry: Prospective students must provide verification of CNA/GNA with the Maryland Board of Nursing and complete the mandatory online orientation session. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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>AHL 936</td>
<td>Patient Care Technician Theory and Skills</td>
<td>92</td>
<td>Fundamental Concepts and Skills for the Patient Care Technician by Townsend; Text/WB Package; ISBN: 9780323523639; $113</td>
<td>$1320 T-$396/F-$924</td>
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<tr>
<td>AHL 937</td>
<td>Patient Care Technician Clinical</td>
<td>59</td>
<td>None</td>
<td>$825   T-$248/F-$577</td>
</tr>
<tr>
<td>AHL 940</td>
<td>PCT Exam Review</td>
<td>8</td>
<td>None</td>
<td>$110   T-$33/F-$77</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>159</strong></td>
<td><strong>$113</strong></td>
<td><strong>$2255</strong> T-$677/F-$1578</td>
</tr>
</tbody>
</table>

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 $94.50.

Skills for Success:
See Technical Standards at end of document.

Career Opportunities:
Most hospitals in the Maryland and Washington, D.C. metropolitan areas hire patient care technicians.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

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 positionning 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 list 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
Health and Human Services

Pharmacy Technician

Program Description:
Pharmacy Technicians assist pharmacists in hospitals or freestanding pharmacies. They are typically involved in customer interactions, insurance claim processing, maintaining inventories, and filling prescriptions. This course series 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.

Program Outcomes - Successful Completion:
CCBC Credential: Students will be awarded a 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 to become a Certified Pharmacy Technician through the Pharmacy Technician Certifying Board (PTCB).

Certifying Organization: Pharmacy Technician Certifying Board (PTCB); exam cost is $129.00

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship.

Program Length:
12 - 15 weeks

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, 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 Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then send an email to CEHealth@ccbcmd.edu for information about upcoming class 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>
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<tbody>
<tr>
<td>AHE 739</td>
<td>Pharmacy Tech I</td>
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<td>Books provided first day of class</td>
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<td>T-$389/F-$1106</td>
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<tr>
<td>AHE 740</td>
<td>Pharmacy Tech II</td>
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<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>AHL 913</td>
<td>PTCB Exam Review</td>
<td>15</td>
<td>Same as AHE 739</td>
<td>$79</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$24/F-$55</td>
</tr>
</tbody>
</table>
Course Substitutions:
Contact CEHealth@ccbcmd.edu for more information.

Additional Course Offering:
Students who have completed the Pharmacy Technician program courses have the option to apply for an unpaid Pharmacy Technician externship in order to get hands-on experience. Contact the Pharmacy Program Coordinator for more information.

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

Career Opportunities:
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.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

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, and 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 to 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 list 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 handwritten 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 (e.g. 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

Environment 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
Health and Human Services

Phlebotomist

Program Description:
Phlebotomists typically draw blood and collect other specimens such as urine, throat cultures, and stool cultures. They may also carry out other related clerical and routine lab tasks (Clinical Laboratory Improvement Amendments waived) and enter results into the computer. This course series prepares students to sit for the national certification exam to become a Certified Phlebotomist (CPT).

Program Outcomes - Successful Completion:
CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and a Continuing Education academic record (transcript). Students will be prepared to take the national certification exam to become a Certified Phlebotomist (CPT); exam cost is $117.00
Certifying Organization National Healthcareer Association

Financial Aid and Payment Options:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship.

Program Length:
16-24 weeks
Courses are offered at CCBC Catonsville, CCBC Essex, CCBC Hunt Valley, and CCBC Randallstown.

Mandatory Information /Orientation Session:
Prospective students are required to attend an orientation session prior to registration.

Requirements:
Computer literate; reliable Internet access
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.

Students must consent to having blood drawn by their classmates during training.

Students must submit the following paperwork via CastleBranch by the second session of Phlebotomy (AHE 126). Details regarding this paperwork will be presented at the 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
- Proof of current American Heart Association BLS Provider certification

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

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.

<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>AHE 534 or AHE 124</td>
<td>Medical Terminology for Health Occupations or Medical Terminology Online</td>
<td>30</td>
<td>Programmed Learning Approach to Medical Terminology, Third Edition; approximately $87.95</td>
<td>$329 T-$99/F-$230</td>
</tr>
<tr>
<td>AHE 805</td>
<td>CPR for Health Care Providers</td>
<td>7</td>
<td>Included in course cost and provided during class</td>
<td>$109 T-$33/F-$76</td>
</tr>
<tr>
<td>AHL 674</td>
<td>Venipuncture Clinical</td>
<td>80</td>
<td>None</td>
<td>$329 T-$99/F-$230</td>
</tr>
</tbody>
</table>

Course Series Totals: 177 $180.94 $1866 T-$561/F-$1305

Course Substitutions:
Medical Terminology AHE 534 can be substituted with OFAD/MDAS 141, or ALHL 115, or AHL 717 or AHE 124. Other course substitutions must be approved by the program coordinator.

Additional Expenses:
Students are responsible for screenings, medical testing, scrubs and miscellaneous supplies which cost approximately $250.

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

Career Opportunities:
Enter-level position as a certified phlebotomy technician in a hospital or clinical laboratory, doctor’s office or outpatient healthcare setting.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

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 Series 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 setting.

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 and 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
   - Work remaining in a standing position 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 and 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
   - Discriminate colors
   - See and discriminate 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 discriminate 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

Environment 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.
Physical Therapy Tech/Aide

Program Description:
The Physical Therapy Tech/Aide works under the close supervision of a physical therapist or physical therapy assistant to perform only delegated, selected, or routine tasks in specific situations. These duties include preparing the patient and the treatment area. They can work in a variety of settings including long-term care facilities, hospitals, rehabilitation centers, and home/community-based settings. This career does not currently have a certification exam.

Program Outcomes - Successful Completion:
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:
Aid Available from CCBC: A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship.

Program Length:
12-16 weeks

Program Requirements:
Computer literate; Internet access
Recommended: A High School Diploma or GED is not required for program entry, but may be required for employment.

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 37 program hours may be earned from prior learning.

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then send an email to CEHealth@ccbcmd.edu for information about upcoming course options.

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.

<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>AHE 534</td>
<td>Medical Terminology for Health Occupations or</td>
<td>30</td>
<td>Programmed Learning Approach to Medical</td>
<td>$329</td>
</tr>
<tr>
<td>or AHE124</td>
<td>Medical Terminology Online</td>
<td></td>
<td>Terminology, Third Edition; approximately</td>
<td>T-$99/F-$230</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$87.95</td>
<td></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>
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<td>-------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>AHE 805</td>
<td>CPR for Health Care Providers</td>
<td>7</td>
<td>Included in courses cost</td>
<td>$109</td>
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<tr>
<td></td>
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<td>T-$33/F-$76</td>
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<tr>
<td>AHL 912</td>
<td>Becoming a Physical Therapy AIDE</td>
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<td>Handouts online</td>
<td>$149</td>
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<td>T-$45/F-$104</td>
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<td></td>
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<td>T-$177/F-$410</td>
</tr>
</tbody>
</table>

**Course Substitutions:**
Medical Terminology AHE 534 can be substituted with OFAD/MDAS 141 or ALHL 115 or AHL 717 or AHE 124.

**Additional Expenses:**
The cost of all medical testing, background check, drug screening, uniforms, is paid by the student. An estimate of these costs is $600.

**Skills for Success:**
Please see Technical Standards at the end of this document.

**Career Opportunities:**
This is an entry-level career in a physical therapy practice, rehabilitation facility, or physical/occupational therapy department in a hospital. Further education provides the opportunity for promotion within the field.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

**Program Contact Information:**
For more information, email CEHealth@ccbcmd.edu.
Technical Standards for CCBC’S Physical Therapy Aide/Tech Training Series:

The primary goal of the Community College of Baltimore County’s Physical Therapy Aide/Tech Training Series is to adequately prepare students for an entry-level position as a physical therapy tech in a physical therapy practice or hospital.

The duties of a PT Aide/Tech require the ability to assist in the lifting of patients or setting up supplies and equipment for PT sessions. PT Aides/Techs 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 work accurately and quickly. A high level of manual dexterity, psychomotor skills, and integrity are vital.

The following is a partial list 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
   - Lift 50 pounds
   - Move equipment that is sometimes awkward or heavy

B. Fine motor coordination sufficient to perform precise tasks such as:
   - Handle delicate instruments with precision
   - Handle instruments and equipment that may be costly to replace if damaged
   - Quickly and precisely adjust controls on equipment
   - Clean and assemble PT equipment

C. Adequate vision to:
   - Read and interpret written directions from PT or PT Assistant
   - 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 with any team members regarding issues that may be difficult to address (e.g. problem with machinery that could affect sterilization; admission of own errors, etc.)

**Intellectual Ability and Emotional Stability To**

- 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
This profession involves risks and/or discomforts that require special safety precautions including, but not limited to:

- Working in an environment that has a minimal risk of exposure 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
Polysomnographic (Sleep) Technician (Online Option)
Science and Health Careers 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), and respiratory flow and effort sensors.

Program Outcomes:
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 $450. The cost for the first registry test is included in the course series cost.

Certifying Organization: Commission on Accreditation of Allied Health Education Programs (CAAHEP)
727-210-2350; FAX: 727-210-2354; 25400 U.S. Highway 19 North, Suite 158, Clearwater, Florida, 33763

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development
Pell Grant and Loans
Students may apply for a career training scholarship through Central Scholarship.

Program Length:
12-15 months

Mandatory Online Orientation:
Students are required to attend an online orientation after provisional acceptance into this course series. Contact CEHealth@ccbcmd.edu for more information about the application process.

Requirements:
High School Diploma or GED; computer literate; Internet access.

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 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 Apply To CCBC 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 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 CCBC Self-Help to retrieve your user name and create a password.
3. Go to CCBC Blackboard 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 Blackboard - 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 Blackboard
   - Sign the Technical Standards document for the program
8. Check the Blackboard ‘Gradebook’ for admissions decision approximately 10 days after the submission deadline.
9. Plan to attend the mandatory orientation for your series as detailed on Blackboard.

Program Course Sequence:

Module I 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>AHL 166</td>
<td>Essential Skills for the Health Care Professional</td>
<td>20</td>
<td>Handouts and Online</td>
<td>$179</td>
</tr>
<tr>
<td>AHE 124</td>
<td>Medical Terminology for Health Occupations</td>
<td>30</td>
<td>Programmed Learning Approach to Medical Terminology, Third Edition; approximately $87.95</td>
<td>$329</td>
</tr>
<tr>
<td>AHL 179</td>
<td>Introduction to Polysomnography</td>
<td>40</td>
<td>Handouts</td>
<td>$255</td>
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<tr>
<td>AHE 106</td>
<td>Clinical Observation</td>
<td>40</td>
<td>None</td>
<td>$369</td>
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<td>AHE 180</td>
<td>Basic Math for Health Care Workers</td>
<td>10</td>
<td>Handouts online</td>
<td>$145</td>
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<td><strong>160</strong></td>
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FY21 CCBC School of Continuing Education Resource Guide – Final 1.1120. Information on this page is subject to change. To register or get additional information, go to any CCBC campus or extension center, call 443-840-4700, or visit CCBC Continuing Education.
Module II Course Information:

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<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>
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<tr>
<td>AHE 672</td>
<td>Anatomy and Physiology Online</td>
<td>30</td>
<td>The Human Body in Health and Disease; 6th (or latest) edition; Patton &amp; Thibodeau; Elsevier (soft cover); ISBN 9780023101243; $70.35</td>
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</tr>
<tr>
<td>AHL 152</td>
<td>Pharmacology</td>
<td>20</td>
<td>Essentials of Pharmacology for Health Occupations; 7th; 9781285077881; 103.95</td>
<td>$275</td>
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<td>AHE 181</td>
<td>Basic EKG Training</td>
<td>20</td>
<td>Hussar's Basic Dysrhythmias and Acute Coronary Syndromes; 4th Edition; 9780323039741; 75.70</td>
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<tr>
<td>AHL 182</td>
<td>Polysomnographic Technology Training (includes 5 practicum classes)</td>
<td>56</td>
<td>1) Essentials of Polysomnography Bundle; ISBN 9781284059595; $180; and 2) Fundamentals of Sleep Technology; ISBN 978145133208; 165.00</td>
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<tr>
<td>AHL 102</td>
<td>Sleep Clinical Internship – NPSG</td>
<td>100</td>
<td>Online materials</td>
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**Module II Totals:** 226 $595.00 $2667 T-$894/F-$1773

Module III Course Information:

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<td>Neuromuscular Anatomy and Pathophysiology</td>
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<td>Online materials</td>
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<td>AHL 703</td>
<td>Cardiorespiratory Anatomy and Pathophysiology</td>
<td>32</td>
<td>Online materials</td>
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<td>AHL 100</td>
<td>Positive Airway Pressure Techniques</td>
<td>40</td>
<td>Handouts online</td>
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<td>AHL 103</td>
<td>Clinical Internship - Day/Scoring</td>
<td>100</td>
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**Module III Totals:** 204 $0 $2238 T-$672/F-$1566

Module IV Course Information:

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<td>Sleep Staging &amp; Scoring Guidelines</td>
<td>40</td>
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<td>AHL713</td>
<td>Polysomnographic Clinicals</td>
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<tr>
<td>AHL 104</td>
<td>Sleep Clinical Internship – Titration</td>
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<td>None</td>
<td>$549</td>
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<td>AHL 134</td>
<td>BRPT Board Exam Preparation for CAAHEP</td>
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Total Program Costs (Modules I, II, III & IV):

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Course Substitutions:
Medical Terminology AHE 534 can be substituted with OFAD/MDAS 141, ALHL 115, AHL 717, or AHE 124. Anatomy and Physiology AHE 519 can be substituted with AHE 672, AHL 715, BIOL 109, or BIOL 220 and BIOL 221. Basic Math WOS 064 can be substituted with AHL 716 or MATH 083.

Additional Expenses:
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 $450.

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 Placement Outcomes:
The Polysomnography program achieved 100% positive placement for students that have their licensure.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

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.

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:
   - 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

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), and respiratory flow and effort sensors.

Program Outcomes - Successful Completion:

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 $450. The cost for the first registry test is included in the course series cost.

Certifying Organization: Commission on Accreditation of Allied Health Education Programs (CAAHEP)
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Financial Aid and Payment Options:

Financial Aid Available from CCBC:
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Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development
Pell Grants and Loans
Students may apply for a career training scholarship through Central Scholarship.

Program Length:
12-15 months
Courses start in July at CCBC Hunt Valley (evenings and weekends), in September/October at CCBC Essex (evenings and weekends), and in February at CCBC Randallstown (evenings and weekends).

Mandatory Orientation Session:
Students are required to attend an orientation after provisional acceptance into this course series.

Requirements:
High School Diploma or GED; computer literate; Internet access
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
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- Tetanus shot (less than ten years)
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Application Process:
To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then send an email to CEHealth@ccbcmd.edu for information about upcoming course options and the Application Process.

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     - College Transcript
     - Other requirements for specific areas of study as detailed in Blackboard
   - Sign the Technical Standards document for the program
8. Check the Blackboard ‘Gradebook’ for admissions decision approximately 10 days after the submission deadline.
9. Plan to attend the mandatory orientation for your series as detailed on Blackboard.

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

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 Course Information:

<table>
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<tr>
<th>Course Number</th>
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<td>AHL 101</td>
<td>Sleep Patient Intake Skills</td>
<td>20</td>
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<tr>
<td>AHE 106</td>
<td>Clinical Observation</td>
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**Module I Totals:** 167 $87.95 $1759 T-$530/F-$1229

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<td>AHE 672</td>
<td>Anatomy and Physiology Online</td>
<td>30</td>
<td>The Human Body in Health and Disease; 6th (or latest) edition; Patton and Thibodeau; Elsevier (soft cover); ISBN 9780023101243; $70.35</td>
<td>$329 T-$99/F-$230</td>
</tr>
<tr>
<td>AHL 152</td>
<td>Pharmacology</td>
<td>20</td>
<td>Essentials of Pharmacology for Health Occupations; 7th; 9781285077881; $103.95</td>
<td>$275 T-$83/F-$192</td>
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<tr>
<td>AHE 802</td>
<td>Basic EKG Training</td>
<td>20</td>
<td>Hussar's Basic Dysrhythmias and Acute Coronary Syndromes; Fourth Edition; 9780323039741; $75.70</td>
<td>$425 T-$128/F-$297</td>
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<tr>
<td>AHL 099</td>
<td>Polysomnographic Technology Training (includes 5 practicum classes)</td>
<td>56</td>
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<td>Sleep Clinical Internship – NPSG</td>
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**Module II Totals:** 226 $595.00 $2667 T-$802/F-$1865

Module III Course Information:

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<td>32</td>
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<td>$610 T-$183/F-$427</td>
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<td>AHL 100</td>
<td>Positive Airway Pressure Techniques</td>
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<td>Handouts online</td>
<td>$469 T-$141/F-$328</td>
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<td>Online materials</td>
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| Course Number | Course Title                              | Course Hours | Textbook Information (approximate cost; subject to change) | Costs  
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**Module IV Course Information:**

| Course Number | Course Title                              | Course Hours | Textbook Information (approximate cost; subject to change) | Costs  
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<tr>
<td>AHL 098</td>
<td>Sleep Staging &amp; Scoring Guidelines</td>
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<td>Polysomnographic Clinicals</td>
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<td>AHL 104</td>
<td>Sleep Clinical Internship – Titration</td>
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<td>AHL 134</td>
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<td>T=Tuition/F=Fees</td>
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**Total Program Costs – Modules I, II, III & IV:**

| Course Number | Course Title                              | Course Hours | Textbook Information (approximate cost; subject to change) | Costs  
<table>
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<td>T=Tuition/F=Fees</td>
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**Course Substitutions:**

Medical Terminology AHE 534 can be substituted with OFAD/MDAS 141, ALHL 115, AHL 717, or AHE 124. Anatomy and Physiology AHE 519 can be substituted with AHE 672, AHL 715, BIOL 109, or BIOL 220 and BIOL 221. Basic Math WOS 064 can be substituted with AHL 716 or MATH 083.

