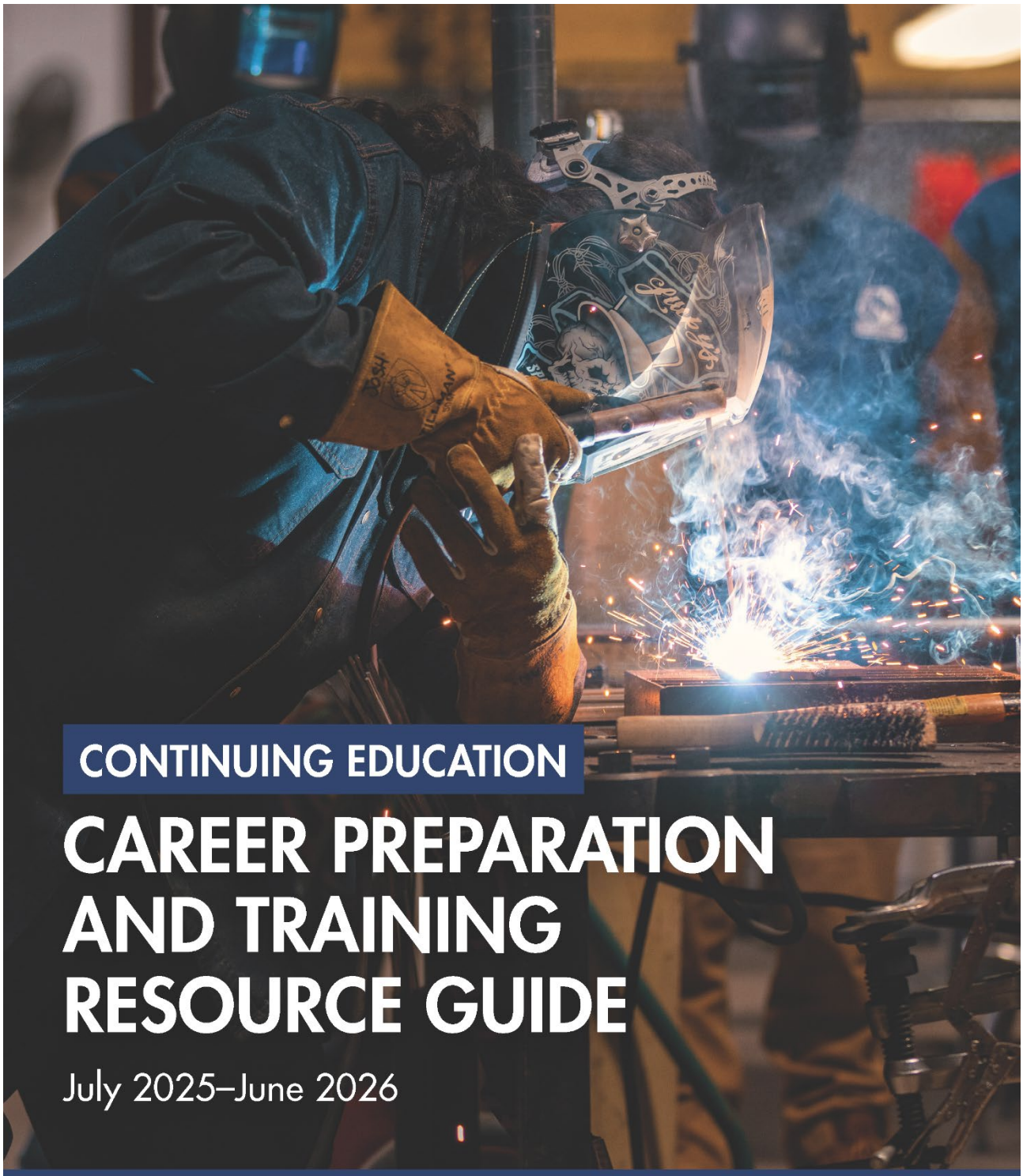

CONTINUING EDUCATION

CAREER PREPARATION AND TRAINING RESOURCE GUIDE

July 2025–June 2026

CCBC
ccbcmd.edu/coned

Call **443.840.2222** or visit **ccbcmd.edu/careerresourceguide**.

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

Careers Start Here - CCBC can help you be job-ready in about a year or less!
Whether you are entering the job market or ready to take your career to the next level, CCBC can help you obtain 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 wide variety of industries, including building & industrial technology, business & leadership, computers & IT, criminal justice, health & human services, hospitality, transportation, distribution & logistics, and much more.

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, and other locations. CCBC is mass transit-accessible and, with our customized contract training options, we can even bring instruction onsite at your workplace.

Flexible Online Learning That Fits Your Life
We offer hundreds of online credit and non-credit courses that let you learn on your own terms. Check out our expanded selection of online courses and programs at CCBC Online (www.ccbcmd.edu/online).

Financial Aid Options
Need money to get started? CCBC has several financial sources to help support students fund their career training. Funding sources include Pell grants, Baltimore County College Promise for workforce training. Maryland College Promise, Maryland Workforce Sequence Scholarships, employer funded apprenticeships, along with college funded grants and scholarships. Eligibility varies so students should apply early to get the most funding possible.

Early College Funding (and Baltimore County Public Schools Specific Funding
All current high school students that reside in Baltimore County receive a 50% tuition discount as part of our Parallel Enrollment Program (PEP). Baltimore County Public School (BCPS) students that are officially College & Career Ready (CCR) can take a limited number of eligible workforce certification courses for free. To be eligible, all BCPS students must meet with their school counselor to determine eligibility of their chosen workforce program/course For further information see: https://www.ccbcmd.edu/For/High-School-Students/ECAP/index.html

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

Find Out More
For additional information or questions, please call us at 443-840-2222. In addition to workforce development training, CCBC offers industry-recognized credit certificates, associate degree programs, and transfer options. For details, go to the college catalog at https://www.ccbcmd.edu/Programs-and-Courses/Catalog/index.html.

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GED - Essential Academic Skills (ASE/GED)

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

Program Outcomes:
The objective of GED Academic Skills classes at CCBC is to increase literacy skills in the adult learner population to meet high school equivalency standards. Programs goals are:

- To assess adult learners seeking a high school diploma and provide at-level preparatory courses for passing GED tests
- To provide academic and career advising, guidance, and counseling

The expected outcomes of an adult learner participation are:

- The participants obtain a high school diploma by attaining passing scores on all four GED tests
- The participant engages and makes positive civic contributions in the at a local or broader level
- The participant enrolls in a postsecondary educational or occupational skills training program
- The participant acquires basic workforce literacy skills to be gainfully employed

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

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

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

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

Program Requirements:

- Minimum of 18 years of age
- No high school diploma
- Officially withdrawn or not required to be enrolled in secondary school under state law.

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

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

Participation in Regional Registration & Assessment Session - Mandatory for All Levels
Students seeking to enroll in GED preparation courses must attend a two-step regional intake session which includes an assessment session and orientation presentation. Assessments determine skills levels in reading and math. Students meet with advisor and are then placed in appropriate classes.

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

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

Essential Skills I: This course enables the student to learn basic educational skills in reading, writing, and mathematics. Learning outcomes include real-life skills, job-related skills, and preparation for further education, including Essential Skills II. Topics include: reading comprehension; language; writing; and basic computation skills.

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

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

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

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

Program Course Sequence:
Depending on placement scores, students do not necessarily take all courses, or take courses in succession.

Students are expected to attend all classes and will be responsible for completing all in-class and homework assignments each week.

Course Number	**Course Title**	**Course Hours**	**Textbook Information** (approximate cost; subject to change)	**Costs** T=Tuition/F=Fees
ADS311	Essential Skills I	72	Information on textbooks will be discussed at the orientation session. Approximate cost of $25 to $35.	$0 T-$0/F-$0 Partially Grant Funded **

ADS312	Essential Skills II for Adult Learners	72	Information on textbooks will be discussed at the orientation session. Approximate cost of $25 to $35.	$0 T-$0/F-$0 Partially Grant Funded **
ADS313	Essential Skills III for Adult Learners	72	Information on textbooks will be discussed at the orientation session. Approximate cost of $25 to $35.	$0 T-$0/F-$0 Partially Grant Funded **
ADS159	GED Preparation	72	Information on textbooks will be discussed at the orientation session. Approximate cost of $20.	$50 T-$24/F-$56 Partially Grant Funded **
ADS160	GED Mathematics Preparation	72	Information on textbooks will be discussed at the orientation session. Approximate cost of $20.	$50 T-$24/F-$56 Partially Grant Funded **
Totals:		**360**		**Varies**

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

Course Substitutions:
Other classes may be offered for skills enhancement:

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

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

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

Program Contact Information
For questions or to schedule assessment appointments: 443-840-3456 | gednedp@ccbcmd.edu

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 upper level. The goal of these classes is to enable students to better function as parents, workers and community members, as well as to successfully transition to ASE/GED, Academic ESOL and/or workforce training.

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

Program Length:
Standard: 10 weeks; 2 classes per week (3-hour day/night classes)
Intensive: 5 weeks; 4 classes per week (3-hour day/night classes)
Saturday morning only: 15 weeks (4-hour class)

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

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

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

Registration Session – Mandatory for ESOL Level Intro through Level 5 and Reading/Writing:
For grant funded classes, students must attend a regional registration session. Regional registration sessions include completion of required registration forms, an assessment process, and advisement/placement. New students will be assessed to determine their skill levels in reading, writing, listening and speaking (2 to 3 hour process). Dates, times, and locations of regional registration sessions are available on the CCBC website ESOL page: https://www.ccbcmd.edu/Programs-and-Courses/Basic-Education/ESOL-Options/English-for-Speakers-of-Other-Languages/ESOL-Registration.aspx

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

Course Objectives and Outcomes – Grant Funded Courses:

Level Intro – Life Skills:	Very low beginning students will learn basic English for life and work.
Level I - Life Skills:	Low beginning students will learn simple English for life and work.
Level 2 - Life Skills:	High beginning students will improve their simple English skills for life and work.
Level 3 - Language/EL Civics:	Low intermediate students will develop English language skills and be introduced to civics concepts.
Level 4 - Language/EL Civics:	Intermediate students will continue to develop English language skills and build on civics concepts.
Level 5 - Language/EL Civics:	High intermediate students will continue to develop English language skills and extend civics concepts to civic engagement.

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

Transition Reading and Writing: Upper-intermediate will learn strategies to approach academic reading and writing tasks to better prepare for transition.

Course Objectives and Outcomes – Upper-Level Tuition Based Courses

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

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

Program Sequence:

Grant Funded Courses:

Course Number	**Course Title**	**Course Hours**	**Textbook Information** (approximate cost; subject to change)	**Costs** T=Tuition/F=Fees
ADS302	ESOL Level Intro – Life Skills	60	Future Intro, 2nd Edition Student Book w/ Practice plus App & Workbook Package; $41.00	$0 Grant Funded **
ADS301	ESOL Level 1 – Life Skills	60	Future 1, 2nd Edition Student Book w/ Practice plus App & Workbook Package; $41.00	$0 Grant Funded **
ADS303	ESOL Level 2 – Life Skills	60	Future 2, 2nd Edition Student Book w/ Practice plus App & Workbook Package; $41.00	$0 Grant Funded **
ADS304	ESOL Level 3 – EL Civics	60	Future 3, 2nd Edition Student Book w/ Practice plus App & Workbook Package; $41.00	$0 Grant Funded **
ADS305	ESOL Level 4 – EL Civics	60	Future 4, 2nd Edition Student Book w/ Practice plus App & Workbook Package; $41.00	$0 Grant Funded **
ADS306	ESOL Level 5 – EL Civic Engagement	60	Future 5, 2nd Edition Student Book w/ Practice plus App & Workbook Package; $41.00	$0 Grant Funded **

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
ADS134	ESOL Expanded Reading and Writing Skills	60	TBD	$0 Grant Funded **
ADS014	ESOL Transition Reading and Writing	60	TBD	$0 Grant Funded **

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

Tuition Based Courses:

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

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

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

National External Diploma Program (NEDP)

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

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

Program 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 successfully develop 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 Credentials:
CCBC Credential: Students will have access to a Continuing Education academic record (transcript).

External Credential: Maryland High School Diploma and NEDP® Transcript

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

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

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

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

Individuals seeking more information about the program or who want to register for an intake session may call 443-840-3456, email gednedp@ccbcmd.edu, or visit the website at: http://www.ccbcmd.edu/Programs-

and-Courses/Basic-Education/Adult-Basic-Education-and-Essential-Skills/GED-and-Essential-Skills-Registration.aspx and click *Register for an Intake Session*.

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

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

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

*** Program supported by Maryland Department of Labor*

Program Contact Information:
NEDP ® Office: 443-840-1284

Workforce and Academic Readiness

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. apply new knowledge, skills, and strategies successfully in a workforce development training or academic program;
2. demonstrate effective organization, goal setting, communication, self-management, and planning skills for academic, financial, and professional success;
3. operate basic Microsoft Suite applications in an academic or professional setting;
4. apply basic financial literacy concepts to real-life scenarios; and
5. demonstrate necessary skills to successfully identify, apply for, interview for, and secure employment opportunities.

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

Length of Training:
6-12 weeks

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

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

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

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

Program Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
ADS173	Academic Success	20	N/A	$257 T-$78/F-$179
ADS174	Basic Computer Skills	20	N/A	$257 T-$78/F-$179
FIN052	Financial Literacy	20	N/A	$257 T-$77/F-$180
ADS158	Career and Employment Readiness	20	N/A	$257 T-$78/F-$179
Course Series Totals:		**80**	**N/A**	**$1,028 T-$311/F-$717**

Course Substitutions:
ASD158 can be substituted with AHL140 or AHL166

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

Program Contact Information:
Director, Workforce Solutions: Laura Finazzo | lfinazzo@ccbcmd.edu | 443-840-5129 | Catonsville BESS 100F

Building Automation Systems Technician

Technology and Engineering Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. analyze commercial HVAC system design for large buildings and advanced large-scale systems;
2. employ computer-aided design basics as they are used in the building automation industry;
3. summarize the use of information technology as it is employed in the network systems that support the building automation systems;
4. demonstrate the use of building automation system hardware and software to control HVAC system operations and energy consumption;
5. interpret construction drawings to include mechanical, electrical, and structural sets;
6. program operational sequences for building equipment and systems;
7. commission building systems and the related components to ensure effective performance and compliance; and
8. demonstrate effective skills to work as an entry level BAS technician.

CCBC Pathway & Track:
Technology and Engineering Pathway: Manufacturing Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

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

Length of Training:
Approximately 12 to 18 months

Financial Aid and Payment Options:

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

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

Program Requirements:

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

Application Process:

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

Prior Learning Assessment:

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

Program Course Sequence:

Required Courses:

Course Number	Course Title	Course Hours	Textbook Information	Costs
VOA802 *Shared with credit class AIRC224*	Commercial Controls System	45	Modern Refrigeration & Air Conditioning 21st Ed. ISBN: 9781635638776 $138-$184 at CCBC bookstores	$569 T-$171/F-$398
VOA801 *Shared with credit class AIRC223*	Commercial HVAC Systems	46	Same as VOA802	$569 T-$171/F-$398
VOA970 *Shared with credit class ELEI101*	Basic HVAC Electricity	56	Same as VOA802	$735 T-$221/F-$514

VOA656 *Shared with credit class ELEI202*	Advanced HVAC Electricity	58	Same as VOA802	$569 T-$171/F-$398
VOA559 *Shared with credit class CADD101*	Introduction to CAD	55	Estimated cost $52	$569 T-$171/F-$398
VOA764 *Shared with credit class CONT101*	Construction Blueprint Reading	43	Estimated cost $142.50	$569 T-$171/F-$398
PCA619 *or* PCA615 (if blended) Shared with credit class DCOM 101	Networking and Data Communications	37.5	Digital Materials included with course	$569 T-$171/F-$398

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

Course Number	Course Title	Course Hours	Textbook Information	Costs
PCA644 *or* PCA994 (if blended) Shared with credit class DCOM 141	A+ Certification PC Technician Module 1	50	PC Pro (Access Key); TestOut; $172 Check with Coordinator for potential text update before purchasing	$735 T-$221/F-$514

PCA 610 Shared with credit class DCOM 202	Windows Server	50	Hybrid Server Pro: Core; TestOut; $177.78	$735 T-$221/F-$514

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

	Course Hours	Textbook Information	Cost
Course Series Total	390.50	$556.28	$4,884 T-$1,468/F-$3,416

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

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

Certified Production Technician

Technology and Engineering Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. prepare to obtain the Certified Production Technician Certification from the Manufacturing Skill Standards Council;
2. fulfill safety and health requirements and implement proper safety-enhancing workplace practices;
3. identify fundamentals of blueprint reading, use precision measurement tools, and communicate quality problems;
4. perform and monitor the manufacturing and/or distribution processes according to customer requirements;
5. perform preventative maintenance and routine repair identifying potential maintenance issues; and
6. utilize professional communications and effective teamwork.

CCBC Pathway & Track:
Technology and Engineering Pathway: Programming Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

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

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

Financial Aid and Payment Options:

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

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

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

Program Requirements:
Required:
- High School Diploma or GED

Preferred:
- Industry work experience and or technical skills preferred

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

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

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA583	Certified Production Technician - Safety	36	Course materials included in the cost	$729 T-$219/F-$510
VOA584	Certified Production Technician - Manufacturing Processes & Production	36	Course materials included in the cost	$729 T-$219/F-$510
VOA586	Certified Production Technician - Quality Practices & Measurements	36	Course materials included in the cost	$729 T-$219/F-$510
VOA587	Certified Production Technician - Maintenance Awareness	36	Course materials included in the cost	$729 T-$219/F-$510

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

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

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

CNC Machine Tool

Technology and Engineering Pathway

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

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

Students should have the following skills: Detailed-oriented, dependability, self-control, ability to follow safety rules, ability to follow directions, cooperation, integrity, persistence, manual dexterity, mechanical aptitude, mathematical aptitude, ability to stand for long periods of time, and ability to lift 35 pounds.