**Additional Expenses:**

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 cost of $450.

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 Placement Outcomes:**
The Polysomnography program achieved 100% positive placement for students that have their licensure.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

**Program Contact Information:**
For more information, email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu).
Technical Standards for CCBC's Sleep (Polysomnographic) Technologist Training Series:

The primary goal of The Community College of Baltimore County's Polysomnographic Technologist Series is to adequately prepare students for an entry-level position in the sleep medicine field. Sleep Technicians are critical staff in preparing for and conducting the actual sleep studies. They also play a vital role in the reading and scoring of studies before they are reported to physicians.

The duties of a sleep tech require the ability to stay focused on a variety of patients/equipment during ten to twelve hour night shifts. They need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail oriented and to have strong human relation skills. A high level of manual dexterity, psychomotor skills, and integrity are vital.

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:
   - 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 (Credentialed Professional Option)

**Program Description:**
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), and respiratory flow and effort sensors. This accelerated program option is for allied health care workers or Sleep Technicians who already have their RPSGT certification and need coursework for the Board of Physicians State Licensure.

**Program Outcomes – Successful Completion:**
- **CCBC Credential:** Students will be awarded a 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. BRPT exam cost is $450; the initial registry test is included in the course series cost.

**Certifying Organization:** Commission on Accreditation of Allied Health Education Programs (CAAHEP)
727-210-2350; FAX: 727-210-2354; 25400 U.S. Highway 19 North, Suite 158, Clearwater, Florida, 33763

**Program Delivery:**
This program is offered in a blended (combined online and classroom/laboratory/clinical) format.

**Financial Aid and Payment Options:**
- **Aid Available from CCBC:** A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

**Other Resources:**
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services
- Local Office of Workforce Development
- Pell Grants and Loans

**Program Length:**
12-15 months; courses start in July at CCBC Hunt Valley (evenings & weekends), in September/October at CCBC Essex (evenings & weekends), and in February at CCBC Randallstown (evenings & weekends).

**Mandatory Orientation Session:**
Students are required to attend an orientation after provisional acceptance into this course series.

**Requirements:**
- High School Diploma or GED; computer literate; and Internet access; student must submit documentation to confirm BRPT Certification, and prior coursework, as necessary; and 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 (within 10 years)
  - Copy of health insurance card
  - Copy of high school diploma or GED
Clinical eligibility is partly dependent on a criminal background check and random urine drug testing. Cost of testing is the responsibility of the student. Go to PreCheck for more information.

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 340 program hours may be earned from prior learning. Note: Waiving courses may affect Pell eligibility.

Application Process:
To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then email CEHealth@ccbcmd.edu for information about upcoming course options and the application process.

Provisional Entry - The Sleep Technologist program requires the following application and acceptance process:
1. New Students: Call CCBC Registration at 443-840-2222 or 443-840-4700 to apply for a CCBC Student Identification (ID) number. Application cost is $10.00. After receiving your ID number, proceed to Step 2 below.
2. Go to CCBC Self Help to retrieve your user name and create a password.
3. Go to CCBC Blackboard 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 Blackboard - 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 Blackboard
8. Check the Blackboard "Gradebook" for admissions decision approximately 10 days after the submission deadline.
9. Plan to attend the mandatory orientation for your series as detailed on Blackboard.

Application timeframes:
- Course series starting in July: March 1 – May 1
- Course series starting in September/October: June 1 – August 1
- Course series starting in February: October 1 – December 1

Program Course Sequence:

Module I Course Information:

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<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
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<td>Essential Skills for the Health Care Professional</td>
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<td>Handouts and Online</td>
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<tr>
<td>AHE 534</td>
<td>Medical Terminology for Health Occupations</td>
<td>30</td>
<td>Book required; $65.99; contact the program area for details</td>
<td>$329</td>
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<td>WOS 064</td>
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<td>CPR For Health Care Providers</td>
<td>7 None</td>
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<td>$109 T-$52/F-$57</td>
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<td><strong>Module I Totals:</strong></td>
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<tbody>
<tr>
<td>AHE 672</td>
<td>Anatomy and Physiology Online</td>
<td>30</td>
<td>The Human Body in Health and Disease; 6th (or latest) edition; Patton and Thibodeau; Elsevier (soft cover); ISBN 9780023101243; $70.35</td>
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<td>Pharmacology</td>
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<td>$275 T-$40/F-$235</td>
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<td>AHE 802</td>
<td>Basic EKG Training</td>
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<td>AHL 102</td>
<td>Sleep Clinical Internship – NPSG</td>
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<th>Textbook Information (approximate cost; subject to change)</th>
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<td>Neuromuscular Anatomy and Pathophysiology</td>
<td>32</td>
<td>Online materials</td>
<td>$610 T-$64/F-$546</td>
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<tr>
<td>AHL 703</td>
<td>Cardiorespiratory Anatomy and Pathophysiology</td>
<td>32</td>
<td>Online materials</td>
<td>$610 T-$64/F-$546</td>
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<tr>
<td>AHL 100</td>
<td>Positive Airway Pressure Techniques</td>
<td>40</td>
<td>Handouts online</td>
<td>$469 T-$80/F-$389</td>
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**Module IV Course Information:**
## Course List

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<td>Sleep Staging &amp; Scoring Guidelines</td>
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<td>Online materials</td>
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<td>AHL713</td>
<td>Polysomnographic Clinicals</td>
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<td>None</td>
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<td>AHL 104</td>
<td>Sleep Clinical Internship – Titration</td>
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<td>None</td>
<td>$549 T-$60/F-$489</td>
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<tr>
<td>AHL 134</td>
<td>BRPT Board Exam Preparation for CAAHEP</td>
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### Total Program Course Series Costs – Modules 1, II, III & 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><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>857</strong></td>
<td><strong>$654.09</strong></td>
<td><strong>$8997 T-$3177/F-$5820</strong></td>
</tr>
</tbody>
</table>

### Online Option:
The Polysomnographic Technologist Credentialed Professional option is also available in an online format, with AHL179 replacing AHL133, and AHL182 replacing AHL099.

### Additional Expenses:
- **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.

### Student Placement Outcomes:
The Polysomnography program achieved 100% positive placement for students that have their licensure.

### Contact Information:
- Coordinator: Rachel Newman Waddy | rnewmanwaddy@ccbcmd.edu | 443-840-1655 | Essex HTEC 013B
- Administrative Assistant: Nancy Laubach | nlaubach@ccbcmd.edu | 443-840-1819 | Essex HTEC 001
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.

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:
   - 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
Surgical Technologist

Program Description:
This course series prepares students to take the national certification exam to become a certified surgical technologist. Surgical technologists play an integral role in the surgical team within the operating room at hospitals, physician's offices, and surgi-centers. Surgical technologists prepare the operating room and sterile field; they set up surgical equipment, supplies, and solutions. During surgery, surgical technologists pass instruments, fluids, and supplies to the surgeon while simultaneously managing the sterile field and specimens. They are also responsible for performing a count of instruments, sponges, and other supplies to prevent foreign retained objects (Association of Surgical Technologists (AST)).

Program Outcomes – Successful Completion:
CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and will have access to a Continuing Education academic record (transcript).

Certifying Organization: National Board of Surgical Technology and Surgical Assisting (NBSTA): Accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP)
727-210-2350; FAX: 727-210-2354 25400; US Highway 19 North, Suite 158 Clearwater, FL 33763

Financial Aid and Payment Options:
Aid Available from CCBC: A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development
Pell Funding: Eligible for grants and college loans. Go to www.fafsa.gov to apply for Federal financial aid.
Students may apply for a career training scholarship through Central Scholarship

Program Length:
13 - 18 months
Courses are held at CCBC Randallstown starting in February and July. The February cohort has classes (times vary) on Mondays and Wednesdays for modules I – III. Module IV consists of hospital clinicals on Mondays through Wednesdays from 7:00 a.m. to 3:30 p.m. and class on Thursdays from 9:00 a.m. to 1:00 p.m. The July cohort has classes (times vary) on Tuesdays and Thursdays for module I – III. Module IV consists of hospital clinicals on Mondays thru Wednesdays from 7:00 a.m. to 3:30 p.m. and class on Thursdays from 9:00 a.m. to 1:00 p.m. Specific cohort schedules are distributed during the orientation session.

Information Sessions and Mandatory Orientation:
Information Sessions: Information sessions for interested students will be held at CCBC Randallstown on February 10, 2021, and in May 2021, from 4:30 to 5:30 p.m.

Mandatory Orientation Session: Students who are selected for the program will receive a conditional acceptance letter and are required to attend an orientation session at CCBC Randallstown. Date, time, and location of the orientation will be included in your acceptance letter. All students must have a valid CCBC email account to view correspondence from the program coordinator.
**Program Requirements:**
Computer literate; Internet access

Students must have the following paperwork turned in to the coordinator PRIOR to the end date of Module I (do not submit with application):

- 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. More information will be provided in module I

**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 631 program hours may be earned from prior learning. Note: course waivers may affect Pell eligibility.

**Application Process:**
To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then email CEHealth@ccbc-md.ed for information about upcoming course options and the Application Process.

**Selective Entry - The Sleep Technologist program requires the following application and acceptance process:**
1. To register for the surgical technology application course, please email CEHealth@ccbc-md.edu for upcoming course information.
2. In order to meet all of the requirements for the application, you must submit all of the following items:
   - Application (2 pages)
     - Must be submitted as a .doc, .docx or .pdf
   - Admissions Essay (guidelines & topic are available in Blackboard)
     - Must be submitted as a .doc, .docx or .pdf
   - Scanned copy of the following:
     - College Transcript (unless you have completed your prerequisites at CCBC)
     - High school diploma or GED
   - Other requirements for specific areas of study as detailed in Blackboard (CPR card from another agency)
   - **ALL REQUIRED PREREQUISITES MUST BE SUCCESSFULLY COMPLETED BEFORE THE APPLICATION DEADLINE IN ORDER TO APPLY**
3. In addition to the requirements above, all applicants will have to take an admissions exam at a CCBC testing center before the application deadline. Further instructions can be found under the tab 'Admissions Exam' in the application class in Blackboard.
4. All applicants will be notified via CCBC student email and mail regarding the admission decision approximately 10 business days after the application deadline.
5. If selected, please plan to attend the mandatory orientation as detailed in your conditional acceptance letter.

**Application Timeframes:**
- Course series starting in February: November 1 - December 15
- Course series starting in July: April 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.
Prerequisites Course Information (not covered by Pell funding):

<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>AHE 534 or AHE 124</td>
<td>Medical Terminology for Health Occupations or Medical Terminology for Health Occupations Online</td>
<td>30</td>
<td>Programmed Learning Approach to Medical Terminology, Third Edition; approximately $87.95</td>
<td>$329 T-$99/F-$230</td>
</tr>
<tr>
<td>AHE 519 or AHE 672</td>
<td>Anatomy and Physiology or Anatomy and Physiology Online</td>
<td>30</td>
<td>Anatomy &amp; Physiology – The Human Body in Health &amp; Disease 7th edition; Publisher Elsevier; Author Patton &amp; Thibodeau; ISBN 978-0-323-402118; $74.60</td>
<td>$329 T-$99/F-$230</td>
</tr>
<tr>
<td>WOS 064</td>
<td>Basic Math for Health Care Workers</td>
<td>10</td>
<td>Handouts online</td>
<td>$145 T-$44/F-$101</td>
</tr>
<tr>
<td>AHE 805</td>
<td>CPR For Health Care Providers</td>
<td>7</td>
<td>Handouts provided</td>
<td>$109 T-$33/F-$76</td>
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<tr>
<td>AHL 140</td>
<td>Essential Skills for the Healthcare Professional</td>
<td>20</td>
<td>Handouts Provided</td>
<td>$179 T-$54/F-$125</td>
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Prerequisite Courses Totals: 97 $163.59 $1091 T-$230/F-$807

Module I 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>AHL 160</td>
<td>Introduction to Surgical Technology</td>
<td>63</td>
<td>Book required; information provided at orientation; $164</td>
<td>$1020 T-$306/F-$714</td>
</tr>
<tr>
<td>AHL 846</td>
<td>Introduction to Suture &amp; Surgical Instrumentation</td>
<td>36</td>
<td>Book required; information provided at orientation $100</td>
<td>$550 T-$165/F-$385</td>
</tr>
<tr>
<td>AHL 161</td>
<td>Microbiology for Surgical Technology</td>
<td>36</td>
<td>Book required; information provided at orientation; $86</td>
<td>$660 T-$198/F-$462</td>
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</table>

Module I Totals: 135 $350.00 $2230 T-$669/F-$1561

Module II 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>AHL 849</td>
<td>Surgical Anatomy and Pathology I</td>
<td>48</td>
<td>Same as AHL 845 &amp; AHL 846</td>
<td>$770 T-$231/F-$539</td>
</tr>
<tr>
<td>AHL 851</td>
<td>Surgical Pathology and Procedures I</td>
<td>48</td>
<td>Same as AHL 845 &amp; AHL 846; Pocket Guide to the Operating Room; published by FA Davis; 0803612265; $54.00</td>
<td>$770 T-$231/F-$539</td>
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<tr>
<td>AHL 165</td>
<td>Surgical Technology II</td>
<td>48</td>
<td>Same as AHL 845</td>
<td>$1020 T-$306/F-$714</td>
</tr>
</tbody>
</table>

Module II Totals: 144 $54.00 $2560 T-$768/F-$1792

FY21 CCBC School of Continuing Education Resource Guide – Final 1.1120. Information on this page is subject to change. To register or get additional information, go to any CCBC campus or extension center, call 443-840-4700, or visit CCBC Continuing Education.
Module III Course Information:

<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>
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</thead>
<tbody>
<tr>
<td>AHL 854</td>
<td>Introduction to the Hospital Setting</td>
<td>63</td>
<td>Same as AHL 845 &amp; AHL 846</td>
<td>$660 T-$198/F-$462</td>
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<tr>
<td>AHL 855</td>
<td>Surgical Technology Skills Laboratory</td>
<td>94</td>
<td>Same as AHL 845 &amp; AHL 846</td>
<td>$770 T-$231/F-$539</td>
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<tr>
<td>AHL 850</td>
<td>Surgical Anatomy and Pathology II</td>
<td>48</td>
<td>Same as AHL 845 &amp; AHL 846</td>
<td>$770 T-$231/F-$539</td>
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<tr>
<td>AHL 852</td>
<td>Surgical Pathology and Procedures II</td>
<td>48</td>
<td>Same as AHL 845 &amp; AHL 846</td>
<td>$770 T-$231/F-$539</td>
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**Module III Totals:** 253 $0 $2970 T-$891/F-$2079

Module IV Course Information:

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<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
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<tbody>
<tr>
<td>AHL 856</td>
<td>Surgical Technology Clinical A-D</td>
<td>400 (100 each)</td>
<td>Same as AHL 851</td>
<td>$2440 ($610 each) T-$732/F-$1708</td>
</tr>
<tr>
<td>AHL 857</td>
<td></td>
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<td>AHL 858</td>
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<tr>
<td>AHL 859</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AHE 714</td>
<td>Surgical Technology Capstone</td>
<td>48</td>
<td>Surgical Technology Exam Review</td>
<td>$230 T-$69/F-$161</td>
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</table>

**Module IV Totals:** 448 $0 $2670 T-$801/F-$1869

Total Program Course Series Costs – Modules I, II, III & IV:

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<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
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<tr>
<td>Program Course Series Costs:</td>
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<td>982</td>
<td>$404</td>
<td>$10430 T-$3129/F-$7301</td>
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<td>Program Course Series &amp; Prerequisite Courses Costs:</td>
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<td>1079</td>
<td>$567.99</td>
<td>$11521 T-$3359/F-$8162</td>
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</table>

**Course Substitutions:**
Medical Terminology AHE 534 can be substituted with OFAD/M Das 141, or ALHL 115, or AHL 717, or AHE 124. Anatomy and Physiology AHE 519 can be substituted with AHE 672, or AHL 715, or BIOL 109, or BIOL 220 and BIOL 221. Basic Math WOS 064 can be substituted with AHL 716 or MATH 083. Students who have worked in a healthcare facility for more than 3 years full-time, may waive Essential Skills with proper documentation. Current CPR certification can be substituted for the CPR requirement.

**Additional Expenses:**
Students are responsible for the cost of all medical testing, background check, drug screening, and scrubs/uniforms requirements. An estimate of these costs is $800.
**Skills for Success:**
See Technical Standards at the end of this document.

**Career Opportunities:**
Students may be able to move into a position of surgical first assistant with extra training at a CAAHEP or ABHES accredited institution. They can also teach, become supervisors in the surgical department, or pursue a career in the medical device industry. 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.

**Additional Information:**
Additional Information may be found on [Association of Surgical Technologists (AST) website](https://www.ast.org).