According to the U.S. Department of Labor, overall employment of machinists is projected to grow 7% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 290. Additional career information may be found in Career Coach: https://ccbcmd.lightcastcc.com/.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. prepare to pass National Institute of Metalworking Skills (NIMS) certifications;
2. operate and maintain manual and computer numerical control (CNC) equipment demonstrating proper safety guidelines for shop work;
3. use blueprint reading and calculation skills to produce a part to completion according to quality requirements;
4. use operations such as turning, grooving, drilling, reaming, and boring;
5. describe the correlation between good work habits and personal/team/organizational success; and
6. obtain entry-level or higher employment in manufacturing and progress into an apprenticeship.

CCBC Pathway & Track:
Technology and Engineering Pathway: Manufacturing Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

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

Certifying Organization: National Institute of Metalworking Skills (NIMS); www.nims-skills.org

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

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

Pell Funding: Eligible for grants and college loans. Go to www.fafsa.gov to apply for Federal financial aid.

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

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

Program Length:
Approximately 9 months.
Courses are offered at CCBC Catonsville starting in September. Please call 443-840-4712 for additional information.

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

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

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

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

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

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

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA940	Machine Tool Short Term Training Part A	52	Book provided in class; cost is built into tuition	$1,049 T-$315/F-$734
VOA941	Machine Tool Short Term Training Part B	91	Book provided in class; cost is built into tuition	$1,575 T-$473/F-$1,102
VOA942	Machine Tool Short Term Training Part C	91	Book provided in class; cost is built into tuition	$1,355 T-$407/F-$948
VOA943	Machine Tool Short Term Training Part D	91	Book provided in class; cost is built into tuition	$1,205 T-$362/F-$843
VOA944	Machine Tool Short Term Training Part E	93	Book provided in class; cost is built into tuition	$1,205 T-$362/F-$843
VOA945	Machine Tool Short Term Training Part F	91	Book provided in class; cost is built into tuition	$1,205 T-$362/F-$843
VOA946	Machine Tool Short Term Training Part G	91	Book provided in class; cost is built into tuition	$1,205 T-$362/F-$843
Course Series Totals:		**600**		**$8,799 T-$2,643/F-$6,156**

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

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

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

Construction Pre-Apprenticeship Core Curriculum & Specialties Training

Technology and Engineering Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. prepare to pass National Center for Construction Education and Research (NCCER) core certification plus OSHA-10 and First Aid/CPR;
2. demonstrate safe and effective basic skills required in various construction trades including trade calculations, tool usage, reading construction drawings, and basic communication;
3. perform tasks associated with entry level workers in the construction and/or specialty trades; and
4. prepare for successful entry into an apprenticeship program or other entry-level positions in construction and related fields.

CCBC Pathway & Track:
Technology and Engineering Pathway: Construction Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

External Credential: *Core* - Upon successful completion of the core classes, students will receive a Continuing Education Workforce Certificate and the following industry certifications:
- First Aid/CPR
- OSHA 10 for Construction
- National Center for Construction Education and Research (NCCER).

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

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

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

Program Length:
Core – 2 months of part-time day training.
Specialty – 8 months of part-time evening training.

Program Requirements: High School Diploma or GED, Minimum age of 18, Basic math skills

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

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

Program Course Sequence:
Core Course Information:

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

Specialties Course Information – Carpentry:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
APP394	ABC Carpentry Apprenticeship - 1st Year Part A	78	Course materials are provided and included in the course cost.	$1,390 T-$417/F-$973

APP395	ABC Carpentry Apprenticeship - 1st Year Part B	78	Course materials are provided and included in the course cost.	$1,390 T-$417/F-$973
Totals for Carpentry Specialty:		**156**		**$2,780** **T-$834/F-$1,946**
Course Series Totals: Core and Carpentry		**254**		**$5,264** **T-$1,580/F-$3,684**

Specialties Course Information – Electrical:

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

Specialties Course Information – HVAC:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
APP359	HVAC Apprenticeship: 1st Year-ABC Part A	78	Course materials are provided and included in the course cost.	$1,390 T-$417/F-$973
APP360	HVAC Apprenticeship: 1st Year-ABC Part B	78	Course materials are provided and included in the course cost.	$1,390 T-$417/F-$973

Totals for HVAC Specialty:		**156**		**$2,780** **T-$834/F-$1,946**
Course Series Totals: Core and HVAC		**254**		**$5,264** **T-$1,580/F-$3,684**

Specialties Course Information – Plumbing:

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

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

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

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

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

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

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

Fab Lab Technology (Design and Make)

Technology and Engineering Pathway

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. plan and create designs using appropriate 3D modeling software;
2. follow safety procedures when using fabrication lab equipment;
3. analyze project designs to determine which type of fabrication lab equipment will best provide finished object; and
4. fabricate objects using appropriate fabrication lab equipment.

CCBC Pathway & Track:
Technology and Engineering Pathway: Manufacturing Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

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

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

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

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

Program Requirements:
Required:
- Minimum age of 16 with parental permission.

Recommended:

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

Pre-Registration Lab Visit:
A pre-registration visit to the Fab Lab can be scheduled. Contact the Fab Lab at fablabbaltimore@gmail.com to schedule a visit.

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

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

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

Individual courses are not eligible for financial aid.

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

VOB045	Fab Lab Laser Cutter Applications Introduction	6	No textbook, but may need to purchase materials	$169 T-$51/F-$118
Course Series Totals:		**32**		**$944** **T-$255/F-$689**

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

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

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

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

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

Program Contact Information:
For Program Information:
Coordinator: Niki Rogers | nrogers2@ccbcmd.edu | 443-840-4422 | Essex BESS 127
Administrative Assistant: Denise Bellamy | dbellamy@ccbcmd.edu | 443-840-4712 | Catonsville BESS 100

For Equipment-Specific and Laboratory Membership Use Questions:
Fab Lab Manager: Geniia Elliott | fablabbaltimore@gmail.com | 443-840-4811 | Catonsville HTEC 002

HVAC/Refrigeration Technician

Technology and Engineering Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. prepare to pass the EPA 608 (refrigerant) Universal Certification exam;
2. perform basic installation and repair tasks associated with heating, ventilating, air conditioning, and refrigeration systems; and
3. demonstrate effective skills to work as an entry level HVACR technician.

CCBC Pathway & Track:
Technology and Engineering Pathway: HVAC Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

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

Certifying Organization: U.S. Environmental Protection Agency (EPA class only), www.epa.gov

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

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

Program Length:
Approximately 9 months
Courses are offered at CCBC Catonsville and Dundalk.

Program Requirements:
- High School Diploma or GED
- Minimum age of 18

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

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

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost, subject to change)	Costs T=Tuition/F=Fees
VOA969 *Shared with credit class AIRC110*	HVAC Safety, Tools & Methods	42	Modern Refrigeration & Air Conditioning 21st Ed. ISBN: 9781635638776 $138-$184 at CCBC bookstores	$569 T-$171/F-$398
VOA975 *Shared with credit class AIRC115*	Fundamentals of Refrigeration	49	Same as VOA 969	$569 T-$171/F-$398
VOA985 *Shared with credit class AIRC205*	Heating Systems	52	Same as VOA 969	$569 T-$171/F-$398
VOA970	Basic HVAC Electricity	56	None	$735

Shared with credit class ELEI101				T-$221/F-$514
VOC953 *Shared with credit class AIRC210*	Comfort Cooling Systems	55	Same as VOA 969	$569 T-$171/F-$398
VOC044 & VOC991 (Test)	Preparation for Refrigerant Recovery Certification & Test	12.5	None	$185 T-$56/$129 $50 T-$0/F-$50
Course Series Totals:		**266.5**	**$184**	**$3,246 T-$961/F-$2,285**

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

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

Program Contact Information:
Program Coordinator: Dave Frey | dfrey@ccbcmd.edu | 443-840-2793 | Dundalk STAT 110
Administrative Assistant: TBD

HVAC/Refrigeration Technician (Advanced Certificate)

Technology and Engineering Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this certificate, students will be able to:

1. prepare to pass the EPA 608 (refrigerant) Universal Certification exam;
2. perform installation and repair tasks associated with more advanced HVAC systems;
3. calculate and design heating and cooling internal loads for commercial and residential installations; and
4. demonstrate more advanced skills for work as a beginning HVACR technician.

CCBC Pathway & Track:
Technology and Engineering Pathway: HVAC Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals

Program Credentials:

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

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

Certifying Organization: U.S. Environmental Protection Agency (EPA class only), www.epa.gov

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

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

Program Length:
Approximately 9 months

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

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

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

Program Course Sequence:

Course Number	Course Title	CourseHours	Textbook Information (approximate cost, subject to change)	Costs T=Tuition/F=Fees
VOC044 *Shared with credit class AIRC121*	Preparation for Refrigerant Recovery Certification	10		$185 T-$56/F-$129
VOC991	Refrigerant Recovery Cert/Test	2.5		$50 T-$0/F-$50
VOA656 *Shared with credit class AIRC204*	Advanced HVAC Electricity	58		$569 T-$171/F-$398
VOA653 *Shared with credit class*	Residential Load Calculations & Air Distribution	40		$569 T-$171/F-$398

AIRC215				

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

Course Number	Course Title	Course Hours	Textbook Information (approximate cost, subject to change)	Costs T=Tuition/F=Fees
VOA692 *Shared with credit class AIRC121*	Residential Estimates & Sales	39		$569 T-$171/F-$398
VOA859 *Shared with credit class AIRC222*	Commercial Refrigeration Systems	50		$569 T-$171/F-$398
VOA801 *Shared with credit class AIRC223*	Commercial HVAC Systems	46		$569 T-$171/F-$398
VOA802 *Shared with credit class AIRC224*	Commercial Control Systems	45		$569 T-$171/F-$398
VOA631 *Shared with credit class AIRC230*	Alternative & Renewable Energy Resources	50		$569 T-$171/F-$398
VOA953 *Shared with*	Advanced Residential Systems	50		$569 T-$171/F-$398

credit class *AIRC232*				
Course Series Totals: ***(Core Program Sequence with two electives)***		varies		**$2,511** **T-$740/F-$1,771**

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

Program Contact Information:
Program Coordinator: Dave Frey | dfrey@ccbcmd.edu | 443-840-2793 | Dundalk STAT 110
Administrative Assistant: TBD

Mechatronics

Technology and Engineering Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. discuss concepts related to trade calculations, inspection, safety, quality, electrical systems, PLCs, mechanical systems, fluid power, rigging, and welding;
2. troubleshoot and repair equipment using a multidisciplinary approach; and
3. review how to secure employment in a facility using mechatronic equipment.

CCBC Pathway & Track:
Technology and Engineering Pathway: Manufacturing Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

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

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

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

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

Program Requirements:

There are no prerequisites to take this course. However, this course requires basic computer skills, including the ability to open and manage windows, navigate websites, and perform common online tasks such as downloading files, completing forms, and using web-based tools.

Computer requirements:

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

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

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

Program Course Sequence:
Students must register for all courses in the series at the same time.

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

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

Program Contact Information:
Director: Eric Venanzi | evenanzi@ccbcmd.edu | 443-840-5108 | Dundalk STAT 118
Administrative Assistant: Audrey White | awhite5@ccbcmd.edu | 443-840-4775 | Dundalk STAT 120

Property Maintenance Technician

Technology and Engineering Pathway

Program Description:
Property Maintenance Technicians are responsible for repairing and maintaining different parts of an apartment complex and similar facilities, including the interior and exterior of the apartments and the grounds of the property.

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. utilize hands-on technical skills learned throughout the course to perform common maintenance tasks associated with the property maintenance industry;
2. perform common tasks associated with the repairs and maintenance associated with residential facilities; and
3. recognize and troubleshoot commonly used HVAC, plumbing, and electrical systems, including the adding or removing of refrigerant from small appliances in accordance with EPA 608 type I certification.

CCBC Pathway & Track:
Technology and Engineering Pathway: Construction Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

External Credential: Completers will receive a certificate from NOCTI in Building Trades Maintenance and students who pass the EPA 608 Type I exam will receive certification from the EPA.

Certifying Organization: National Occupational Competency Testing Institute (NOCTI) https://www.nocti.org/
For EPA 608 Type I certification: U.S. Environmental Protection Agency www.epa.gov

Financial Aid and Payment Options:

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

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

Program Length:
8 weeks of part-time day or evening training (M/T/W) - Start dates vary.
Courses are offered at CCBC Dundalk.

Program Requirements:
- GED/High School diploma
- Minimum age of 18

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 www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

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

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOB134	Certified Property Maintenance Technician with EPA Certification	85	Textbook provided in class.	$1399 T-$420/F-$979

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

Program Contact Information:
Program Coordinator: Dave Frey | dfrey@ccbcmd.edu | 443-840-2793 | Dundalk STAT 110
Administrative Assistant: TBD

Robotics Technician

Technology and Engineering Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. discuss concepts related to trade calculations, design, safety, quality, electrical systems, PLCs, mechanical systems, fluid power, and rigging;
2. troubleshoot and repair equipment focusing on robotics and associated equipment using a multidisciplinary approach; and
3. review how to secure employment in an automated facility.

CCBC Pathway & Track:
Technology and Engineering Pathway: Programming Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

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

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

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

Program Length:
Approximately 155 hours/six months to complete.

Program Requirements:
Computer requirements:

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

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

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

Program Course Sequence:
Students must register for all courses in the series at the same time.

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

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

Program Contact Information:
Director: Eric Venanzi | evenanzi@ccbcmd.edu | 443-840-5108 | Dundalk STAT 118
Administrative Assistant: Audrey White | awhite5@ccbcmd.edu | 443-840-4775 | Dundalk STAT 120

Welding

Technology and Engineering Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. prepare to pass American Welding Society (AWS) certifications;
2. prepare material and safely perform fillet and groove welds on various types of metals; and
3. prepare for a career in welding in a variety of industries.

CCBC Pathway & Track:
Technology and Engineering Pathway: Manufacturing Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

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

External Credential: Earlbeck Gases and Technologies completion certificates are given for each class, as well as an AWS qualification certificate upon successful completion of all intermediate level classes.

Certifying Organization: American Welding Society (AWS), www.aws.org

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

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

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

Program Requirements:
- Minimum age of 18
- Possess good reading and writing skills

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

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

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

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

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA926	Fundamentals of Welding	36	Course material will be provided	$2,057 T-$308/F-$1,749
VOA930	Intermediate MIG Welding	42	Course material will be provided	$3,025 T-$453/F-$2,572
MIG Welding Option A ***Course Series Totals:***		**78**	**$0**	**$5,082** **T-$761/F-$4,321**

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

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA167	Career Welding - MIG	78	Course material will be provided	$4,676 T-$701/F-$3,975

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

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA926	Fundamentals of Welding	36	Course material will be provided	$2,057 T-$308/F-$1749
VOB135	Intermediate Stick Welding	54	Course material will be provided	$3,025 T-$453/F-$2,572
Stick Welding Option A ***Course Series Totals:***		**90**	**$0**	**$5,082 T-$761/F-$4,321**

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

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA166	Career Welding - Stick	90	$0	$4,676 T-$701/F-$3,975

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

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

VOA926	Fundamentals of Welding	36	Course material will be provided	$2,057 T-$308/F-$1749
VOA928	Intermediate TIG Welding	48	Course material will be provided	$3,025 T-$453/F-$2,572
TIG Welding Option A ***Course Series Totals:***		**84**	**$0**	**$5,082** **T-$761/F-$4,321**

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

Course Number	**Course Title**	**Course Hours**	**Textbook Information** (approximate cost; subject to change)	**Costs** **T=Tuition/F=Fees**
VOA168	Career Welding - TIG	84	Course material will be provided	$4,676 T-$701/F-$3,975

Additional Offerings (not financial aid eligible):

- APP285 - Welding Basics
- APT083 - Blueprint Reading for Welders
- VOA581 - Advanced Welding

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

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

Credit Certificates in Building and Industrial Training

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

For further information on Credit Certificates, see the CCBC website or call our Call Center at 443-840-2222.

Advanced Industrial Design and Technology

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

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

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

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

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

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

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

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

Computer-Aided Design for Architecture and Engineering

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

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

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

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

Construction Management

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

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

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

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

Geospatial Applications

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

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

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

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

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

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

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

Building Automation Systems Certificate

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

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

Survey Technology

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

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

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

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

Accounts Payable Specialist

Business Pathway

Program Description:
An Accounts Payable (AP) Specialist plays a crucial role in managing financial transactions, ensuring timely payments, and maintaining accurate financial records within an organization.

This program is designed to prepare students for the Institute of Finance & Management's (IOFM) Accounts Payable Specialist certification by providing comprehensive training on essential AP functions. It is ideal for individuals with prior AP knowledge who are looking to become certified. Topics covered include invoice processing, payment management, travel and expense (T&E) administration, automation in AP, and compliance with financial regulations. Participants will gain practical skills to streamline accounts payable operations, enhance efficiency, and reduce errors.

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. perform and execute accounts payable, internal controls, and tax and regulatory matters;
2. identify and propose process improvements in the accounts payable function;
3. recognize the importance of automation technology and apply it to the profession; and
4. prepare to take for the Institute of Finance & Management's (IOFM) Accounts Payable Specialist certification exam.

CCBC Pathway & Track:
Business Pathway: Accounting Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

External Credential: Students will be prepared to sit for Accounts Payable Specialist (APS) certification exam.