Surgical Technology Program and Exam Completion Disclosure:

<table>
<thead>
<tr>
<th>Annual Reporting Year</th>
<th>Academic Year</th>
<th>OAE* Reported</th>
<th># of Students Graduated (CST** Exam-Eligible)</th>
<th># of Students Who Took CST Exam</th>
<th># of Students Who Passed CST Exam</th>
<th>% of Students Who Passed CST Exam</th>
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</thead>
<tbody>
<tr>
<td>2020 8/1/18 – 7/31/19</td>
<td>CST</td>
<td>17</td>
<td>17</td>
<td>14</td>
<td>82%</td>
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</tr>
<tr>
<td>2019 8/1/17 – 7/31/18</td>
<td>CST</td>
<td>18</td>
<td>18</td>
<td>10</td>
<td>56%</td>
<td></td>
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<tr>
<td>2018 8/1/16 – 7/31/17</td>
<td>CST</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>2017 8/1/15 – 7/31/16</td>
<td>CST</td>
<td>18</td>
<td>18</td>
<td>17</td>
<td>94%</td>
<td></td>
</tr>
</tbody>
</table>

*OAE: Outcomes of assessment exam; **CST: Certified surgical technologist

**Program Contact Information:**
For more information, email [CEHealth@ccbcmd.edu](mailto:CEHealth@ccbcmd.edu).
Technical Standards for CCBC’s Surgical Technology Training Series:
The primary goal of The Community College of Baltimore County’s Surgical Technology Series is to adequately prepare students for an entry-level position in the operating room functioning as a surgical technologist. The duties of a surgical technologist require the ability to stand 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. 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:
   - Lift and position anesthetized patients
   - Move swiftly within close quarters while maintaining the sterile field
   - Lift large instrument trays weighing up to 30 pounds
   - Stand in one small area for long periods of time
B. Fine motor coordination sufficient to perform precise and delicate tasks such as:
   - Handle delicate surgical instruments
   - Safely handle surgical and hypodermic needles
   - Manipulate instruments while attached to body tissues
C. Adequate vision to:
   - Visualize and control fine surgical needles and suture
   - Identify fine microsurgical instruments
   - Read medication labels at least one foot away
   - Visualize the operative field in detail
   - Read instruction sheets and computer screens
D. Sufficient hearing to:
   - Hear and understand verbal instructions under noisy conditions from masked personnel
   - Hear alarms and operating noises of surgical equipment

Interpersonal Skills and Professionalism
A. Have the ability to:
   - Work in a professional manner as a member of the surgical team under extremely 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
   - Maintain a surgical conscience
   - Willingness to precept 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
   - Accurately interpret the patient's needs
   - Communicate clearly and effectively to any team members regarding breaches in sterile technique
   - Provide patient/public education related to the profession of surgical technology

Intellectual Ability and Emotional Stability To
- Exercise independent judgment to properly care for the surgical patient
- Accurately utilize all resource material available to prepare for a surgical procedure
- 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
A. Surgical technology 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)
Surgical Technology Skills Refresher

Program Description:
This course is designed to review and reinforce the skills required for employment as an entry-level surgical technologist. This course is specifically designed for existing surgical technologists who have been out of the field or would like additional reinforcement of skills to gain employment as a surgical technologist in a medical setting. Students will review and perform the correct method for creating, establishing, and maintaining the sterile field; intraoperative instrument passing and preparation; handling medications and fluids; and recognizing sterility and contamination issues during the surgical procedure.

Program Outcomes – Successful Completion:
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 Information:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
4 weeks

Program Requirements:
Student must be an existing surgical technologist. For more information, email CEHealth@ccbcmd.edu;

Application Process:
Selective Entry - contact CEHealth@ccbcmd.edu for upcoming courses.

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>AHL 228</td>
<td>ST Skills Refresher</td>
<td>32</td>
<td>None</td>
<td>$365</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$113/F-$252</td>
</tr>
</tbody>
</table>

Additional Expenses:
Scrubs & protective eyewear

Career Opportunities:
Employment as a surgical technologist in an operating room in a hospital, surgi-center, or doctor's office.

Contact Information:
Contact CEHealth@ccbcmd.edu for upcoming courses.
Technical Standards for CCBC Surgical Technology Series:

The duties of a surgical technologist require the ability to stand for long hours at a time while constantly being focused on the task at hand. Surgical Technologists must exercise safe practices while exposed to unpleasant sights, orders, 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 integrity are vital.

Physical Requirements
A. Sufficient strength and mobility to:
   - Lift and position anesthetized patients
   - Move swiftly within close quarters while maintaining the sterile field
   - Lift large instrument trays weighing up to 30 pounds
   - Stand in one small area for long periods of time
B. Fine motor coordination sufficient to perform precise and delicate tasks such as:
   - Handle delicate surgical instruments
   - Safely handle surgical and hypodermic needles
   - Manipulate instruments while attached to body tissues
C. Adequate vision to:
   - Visualize and control fine surgical needles and suture
   - Identify fine microsurgical instruments
   - Read medication labels at least one foot away
   - Visualize the operative field in detail
   - Read instruction sheets and computer screens
D. Sufficient hearing to:
   - Hear and understand verbal instructions under noisy conditions from masked personnel
   - Hear alarms and operating noises from machines and equipment

Interpersonal Skills and Professionalism
- Work in a professional manner as a member of the surgical team under extremely stressful situations
- Maintain composure during emergency, life and death situations
- Adequately deal with many personalities and attitudes of other team members
- Respect and protect patient rights, especially confidentiality
- Interact with other health professionals in a polite and professional manner
- Maintain a surgical conscience
- Adhere to the policies and standards of specific medical facilities
- Maintain proper certifications required to perform the duties of the profession (e.g. CST,CPR)

Communication Skills
- Give and receive accurate written and verbal instructions
- Carry out written and verbal instructions
- Communicate through proper channels
- Communicate in a calm and professional manner
- Accurately interpret the patient’s needs
- Communicate clearly and effectively to any team members regarding breaches in sterile technique
- Provide public education related to the profession of Surgical Technology

Intellectual Ability and Emotional Stability
- Exercise independent judgment to properly care for the surgical patient
- Accurately utilize all resource material available to prepare for the surgical procedure
- Accurately identify, calculate dosage, and transfer medications
- Work calmly and efficiently in stressful situations
- Maintain calmness during emergency situations
- Perform duties while exposed to communicable diseases and unpleasant sights, odors, and materials
- Complete Series requirements
Technical Requirements
 Adequately operate a computer system
 Perform entry level computer tasks such as sending and receiving correspondence through email
 Competently able to navigate & operate machines and equipment in the operating room
 Sufficiently complete basic computer processing tasks in order to remain current with competencies and other hospital requirements
 Remain current on technological advancements in the field of surgical technology
 Manipulate, organize, & operate equipment required for robotic surgery

Environment Requirements
Surgical Technology work involves risks and/or discomforts that require special safety precautions including, but not limited to:
 Wearing gowns, caps, masks, gloves, and eye protection (and other personal protective equipment as required)
 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
 Receiving Flu shot annually
 Remain composed and focused when exposed to unpleasant sights, odors, sounds, and communicable diseases
Veterinary Assistant

Program Description:
Veterinary Assistants assist in kennel care, assist veterinary technicians during exams of animals, and provide support throughout the veterinary office. They are employed at animal shelters, animal emergency centers, and veterinary practices.

Program Outcomes - Successful Completion:
CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and 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:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship.

Program Length:
16-20 weeks
Veterinary Assistant program starts three times a year at CCBC Essex beginning in January/February, June, and September.

Program Requirements:
Minimum age of 18; computer literate; Internet access

A High School Diploma or GED is NOT required for program entry but may be required for employment.

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 provided in Veterinary Assistant II.

Students must have the following paperwork turned in to the Coordinator PRIOR to the start of Veterinary Assistant IV:
- Tetanus shot (less than ten years)
- Copy of health insurance card

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 Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program info 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>AHE 752</td>
<td>Veterinary Assistant I</td>
<td>30</td>
<td>Handouts online</td>
<td>$440</td>
</tr>
<tr>
<td>AHE 753</td>
<td>Veterinary Assistant II</td>
<td>30</td>
<td>Handouts online</td>
<td>$330</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>AHE 754</td>
<td>Veterinary Assistant III</td>
<td>30</td>
<td>Handouts online</td>
<td>$330</td>
</tr>
<tr>
<td>AHE 755</td>
<td>Veterinary Assistant IV Clinical</td>
<td>45</td>
<td>None</td>
<td>$220</td>
</tr>
</tbody>
</table>

**Course Series Totals:**

|                  |         | 135 | $0   | $1320       |

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.

**Career Opportunities:**
Veterinary offices are always looking for entry-level staff. Students are often hired at the site where they complete their clinical hours.

Students who complete the Veterinary Assistant Program (AHE 752, AHE 753, AHE 754 & AHE 755) will be eligible to sit for the final exam for VETT 106 to receive credit in the Veterinary Technology program, and they will receive additional points on their application when applying for the Veterinary Technician Program at CCBC.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

**Program Contact Information:**
For more information, email CEHealth@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, administer medication orally or topically, and prepare samples for laboratory examination under the supervision of veterinary or laboratory animal technologists or technicians or veterinarians.

The following is a partial list 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)
Casino Dealer

Program Description:
Casino Dealer Training at CCBC is designed to train individuals for a career as a casino table games or poker dealer. There are two pathways in the Casino Dealer Training at CCBC:

Casino Poker Dealer at Owings Mills offers the 80-hour course that prepares students to be new casino poker dealers. After completion of this course, students will be prepared to audition to be a Casino Poker Dealer.

Casino Table Games Dealer at Horseshoe Baltimore is provided in partnership with Caesars International. The 180-hour course prepares students to be a new casino table games dealer. After completion of this course, students are prepared to audition to be a Casino Table Games Dealer at Horseshoe Casino Baltimore.

Program Outcomes – Successful Completion:
CCBC Credential: Students will earn a CCBC Workforce Training Certificate and have access to a Continuing Education academic record (transcript).

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
Casino Poker Dealer: 8 weeks; 2 days per week; 5-hour classes
Casino Table Games Dealer: 6 or 9 weeks; Monday through Friday; 4 or 6 hours per day

Information & Assessment Session:
Details about upcoming Information & Assessment Sessions are available in the CCBC Continuing Education Catalog, on our website at CCBC Casino Dealer Training, by phone at 443-840-5840, and by email to CCBCCasinoDealerAcademy@ccbcmd.edu.

Requirements:
Program Requirements: High School Diploma or GED (preferred for job placement); minimum age of 18; good mental math skills

Requirement for Casino Table Games Dealer Option: Interested students apply for the training by attending an Information & Assessment Session (see above). Successful applicants will register for classes at the session.

Optional for Casino Poker Dealer: Advanced screening is not required, but applicants are welcome to attend the monthly Hospitality Information sessions.

Employment Requirement: Must pass a drug test and criminal background check to be licensed as a casino dealer.

Application Process:
To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program information and any additional requirements necessary to apply for the program.
Casino Table Games Dealer - Applicants must apply by attending an Information and Assessment Session. Successful applicants will register for classes at that session. Details about upcoming Information & Assessment Sessions is available at CCBC Casino Dealer Training, by calling 443-840-5840, or by email CCBBCasinoDealerAcademy@ccbcmd.edu.

Casino Poker Dealer classes do not require advanced screening. Information sessions are offered monthly. Email CCBBCasinoDealerAcademy@ccbcmd.edu for more information.

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

Program Course Sequence:
Casino Table Games Dealer:

<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>HSL 056</td>
<td>Casino Dealer Job Readiness and Gaming Intro</td>
<td>60</td>
<td>Included in course cost</td>
<td>Employer Paid $0/$0</td>
</tr>
<tr>
<td>HSL036</td>
<td>New Casino Table Games Dealer</td>
<td>90</td>
<td>Included in course cost</td>
<td>Employer Paid $0/$0</td>
</tr>
<tr>
<td>HSL037</td>
<td>Table Games Dealer Audition Prep</td>
<td>30</td>
<td>Included in course cost</td>
<td>Employer Paid $0/$0</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>180</strong></td>
<td></td>
<td><strong>Employer Paid $0/$0</strong></td>
</tr>
</tbody>
</table>

Casino Poker Dealer:

<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>HSL 092</td>
<td>Casino Poker Dealer</td>
<td>80</td>
<td>Included in course cost</td>
<td>$795 T-$239/F-$556</td>
</tr>
</tbody>
</table>

Additional Offerings:
Advanced Casino Dealer - HSL 064
Blackjack Dealer - HSL 061

Skills for Success:
Outstanding people skills, including the ability to interact with others with courtesy and tact; punctual and prepared to work; well-groomed, professional appearance; willingness to accept responsibility; ability to follow written and oral instructions; ability to follow safety rules and regulations; ability to complete assigned tasks on time; good math skills.

Career Opportunities:
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 two casino dealer games to be job-ready for a casino table position.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:
Program Coordinator: Yumi Kim | hospitalitycareers@ccbcmd.edu | 443-840-4302 | Owings Mills 305D
Administrative Assistant: Kate Talton | ktalton@ccbcmd.edu | 443-840- 4483 | Owings Mills 302
Hospitality Services

Catering Professional

Program Description:
This course is designed to prepare you to organize and manage a catering function either in a catering facility or at a customer’s location. Topics to be covered include catering styles, human resource management, accounting principles for catering, marketing, food production processes, food safety, and planning for success.

Program Outcomes – Successful Completion:
CCBC Credential: Students will receive a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
Up to 6 months (100 hours online coursework)

Program Requirements:
Academic requirements:
• High School Diploma or GED
• Basic high school level competencies
• Basic liberal arts knowledge
Computer requirements:
• PC or a 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. This program is compatible with the Windows XP and later operating systems and IE 7 and later browsers.

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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 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>HSL 060</td>
<td>Catering Professional Online</td>
<td>100</td>
<td>Included in course cost</td>
<td>$1,295</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>T=Tuition/F=Fees</td>
<td>T-$389/F-$90</td>
</tr>
</tbody>
</table>
Skills for Success:
Outstanding people skills, professional appearance, ability to work independently, good math skills. Knowledge and/or experience in hospitality-related fields helpful.
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 Opportunities:
Hotels, restaurants, convention centers, and catering businesses.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

Contact Information:
Coordinator: Yumi Kim | hospitalitycareers@ccbcmd.edu | 443-840-5840 | Owings Mills 305D
Administrative Assistant: Kate Talton | ktalton@ccbcmd.edu | 443-840-4483 | Owings Mills 302
Event Planning and Design
Business, Law & Education Pathway

Program Description:
The Event Management and Design online training program will equip students with the knowledge to advance in the field if they have already working in special events or it will prepare them to enter the profession with an understanding of the industry. Students build a foundation that they can use to build a career in special events or start their own special event business.

Program Outcomes – Successful Completion:
CCBC Credential: Students will receive a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
Up to 6 months (300 hours online course work)

Program Requirements:
Academic requirements:
- High School Diploma or GED
- Basic high school level competencies
- Basic liberal arts knowledge
- Understanding of and an interest in different cultures

Computer requirements:
- PC or a 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. This program is compatible with the Windows XP and later operating systems and IE 7 and later browsers.

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program info 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>HSL 025</td>
<td>Event Management and Design (Module I)</td>
<td>100</td>
<td>Art of the Event, by James C. Monroe, CMP, CSEP and Special Events: Creating and Sustaining a</td>
<td>$895</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$269/F-$626</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>
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<td>----------------------</td>
<td>-------</td>
</tr>
<tr>
<td>HSL 026</td>
<td>Event Management and Design (Module 2)</td>
<td>100</td>
<td>Same as HSL025</td>
<td>$550</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$165/F-$385</td>
</tr>
<tr>
<td>HSL027</td>
<td>Event Management and Design (Module 3)</td>
<td>100</td>
<td>Same as HSL025</td>
<td>$550</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$165/F-$385</td>
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<tr>
<td><strong>Course Series Totals:</strong></td>
<td>300</td>
<td>$0</td>
<td><strong>$1,995</strong></td>
<td>T-$599/F-$1,396</td>
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</table>

**Skills for Success:**
Outstanding people skills, professional appearance, ability to work independently, good math skills. Knowledge and/or experience in hospitality-related fields helpful.

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 Opportunities:**
Event planning small business owner; event planner for business or organization; wedding planner; or convention center or venue event planner.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

**Contact Information:**
Program Coordinator: Yumi Kim | hospitalitycareers@ccbcmd.edu | 443-840-4302 | Owings Mills 305D
Administrative Assistant: Kate Talton | ktalton@ccbcmd.edu | 443-840-4483 | Owings Mills 302
Food Service Manager

Program Description:
The ManageFirst® Program (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.

Program Outcomes - Successful Completion:
CCBC Credential: Students will receive a Continuing Education Workforce Training Certificate and will have access to a Continuing Education academic record (transcript). Successful completion of the course requirements recognizes students as having the academic and practical knowledge needed to succeed in the restaurant, food service and hospitality industry. To earn the MFP credential, students must also complete 800 service hours in the food service industry.

External Credential: Students will receive a ManageFirst® Professional credential and a ServSafe® Food Safety certification.

Certifying Organization Manage First - National Restaurant Association

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
Varies based on electives: 3-4 weeks (5 days/week) or 18-22 weeks (1 day/week).

Courses are offered at CCBC Owings Mills.

Program cohorts start three times each year in the Fall, Winter and Summer. This program is offered in a blended format. The first and last days of the class are held face-to-face. The rest of the class sessions are held via flexible distance learning to suit students’ busy schedules.

Program Requirements:
High School Diploma or GED; minimum age of 18

Recommended: Prior food service background is helpful, but not required.

External credential requirement: Must have completed 800 service hours in the food industry (not required for class registration).

Information sessions are offered monthly. Check the CCBC Continuing Education Catalog for locations, dates, and times.

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program information and any additional requirements necessary to apply for the program.
Prior Learning Assessment:
This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. Maximum number of program hours that may be earned from prior learning: 5

Program Course Sequence:
Courses can be taken in any order.

Core 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>HSL 059</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</td>
</tr>
<tr>
<td>HSL 057</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</td>
</tr>
<tr>
<td>HSL 038</td>
<td>ManageFirst® Hospitality Human Resource Management</td>
<td>35</td>
<td>Text(s), certification exams, and materials provided and included in course costs.</td>
<td>$519</td>
</tr>
<tr>
<td>HSL 016</td>
<td>ServSafe® Food Safety Training and Certification</td>
<td>16</td>
<td>Text(s), certification exams, and materials provided and included in course costs.</td>
<td>$209</td>
</tr>
</tbody>
</table>

Elective 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>HSL 040</td>
<td>ManageFirst® Customer Service</td>
<td>20</td>
<td>Text(s), certification exams, and materials provided and included in course costs.</td>
<td>$265</td>
</tr>
<tr>
<td>HSL 058</td>
<td>ManageFirst® Principles of Food &amp; Beverage</td>
<td>35</td>
<td>Text(s), certification exams, and materials provided and included in course costs.</td>
<td>$529</td>
</tr>
</tbody>
</table>

Core & Elective Course Series Totals: 176 hours $0 $2,560

Skills for Success:
Punctual, prompt and prepared to work; maintains a well-groomed professional appearance; accepts responsibility willingly; ability to follow written and oral instructions and safety rules and regulations; ability to interact with others in a courteous and tactful manner; ability to complete assigned tasks on time.

Career Opportunities:
Food Service Manager

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:
Program Coordinator: Yumi Kim hospitalitycareers@ccbcmd.edu | 443-840-4302 | Owings Mills 305D
Administrative Assistant: Kate Talton ktalton@ccbcmd.edu | 443-840-4483 | Owings Mills 302

FY21 CCBC School of Continuing Education Resource Guide – Final 1.1120. Information on this page is subject to change. To register or get additional information, go to any CCBC campus or extension center, call 443-840-4700, or visit CCBC Continuing Education.
FoodWorks - Basic Culinary Training

Program Description:
This twelve-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 course series includes instruction in 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.

Program Outcomes - Successful Completion:
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:
Aid Available from CCBC: A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
12 weeks (268 academic hours plus 205 on-the-job training hours)
Monday through Friday - 8:00 a.m. to 4:30 p.m.
This program is offered 4 times each year with course series starts in January, April, July, and October.

Program Requirements:
Required: Minimum age of 18; attendance at an Information and Orientation Session when registering for this class; dates & times available from hospitalitycareers@ccbcmd.edu or 443-840-5840
Preferred: High School Diploma or GED

Application Process:
Provisional Entry - Students must contact the program director 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 Apply To CCBC 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>HSL 044</td>
<td>FoodWorks Basic Culinary I</td>
<td>98</td>
<td>Textbooks, uniforms, and supplies provided and included in the course costs.</td>
<td>$1,550</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$465/F-$1,085</td>
</tr>
<tr>
<td>HSL 045</td>
<td>FoodWorks Basic Culinary I Practicum</td>
<td>75</td>
<td>Textbooks, uniforms, and supplies provided and included in the course costs.</td>
<td>$196</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>T-$59/F-$137</td>
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<tr>
<td>HSL 046</td>
<td>FoodWorks Basic Culinary II</td>
<td>85</td>
<td>Textbooks, uniforms, and supplies provided and included in the course costs.</td>
<td>$1,550</td>
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<td></td>
<td>T-$465/F-$1,085</td>
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<td>HSL 047</td>
<td>FoodWorks Basic Culinary II Practicum</td>
<td>65</td>
<td>Textbooks, uniforms, and supplies provided and included in the course costs.</td>
<td>$197</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$60/F-$137</td>
</tr>
<tr>
<td>HSL 048</td>
<td>FoodWorks Basic Culinary III</td>
<td>85</td>
<td>Textbooks, uniforms, and supplies provided and included in the course costs.</td>
<td>$1,550</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$465/F-$1,085</td>
</tr>
<tr>
<td>HSL 049</td>
<td>FoodWorks Basic Culinary III Practicum</td>
<td>65</td>
<td>Textbooks, uniforms, and supplies provided and included in the course costs.</td>
<td>$197</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$60/F-$137</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td>473</td>
<td>$0</td>
<td>$5240</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$1,574/F-$3,666</td>
</tr>
</tbody>
</table>

Skills for Success:
Punctual, prompt and prepared to work; maintains a well-groomed professional appearance; accepts responsibility willingly; ability to follow written and oral instructions and safety rules and regulations; ability to interact with others in a courteous and tactful manner; ability to complete assigned tasks on time.

Career Opportunities:
The FoodWorks program prepares students for entry-level cooking and food preparation for restaurants, caterers, institutional facilities and other hospitality venues.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:
Program Coordinator: Yumi Kim | hospitalitycareers@ccbcmd.edu | 443-840-5840 | Owings Mills 305D
Administrative Assistant: Kate Talton | ktalton@ccbcmd.edu | 443-840-4483 | Owings Mills 302
Hotel Front Desk Clerk/Guest Service Agent

Program Description:
Guest Service Agents/Front Desk Clerks accommodate hotel, motel, and resort patrons by registering and assigning rooms to guests. These positions are highly guest-focused and require outstanding people skills. Key tasks include issuing room keys; transmitting and receiving messages; keeping records of occupied rooms and guests' accounts; making and confirming reservations; and presenting statements to and collecting payments from departing guests.

Program Outcomes - Successful Completion:
CCBC Credential: Students will earn a CCBC Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).
External Credential: Students will earn the Certified Front Desk Representative (CFDR) designation from the American Hotel & Lodging Association Educational Institute (AH&LA EI). Students will be awarded the Certified Guest Service Professional (CGSP) designation from AH&LA EI and a CCBC MICROS OPERA training certificate.

Certifying Organization: American Hotel & Lodging Association Educational Institute (AH&LA EI)

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
Just over 5 weeks (6 hours per day; 5 days per week)
Courses are offered at CCBC Owings Mills.
Program cohorts start three times each year in the fall, winter and summer.

Program Requirements:
High School Diploma or GED are needed to start a career in hospitality but students can take this program while in high school.

Information Sessions:
Information sessions are offered monthly. Check the CCBC Continuing Education Catalog for locations, dates, and times.

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC 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. Maximum number of program hours that may be earned from prior learning: 5

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>HSL 005</td>
<td>Guest Service GOLD Certified Guest Service Professional</td>
<td>5</td>
<td>Text, certification exam, and materials provided and included in course costs.</td>
<td>$149 T-$45/F-$104</td>
</tr>
<tr>
<td>HSL 013</td>
<td>Guest Service Agent/Hotel Front Desk: Part One</td>
<td>60</td>
<td>Text and materials provided and included in course costs.</td>
<td>$1,049 T-$315/F-$734</td>
</tr>
<tr>
<td>HSL 014</td>
<td>Guest Service Agent/Hotel Front Desk: Part Two</td>
<td>90</td>
<td>Text, certification exam, and materials provided and included in course costs.</td>
<td>$1,289 T-$387/F-$902</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>155</strong></td>
<td><strong>$0</strong></td>
<td><strong>$2,487 T-$747/F-$1740</strong></td>
</tr>
</tbody>
</table>

At the end of the HSL 005 class, students will take the Certified Guest Service Professional Certification exam. At the end of the HSL 014 class, students will take the Certified Front Desk Representative exam. Fees for both exams are included in the course costs.

**Skills for Success:**
Outstanding people skills; punctual and prepared to work; well-groomed professional appearance; accept responsibility willingly; ability to follow written and oral instructions; ability to follow safety rules and regulations; interacts with others in a courteous, tactful manner; ability to complete assigned tasks on time.

**Career Opportunities:**
This program prepares students for positions at a hotel, motel, or resort as a Front Desk Clerk or Guest Service Agent.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

**Program Contact Information:**
Program Coordinator: Yumi Kim | hospitalitycareers@ccbcmd.edu | 443-840-5840 | Owings Mills 305D
Administrative Assistant: Kate Talton | ktalton@ccbcmd.edu | 443-840-4483 | Owings Mills 302
Professional Bartending

Program Description:
This course enables the student to learn the essentials of professional bartending and qualify to take the National Restaurant Association's advanced exam for alcohol service in order to earn an alcohol service certificate for Maryland. Topics include bar preparation, beverage recipes, and customer service, as well as understanding alcohol laws and responsibilities, evaluating intoxication levels, checking identifications, and dealing with difficult situations. It will prepare the student to discuss liquor liability issues and state liquor laws, demonstrate the use of bartending equipment and tools, identify various glassware utilized in a bar operation, recognize brands of liquor and relate brands to type of liquor, and practice customer service skills, and sale of drinks using a point of sale system.

Program Outcomes - Successful Completion:
CCBC Credential: Students will receive a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).
Students will qualify to take the T.I.P.S certification exam. The exam is included on the last day of this class.

Certifying Organization: Health Communications, Inc.; Training for Intervention Procedures

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
5 daytime sessions (6 hours per class) or 10 evening sessions (3 hours per class)
Courses are offered at CCBC Owings Mills.
Daytime and evening classes are offered in CCBC's Fall, Winter, and Summer sessions.

Information Sessions:
Information sessions are offered monthly. Check the CCBC Continuing Education Catalog for locations, dates and times.

Program Requirements:
Required - Minimum age of 21; Recommended: - High School Diploma

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program info and any additional requirements necessary to apply for the program.

Program Course Sequence:

<table>
<thead>
<tr>
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<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSL 103</td>
<td>Professional Bartending/Mixology</td>
<td>30</td>
<td>T.I.P.S. – Training for Intervention Procedures Certification (books, exam, and certification costs provided and included in course costs)</td>
<td>$529</td>
</tr>
</tbody>
</table>
**Additional Information:**
T.I.P.S. certification exam is included in this course.

**Additional Offerings:**
HSL 101 - T.I.P.S. (Training for Intervention Procedures) - certification only

**Skills for Success:**
Outstanding people skills; punctual and prepared to work; well-groomed professional appearance; willing acceptance of responsibility; ability to follow written and oral instructions; ability to follow safety rules and regulations; ability to interact with others in a courteous and tactful manner; ability to complete tasks on time.

**Career Opportunities:**
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.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](http://ccbc.edu/careercoach). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](https://www.youtube.com/watch?v=EMSI_CareerCoach_Tutorial).

**Program Contact Information:**
Program Coordinator: Yumi Kim | hospitalitycareers@ccbcmd.edu | 443-840-5840 | Owings Mills 305D
Administrative Assistant: Kate Talton | ktalton@ccbcmd.edu | 443-840-4483 | Owings Mills 302
Travel Agent Training

Program Description:
The Travel Agent online training program will teach you all you need to know to start a travel career. You will learn about the airline industry, ground transportation, hotels and resorts, cruises, tours, international and domestic travel, reservations and pricing, specialty travel, and more. This program is for you if you want to enhance your travel industry knowledge or jump-start your career in the travel industry.

This online program consists of two modules. The first module is designed to enable the student to learn to start a travel career and about the basic and destination geography that a travel agent is most likely to recommend and sell to their clients. Topics to be covered include the introduction to travel industry, professional skills, basic geography, and destination geography. In the second module, you will learn to start a travel career and about domestic and international travel destinations. Topics to be covered include travel industry, including airline, ground transportation, hotels and resorts, cruises, tours, specialty travel, and more.

Program Outcomes – Successful Completion:
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:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
Up to 6 months allowed to complete the online course work (approximately 100 hours)

Information Sessions:
Hospitality Career information sessions are held monthly. Check the CCBC Continuing Education Catalog for locations, dates and time.

Requirements:
Mac or PC; Internet connection; email capabilities; Adobe Flash Player; Adobe Acrobat Reader; this program is compatible with the Windows XP and later operating systems and IE 7 and later browsers.

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program info and any additional requirements necessary to apply for the program.

Program Course Sequence:

<table>
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<tr>
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<th>Course Hours</th>
<th>Textbook Information (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSL 062</td>
<td>Travel Agent Module I</td>
<td>50</td>
<td>Included in course costs</td>
<td>$995</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$40/F-$955</td>
</tr>
<tr>
<td>HSL 063</td>
<td>Travel Agent Module 2</td>
<td>50</td>
<td>Included in course costs</td>
<td>$1000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$40/F-$960</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 T=Tuition/F=Fees</td>
</tr>
<tr>
<td>---------------</td>
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<td>--------------</td>
<td>----------------------------------------------------------</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>100</td>
<td>$0</td>
<td>$1995 T-$80/F-$1915</td>
</tr>
</tbody>
</table>

**Skills for Success:**
Organizational skills; excellent customer service skills; excellent telephone manner; strong communication and sales skills

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 Opportunities:**
Careers as a travel agent selling and booking travel for everything from family vacations, to honeymoons, to corporate travel. It is their job to cater aspects of the trip to their clients' needs. As you advance your career, you can even specialize in a specific type or region of travel.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

**Program Contact Information:**
Program Coordinator: Yumi Kim | hospitalitycareers@ccbcmd.edu | 443-840-5840 | Owings Mills 305D
Administrative Assistant: Kate Talton | ktalton@ccbcmd.edu | 443-840-4483 | Owings Mills 302
Individuals with Disabilities

Child Care - Individuals with Disabilities

Program Description:
This program prepares students for work as an 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 career and academic track is designed for students with learning differences or disabilities that impact learning. This track provides instruction that is multisensory, multimodal, personalized, and incorporates elements of universal design for learning. Classes are taught with a 6 to 1 student-teacher ratio to better meet the needs of individual learners.

Program Outcomes - Successful Completion:
CCBC Credential: Students will earn a CCBC Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).

Certifying Organization: Maryland State Department of Education (Maryland State 99 Childcare Certification); Early Childhood - Maryland Public Schools

Program Delivery:
This program is offered in a totally classroom or laboratory format.

Financial Aid and Payment Options:

Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
30 weeks; courses start in August 2020 at CCBC Dundalk.

Program Requirements:
6th grade reading level according to TABE (Test for Adult Basic Education) that will be administered during an intake interview, and 5th grade math level.

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 Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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>CCT 580</td>
<td>Growth and Development in Early Childhood</td>
<td>45</td>
<td>Textbook provided.</td>
<td>$1149</td>
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<tr>
<td></td>
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<td>T-$135/F-$1014</td>
</tr>
<tr>
<td>CHI 073</td>
<td>Childcare Internship I</td>
<td>90</td>
<td>None</td>
<td>$535</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$120/F-$415</td>
</tr>
<tr>
<td>CHI 074</td>
<td>Childcare Internship II</td>
<td>90</td>
<td>None</td>
<td>$535</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$120/F-$415</td>
</tr>
<tr>
<td>CCT 584</td>
<td>Early Childhood Methods and Materials</td>
<td>45</td>
<td>None</td>
<td>$1149</td>
</tr>
<tr>
<td></td>
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<td>T-$135/F-$1014</td>
</tr>
<tr>
<td>CHA 050</td>
<td>Skills and Concepts for Employment</td>
<td>44</td>
<td>None</td>
<td>$459</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$61/F-$398</td>
</tr>
<tr>
<td>CHI 070</td>
<td>Communication for Childcare Workers</td>
<td>9</td>
<td>None</td>
<td>$380</td>
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<td></td>
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<td></td>
<td>T-$50/F-$330</td>
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<tr>
<td><strong>Course Series Totals:</strong></td>
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<td><strong>323</strong></td>
<td><strong>$0</strong></td>
<td><strong>$4207</strong></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$621/F-$3586</td>
</tr>
</tbody>
</table>

**Career Opportunities:**
Lead teacher or assistant in a day care or preschool.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

**Program Contact Information:**
Coordinator: Trish Alvey | palvey@ccbcmd.edu | 443-840-3262 | Dundalk MASH 104
Administrative Assistant: Jennifer Cabana | jcabana@ccbcmd.edu | 443-840-3262 | Dundalk MASH 104
Child Care Assistant - Individuals with Disabilities

Program Description:
This program prepares students to work as classroom aides in early childhood education. Classroom aides assist the lead teacher in preparation for lessons and caring for the nutritional, safety, and social needs of young children.

Program Outcomes - Successful Completion:
CCBC Credential: Students will earn a CCBC Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).

Program Delivery:
This program is offered in a totally classroom or laboratory format.

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
15 weeks

Program Requirements:
4th grade reading level according to TABE (Tests of Adult Basic Education) which will be administered during an intake interview.

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 Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program information and any additional requirements necessary to apply for the program.

Program Course Sequence:

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>CCT 580</td>
<td>Growth and Development in Early Childhood</td>
<td>45</td>
<td>Textbook provided.</td>
<td>$1149 $135/F-$1014</td>
</tr>
<tr>
<td>CHA 050</td>
<td>Skills and Concepts for Employment</td>
<td>44</td>
<td>None</td>
<td>$415 T-$61/F-$354</td>
</tr>
<tr>
<td>CHI 073</td>
<td>Single Step Childcare Internship</td>
<td>90</td>
<td>None</td>
<td>$535 T-$120/F-$415</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>179</strong></td>
<td><strong>$0</strong></td>
<td><strong>$2143 T-$316/F-$1827</strong></td>
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</table>

FY21 CCBC School of Continuing Education Resource Guide – Final 1.1120. Information on this page is subject to change. To register or get additional information, go to any CCBC campus or extension center, call 443-840-4700, or visit [CCBC Continuing Education](https://www.ccbc.edu/ce/).
Career Opportunities:
Assistant in a day care or preschool.

Skills for Success:
Strong verbal communication skills, strong interpersonal skills, ability to follow directions and the ability to learn routines.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:
Coordinator:  Trish Alvey | palvey@ccbcmd.edu | 443-840-3262 | Dundalk MASH 104
Administrative Assistant: Jennifer Cabana | jcabana@ccbcmd.edu | 443-840-3262 | Dundalk MASH 104
Individuals with Disabilities

Infant and Toddler Provider - Individuals with Disabilities

Program Description:
This program provides students with preparation to work with infants and toddlers in early childhood education.

Program Outcomes - Successful Completion:
CCBC Credential: Students will earn a CCBC Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).
External Credentials:
- Maryland State Infant and Toddler Certificate
Certifying Organization: Maryland State Department of Education

Program Delivery:
This program is offered in a totally classroom or laboratory format.