Certifying Organization: Institute of Finance & Management (IOFM) https://www.iofm.com/

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

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

Program Length:
4 months

Program Requirements:
The Accounts Payable Specialist Certification course is specifically designed to help individuals with prior AP knowledge become certified. IOFM recommends that you meet one of the following for APS certification:

- No degree = 3 yrs. AP experience
- 2-year degree = 2 yrs. AP experience
- 4-year degree = 1 yr. AP experience

Hardware and Software Requirements:

- This course can be taken on either a PC or Mac.
  - PC: Windows 8 or later.
  - Mac: macOS 10.6 or later.
- Any word processing application.
- Adobe Acrobat Reader.
- Email capabilities and access to a personal email account.

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

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

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)**	Costs T=Tuition/F=Fees
ACC013	Accounts Payable Specialist Certification	30	Online materials provided	$1,295* T-$50/F$1,245 exam cost included
PCO433	Excel Basics for Business	12	Textbook required. Text or ebook; available through campus bookstore Microsoft Excel 2021 & 365: Level 1, Labyrinth Learning, $52 without e-lab, $86 with e-lab.	$189 T-$57/F-$132
Course Series Totals:		**42**	**Up to $86**	**$1,484 T-$107/F-$1,377**

Career Opportunities:
Students will be better prepared to effectively lead 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.

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

Administrative Professional

Business Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. demonstrate entry-level knowledge of essential office procedures;
2. demonstrate proficiency with common office software application;
3. demonstrate skills in scheduling, record keeping, customer service, and professional communication;
4. be prepared to organize tasks efficiently, maintain confidentiality;
5. and support the day-to-day operations of a modern office environment.

CCBC Pathway & Track:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

External Credential: National Career Certification Board's Administrative Assistant Certification (CAA).

Certifying Organization: National Career Certification Board

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

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

Program Length:
4 months

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

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

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

Program Course Sequence:

Course Number	**Course Title**	**Course Hours**	**Textbook Information** (approximate cost; subject to change)	**Costs** T=Tuition/F=Fees
MGT850	The Role of the Administrative Professional	5	Materials provided	$79 T-$24/F-$55
PCA872	Technology Skills for Today's Workplace	45	Materials provided	$599 T-$180/F-$419
MGT851	Communication Skills for Workplace Success	12	Materials provided	$149 T-$45/F-$104
MGT852	Planning and Advancing Your Career	15	Materials provided	$199 T-$60/F-$139
MGT988	Core Skills for the Administrative Professional	48	Materials provided	$995 T-$299/F-$696
Course Series Totals:		**125**		**$2,021** **T-$608/F-$1413**

Program Contact Information:
Program Coordinator: Priscilla Cheung-Ing | pcheunging@ccbcmd.edu | 443-840-1612 | Essex BESS 122
Administrative Assistant: Sarah Moore | smoore3@ccbcmd.edu | 443-840-1632 | Essex BESS 116

Advanced Leadership Skills

Business Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. expand ability to function effectively and manage and influence employees;
2. identify and develop leadership skills necessary to excel in current and future roles;
3. expand and diversify knowledge and skills necessary to lead staff;
4. develop confidence to set and meet personal and professional goals; and
5. research and identify several opportunities for continued professional development after credential attainment.

CCBC Pathway & Track:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

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

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

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

Program Length:
4-6 months

Program Requirements:
Required:
- High School Diploma or GED

Recommended:
- 2-3 years work experience

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

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

Program Course Sequence:
Courses can be taken in any order.

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

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

Program Contact Information:
Coordinator: Julie Woo | jwoo@ccbcmd.edu | 443-840-4302 | Owings Mills 305D
Program Assistant: Kristal Parker | kparker3@ccbcmd.edu | 443-840-4483 | Owings Mills 302

Bookkeeper - Entry Level

Business Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. apply the knowledge and skills to function effectively as an entry level bookkeeper;
2. demonstrate the ability to successfully use accounting software for bookkeeping tasks;
3. utilize accounting and bookkeeping terminology accurately;
4. demonstrate the ability to accurately generate accounting reports; and
5. research and identify several opportunities for continued professional development after credential attainment.

CCBC Pathway & Track:
Business Pathway: Accounting Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

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

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

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

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

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

Length of Training:
5-6 months

Program Requirements:
Required:
- Basic computer skills
- Some experience with Microsoft Excel

Recommended:
- High School Diploma or GED

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

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

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

Course Number	Course Title	Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCO433	Excel Basics for Business	12	Text or ebook; available through campus bookstore Microsoft Excel 2021 & 365: Level 1, Labyrinth Learning, $52 without e-lab, $86 with e-lab.	$189 T-$57/F-$132
ACC006	Accounting/Bookkeeping I	16	Text or ebook available through campus bookstore. Accounting Essentials, Labyrinth Learning, $99 for Printbook or $60 for ebook for Online Course; Text or ebook available through campus bookstore.	$219 T-$66/F-$153
ACC007	Accounting/Bookkeeping II	13	Same as ACC 006	$189 T-$57/F-$132
PCA836	QuickBooks For Bookkeepers	15	Text or ebook available through campus bookstore QuickBooks Online: Basics, Academic Year 2025-2026, Labyrinth Learning. $93 for Printbook or $58 for ebook for Online Course	$219 T-$66/F-$153

Course Series Totals:		**56**	**Up to $278**	**$816** **T-$246/F-$570**

Additional Expenses:
Certification Exam cost for The Intuit Certified Bookkeeping Professional - $130 + $35 proctor fee
Check the details from https://store.certiport.com/

Course Substitutions:
- PCA832 Excel for Bookkeepers for PCO433
- ACC017 Comprehensive Accounting/Bookkeeping

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

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

Customer Service Professional

Business Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. identify the steps to compose a professional document or email correspondence;
2. explain ethics and best practices for maintaining confidentiality;
3. identify obstacles to effective communication;
4. demonstrate proper telephone and active listening skills;
5. examine why customer-focused service is an essential business strategy;
6. identify drivers of customer satisfaction;
7. identify ways to effectively provide service recovery; and
8. research local job postings and participate in a mock interview.

CCBC Pathway & Track:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

External Credential: Certified Customer Experience Professional

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

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial

payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

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

Program Length:
2 months

Program Requirements:
Recommended:
- HS Diploma or GED

Required:
- Strong computer skills
- Access to a computer
- Wi-Fi connection

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

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

Program Course Sequence:

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

Program Contact Information:
Program Coordinator: Julie Woo | jwoo@ccbcmd.edu | 443-840-4302 | Owings Mills 305 D
Program Assistant: Kristal Parker | kparker3@ccbcmd.edu | 443-840-4483 | Owings Mills 302

Digital Marketing Assistant

Business Pathway

Program Description:
Digital Marketing Assistants work with new and ongoing marketing campaigns. Their role includes supporting a company's marketing team by helping execute online marketing strategies, managing digital content, analyzing performance data, and assisting with various digital campaigns. Responsibilities include one or more of the following: content creation and management; social media management; email and campaign support; SEO and website optimization; advertising; analytics and reporting; and general marketing support. Positions can be found in many industries, including business, law, healthcare, and more.

This program features courses that will provide students with essential skills and knowledge relevant to today's dynamic marketing environment, with an emphasis on digital marketing. The program consists of four courses that cover topics such as basic marketing concepts and principles; technology used for capturing and analyzing data, communicating with prospects, and developing online and printed media; considerations for messaging and the differences between writing to persuade, engage and perform; and the importance of keyword usage when writing for an online audience. All topics are intertwined with specific emphasis on digital marketing, the role of search engines, search engine optimization, considerations for organic and paid online marketing, blogs, social media, mobile marketing, and how data analytics guide online marketing strategies. Students will be prepared to take Google's Fundamentals of Digital Marketing certification exam at the end of the program.

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. identify basic marketing concepts and terminology;
2. explain goals and elements of a digital marketing strategy
3. create engaging online content for a specific target audience;
4. use a variety of technology and software applications to create marketing material for several formats;
5. demonstrate the skills and knowledge needed to earn the Google Fundamentals of Digital Marketing Certification;
6. create a portfolio of digital marketing materials; and
7. research and identify several opportunities for continued professional development after credential attainment.

CCBC Pathway & Track:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

CCBC Credential:	Students will be awarded a Continuing Education Workforce Certificate and will have access to a Continuing Education academic record (transcript).
External Credential:	Fundamentals of Digital Marketing Certificate
Certifying Organization:	Interactive Advertising Bureau Europe and The Open University

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

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

Program Length:
4 months

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

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

Program Course Sequence:

Course Number	**Course Title**	**Course Hours**	**Textbook Information** (approximate cost; subject to change)	**Costs** T=Tuition/F=Fees
MAR014	Foundations of Marketing	12	Included	$199 T-$60/F-$139
MAR015	Technology for Marketing Assistants	48	Included	$695 T-$209/F-$486
MAR016	Content Creation for Marketing	18	Included	$249 T-$75/F-$174
MAR017	Fundamentals of Digital Marketing	42	Included	$795 T-$239/F-$556
Course Series Totals:		**120**		**$1,938** **T-$583/F-$1,355**

Program Contact Information:
Program Coordinator: Priscilla Cheung-Ing | pcheunging@ccbcmd.edu | 443-840-1612 | Essex BESS 122
Program Assistant: Kristal Parker | kparker3@ccbcmd.edu | 443-840-4483 | Owings Mills 302

Essential Skills for Entrepreneurs

Business Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. identify the skills needed to start a new venture,
2. demonstrate best practices for starting and operating a business and identify resources for success,
3. develop confidence to set and meet personal and professional goals, and
4. research and identify several opportunities for continued professional development after credential attainment.