Financial Aid and Payment Options:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
10 weeks

Program Requirements:
Completion of 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 Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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>CHI 049</td>
<td>Theory and Practice in Infant and Toddler Care</td>
<td>50</td>
<td>None</td>
<td>$785</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T=$130/F=$655</td>
</tr>
</tbody>
</table>

Program Contact Information:
Coordinator: Trish Alvey | palvey@ccbcmd.edu | 443-840-3262 | Dundalk MASH 104
Administrative Assistant: Jennifer Cabana | jcabana@ccbcmd.edu | 443-840-3262 | Dundalk MASH 104
Office Skills - Individuals with Disabilities

Program Description:
Individualized instruction for adults with learning challenges is used 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, telephone skills, and written comprehension. Internships are arranged and provided by program staff.

This career and academic track is designed for students with learning differences or disabilities that impact learning. This track provides instruction that is multisensory, multimodal, personalized, and incorporates elements of universal design for learning. Classes are taught with a 6 to 1 student-teacher ratio to better meet the needs of individual learners.

Program Outcomes - Successful Completion:
CCBC Credential: Students will earn a CCBC Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).

Program Delivery:
This program is offered in a totally classroom or laboratory format.

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
15 weeks – daytime classes
Courses start in late January and August at CCBC Dundalk.

Program Requirements:
6th grade reading level according to TABE (Test for Adult Basic Education) that will be administered during an intake interview.

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 Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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>CHA 023</td>
<td>Basic Keyboarding</td>
<td>44</td>
<td>None</td>
<td>$459</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T=$56/F=$403</td>
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<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>CHA 080</td>
<td>Skills and Concepts for Clerical Work</td>
<td>44</td>
<td>None</td>
<td>$615 T-$86/F-$529</td>
</tr>
<tr>
<td>CHA 031</td>
<td>Vocational Readiness</td>
<td>24</td>
<td>None</td>
<td>$465 T-$75/F-$390</td>
</tr>
<tr>
<td>CHA 037</td>
<td>Microsoft Office Applications for Special Learners</td>
<td>24</td>
<td>None</td>
<td>$470 T-$68/F-$402</td>
</tr>
<tr>
<td>CHA 043</td>
<td>Single Step Clerical Internship</td>
<td>24</td>
<td>None</td>
<td>$639 T-$104/F-$535</td>
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<tr>
<td><strong>Course Series Totals:</strong></td>
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<td><strong>160</strong></td>
<td><strong>$0</strong></td>
<td><strong>$2648 T-$389/F-$2259</strong></td>
</tr>
</tbody>
</table>

**Career Opportunities:**
Students can find opportunities as a receptionist or clerical assistant.

*Education/Career Pathway:* Microsoft Certification

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](https://ccbc-career-coach.com). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](https://www.youtube.com/watch?v=dQw4w9WgXcQ).

**Program Contact Information:**
Program Coordinator: Trish Alvey | palvey@ccbcmd.edu | 443-840-3262 | Dundalk MASH 104
Administrative Assistant: Jennifer Cabana | jcabana@ccbcmd.edu | 443-840-3262 | Dundalk MASH 104
Individuals with Disabilities

Professional Animal Workers (PAWS) - Individuals with Disabilities

Program Description:
This one-semester program prepares students to work with animals in kennels, doggie day care centers, groomers, and other animal-centered businesses. It prepares students 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 soft skills for employment. Internships are arranged and provide by program staff.

This career and academic track is designed for students with learning differences or disabilities that impact learning. This track provides instruction that is multisensory, multimodal, personalized, and incorporates elements of universal design for learning. Classes are taught with a 6 to 1 student-teacher ratio to better meet the needs of individual learners.

Program Outcomes - Successful Completion:
CCBC Credential: Students will earn a CCBC Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).

Program Delivery:
This program is offered in a totally classroom or laboratory format.

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
15 weeks (daytime)
Courses start in late January and August at CCBC Dundalk campus.

Program Requirements:
6th grade reading level according to TABE (Test for Adult Basic Education) that will be administered during an intake interview

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 Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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>CHA 081</td>
<td>Basic Animal Studies</td>
<td>44</td>
<td>None</td>
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</tr>
<tr>
<td>CHA 115</td>
<td>Basic Animal Studies II</td>
<td>44</td>
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<td>$615</td>
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</tbody>
</table>

FY21 CCBC School of Continuing Education Resource Guide – Final 1.1120. Information on this page is subject to change. To register or get additional information, go to any CCBC campus or extension center, call 443-840-4700, or visit CCBC Continuing Education.
<table>
<thead>
<tr>
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<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;</td>
<td>T-$574/F-$2780</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>subject to change)</td>
<td>$3354</td>
</tr>
<tr>
<td>CHA 080</td>
<td>Skills and Concepts for Clerical Work</td>
<td>44</td>
<td>None</td>
<td>$615</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$86/F-$529</td>
</tr>
<tr>
<td>CHA 031</td>
<td>Vocational Readiness</td>
<td>23</td>
<td>None</td>
<td>$465</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$75/F-$390</td>
</tr>
<tr>
<td>CHA 037</td>
<td>Microsoft Office Applications for Special Learners</td>
<td>24</td>
<td>None</td>
<td>$470</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$68/F-$402</td>
</tr>
<tr>
<td>CHA 070</td>
<td>Afternoon Internship</td>
<td>60</td>
<td>None</td>
<td>$574</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$173/F-$401</td>
</tr>
</tbody>
</table>

Career Opportunities:
Assistant/caregiver and front office worker at an animal rescue, doggie day care center, veterinary clinic, kennel or groomer.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

Program Contact Information:
Coordinator: Trish Alvey | palvey@ccbcmd.edu | 443-840-3262 | Dundalk MASH 109
Administrative Assistant: Jennifer Cabana | jcabana@ccbcmd.edu | 443-840-3262 | Dundalk MASH 104
Security Guard - Individuals with Disabilities

Program Description:
This course teaches students how to perform the duties of a security guard. Topics include surveillance, patrol, observation, and reporting. Instruction includes the following skills: completing a report; surveillance techniques; self-defense; and de-escalation.

This career and academic track is designed for students with learning differences or disabilities that impact learning. This track provides instruction that is multisensory, multimodal, personalized, and incorporates elements of universal design for learning. Classes are taught with a 6 to 1 student-teacher ratio to better meet the needs of individual learners.

Program Outcomes - Successful Completion:
CCBC Credential: Students will earn a CCBC Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).

Program Delivery:
This program is offered in a totally classroom or laboratory format.

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
9 weeks
Courses are offered at CCBC Dundalk in March and October.

Program Requirements:
6th grade reading level according to TABE (Test for Adult Basic Education) that will be administered during an intake interview.

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 Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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>
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<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHA 085</td>
<td>Security Guard Training A</td>
<td>66</td>
<td>None</td>
<td>$825</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$52/F-$773</td>
</tr>
<tr>
<td>CHA 083</td>
<td>Security Guard Practicum A</td>
<td>66</td>
<td>None</td>
<td>$825</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$52/F-$773</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>CHA 086</td>
<td>Security Guard Training B</td>
<td>66</td>
<td>None</td>
<td>$825</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$52/F-$773</td>
</tr>
<tr>
<td>CHA 084</td>
<td>Security Guard Practicum B</td>
<td>66</td>
<td>None</td>
<td>$825</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$52/F-$773</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td><strong>264</strong></td>
<td><strong>$0</strong></td>
<td></td>
<td><strong>$3300</strong></td>
</tr>
</tbody>
</table>

**Career Opportunities:**
Students can seek opportunities as a customer service security officer, hotel security officer, or in a loss prevention office.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

**Program Contact Information:**
Coordinator: Trish Alvey | palvey@ccbcmd.edu | 443-840-3262 | Dundalk MASH 104
Administrative Assistant: Jennifer Cabana | jcabana@ccbcmd.edu | 443-840-3262 | Dundalk MASH 104
Veterinary Assistant - Individuals with Disabilities

Program Description:
This one semester program prepares students to assist in kennel care, assist veterinary technicians during exams of animals, and provide support throughout the veterinary office. They are employed at animal shelters, animal emergency centers, and veterinary practices.

This career and academic track is designed for students with learning differences and disabilities that impact learning. This track provides instruction that is multisensory, multimodal, personalized, and incorporates elements of universal design for learning.

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

Program Delivery:
This program is offered in a totally classroom or laboratory format.

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at cceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
16 weeks (daytime classes)
Courses start two times a year, in January/February and August, at CCBC Essex.

Program Requirements:
Prior completion of the Single Step Professional Animals Workers (PAWS) program.
Minimum 8th grade reading level and 5th grade math level according to TABE (Test for Adult Basic Education) – assessment will be administered during an intake interview.
Internships may require a criminal background check and urinalysis (additional fee).

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

Application Process:
Selective Entry – Call 443-840-3262 to schedule an interview and assessment. To apply, go to Apply To CCBC 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 (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHA 208</td>
<td>Practical Skills for the Veterinary Assistant</td>
<td>15</td>
<td>None</td>
<td>$255</td>
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<td></td>
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<td>T-$35F-$220</td>
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<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>CHA 209</td>
<td>Introduction to Veterinary Assisting</td>
<td>20</td>
<td>None</td>
<td>$335</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$45F-$290</td>
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<tr>
<td>CHA 210</td>
<td>Veterinary Assisting I</td>
<td>27</td>
<td>None</td>
<td>$450</td>
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<td>T-$60F-$390</td>
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<tr>
<td>CHA 211</td>
<td>Veterinary Assisting II</td>
<td>36</td>
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<td>$600</td>
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<td>T-$80F-$520</td>
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<tr>
<td>CHA212</td>
<td>Biology and Disease for Veterinary Assistants</td>
<td>42</td>
<td>None</td>
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<td></td>
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<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td>140</td>
<td>$0</td>
<td><strong>$2,340 T-$315F-$2025</strong></td>
</tr>
</tbody>
</table>

**Additional Expenses:**
Students are responsible for the cost of a criminal background check and urinalysis, if an optional internship is elected.

**Career Opportunities:**
Veterinary offices and other animal care related businesses are always looking for veterinary assistants and entry-level staff.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

**Contact Information:**
Coordinator: Trish Alvey | palvey@ccbcmd.edu | 443-840-3262 | Dundalk MASH 109
Administrative Assistant: Jennifer Cabana | jcabana@ccbcmd.edu | 443-840-3262 | Dundalk MASH 104
Individuals with Disabilities

Warehouse Technician - Individuals with Disabilities

Program Description:
This program teaches students how to perform warehouse work and the safety requirements of 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 soft skills for employment.

This career and academic track is designed for students with learning differences or disabilities that impact learning. This track provides instruction that is multisensory, multimodal, personalized, and incorporates elements of universal design for learning. Classes are taught with a 6 to 1 student-teacher ratio to better meet the needs of individual learners.

Program Outcomes - Successful Completion:
CCBC Credential: Students will earn a CCBC Continuing Education Workforce Training Certificate and will have access to a Continuing Education academic record (transcript).

External Credential: First Aid/CPR certification

Certifying Organization: American Red Cross; National Safety Council; Coaching Systems

Program Delivery:
This program is offered in a totally classroom or laboratory format.

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
9 weeks
Courses are offered at CCBC Dundalk.

Program Requirements:
5th grade reading level according to TABE (Test for Adult Basic Education) that will be administered during an intake interview and 5th grade math level.

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 Apply To CCBC 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.

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<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>MTP 131</td>
<td>Mathematics for the Warehouse</td>
<td>23</td>
<td>None</td>
<td>$465</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$75/F-$390</td>
</tr>
<tr>
<td>MTP 132</td>
<td>Reading and Writing in the Warehouse</td>
<td>23</td>
<td>None</td>
<td>$465</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$75/F-$390</td>
</tr>
<tr>
<td>PWE 391</td>
<td>Warehouse Practicum</td>
<td>80</td>
<td>None</td>
<td>$930</td>
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<td></td>
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<td>T-$150/F-$780</td>
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<tr>
<td>VOA 364</td>
<td>Methods and Safety in Warehousing</td>
<td>33</td>
<td>None</td>
<td>$465</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$65/F-$400</td>
</tr>
<tr>
<td>VOA 382</td>
<td>Forklift Operator Training</td>
<td>15</td>
<td>None</td>
<td>$455</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$65/F-$390</td>
</tr>
<tr>
<td>CHA 031</td>
<td>Vocational Readiness</td>
<td>23</td>
<td>None</td>
<td>$465</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$75/F-$390</td>
</tr>
</tbody>
</table>

**Course Series Totals:**
- 197
- $0
- $3245
- T-$505/F-$2740

**Career Opportunities:**
Forklift operator; warehouse technician

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

**Program Contact Information:**
Coordinator: Trish Alvey | palvey@ccbcmd.edu | 443-840-3262 | Dundalk MASH 104
Administrative Assistant: Jennifer Cabana | jcabana@ccbcmd.edu | 443-840-3262 | Dundalk MASH 104
Other Certifications

Animal Reiki Practitioner

Program Description:
Animal Reiki Practitioners are animal service providers – veterinarians, animal trainers/behaviorists, animal acupuncturists, pet groomers, dog kennel staff, and animal daycare staff - who use Reiki to help in the physical, mental/emotional, and spiritual healing of animals. Reiki is a non-invasive Japanese holistic energy healing system used to support energy balance, harmony, and 'hands-on' healing. This may include using client intake, consent, session, and consent forms, and working with different breeds of animals.

Program Outcomes - Successful Completion:
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; Animal Reiki Alliance

Financial Aid and Payment Options:
Aid Available from CCBC: A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources: Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Length of Training: 6 - 12 months
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 Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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, II and III before moving to the next course module in the series. A stringent attendance policy will be enforced for Animal Reiki Certification Training Levels II and II, completing the internship, and passing the written 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>FIT 760</td>
<td>Animal Reiki I</td>
<td>7.5</td>
<td>Reiki Source Shoden and Animal Reiki Training: The Basics - Textbook provided and included in the course cost</td>
<td>$129</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$20/F-$109</td>
</tr>
</tbody>
</table>

FY21 CCBC School of Continuing Education Resource Guide – Final 1.1120. Information on this page is subject to change. To register or get additional information, go to any CCBC campus or extension center, call 443-840-4700, or visit CCBC Continuing Education.
## 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>FIT 761</td>
<td>Animal Reiki II</td>
<td>7.5</td>
<td>Textbook provided and included in the course cost.</td>
<td>$159</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$20/F-$139</td>
</tr>
<tr>
<td>FIT 773</td>
<td>Animal Reiki III</td>
<td>7.5</td>
<td>Textbook provided and included in the course cost.</td>
<td>$284</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$20/F-$264</td>
</tr>
<tr>
<td>FIT 769</td>
<td>Animal Reiki Certification Training Level II</td>
<td>25</td>
<td>Textbook provided and included in the course cost.</td>
<td>$349</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$20/F-$329</td>
</tr>
<tr>
<td>FIT 770</td>
<td>Animal Reiki Certification Training Level III</td>
<td>35</td>
<td>Textbook provided and included in the course cost.</td>
<td>$409</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td>T-$20/F-$389</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>82.5</strong></td>
<td></td>
<td><strong>$1330</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$100/F-$1230</td>
</tr>
</tbody>
</table>

### Skills for Success:
Detail-oriented; dependability; self-control; ability to follow safety rules; ability to follow directions; cooperation with others; integrity; persistence; manual dexterity; mechanical aptitude; mathematical aptitude; ability to stand for long periods of time; ability to lift 35 pounds; ability to work with a variety of animals.

### Career Opportunities:
This program prepares students for entry-level Animal Reiki Practitioner animal care positions in shelters, kennels and animal day care facilities.

### Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](https://www.ccbcmd.edu/careercoach). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](https://www.youtube.com/watch?v=EMSI_Career_Coach_Tutorial).

### Contact Information:
Coordinator: LaVerne Robertson | lrobertson@ccbcmd.edu | 443-840-1253 | Essex BESS 124
Director: Michelle McCallum | mmccallum@ccbcmd.edu | 443-840-1925 | Essex BESS 117
Corporate Event Planner

Program Description:
Learn how to plan, design, and execute a successful corporate event, and how to charge for corporate event planning services. Corporate events span all industries and are planned for a variety of occasions and celebrations. From special events and meetings to assemblies, recognition events, and corporate training, you'll be prepared to handle them all! Upon successful completion of the course, you will be awarded a Certified Corporate Event Planner certification from the Wedding Planning Institute.

Program Objectives – Successful Completion:
CCBC Credential: Students will be awarded a CCBC Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).
External Credential: Certified Corporate Event Planner
Certifying Organization: Wedding Planning Institute

Financial Aid & Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbc.md.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
Students may work up to 6 months to complete the online course work.

Program Requirements:
Computer requirements: Mac or PC; Internet connection; email capability; Adobe Flash Player; Adobe Acrobat Reader; program is compatible with Windows XP and later operating systems, and IE 7 and later browsers

Prior Learning Assessment:
This program has no options for obtaining course waivers for prior learning.

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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>HSL 071</td>
<td>Corporate Event Planner – Module I</td>
<td>100</td>
<td>None</td>
<td>$499 T-$75/F-$424</td>
</tr>
<tr>
<td>HSL 075</td>
<td>Corporate Event Planner – Module II</td>
<td>70</td>
<td>None</td>
<td>$251 T-$35/F-$216</td>
</tr>
<tr>
<td>HSL 076</td>
<td>Corporate Event Planner – Module III</td>
<td>70</td>
<td>None</td>
<td>$245 T-$30/F-$215</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>240</strong></td>
<td><strong>$0</strong></td>
<td><strong>$995 T-$140/F-$855</strong></td>
</tr>
</tbody>
</table>

Skills for Success:
Outstanding people skills; professional appearance; ability to work independently; good math skills; 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. A course instructor will be available to assist students with questions and to lead online activities during the course of the class.

**Career Opportunities:**
Corporate event planning small business owner; corporate event planner for business or organization; or convention center/venue event planner

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](https://www.ccbc.edu/careercoach). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](https://www.youtube.com/watch?v=EMSICareerCoachTutorial).