CCBC Pathway & Track:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

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

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

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

Length of Training:
6 months
Course series offered at various CCBC sites and remotely via Zoom.

Program Requirements:

- High School Diploma or GED recommended

Application Process:

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

Prior Learning Assessment:

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

Program Course Sequence:

Course Number	**Course Title**	**Course Hours**	**Textbook Information** (approximate cost; subject to change)	**Costs** T=Tuition F=Fees
SBA045	The Entrepreneurial Mindset with Coaching	16	Materials provided	$249 T-$75/F-$174
SBA950	Customize Your Business Plan	5	Materials provided	$129 T-$39/F-$90
SBA956	The A,B,C's of Small Business Funding	5	Materials provided	$129 T-$39/F-$90
SBA964	Small Business Marketing Strategies	6	Materials provided	$129 T-$39/F-$90
Course Series Totals:		**32**	**$0**	**$636 T-$192/F-$444**

Career Coach:

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

Program Contact Information:

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

Essential Skills for Leaders

Business Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. apply practical knowledge and skills necessary to function effectively in a leadership role,
2. identify and develop leadership skills necessary to excel in current and future roles,
3. develop confidence to set and meet personal and professional goals, and
4. research and identify several opportunities for continued professional development after credential attainment.

CCBC Pathway & Track:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

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

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

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

Length of Training
4 - 6 months

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

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

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

Program Course Sequence:
Classes can be taken in any order.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
MGT788	Ethics and Accountability	6	Materials provided	$149 T-$45/F-$104
MGT789	Fostering Diversity and Sensitivity in the Workplace	6	Materials provided	$149 T-$45/F-$104
MGT790	Emotional Intelligence	6	Materials provided	$149 T-$45/F-$104
MGT792	Leading Multiple Generations	6	Materials provided	$149 T-$45/F-$104
MGT791	Strategic Communications	6	Materials provided	$149 T-$45/F-$104
MGT925	Introduction to Project Management Principles	6	Materials provided	$149 T-$45/F-$104
Course Series Totals:		**36**		**$894 T-$270/T-$624**

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

Essential Skills for Supervisors

Business Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. apply basic supervisory skills and responsibilities to manage and maximize employee performance,
2. demonstrate increased confidence in supervisory role through effective problem solving,
3. analyze case studies to demonstrate effective decision making skills that utlize basic supervisory principles, and
4. research and identify several opportunities for continued professional development after credential attainment.

CCBC Pathway & Tracks:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

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

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

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

Length of Training:
4 months
Course series offered remotely via Zoom and using Brightspace.

Program Requirements:
Recommended:
- High School Diploma or GED
- 2 to 5 years work experience

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

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

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

Program Course Sequence:

Course Number	**Course Title**	**Course Hours**	**Textbook Information** (approximate cost; subject to change)	**Costs T=Tuition/F=Fees**
MGT946	Lead To Succeed: Supervisory Basic Training	15	Materials provided	$295 T-$89/F-$206
MGT944	Lead To Succeed II: Supervisory Challenges and Solutions	34	Materials provided	$549 T-$165/F-$384
Course Series Totals:		**49**		**$844** **T-$254/F-$590**

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

Program Contact Information:
Program Coordinator: Julie Woo | jwoo@ccbcmd.edu | 443-840-4302 | Owings Mills 305D
Program Assistant: Kristal Parker | kparker3@ccbcmd.edu | 443-840-4483 | Owings Mills 302

Home Inspector Pre-License

Business Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. meet education requirements set by the Maryland Department of Labor for licensing as a home inspector,
2. apply the knowledge and skills to function as a Licensed Home Inspector,
3. prepare to gain employment as a home inspector, and
4. prepare to sit for the state licensing exam.

CCBC Pathway & Tracks:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

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

Licensing Organization: Maryland Real Estate Appraisers & Home Inspectors Commission
www.dllr.state.md.us/license/reahi

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

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

Length of Training:
15 weeks
Courses start in September and January at CCBC Catonsville

Program Requirements
CCBC Requirement:
- High School Diploma or GED

State of Maryland Requirement
- This program fulfills the educational requirements for the Maryland Home Inspector license. Additional state requirements for obtaining the Home Inspector's License can be found on the State of Maryland Department of Labor, Licensing and Regulation website: http://www.dllr.state.md.us/license/reahi/

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

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

Program Course Sequence:
Students must attend all class sessions in order to complete the course.

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

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

Program Contact Information:
Coordinator: Yumi Kim | ykim2@ccbcmd.edu | 443-840-5840 | OMC 305D
Administrative Assistant: Sarah Moore | smoore3@ccbcmd.edu | 443-840-1632 | Essex BESS 116

Human Resources Manager (Entry Level)

Business Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. prepare to sit for the aPHR® and PHR® credentialing exam,
2. function more effectively in an entry-level human resources management role,
3. prepare to gain entry-level employment in a human resources role, and
4. research and identify several opportunities for continued professional development after credential attainment.

CCBC Pathway & Track:
Business Pathway: Human Resources Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

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

Certifying Organization: HR Certification Institute (HRCI), www.hrci.org

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

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

Length of Training:
5 months
Courses start in June, September, and January/February

Program Requirements:
Recommended:
- High School Diploma or GED

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

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

Program Course Sequence:

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

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

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

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

Human Resources Professional

Business Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. prepare to sit for the SHRM-CP® and SHRM-SCP® credentialing exams,
2. function more effectively in a human resources management role,
3. develop knowledge and skills to enhance workplace success, and
4. research and identify several opportunities for continued professional development after credential attainment.

CCBC Pathway & Track
Business Pathway: Human Resources Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

CCBC Credential:	Students will be awarded a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).
External Credential:	Students will be prepared to sit for the certification exam for SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP).

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

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

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

Length of Training
3 months
The course is offered online via Zoom.

Program Requirements:
- High School Diploma or GED
- Working knowledge of HR practice or academic HR degree.
  - Contact SHRM at www.shrm.org for details and current requirements.

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

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

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

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

Program Course Sequence:

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

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

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

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

Non-Profit Organization Manager

Business Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. Explain how to manage nonprofit operations more effectively to enhance organizational impact,
2. Apply strategic knowledge to guide the growth and operations of a new or existing nonprofit organization,
3. Evaluate financial management practices, including budgeting and fundraising strategies, to sustain nonprofit operations,
4. Coordinate volunteer and staff management strategies to improve team performance and engagement,
5. Implement marketing and outreach initiatives to increase organizational visibility and stakeholder support, and
6. Plan and organize fundraising campaigns and grant proposals to secure financial support.

CCBC Pathway & Track:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

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

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

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

Length of Training:
3-6 months
Courses offered at multiple times at CCBC Hunt Valley and CCBC Owings Mills, remotely via Zoom, and online.

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

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

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

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

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

Course Substitutions:
MGT619 for MGT901, MGT620 for MGT902, MGT621 for MGT904, MGT623 for MGT903, WRI039 for SBA033, MGT625 for MAR013

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

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

Program Contact Information:
Program Coordinator: Juie Woo | jwoo@ccbcmd.edu | 443-840-4302 | Owings Mills 305D
Program Assistant: Kristal Parker | kparker3@ccbcmd.edu | 443-840-4483 | Owings Mills 302

Payroll Associate (Entry Level)

Business Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. process payroll transactions accurately by applying federal, state, and local regulations,
2. calculate wages, deductions, and tax withholdings to ensure compliance with payroll laws,
3. evaluate payroll records for accuracy, identifying and resolving discrepancies,
4. apply Excel formulas and functions to analyze payroll data and generate reports, and
5. demonstrate readiness to take the Fundamental Payroll Certification (FPC) exam.

CCBC Pathway & Track:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

CCBC Credential:	Students will be awarded a Continuing Education Workforce Certificate, and will have access to a Continuing Education academic record (transcript).
External Credential:	Students will be prepared to sit for the Fundamental Payroll Certification (FPC) exam

Certifying Organization: PayrollOrg, https://payroll.org

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

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

Program Length:
3 months

Program Requirements:
Recommended:
- High School degree or GED.

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

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

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

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

Program Course Sequence:
Classes can be taken in any order.