**Contact Information:**
Coordinator: Yumi Kim | hospitalitycareers@ccbcmd.edu | 443-840-4302 | Owings Mills 305D
ESOL Instructor – TESOL CE Certificate

Program Description:
CCBC’s certificate in TESOL program 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 program is designed for adults seeking a career change or meaningful volunteer opportunities, students seeking an introduction to the field of TESOL, or educators and other professionals seeking to work more effectively with non-native speakers of English. The program incorporates best practices from TESOL International Association’s 2015 Standards for Short-Term TESL/TEFL certificate programs. Note: This program is not designed to provide credentialing for K-12 or teaching ESL for college credit.

Program Objectives – Successful Completion:
CCBC Credential: Students will be awarded a CCBC Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).

Financial Aid & Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbc.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
12 months

Program Requirements:
Required: High School Diploma or GED; strong English language skills
Recommended: Many English teaching opportunities in the U.S. require a bachelor’s degree.

Prior Learning Assessment:
This program has no options for obtaining course waivers for prior learning.

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program info 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>ADS 151</td>
<td>Foundations of TESOL</td>
<td>25</td>
<td>None</td>
<td>$225</td>
</tr>
<tr>
<td>ADS 150</td>
<td>TESOL Methods 1</td>
<td>30</td>
<td>None</td>
<td>$225</td>
</tr>
<tr>
<td>ADS 170</td>
<td>TESOL Methods 2</td>
<td>50</td>
<td>None</td>
<td>$225</td>
</tr>
<tr>
<td>ADS 1717</td>
<td>English Grammar Pedagogy</td>
<td>25</td>
<td>None</td>
<td>$375</td>
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<td><strong>Course Series Totals:</strong></td>
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<td><strong>240</strong></td>
<td><strong>$0</strong></td>
<td><strong>$1050</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Costs</th>
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</thead>
<tbody>
<tr>
<td>T=Tuition</td>
<td>F=Fees</td>
</tr>
<tr>
<td>T-$67/F-$158</td>
<td></td>
</tr>
<tr>
<td>T-$67/F-$158</td>
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<tr>
<td>T-$67/F-$158</td>
<td></td>
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<tr>
<td>T-$112/F-$263</td>
<td></td>
</tr>
<tr>
<td>T-$313/F-$737</td>
<td></td>
</tr>
</tbody>
</table>
Career Opportunities:
The program is designed for adults seeking a career change or meaningful volunteer opportunities, students seeking an introduction to the field of TESOL, or educators and other professionals seeking to work more effectively with non-native speakers of English. Please note that many English teaching opportunities in the U.S. require a bachelor’s degree.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

Contact Information:
Coordinator: Shannon Smith | ssmith18@ccbc.edu | 443-840-1198 | Essex BESS 125
Director: Michelle McCallum | mmccallum@ccbc.edu | 443-840-1925 | Essex BESS 117
Fitness Trainer - Aerobic Kickboxing

Program Description:
Aerobic Kickboxing Fitness Trainers coach or instruct groups or individuals in exercise activities. They demonstrate techniques and form, observe participants, and explain corrective measures necessary to improve participant's skills. They work in athletic centers, gyms, senior centers, recreation centers, and private clients' homes.

Program Outcomes - Successful Completion:
CCBC Credential: Students will have access to a Continuing Education academic record (transcript).
External Credential: Successful completers will receive a fitness certification from the American Aerobic Association International/International Sports Medicine Association (AAAI/ISMA).


Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Length of Training:
7 hours
Courses are offered at CCBC Catonsville, CCBC Essex, and CCBC Owings Mills.

Program Requirements:
Required: Current certifications in CPR, Automated External Defibrillator (AED), and First Aid; computer literate; Internet access
Recommended: High School Diploma or GED; prior experience and/or interest in fitness and nutrition

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program info 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:
A stringent attendance policy will be enforced. Students who earn a minimum score of 80% to pass 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>FIT 663</td>
<td>Aerobic Kickboxing Instructor Certification</td>
<td>7</td>
<td>Kickboxing Certification Manual: $24; study guide must be purchased and read prior to the start of class</td>
<td>$134</td>
</tr>
</tbody>
</table>

T=$41/F=$93
Skills for Success:
Previous work-related skill, knowledge, or experience in health and fitness is required for fitness trainer occupations. Employees in these positions usually need one or two years of training that involve both on-the-job experience and informal training with experienced personal trainers or fitness instructors.

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; ability to lift 35 pounds; excellent communication and customer service skills.

Career Opportunities:
Train to work in entry-level skilled positions such as Personal Fitness Trainer, Aerobics Instructor, Fitness Instructor, Group Fitness Instructor, Group Exercise Instructor, Fitness Coordinator, Fitness Director, Fitness Technician, Fitness Trainer, and Private Trainer.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Contact Information:
Coordinator: LaVerne Robertson | lrobertson@ccbcmd.edu | 443-840-1253 | Essex BESS 124
Director: Michelle McCallum | mmccallum@ccbcmd.edu | 443-840-1925 | Essex BESS 117
Fitness Trainer - Personal

Program Description:
Personal Fitness Trainers coach or instruct groups or individuals in exercise activities. They demonstrate techniques and form, observe participants, and explain corrective measures necessary to improve participant's skills. They work in athletic centers, gyms, senior centers, recreation centers, and private clients' homes.

Program Outcomes - Successful Completion:
CCBC Credential: Students will have access to a Continuing Education academic record (transcript).
External Credential: Successful completers will receive a fitness certification from the American Aerobic Association International/International Sports Medicine Association (AAAI/ISMA)


Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Length of Training:
14 hours; courses are offered at CCBC Catonsville, CCBC Essex, and CCBC Owings Mills

Program Requirements:
Required: Current certifications in CPR, Automated External Defibrillator (AED), and First Aid; computer literate; Internet access
Recommended: High School Diploma or GED; prior experience and/or interest in fitness and nutrition

Application Process:
Provisional Entry – Verification of required certifications.

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. Students who earn a minimum score of 80% to pass 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>FIT 627</td>
<td>Personal Fitness Trainer Certification I</td>
<td>7</td>
<td>Studies in Exercise Science and Personal Fitness Trainer Supplement; $44 for both; study guides must be purchased and read prior to the start of class</td>
<td>$134</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$41/F-$93</td>
</tr>
<tr>
<td>FIT 745</td>
<td>Personal Fitness Trainer Certification II</td>
<td>7</td>
<td>Advanced Personal Fitness Training by Joe Cannon; $29; study guide must be purchased and read prior to the start of class</td>
<td>$134</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$41/F-$93</td>
</tr>
</tbody>
</table>
Skills for Success:
Previous work-related skill, knowledge or experience in health and fitness is required for fitness trainer occupations. Employees in these positions usually need one or two years of training that involve both on-the-job experience and informal training with experienced personal trainers or fitness instructors.

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; ability to lift 35 pounds; excellent communication and customer service skills.

Career Opportunities:
Train to work in entry-level skilled positions such as Personal Fitness Trainer, Aerobics Instructor, Fitness Instructor, Group Fitness Instructor, Group Exercise Instructor, Fitness Coordinator, Fitness Director, Fitness Technician, Fitness Trainer, and Private Trainer.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Contact Information:
Coordinator: LaVerne Robertson | lrobertson@ccbcmd.edu | 443-840-1253 | Essex BESS 124
Director: Michelle McCallum | mmcallum@ccbcmd.edu | 443-840-1925 | Essex BESS 117
Fitness Trainer - Primary Aerobic

Program Description:
Primary Aerobic Fitness Trainers coach or instruct groups or individual in exercise activities. They demonstrate techniques and form, observe participants, and explain corrective measures needed to improve their skills. They work in athletic centers, gyms, senior centers, recreations centers, and clients’ private homes.

Program Outcomes - Successful Completion:
CCBC Credential: Students will have access to a Continuing Education academic record (transcript).
External Credential: Successful completers will receive a fitness certification from the American Aerobic Association International/ International Sports Medicine Association (AAAI/ISMA).


Financial Aid and Payment Options:
Aid Available from CCBC: A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Length of Training:
7 hours to complete the class and written exam
Courses are offered at CCBC Catonsville, CCBC Essex, and CCBC Owings Mills.

Program Requirements:
Required: Current certifications in CPR, Automated External Defibrillator (AED), and First Aid; computer literate; Internet access
Recommended: High School Diploma or GED; prior experience and/or interest in fitness and nutrition.

Application Process:
Provisional Entry – Verification of required certifications.

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. Students who earn a minimum score of 80% to pass 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 (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIT 629</td>
<td>Primary Aerobic Trainer Certification</td>
<td>7</td>
<td>Studies in Exercise; $29; study guide must be purchased and read prior to the start of class</td>
<td>$134</td>
</tr>
</tbody>
</table>

T-Tuition/F-Fees
Skills for Success:
Previous work-related skill, knowledge or experience in health and fitness is required for fitness trainer occupations. Employees in these positions usually need one or two years of training that involve both on-the-job experience and informal training with experienced personal trainers or fitness instructors.

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; ability to lift 35 pounds; excellent communication and customer service skills.

Career Opportunities:
Train to work in entry-level skilled positions such as Personal Fitness Trainer, Aerobics Instructor, Fitness Instructor, Group Fitness Instructor, Group Exercise Instructor, Fitness Coordinator, Fitness Director, Fitness Technician, Fitness Trainer and Private Trainer

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Contact Information:
Coordinator: LaVerne Robertson | lrobertson@ccbcmd.edu | 443-840-1253 | Essex BESS 124
Director: Michelle McCallum | mmccallum@ccbcmd.edu | 443-840-1925 | Essex BESS 117
Marine Engine Maintenance Repair

**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, their repair, maintenance, applications, and usage.

**Program Outcomes – Successful Completion:**

**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:**

*Available from CCBC:*
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

**Other Resources:**
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

**Program Length:**
5 weeks

**Program Requirements:**
Ability to lift 40 pounds

**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>VOA750</td>
<td>An Overview of the Modern Marine Industry</td>
<td>4</td>
<td>NA</td>
<td>$90</td>
</tr>
<tr>
<td>VOA749</td>
<td>Marine Engine Maintenance and Repair</td>
<td>75</td>
<td>Introduction to Outboard Systems; included in course costs</td>
<td>$765</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>79</strong></td>
<td><strong>$0</strong></td>
<td><strong>$944</strong></td>
</tr>
</tbody>
</table>

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

**Career Opportunities:**
Entry-level Marine Technicians; Marina/Boatyard Assistant; Marine Engine Dealership/Sales

**Contact Information:**
Coordinator: Jim Fitch | jfitch@ccbcmd.edu | Essex BESS | 443-840-1237
Director: Michelle McCallum | mmccallum@ccbcmd.edu | Essex BESS | 443-840-1925
Private Investigator

Program Description:
This Continuing Education certificate course series prepares students for a job in the field of private investigation. Private investigators are hired to do investigative work involving legal, financial, and personal matters, and offer a variety of services, including background verifications, locating missing persons, surveillance, and more. Private investigators must have a good understanding of federal, state, and local laws, as well as legal issues that affect their work. Private investigators work in many places, depending on their assignments or cases. Some spend more time in offices performing computer searches, while others spend more time in the field conducting interviews and performing surveillance. They may work irregular hours.

This course series provides a combination of education and experience to assist students in obtaining entry-level positions in public or private organizations.

Program Objectives – Successful Completion:

CCBC Credential: Students will be awarded a CCBC Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript). Students will be prepared to begin employment with a licensed agency and must pass a criminal background check by the Federal Bureau of Investigation (FBI). Students can apply for a Private Investigator certificate with Maryland State Police.

Certifying Organization: Maryland State Police

Financial Aid & Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition Division of Rehabilitation Services Local Office of Workforce Development

Program Length:
12 months

Program Requirements:
High School Diploma or GED

Prior Learning Assessment:
This program has potential options for waiving select courses based on previous coursework from an approved curriculum. A maximum number of 135 program hours may be earned from prior learning.

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program information and any additional requirements necessary to apply for the program.

Course Series 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>SSP 259</td>
<td>Criminal Justice and the Constitution</td>
<td>45</td>
<td>Criminal Justice and the Constitution; $22; and Seven Deadly Sins: Constitutional</td>
<td>$795</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>T=$239/F=$556</td>
<td></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>SSP 261</td>
<td>Criminal Law</td>
<td>45</td>
<td>Rights and the Criminal Justice Systems; $53.00</td>
<td>$795 T-$239/F-$556</td>
</tr>
<tr>
<td>SSP 260</td>
<td>Private Investigation</td>
<td>45</td>
<td>Criminal Law Practical Workbook; $13.05</td>
<td>$795 T-$239/F-$556</td>
</tr>
<tr>
<td>SSP 262</td>
<td>Criminal Justice Internship Part I</td>
<td>60</td>
<td>Handouts provided in class</td>
<td>None</td>
</tr>
<tr>
<td>SSP 263</td>
<td>Criminal Justice Internship Part II</td>
<td>60</td>
<td>None</td>
<td>$395 T-$119/F-$276</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>255</strong></td>
<td><strong>$88.05</strong></td>
<td><strong>$3175 T-$955/F-$2220</strong></td>
</tr>
</tbody>
</table>

**Skills for Success:**
Self-discipline; computer skills; detail-oriented; strong interpersonal skills; strong problem-solving skills; ability to analyze evidence; organized; resourceful

**Career Opportunities:**
Private investigator jobs can be found in public and private sectors, and in small and large organizations and companies.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

**Contact Information:**
Coordinator: Moire Riley | mriley@ccbcmd.edu | 443-840-1804 | Hunt Valley 106
Administrative Assistant: Mylinda McGinley | mmcginley@ccbcmd.edu | 443-840-3678 | Dundalk STAT 118
Sports Nutrition Certification
Science and Health Careers Pathway

Program Description:
Sports Nutrition Fitness Trainers coach or instruct groups or individuals in exercise activities. Demonstrate techniques and form, observe participants, and explain to them corrective measures necessary to improve their skills. Work in athletic centers or gyms, senior centers, recreation center, or private client’s home.

Program Outcomes – Successful Completion:
CCBC Credential: Students will have access to a Continuing Education academic record (transcript).
External Credential: Successful completers will receive a fitness certification from the American Aerobic Association International/International Sports Medicine Association (AAAI/ISMA)


Program Delivery:
This program takes place in a physical classroom or laboratory.

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Length of Training:
7 hours
Course offered at CCBC Catonsville, CCBC Essex, and CCBC Owings Mills.

Program Requirements:
Required: Current certifications in CPR, Automated External Defibrillator (AED) and First Aid; computer literate; Internet access
Recommended: High School Diploma or GED; prior experience and/or interest in fitness and nutrition

Application Process:
Provisional Entry – Verification of required certifications.

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. Students who earn a minimum score of 80% to pass 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 (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIT 696</td>
<td>Sports Nutrition Certification</td>
<td>7</td>
<td>Nutrition Essentials by Joe Cannon; $29</td>
<td>$134</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$41/F-$93</td>
</tr>
</tbody>
</table>
Skills for Success:
Previous work-related skill, knowledge, or experience in health and fitness 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 with experienced personal trainers or fitness instructors.

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. Excellent communication and customer service skills.

Career Opportunities:
Train to work in entry-level skilled positions such as Personal Fitness Trainer, Aerobics Instructor, Fitness Instructor, Group Fitness Instructor, Group Exercise Instructor, Fitness Coordinator, Fitness Director, Fitness Technician, Fitness Trainer, and Private Trainer.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:
Coordinator: LaVerne Robertson | lrobertson@ccbcmd.edu | 443-840-1253 | BESS 124
Director: Michelle McCallum | mmccallum@ccbcmd.edu | 443-840-1925 | Essex BESS 117
Other Certifications

U.S. Merchant Marine Officer - Professional Boat Captain

Program Description:
Professional Boat Captains are responsible for piloting a variety of boats for commercial purposes such as charter boats, dinner cruises, water taxis, and assistance towing. Classes cover navigation, general deck safety, rules of the nautical road, lights, shapes and signals, and the Code of Federal Regulation (CFR).

Program Outcomes – Successful Completion:
CCBC Credential: Students will earn a CCBC Workforce Training Certificate and have access to a Continuing Education academic record (transcript).
Students will be prepared to apply for a Professional Boat Captain license by the U.S. Coast Guard (testing is done in class).

Certifying Organization: U.S. Coast Guard; GoCoastGuard

Financial Aid and Payment Options:
Aid Available from CCBC: A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
5 weeks (evening and Saturday classes)
Courses are offered in Winter, Spring, and Fall at CCBC Dundalk.

Program Requirements:
The U.S. Coast Guard has several prerequisites for licensing which include CPR/First Aid and Drug Testing.

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program information and any additional requirements necessary to apply for the program.

Course Sequence:
Student must complete all course work.

<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>VOA 079</td>
<td>U.S. Coast Guard Captain's Licensing Course (MASTER)</td>
<td>92</td>
<td>Provided and included in the course costs.</td>
<td>$1,245</td>
</tr>
<tr>
<td>CPR 013</td>
<td>CPR/First Aid Training</td>
<td>8</td>
<td>None</td>
<td>$129</td>
</tr>
</tbody>
</table>

Course Series Totals: 100 $0 $1,374

Skills for Success:
Students must possess the ability to make prudent and rational decisions that affect the safety of others based on a changing environment.
Career Opportunities:
Captain of a Charter Boat, Water Taxi, Tour Boat, or Delivery Boat.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Contact Information:
Coordinator: Jim Fitch |jfitch@ccbcmd.edu| 443-840-1237 | Essex BESS 129
Director: Michelle McCallum |mmccallum@ccbcmd.edu| 443-840-1925 | Essex BESS 117
Wedding Planning

Program Description:
Master the fundamentals of planning, orchestrating, and delivering stunning weddings and parties. This course allows you to earn your certification as a professional wedding planner and gives you an opportunity to put your new skills to work in an optional internship. Create event concepts, plan celebrations from beginning to end, understand hot to negotiate and handle vendor contracts, and develop client contracts and service packages.

Program Objectives – Successful Completion:
CCBC Credential: Students will be awarded a CCBC 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

Financial Aid & Payment Options:
Aid Available from CCBC: A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources: Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
Students may work up to 9 months to complete he online course work.

Program Requirements:
Computer requirements: Mac or PC; Internet connection; email capability; Adobe Flash player; Adobe Acrobat Reader; program is compatible with Windows XP and later operating systems, and IE7 and later browsers

Prior Learning Assessment:
This program has no options for obtaining course waivers for prior learning.

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program info 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>HSL 068</td>
<td>Certified Wedding Planner – Module I</td>
<td>100</td>
<td>None</td>
<td>$625 T-$95/F-$530</td>
</tr>
<tr>
<td>HSL 069</td>
<td>Certified Wedding Planner – Module II</td>
<td>100</td>
<td>None</td>
<td>$485 T-$75/F-$410</td>
</tr>
<tr>
<td>HSL 073</td>
<td>Certified Wedding Planner – Module III</td>
<td>70</td>
<td>None</td>
<td>$245 $35/F-$210</td>
</tr>
<tr>
<td>HSL 074</td>
<td>Certified Wedding Planner – Module IV</td>
<td>70</td>
<td>None</td>
<td>$240 T-$30/F-$210</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><strong>Course Series Totals:</strong></td>
<td></td>
<td>340</td>
<td>$0</td>
<td><strong>$1595</strong></td>
</tr>
</tbody>
</table>

**Skills for Success:**
Outstanding people skills; professional appearance; ability to work independently; good math skills; 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. A course instructor will be available to assist students with questions and lead online activities during the course of the class.

**Career Opportunities:**
Wedding Planner

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

**Contact Information:**
Coordinator: Yumi Kim | hospitalitycareers@ccbcmd.edu | 443-840-4302 | Owings Mills 305D
Yoga Instructors / Practitioners

Program Description:
This course series instructs students in the art and science of Yoga and teaches them the skills needed to become a Yoga Instructor. Yoga Instructors and Yoga Practitioners coach or instruct individuals or groups in beginner or intermediate yoga postures. They demonstrate the basic fundamentals of classical yoga practices and Asana techniques, observe participants, and explain corrective measures needed for participants to improve their skills and avoid injuries. Students will deepen their vinyasa yoga practice with 3-5 practices/week, and learn the anatomy of yoga, alignment, and modifications for 40+ postures, yoga teaching skills, including effective cueing, hands-on assists, and classroom management.

This comprehensive 200-hour course series provides students with the knowledge and tools needed to teach beginner and intermediate Yoga classes. Training includes: classical Yoga practices and theories; hands-on experience in Asana technique; anatomical awareness; philosophy; teaching methodology; breathing; postural sequencing; observation; verbal instructions; physical support; meditation; and Yoga as a business.

Program Outcomes - Successful Completion:
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; Yoga Alliance

Certifying Organization: MaKa Movement

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
4 months; courses are held two evenings and on Saturdays

Program Requirements:
Required: Current certifications in CPR, Automated External Defibrillator (AED), and First Aid
Preferred: Prior yoga experience

Application Process:
Provisional Entry – Verification of required certifications.

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

Program 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>FIT 035</td>
<td>Yoga Teacher Training – Part 1</td>
<td>100</td>
<td>Instructional tools and materials include American Yoga Teacher Manual: A Comprehensive Guide for Teachers &amp; Practitioners by Melissa Uchida, and handouts.</td>
<td>$1400 T-$100/F-$1300</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>FIT 036</td>
<td>Yoga Teacher Training – Part 2</td>
<td>100</td>
<td>None</td>
<td>$1400</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$100/F-$1300</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>200</strong></td>
<td><strong>$0</strong></td>
<td><strong>$2800</strong></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$200/F-$2600</td>
</tr>
</tbody>
</table>

Additional Expenses:
Instructional tools and materials: $75.

Skills for Success:
Prior work-related skills, knowledge, and/or experience in health and fitness is required for yoga occupations. Employees in these occupations usually need one or two years of training that includes both on-the-job experience and informal training with experienced yoga teacher trainers and yoga practitioners.

Detail-oriented; dependability; self-control; ability to follow safety rules; ability to follow directions; cooperative attitude; integrity; persistence; manual dexterity; mechanical aptitude; mathematical aptitude; ability to stand for long periods of time; ability to lift 35 lbs.; good balance; physically strong; excellent communication skills; and excellent customer service skills.

Career Opportunities:
Potential positions include Adaptive Yoga Instructor, Chair Yoga Instructor, Private Yoga Instructor, RYT200 Yoga Instructor, RYT300 Yoga Instructor, RYT800 Yoga Instructor, Yoga Instructor, Yoga Practitioner, and Yoga Therapist.

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:
Coordinator: LaVerne Robertson | lrobertson@ccbcmd.edu | 443-840-1253 | Essex BESS 124
Director: Michelle McCallum | mmccallum@ccbcmd.edu | 443-840-1925 | Essex BESS 117
Registered Apprenticeships

Program Description:
This program list focuses on apprenticeships in building and construction trades. There are also non-traditional apprenticeships in industry sectors, such as manufacturing and health care that are associated with other program lists. Each apprenticeship program varies in its course sequence, number of years, and number of training hours/year required for completion. Apprenticeship opportunities involve paid employment and structured education that will lead to higher salary, greater skill, and the possibility of earning a degree. Apprentices are selected by the apprenticeship sponsor. 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; many programs will dispatch apprentices to a participating employer once they are selected for admission.

Program Outcomes - Successful Completion:
CCBC Credential: Students will earn a CCBC Workforce Training Certificate and have access to a Continuing Education academic record (transcript).

External Credential: Students will receive a journey 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 Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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 & Contractors (ABC)
Contact: Michelle Butt or Chris Hadfield, 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
Contact: Neil Wilford, Jr., 410-247-3313

- 5-year program; 180 hours/year in Years 1 & 2; 200 hours/year for Years 3-5; 960 hours total

Heat & Frost Insulators and Allied Workers, Local 24
Contact: James Hoos, 301-498-9162

- 4-year academic program with fifth year of hands-on programming; 152 hours in Year 1; 280 hours in Year 2; 132 hour in Year 3; 180 hours in Year 4; 744 hours total

Independent Electrical Contractors - Chesapeake
Contact: Ed Hersl, 800-470-3013 or 301-621-9545

- 4-year program; 165 hours/year of related instruction
Ironworkers Local Union #568  
Contact: Gary Armstrong, 301-599-0940  
- 4-year program; 208 hours in Year 1; 205 hours in Year 2; 204 hours in Years 3-4; 821 hours total

Machinists (Various employers)  
Community College of Baltimore County  
Contact: Bill Wenneke, 443-840-4401  
- 3-year program; 135-180 hours/year of related instruction

Maryland Plumbing, Heating & Cooling Contractors  
Contact: Diane Kastner, 410-461-5977  
- 4-year program; 165 hours/year of related instruction

Mid-Atlantic Carpenters Training Centers Local Union #101  
Contact: Robert Eaton, 410-737-9670  
- Carpenters 4-year program; 160 hours/year of related instruction  
- Millwright 5-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  
Contact: Charlie McGee, 443-242-6280  
- 3-year program; 268 hours/year of related instruction

Plumbers & Steamfitters Local Union #486  
Contact: Al Clinedinst, 410-866-5313  
- 5-year program; average of 250 per year; 1257 hours total

Sheet Metal Workers Local Union #100  
Contact: Daniel Finn or Ed Whalen, 410-732-1849  
- 5-year program; 46 hours in Year 1; 162 hours in Year 2; 192 hours in Years 3-5 of related instruction

Career Opportunities:  
Journey-level tradespeople have the opportunity to work all over the country or the world. They can also become supervisors, owners, inspectors and instructors.

Career Coach:  
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:  
Coordinator: Candice Edwards | cedwards8@ccbcmd.edu | 443-840-4422 | Catonsville BESS 100K  
Administrative Assistant: Jackie Gibson | jgibson2@ccbcmd.edu | 443-840-4561 | Catonsville BESS 100
Transportation, Distribution, and Logistics

Certified Logistics Associate/Warehouse Distribution

Program Description:
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. Completers 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.

Program Outcomes - Successful Completion:
CCBC Credential: Students will earn a CCBC Workforce Training Certificate and 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)
Occupational Safety and Health Administration

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
58 hours; number of weeks and start dates vary

Program Requirements:
High School Diploma or GED; minimum age of 18; basic computer keyboarding, browser & email proficiency

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program info 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 27 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 (approximate cost; subject to change)</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOA 515</td>
<td>Certified Logistics/Warehouse Distribution Associate</td>
<td>34</td>
<td>Text and online material cost included in costs</td>
<td>$799</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$240/F-$559</td>
</tr>
<tr>
<td>VOA 605</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>VOA 834</td>
<td>OSHA 10-Hour General Industry</td>
<td>12</td>
<td>Course materials included in costs</td>
<td>$249</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$75/F-$174</td>
</tr>
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Course Series Totals:

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<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>
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<tr>
<td></td>
<td></td>
<td>58</td>
<td>$0</td>
<td>$1247</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T=$375/F=$872</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 per CLA exam.

Skills for Success:
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.

Career Opportunities:
Logistics Coordinator; Logistics Manager; Logistics Supervisor; Logistics Technician

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

Program Contact Information:
Coordinator: Nancy Kukay | nkukay@ccbcmd.edu | 443-840-4171 | Catonsville BESS 100K
Administrative Assistant: Ollie Wright | owright@ccbcmd.edu | 443-840-4476 | Catonsville BESS 100
Commercial Vehicle Operator A Class

Program Description:
Commercial vehicle operation is an important component of the Transportation, Distribution and Logistics industry. This training prepares students to test for a Maryland CDL-A license.

Commercial drivers of tractor trailers provide local daily service or make intercity and interstate trips that are longer and vary from job to job. Heavy truck and tractor trailer drivers may spend most of their time behind the wheel, but may be required to load or unload their cargo upon arrival at their final destination. They often travel at night and on holidays and weekends to avoid traffic delays and deliver cargo on time. Drivers conduct pre-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.

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.

Program Outcomes - Successful Completion:
CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and 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).

External Credential: Maryland Commercial Driver's License A Class (CDL-A) upon successfully completing the MVA final licensing exam.

Certifying Organization: Maryland Motor Vehicle Administration (MVA)

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
10 weeks: CDL-A full-time class; Monday –Thursday; 8:00 a.m. to 4:00 p.m.
20 weeks: CDL-A weekend class; Saturday and Sunday; 8:00 a.m. to 4:00 p.m.

Program Requirements:
Required:
- Minimum age of 21 (commercial drivers must be 21 years of age to drive across state lines)
- Able to pass a Department of Transportation (DOT) drug screen and 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:
Provisional Entry – Valid Maryland Class C Driver's license required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent to you 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>VOA 553</td>
<td>Learner Permit and Pre-Trip Introduction</td>
<td>98</td>
<td>none</td>
<td>$1995</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$399/F-$1,596</td>
</tr>
<tr>
<td>VOA 554</td>
<td>CDL Class A – Maneuvers and Road Skill Basics</td>
<td>91</td>
<td>none</td>
<td>$1700</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$340/F-$1,360</td>
</tr>
<tr>
<td>VOA 555</td>
<td>CDL-A Road and Advanced Safety Skills</td>
<td>91</td>
<td>none</td>
<td>$1500</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$300/F-$1,200</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td>280</td>
<td>$0</td>
<td><strong>$5195</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$1039/F-$4156</td>
</tr>
</tbody>
</table>

Career Opportunities:
CDL-A: drive tractor trailers and tankers both in-state and out-of-state
CDL-B: drive heavy straight trucks, 15+ passenger vans, buses, and coaches

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:
Coordinator: Stacy Igo | sigo@ccbcmd.edu | 443-840-4878 | Catonsville BESS 100L
Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville BESS 100
Commercial Vehicle Operator B Class

Program Description:
Commercial vehicle operators with Class B commercial licenses may support either the passenger transportation industry or the distribution of goods and materials. 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 and non-trailer box vans. CDL-B operators conduct pre-trip vehicle inspections, report safety and equipment issues to the dispatcher, and must conform to USDOT rules and regulations, including the accurate updating of logs and records. Note: This course does not include training towards an "S" endorsement required to operate a school bus.

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.

Program Outcomes – Successful Completion:
CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).
Students will be awarded various CDL certificates (e.g. Defensive Driving and New Driver Training).

External Credential: Maryland Commercial Driver's License B Class (CDL-B) upon successfully completing the MVA final licensing exam.

Licensing Organization: Maryland Motor Vehicle Administration (MVA)

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
3 weeks - CDL-B full-time class; Monday – Thursday; 8:00 a.m. – 4:00 p.m.

Program Requirements:
Required:
- 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:
Provisional Entry – Valid Maryland Class C Driver's License. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program info 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>VOA 485</td>
<td>CDL Learner's Permit Preparation</td>
<td>28</td>
<td>none</td>
<td>$848 T=$170/F=$678</td>
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<tr>
<td>VOA 717</td>
<td>CDL Class B</td>
<td>75</td>
<td>none</td>
<td>$2195 T=$439/F=$1,756</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>103</strong></td>
<td><strong>$0</strong></td>
<td><strong>$3043 T=$609/F=$2,434</strong></td>
</tr>
</tbody>
</table>

Career Opportunities:
- Drive straight trucks, 15+ passenger vans, buses, and coaches
- CDL-A: Drive tractor trailers and tankers both in-state and out-of-state
- CDL-B: Drive heavy straight trucks, 15+ passenger vans, buses, and coaches

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](http://CCBCCareerCoach). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](http://YouTubeeMSICareerCoachTutorial).

Program Contact Information:
Coordinator: Stacy Igo | sigo@ccbcmd.edu | 443-840-4878 | Catonsville BESS 100L
Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville BESS 100
Transportation, Distribution, and Logistics

Diesel Mechanic with CDL

Program Description:
Students who complete this training are able to work in the diesel mechanic area or the trucking industry. This combination of skills sets is in demand by both diesel repair shops and truck fleet companies, and is valuable to the entrepreneur mechanic/truck driver who can service and drive their own vehicle(s).

Program Objectives – Successful Completion:
CCBC Credential: Students will be awarded a CCBC Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript). Students will be awarded various CDL certificates (e.g. Defensive Driving; New Driver Training). Students will be prepared to take the Maryland Commercial Driver’s License exam.

External Credential: Automotive Service Excellence (ASE) Entry Level (Diesel)
Certifying Organization: Diesel – National Institute for Automotive Service Excellence
CDL-A – Maryland Motor Vehicle Administration (MVA)

Financial Aid & Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
6 months

Mandatory Orientation:
Prospective students must attend an orientation session.

Program Requirements:
High School Diploma or GED; minimum age of 18; Maryland Class C Driver’s License; basic math and reading skills

Prior Learning Assessment:
This program has no options for obtaining course waivers for prior learning.

Application Process:
Provisional Entry – Must attend an orientation session and pass a basic math and reading assessment test. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program information and any additional requirements necessary to apply for the program.

Program Course Sequence:
Module I Course Information – Diesel Technician Training:

<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>VOA 746</td>
<td>Introduction to Preventative Maintenance for Diesel Mechanics – Part 1</td>
<td>90</td>
<td>Included in course costs</td>
<td>$1792</td>
</tr>
</tbody>
</table>

T=Tuition/F=Fees

$8700/$922

FY21 CCBC School of Continuing Education Resource Guide – Final 1.1120. Information on this page is subject to change. To register or get additional information, go to any CCBC campus or extension center, call 443-840-4700, or visit CCBC Continuing Education.
<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>VOA 747</td>
<td>Introduction to Preventative Maintenance for Diesel Mechanics – Part 2</td>
<td>90</td>
<td>Included in course costs</td>
<td>$1792 T-$870/F-$922</td>
</tr>
<tr>
<td>VOA 748</td>
<td>Introduction to Preventative Maintenance for Diesel Mechanics – Part 3</td>
<td>90</td>
<td>Included in course costs</td>
<td>$1792 T-$870/F-$922</td>
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<tr>
<td><strong>Course Series Totals:</strong></td>
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<td><strong>270</strong></td>
<td><strong>$0</strong></td>
<td><strong>$5376 T-$2610/F-$2766</strong></td>
</tr>
</tbody>
</table>

**Module II Course Information – CDL Training:**

<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>VOA 553</td>
<td>CDL Class A Classroom, Learner Permit, and Pre-Trip Introduction</td>
<td>94</td>
<td>Included in course costs</td>
<td>$1195 T-$399/F-$1596</td>
</tr>
<tr>
<td>VOA 554</td>
<td>CDL Class A Maneuvers and Road Skill Basics</td>
<td>93</td>
<td>Included in course costs</td>
<td>$1700 T-$340/F-$1360</td>
</tr>
<tr>
<td>VOA 555</td>
<td>CDL-A Road and Advanced Safety Skills</td>
<td>93</td>
<td>Included in course costs</td>
<td>$1500 T-$300/F-$1200</td>
</tr>
<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>280</strong></td>
<td><strong>$0</strong></td>
<td><strong>$5195 T-$1039/F-$4156</strong></td>
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</table>

**Module III – Employment:**

<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>ADS 781</td>
<td>Applying Skills to the Workplace</td>
<td>20</td>
<td>Included in course costs</td>
<td>$206 T-$59/F-$147</td>
</tr>
<tr>
<td>ADS 114</td>
<td>Computer Skills</td>
<td>20</td>
<td>Included in course costs</td>
<td>$206 T-$59/F-$147</td>
</tr>
<tr>
<td>ADS 782</td>
<td>Financial Management</td>
<td>20</td>
<td>Included in course costs</td>
<td>$206 T-$59/F-$147</td>
</tr>
<tr>
<td>ADS 143</td>
<td>Academic Readiness</td>
<td>20</td>
<td>Included in course costs</td>
<td>$206 T-$59/F-$147</td>
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<tr>
<td><strong>Course Series Totals:</strong></td>
<td></td>
<td><strong>80</strong></td>
<td><strong>$0</strong></td>
<td><strong>$824 T-$236/F-$588</strong></td>
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</table>

**Total Program Course Series Costs – Modules I, II & 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 T=Tuition/F=Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Course Series Totals:</strong></td>
<td></td>
<td><strong>630</strong></td>
<td><strong>$0</strong></td>
<td><strong>$11,395 T-$3885/F-$7510</strong></td>
</tr>
</tbody>
</table>
Career Opportunities:
Diesel repair shops; fleet management shops; numerous trucking companies, including many mom and pop operations, serving the Port of Baltimore; mobile diesel repair services

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](https://careercoach.ccbc.edu). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](https://youtube.com/emsicareercoach).