Course Number	**Course Title**	**Course Hours**	**Textbook Information** (approximate cost; subject to change)	**Costs** T=Tuition/F=Fees
ACC015	PayTrain® Fundamentals	30	Materials provided	$895* T-$269/F-$626 *Exam cost not included.
PCO433	Excel Basics for Business	12	Text or ebook; available through campus bookstore Microsoft Excel 2021 & 365: Level 1, Labyrinth Learning, $52 without e-lab, $86 with e-lab	$189 T-$57/F$132)
Course Series Totals:		**42**		**$1,084** **T-$326/F-$758)**

Course Substitutions:
- ACC004 PayTrain Level I for ACC015
- PCA832 Excel for Bookkeepers for PCO433

Additional Expenses:
FPC certification exam cost: Please check PayrollOrg, https://payroll.org

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

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

Payroll Professional

Business Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. Process advanced and complex payroll transactions accurately by applying federal, state, and local regulations to ensure compliance,
2. Evaluate and resolve complex payroll discrepancies by analyzing records and identifying underlying issues;
3. Apply advanced knowledge of payroll regulations, tax laws, and system operations to ensure accuracy, compliance, and efficiency in payroll processing; and
4. Demonstrate readiness for the Certified Payroll Professional (CPP) exam.

CCBC Pathway & Track:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

CCBC Credential:	Students will be awarded a Continuing Education Workforce Certificate, and will have access to a Continuing Education academic record (transcript).
External Credential:	Students will be prepared to sit for the Certified Payroll Professional (CPP) exam
Certifying Organization:	PayrollOrg, https://payroll.org

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

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

Program Length:
3 months

Program Requirements:
Required:
- High School Diploma or GED

For CPP:
The payroll professional has been practicing for at least a total of three (3) years out of the five (5) years preceding the date of the examination application. The practice of payroll is defined as direct or related involvement in at least one of the following:
- Payroll Production, Payroll Reporting, Payroll Accounting, Payroll Systems, and Payroll Taxation
- Payroll Administration
- Payroll Education/Consulting
- Contact PayrollOrg at https://payroll.org for details and current requirements.

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

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

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

Program Course Sequence:

Course Number	**Course Title**	**Course Hours**	**Textbook Information** (approximate cost; subject to change)	**Costs** T=Tuition/F=Fees
ACC016	PAYTRAIN® MASTERY	36	Materials provided	$949* T-$285, F-$664 *Exam cost not included.
Course Series Totals:		**36**		**$949* T-$285, F-$664**

Course Substitution: ACC005 Paytrain Level II for ACC016

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

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

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

Project Management

Business Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. meet education requirements set by the Project Management Institute in order to sit for the PMP® certification exam;
2. function effectively as a practitioner of project management, applying PM principles and practices;
3. prepare for the PMP® certification exam; and
4. research and identify several opportunities for continued professional development after credential attainment.

CCBC Pathway & Track:
Business Pathway: Business Leadership Track — Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

Certifying Organization: Project Management Institute (PMI ®)
This course satisfies PMI®'s educational requirement and helps prepare participants for PMI®'s certification exam. Cost of the exam varies. Please contact PMI ® at www.pmi.org for current information.

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

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

Length of Training:
3 - 5 months
Courses have multiple starts per semester. Given in person, remote via zoom or online asynchronous.

Program Requirements:
- High School Diploma or GED

To qualify to take the PMP® exam, the following is required:
- A four-year degree (bachelor's or the global equivalent) and a minimum of three years of project management experience with 4500 hours leading and directing projects and 35 hours of project management education *Or* a secondary diploma (high school or the global equivalent) and a minimum of five years of project management experience with 7500 hours leading and directing projects and 35 hours of project management education.
- PMI® requires applicants to document *project work hours* along with 35 hours of accepted project management education when applying to sit for the PMP® exam. Contact PMI® at www.pmi.org for current requirements.

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

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

Program Course Sequence:

Course Number	**Course Title**	**Course Hours**	**Textbook Information** (approximate cost; subject to change)	**Costs** T=Tuition/F=Fees
MAN927 or MGT900	Project Management Course Series or Project Management Course with Exam Prep	42-48	A Guide to the Project Management Body of Knowledge (PMBOK) 7th Edition – included in course price	$1,995 T-$599/F-$1,396 or $2,295 T-$689/F-$1,606
PCO285	Microsoft Project	14	Microsoft Project textbook-included in course price	$459 T-$138/F-$321
Course Series Totals:		**56-63**	**$0**	**$2,454 T-$737/F-$1,717 or**

				$2,754 **T-$827/F-$1,927**

Additional Expenses:
There is an additional cost for the PMP certification exam. Contact PMI® at www.pmi.org for current information.

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

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

Program Contact Information:
Coordinator: Tatiana Nelson-Joseph | tnelsonjoseph@ccbcmd.edu | 443-840-5842 | Hunt Valley 109
Administrative Assistant: Lori Dickens | lporter@ccbcmd.edu | 443-840-5837 | Hunt Valley 104

Real Estate Appraiser

Business Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. meet education requirements set by the Appraisal Foundation for licensing as a Real Estate Appraiser,
2. apply the knowledge and skills to function effectively as a real estate appraiser,
3. prepare to gain employment as a real estate appraiser trainee, and
4. prepare to sit for the state licensing exam.

CCBC Pathway & Track:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

CCBC Credential:	Students will be awarded a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript). Students will be prepared to begin their required mentorship hours and, when completed, take the licensing exam to become a Maryland Licensed Appraiser. Students may apply for the Appraisal Trainee license exam after completing 75 hours of education (REA019 and REA020). To apply for the Licensed Appraiser exam, students must complete 150 hours of education and 1000 hours of appraisal mentorship hours.
Certifying Organization:	Maryland Real Estate Appraisers & Home Inspectors Commission https://www.labor.maryland.gov/license/reahi/

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

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

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

Length of Training:
Course series - 6 months
Mentorship - at least 1,000 hours of appraisal work experience over a period of at least 6 months
Cohorts start in September and February at CCBC Hunt Valley.

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

Prior Learning Assessment:
This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. Maximum number of program hours that may be earned from prior learning: 75

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

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
REA019	Real Estate: Appraisal Principles & Procedures	60	Residential Property Appraisal by Mark R. Ratterman, Appraisal Institute; $100. (*Instructor will provide information about ordering the book at first class meeting*).	$849 T-$255/F-$594
REA030	15 Hour National USPAP Course	15	Uniform Standards of Professional Appraisal Practice; $35; *and* 15 hour National USPAP course Student Manual; $45; available through the Appraisal Foundation	$289 T-$87/F-$202
REA027	Supervisor Appraiser/Trainee Appraiser	4	Material included	$95 T-$29/F-$66
REA020	Real Estate: Appraisal Practices & Analysis Part I	30	Residential Property Appraisal by Mark R. Ratterman	$495 T-$149/F-$346
REA021	Real Estate: Appraisal Practices & Analysis Part II	45	Residential Property Appraisal by Mark R. Ratterman	$629 T-$189/F-$440

Course Series Totals:		**154**	**$180**	**$2,357** **T-$709/F-$1,648**

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

Program Contact Information:
Coordinator: Tatiana Nelson-Joseph | tnelsonjoseph@ccbcmd.edu | 443-840-5842 | Hunt Valley 109
Administrative Assistant: Lori Dickens| lporter@ccbcmd.edu | 443-840-5837 | Hunt Valley Center 100

Real Estate Salesperson

Business Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. prepare to sit for the Maryland Licensed Real Estate Salesperson exam.
2. explain real estate concepts, including:
3. real estate law
4. title transference
5. contracts
6. brokerage and agency
7. financing
8. lending principles
9. environmental laws

CCBC Pathway & Track:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

Students will be prepared to sit for the Maryland Licensed Real Estate Salesperson exam.

Certifying Organization: Maryland Real Estate Commission https://www.dllr.state.md.us/license/mrec/

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

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

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

Length of Training:
3-5 months
Courses start at multiple times throughout each semester at various campuses and extension centers, in-person and remotely via Zoom.

Program Requirements:
- High School Diploma or GED recommended

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

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

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

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
REA 294	Real Estate Principles & Practices for Salespersons	60	Modern Real Estate Practice 21st Edition by Galaty, Allaway & Kyle; $63. Maryland Real Estate Practice & Law, 17th Edition by Donald A. White; $24.50 available at the Essex and Catonsville Bookstores.	$549 T-$165/F-$384

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

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

Sales Manager

Business Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. develop sales strategies to increase revenue and market share,
2. describe how to implement effective sales techniques to manage client relationships and drive business growth,
3. analyze sales data and performance metrics to assess market trends and opportunities,
4. explain how to coordinate and lead sales teams by setting goals, providing coaching, and improving productivity, and
5. review how to apply negotiation and communication skills to close deals and improve customer satisfaction.

CCBC Pathway & Track
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

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

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

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

Program Length:
6 months

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

Recommended:
- High School Diploma or GED

Hardware & Software Requirements:
- This course can be taken on either a PC or Mac.
  - PC: Windows 8 or later.
  - Mac: macOS 10.6 or later.
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.
- Any word processing application.
- Adobe Acrobat Reader.
- Software must be installed and fully operational before the course begins.
- Email capabilities and access to a personal email account.