Contact Information:
Coordinator: Nancy Kukay | nkukay@ccbc.edu | 443-840-4171 | Catonsville BESS 100K
Freight Broker/Agent Training

Business, Law & Education Pathway

Program Description:
Freight broker training will help students learn the skills needed to be a successful Freight Broker/Agent. From licensing and operations to sales and marketing, students learn the basics of how to run a domestic freight brokerage or agency in the United States.

Freight agents and brokers connect shippers and manufacturers with transportation companies and manage those shipments. Topics include transportation law, contracts, insurance, and setting up and running a business.

Program Outcomes – Successful Completion:

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

The freight broker course will provide students with the requirements and resources needed to obtain a brokerage licensing/authority from the federal government. Additional fees and paperwork required by the government to obtain a brokerage license/authority but not to become a freight agent.

Financial Aid and Payment Options:

Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
6 months

Program Requirements:

Computer requirements:
- PC: Windows XP or later; Mac: OS X Snow Leopard 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 Flash Player and Adobe Acrobat Reader

Application Process:
Open Entry – No screening or documentation required. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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 122</td>
<td>Freight Broker/Forwarder- Part 1</td>
<td>90</td>
<td>Included in class fees</td>
<td>$948</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(approximate cost; subject to change)</td>
<td>T-$285/F-$663</td>
</tr>
<tr>
<td>VOA 123</td>
<td>Freight Broker/Forwarder- Part 1</td>
<td>90</td>
<td>Same as PCA797</td>
<td>$948</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>T-$285/F-$663</td>
</tr>
</tbody>
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**Course Series Totals:**

<table>
<thead>
<tr>
<th>Course Hours</th>
<th>Textbook Information</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>180</td>
<td>$0</td>
<td>$1,896</td>
</tr>
<tr>
<td></td>
<td></td>
<td>T-$570/F-$1326</td>
</tr>
</tbody>
</table>

Additional fees and paperwork are required from the government for brokerage but not to become a freight agent.

**Skills for Success:**
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.

**Career Opportunities:**
Freight Broker/Agent

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](mailto:). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](mailto:).

**Program Contact Information:**
Program Coordinator: Nancy Kukay | nkukay@ccbcmd.edu | 443-840-4171 | Catonsville BESS 100K
Administrative Assistant: Ollie Wright | owright@ccbcmd.ed | 443-840-4476 | Catonsville BESS 100
Introduction to Preventative Maintenance for Diesel Mechanics

*Business, Law & Education Pathway*

**Program Description:**
Prepare for an entry-level job as a preventative maintenance diesel mechanic. Preventative maintenance diesel mechanics perform inspections and maintenance on diesel vehicles and equipment doing minor repairs and keeping maintenance records. The course series covers all the basic systems of a vehicle or equipment, with an emphasis on preventative maintenance procedures and shop safety.

**Program Outcomes – Successful Completion:**
- **CCBC Credential:** Students will earn a CCBC Workforce Training Certificate and have access to a Continuing Education academic record (transcript).
- **External Credential:** Automotive Service Excellence (ASE) Entry Level
- **Certifying Organization:** National Institute for Automotive Service Excellence

**Financial Aid and Payment Options:**
*Aid Available from CCBC:*
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

**Other Resources:**
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services
- Local Office of Workforce Development

**Program Length:**
3-4 months (combined classroom and hands-on); number of weeks and start dates vary.

**Mandatory Orientation:**
Students must attend a mandatory orientation session prior to the start of course. Contact the coordinator, Nancy Kukay, for dates and information.

**Requirements:**
- High School Diploma or GED; minimum age of 18; basic math and reading level

**Application Process:**
*Provisional Entry* – Prospective students must attend an orientation session and pass a basic math and reading assessment test. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will 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.

**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>VOA746</td>
<td>Introduction to Preventative Maintenance for Diesel Mechanics - Part 1</td>
<td>90</td>
<td>Textbooks included</td>
<td>$1792 T-$502 /F-$1290</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Title</td>
<td>Course Hours</td>
<td>Textbook Information</td>
<td>Costs</td>
</tr>
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</tr>
<tr>
<td>VOA 747</td>
<td>Introduction to Preventative Maintenance for Diesel Mechanics - Part 2</td>
<td>90</td>
<td>Textbooks included</td>
<td>$1792 T-$502/F-$1290</td>
</tr>
<tr>
<td>VOA 748</td>
<td>Introduction to Preventative Maintenance for Diesel Mechanics - Part 3</td>
<td>90</td>
<td>Textbooks included</td>
<td>$1792 T-$502/F-$1290</td>
</tr>
</tbody>
</table>

| Course Series Totals: | 270 | $0 | $5376 T-$1506/F-$3870 |

**Career Opportunities:**
Maintenance and repair of diesel vehicles and equipment, power plant, and marine equipment.

**Career Coach:**
Research and evaluate careers based on income potential and expected job growth on our website: [CCBC Career Coach](#). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at [YouTube EMSI Career Coach Tutorial](#).

**Contact Information:**
Coordinator: Nancy Kukay | nkukay@ccbcmd.edu | 443-840-4171 | Catonsville BESS 100K
Administrative Assistant: Ollie Wright | owright@ccbcmd.edu | 443-840-4476 | Catonsville BESS 100
Logistics Coordinator/Logistics Clerk

Program Description:
Prepare for an entry-level job as a logistics coordinator. Coordinate and expedite the flow of work and materials to meet a schedule. Duties include reviewing and distributing production, work, and shipment schedules. Course includes technology modules: Microsoft Excel – Introduction; Microsoft Word; Microsoft Excel – Intermediate; Microsoft Project – Introduction; and service and supply chain modules: Introduction to Supply Chain Management; Introduction to Business & Etiquette/Protocol; Communication & Interpersonal Skills; Telephone Skills for Superior Service; Customer Service Fundamentals; Scheduling Projects; Basic Business Math; and Writing for Better Business Results.

Program Outcomes - Successful Completion:
CCBC Credential: Students will earn a CCBC Workforce Training Certificate and will have access to a Continuing Education academic record (transcript).

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
86 hours; number of weeks and start dates vary

Mandatory Orientation:
Students must attend a mandatory orientation session prior to the start of the course. Contact Coordinator, Nancy Kukay, for dates and information.

Requirements:
High School Diploma or GED; minimum age of 18; basic computer keyboarding, browser, and email proficiency

Application Process:
Provisional Entry – Prospective students must attend an orientation session. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program information and any additional requirements to apply for 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>VOA 008</td>
<td>Logistics Coordinator</td>
<td>86</td>
<td>Textbooks included in course costs</td>
<td>$1995 /T-$650 /F-$1345</td>
</tr>
</tbody>
</table>

Skills for Success:
Self-motivated; punctual and prompt; resourceful; detail-oriented; ability to work alone; communication and organizational skills to coordinate the efficient flow of goods.

Career Opportunities:
Dispatcher; Expeditor; Inventory Control Clerk

Program Contact Information:
Coordinator: Nancy Kukay | nkukay@ccbcmd.edu | 443-840-4171 | Catonsville BESS 100K
Administrative Assistant: Ollie Wright | owright@ccbcmd.edu | 443-840-4476 | Catonsville BESS 100
Logistics Manager/Logistics Leader

Program Description:
Prepare for a management level job as a Logistics Manager. Logistics Managers direct or coordinate production, purchasing, warehousing, distribution, or financial forecasting services or activities to limit costs and improve accuracy, customer service, or safety, examine existing procedures or opportunities for streamlining activities to meet product distribution needs, and direct the movement, storage, or processing of inventory schedules. Course includes technology module - Microsoft Excel Pivot Tables, leadership and supply chain modules - CPSM Exam Preparation; Business Ethics; Emotional Intelligence EQ; SERVE Leadership; Finance for Non-Financial Managers; Practical Project Management; and online/distance modules - Introduction to Business Analysis.

Program Outcomes - Successful Completion:
CCBC Credential: Students will earn a CCBC Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).

External Credential: Certified Professional in Supply Management® (CPSM®)
Certifying Organization: Institute of Supply Chain Management

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
86 hours; number of weeks and start dates vary

Mandatory Orientation Session:
Students must attend a mandatory orientation session prior to the start of the course. Contact Coordinator, Nancy Kukay, for dates and information.

Program Requirements:
High School Diploma or GED; minimum age of 18

Application Process:
Provisional Entry - Students must attend a mandatory orientation prior to the start of class. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program information and any additional requirements necessary to apply for the program.

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>VOA 005</td>
<td>Logistics Manager</td>
<td>86</td>
<td>Textbook provided and included in costs.</td>
<td>$1995 T-$650/F-$1345</td>
</tr>
</tbody>
</table>
Skills for Success:
Coordination; complex problem-solving; administration and management skills; detail-oriented; ability to work alone; communication and organizational skills to coordinate the efficient flow of goods

Career Opportunities:
Global Supply Chain Director; Supply Chain Director; Supply Chain Manager; Supply Chain Vice President

Career Coach:
Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:
Coordinator: Nancy Kukay | nkukay@ccbcmd.edu | 443-840-4171 | Catonsville BESS 100K
Administrative Assistant: Ollie Wright | owright@ccbcmd.edu | 443-840-4476 | Catonsville BESS 100
Logistics/Supply Chain Supervisor

Program Description:
This course series prepares students for a supervisor level job in logistics. Logistics/Supply Chain Supervisors plan, direct, or coordinate the storage or distribution operations within an organization, or the activities of organizations that are engaged in storing or distributing materials or products. Course series includes technology modules: Microsoft Access – Introduction; Microsoft Power Point – Introduction; Microsoft Project – Advanced; supervisory and supply chain modules: Introduction to Supply Chain Management; Fundamentals - Purchasing & Supply Management; Teams and Teamwork; Documentation & Discipline; Writing for Better Business; Intro/Summary – HAZMAT; and online/distance module: Fundamentals of Supervision.

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

Financial Aid and Payment Options:
Aid Available from CCBC:
A number of financial aid resources are available during the COVID-19 pandemic to assist students with their tuition and fees. For information about what may be available for students participating in this program, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page at Paying for Continuing Education.

Other Resources:
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services
Local Office of Workforce Development

Program Length:
86 hours; number of weeks and start dates vary

Mandatory Orientation:
Students must attend a mandatory orientation prior to the start of the course. Contact Coordinator, Nancy Kukay, for dates and information.

Requirements:
High School Diploma or GED; minimum age of 18; must have taken or demonstrate proficiency in Introductory Level Microsoft Project

Application Process:
Provisional Entry – Prospective students are required to attend an orientation session and show proof of prerequisite completion of or perform a Microsoft Project Assessment. To apply, go to Apply To CCBC and complete the CCBC Non-Credit Workforce Training Certificate application. Then an email will be sent with program info and any additional requirements necessary to apply for the program.

Program Course Sequence:
Prerequisite followed by course.

<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>PCP 754</td>
<td>Microsoft Project 2016</td>
<td>14</td>
<td>Textbook provided &amp; included in costs</td>
<td>$399</td>
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<tr>
<td>VOA 006</td>
<td>Logistics/Supply Chain Supervisor</td>
<td>86</td>
<td>Textbook provided &amp; included in costs</td>
<td>$1995</td>
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<tr>
<td><strong>Prerequisite &amp; Course Series Totals:</strong></td>
<td></td>
<td><strong>100</strong></td>
<td><strong>$0</strong></td>
<td><strong>$2394</strong></td>
</tr>
</tbody>
</table>

T=Tuition/F=Fees
Skills for Success:
Coordination; critical thinking; monitoring; supervisory; communication; organizational; effective use of organizational resources

Career Opportunities:
Customer Service Manager; Distribution Center Manager; Distribution Manager; Distribution Operation Manager; Load Out Supervisor; Shipping Manager; Shipping Supervisor; Stores Supervisor; Warehouse Manager

Research and evaluate careers based on income potential and expected job growth on our website: CCBC Career Coach. Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies that are hiring within our area. Tutorial video on how to use Career Coach available at YouTube EMSI Career Coach Tutorial.

Program Contact Information:
Coordinator: Nancy Kukay | nkukay@ccbcmd.edu | 443-840-4171 | Catonsville BESS 100K
Administrative Assistant: Ollie Wright | owright@ccbcmd.edu | 443-840-4476 | Catonsville BESS 100
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 through the Continuing Education Information Center, when possible, to ensure financial aid is properly applied.

In Person:
NOTE: Due to changing conditions caused by the pandemic, in-person hours of service and availability may vary. If you plan to visit a CCBC location, you may want to call first to confirm that day’s hours and staff availability.

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: Service Hours

<table>
<thead>
<tr>
<th>Location Details</th>
<th>CCBC Campuses</th>
<th>CCBC Extension Centers</th>
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</thead>
<tbody>
<tr>
<td>Days and Hours</td>
<td>Monday through Friday 8:30 a.m. – 5:00 p.m.</td>
<td>Monday through Friday 8:30 a.m. – 5:00 p.m.</td>
</tr>
<tr>
<td>Payment Methods</td>
<td>Credit Card</td>
<td>Credit Card</td>
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<tr>
<td></td>
<td>Money Order</td>
<td>Money Order</td>
</tr>
<tr>
<td></td>
<td>Check</td>
<td>Check</td>
</tr>
<tr>
<td></td>
<td>Cash</td>
<td>Cash not accepted.</td>
</tr>
<tr>
<td>Addresses</td>
<td>CCBC Catonsville 800 S. Rolling Road Continuing Education Building Catonsville, MD 21228</td>
<td>CCBC Hunt Valley 11101 McCormick Road Room 100 Hunt Valley, MD 21031</td>
</tr>
<tr>
<td></td>
<td>CCBC Dundalk 7200 Sollers Point Road Student Services Center Baltimore, MD 21222</td>
<td>CCBC Owings Mills 10300 Grand Central Avenue 4th Floor Owings Mills, MD 21117</td>
</tr>
<tr>
<td></td>
<td>CCBC Essex 7201 Rossville Boulevard Student Services Center Baltimore, MD 21237</td>
<td>CCBC Randallstown 3637 Offutt Road CCBC Records &amp; Registration Randalstown, MD 21133</td>
</tr>
</tbody>
</table>

By Telephone:
Number: 443-840-4700
Method: Credit Card Only – Please have your card number and expiration date ready when you call.
Days/Hours: Monday – Thursday 8:00 a.m. to 7:00 p.m.  
Friday 8:00 a.m. to 4:30 p.m.  
Saturday 8:30 a.m. to 12:00 p.m.

Online:
Visit the college website, Community College of Baltimore County 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 payment to: CCBC Catonsville, 800 S. Rolling Road, Continuing Education CNED Building, Baltimore, Maryland, 21228-5317

GED/English Speakers of Other Languages (ESOL):
Registration accepted in person only. For additional information, call 443-840-4700 or 443-840-3428.
Financial Aid for Continuing Education

Continuing Education Financial Aid Options:
There are a number of financial aid options for Continuing Education Workforce Certificate programs. Many of these options are need-based funds which means you must prove financial need based on your household income level. For details, email the Continuing Education Information Center at ceed@ccbcmd.edu or check out the Continuing Education Financial Aid information page on our website at Paying for Continuing Education.

Third-Party Registration and Funding

Division of Rehabilitation Services (DORS):
Individuals with disabilities seeking funding may contact a representative from the Maryland State Department of Education at 410-412-7090.

Employer/Sponsor Paid Tuition:
Students must present written proof at the time of registration (purchase order; tuition assistance form; letter on company letterhead with employer’s authorization to bill for registration) at the time of registration. In the event the employer does not pay the bill, the student will be responsible for all tuition and fees.

Workforce Investment Act (WIOA) Training Funds:
People that are unemployed, or employees/employers who want to upgrade their skills, can contact the Baltimore County Department of Economic and Workforce Development (DEWD), or the Mayor’s Office of Economic Development (OED), Baltimore City. Staff at these One-Stop Centers can provide you with information needed to qualify for federal WIOA job training funds:

- DEWD Eastpoint Center 410-288-9050
- DEWD Hunt Valley Center 410-887-7940
- DEWD Randallstown Liberty Center 410-887-8912
- Baltimore City OED 410-396-3009
Additional Enrollment Information

Room Assignments
CCBC Locations:
For courses held on CCBC campuses and extension centers, call 443-840-4700 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 CCBC 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 443-840-4700 at least one day prior to the start of the course. Refunds are issued by check. 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, Community College of Baltimore County or 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 Baltimore County Public Schools for complete BCPS closing information.
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 calling the Student Success Center at 443-840-3667 or emailing virtualtutor@ccbcmd.edu

For more information, go to the Student Success Center.

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 the Continuing Education Information Center by phone, 443-840-4700, or email at ceed@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. This flexible system is ideal for students, parents, faculty, staff, and community members who use CCBC facilities. 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 CCBC Campus Alert or email Continuing Education at ceed@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 Continuing Education Information Center, 443-840-4700, 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 may also be reviewed online at CCBC Public Safety Crime Awareness and Safety Tips.

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 2020 - 2021 Catalog.

Other Policy Information:
Additional information and enrollment policies, definitions, and procedures are available in the CCBC 2020 - 2021 Catalog.
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