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

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

Program Course Sequence:
*Registration for both *Sales Manager-Module I* and *Sales Manager-Module II* is required during the registration process.

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

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

Program Contact Information:
Coordinator: Julie Woo | jwoo@ccbcmd.edu | 443-840-4302 | Owings Mills 305D
Program Assistant: Kristal Parker | kparker3@ccbcmd.edu | 443-840-4483 | Owings Mills 302

Small Business Basics

Business Pathway

Program Description:
Entrepreneurs create goods and services to bring to market. To be successful entrepreneurs must manage all operations pertaining to the business. Keeping track of revenue and expenses by learning how to read and create financial statements such as balance sheets, profit and loss and cash flow statements is critical to business sustainability. Pricing goods and services appropriately factors directly into the profitability of the business. Protecting the intellectual property associated with goods and services created by the business is critical to maintaining market share. Learning how to use negotiation strategies gives business owners an edge when dealing with suppliers and partners. Finally, being able to communicate the mission and vision of the business through effective presentations enables business owners to attract employees, customers, and investors, which increases the likelihood of business success. In this course series, students will learn foundational knowledge necessary for starting a business.

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. identify the skills needed to start a new venture,
2. describe best practices for pricing goods and services,
3. explore how to protect the intellectual property of a business,
4. identify and review financial statements,
5. practice creating and giving business presentations, and
6. identify various negotiation strategies and techniques.

CCBC Pathway & Track:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

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

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

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

Length of Training:
6 months.
Course series offered at various CCBC sites and remotely via Zoom.

Program Requirements:

- High School Diploma or GED recommended

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

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

Program Course Sequence:

Course Number	**Course Title**	**Course Hours**	**Textbook Information** (approximate cost; subject to change)	**Costs** T=Tuition F=Fees
ACC018	Financial Analysis	5	Materials provided	$129 T-$39/F-$90
FIN050	Pricing for Profitability	5	Materials provided	$129 T-$39/F-$90
SBA051	Intellectual Property for Start Ups	5	Materials provided	$129 T-$39/F-$90
MGT773	Presentation Skills for Professionals	5	Materials provided	$129 T-$39/F-$90
MGT772	Negotiation Strategies for Success	6	Materials provided	$129 T-$39/F-$90
Course Series Totals:		**26**		**$645 T-$195/F-$450**

Related Programs:
Essential Skills for Entrepreneurs, The Creative Entrepreneur

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

The Creative Entrepreneur

Business Pathway

Program Description:
Creative entrepreneurs invest in their own talent by creating businesses to sell goods and services that display that talent. They are designers, artists and artisan makers.

In this course series, students will learn the foundational knowledge necessary for starting a creative business. Topics will include learning how to create a brand that is recognizable and synonymous with the goods and services of the businesses. Students will learn how to sell at markets, how to protect the intellectual property associated with the business and how to promote the business through digital marketing.

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. identify the skills needed to start a new creative venture,
2. demonstrate best practices for creating a brand,
3. identify ways to protect the intellectual property of the brand,
4. investigate best practices for marketing a creative venture, including digital marketing, and
5. conduct research and explore resources on how to sell at markets and fairs.

CCBC Pathway and Track:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

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

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

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

Length of Training:
6 months.
Course series offered at various CCBC sites and remotely via Zoom.

Program Requirements:
- High School Diploma or GED recommended

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

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

Program Course Sequence:

Course Number	**Course Title**	**Course Hours**	**Textbook Information** (approximate cost; subject to change)	**Costs** T=Tuition F=Fees
MAR020	The Creative Entrepreneur: Branding Your Business	6	Materials provided	$129 T-$39/F-$90
MAR019	The Creative Entrepreneur: Selling at Markets	6	Materials provided	$129 T-$39/F-$90
SBA051	Intellectual Property for Start Ups	5	Materials provided	$129 T-$39/F-$90
SBA026	Digital Marketing for Small Business: Content, Social Media, Websites, and More	9	Materials provided	$149 T-$45/F-$104
Course Series Totals:		**26**		**$526 T-$159/F-$367**

Related Programs:
Essential Skills for Entrepreneurs, Small Business Basics

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

Credit Certificates in Business and Management

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

For further information on Credit Certificates, see the CCBC website or call our Call Center at 443-840-2222.

Accounting

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

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

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

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

Business Management

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

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

Entrepreneurship Certificate
This program is designed to prepare students to own and operate a small business. As an integral part of the program, each student is required to develop a business plan which includes provisions for financing, site selection, marketing, budgeting, record keeping, physical facilities, incorporation, insurance, inventory control and possible franchising.

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

Digital Accessibility

Business Pathway

Program Description:
The Department of Justice's revision to the Americans with Disabilities Act (ADA) Title II, including Subsection H, mandates that all online content must be accessible to people with disabilities. Industries, including business, law, healthcare, retail, hospitality, education, government, and more, must ensure that their digital platforms and content are accessible to everyone, regardless of ability. Ensuring inclusivity and compliance in today's digital world is not only a legal requirement but also a strategic advantage, offering businesses an opportunity to reach a larger, more diverse audience.

The Digital Accessibility program equips students with the knowledge and tools to assess, design, develop, and maintain accessible digital platforms in compliance with legal standards. Participants in the program will gain a deep understanding of WCAG (Web Content Accessibility Guidelines), assistive technologies, and best practices for ensuring that websites, applications, and online services are usable by people with disabilities. The program also covers accessibility testing, user experience design, and the legal landscape surrounding digital accessibility.

Students enrolling in this program should have basic knowledge of Word, PDFs, Excel, Google Doc, Sheet, Slides, and proficiency in MS Office suite. Students are to have the ability to work independently and as part of a team. Access to a computer and Internet is necessary.

Students who complete this program can find employment opportunities in various industry sectors, including privately held companies and non-profit organizations. For additional career information, please refer to Career Coach: https://ccbc.emsicc.com/.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. describe how assistive technologies support users with disabilities;
2. identify compliance standards for digital accessibility;
3. assess content readability and usability for all users; and
4. apply fundamental accessibility principles to improve inclusivity and for accessibility on a variety of platforms and software.

CCBC Pathway and Track:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

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

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

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

Length of Training:
1 month
In-person or remote synchronous.

Program Requirements:
Strong computer skills

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

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

Program Course Sequence:

Course Number	**Course Title**	**Course Hours**	**Textbook Information** (approximate cost; subject to change)	**Costs** T=Tuition F=Fees
PCO480	Overview of Digital Accessibility7	7	Materials provided	$199 T-$60/F-$139
PCO482	Document Accessibility 101: Crafting Inclusive Content	7	Materials provided	$199 T-$60/F-$139
PCO481	IMastering Accessibility in Excel and PowerPoint Presentations7	7	Materials provided	$199 T-$60/F-$139
PCO483	Mastering Accessibility in Google Workspace	7	Materials provided	$199 T-$60/F-$139
Course Series Totals:		**28**		**$796 T-$240/F-$556**

Program Contact Information:
Program Coordinator: Priscilla Cheung-Ing | pcheunging@ccbcmd.edu | 443-840-1612 | Essex BESS 122
Program Assistant: Kristal Parker | kparker3@ccbcmd.edu | 443-840-4483 | Owings Mills 302

Microsoft Office Specialist (MOS) Expert

Business Pathway

Program Description:
Enhance your resume with the widely recognized and in demand Microsoft Office Specialist Expert (MOS Expert) certification. A Microsoft Office Specialist is essential in most professional settings and earning a MOS Expert certification is a recognized credential that signifies an attainment of a deep level of knowledge and technical skills needed to use the Office suite.

The program features courses that will teach essential skills for earning a MOS Expert Workforce Training Certificate and preparation for the MOS Expert certification exam. Topics to be covered include the basic Microsoft Office suite skills such as creating and refining Word documents, constructing spreadsheets and formulating data in Excel, utilizing Outlook to enhance productivity and streamlining communications, and designing persuasive PowerPoint presentations to captivate audiences. The certification exams are included in the program's cost.

Students entering this program should have basic math and computer skills, good planning skills, and good problem-solving skills.

Microsoft Office Specialist jobs can be found at a number of profit and non-profit organizations. Students will be better prepared to effectively lead 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. Additional career information may be found in Career Coach: https://ccbcmd.emsicc.com

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. manage daily tasks and processes by utilizing the various tools and features available in the Office suite;
2. craft professional and visually appealing documents, presentations, and emails to clearly convey the message to colleagues and clients;
3. use Excel's powerful data analysis capabilities to make informed decisions based on quantitative insights;
4. utilize Outlook and other Office applications to seamlessly collaborate with team members, share documents using its powerful features;
5. use Excel to automate repetitive tasks, saving valuable time and reducing the risk of manual errors;
6. create PowerPoint presentations and Word documents to suit various audiences and purposes, adapting to the specific needs of any company or organization projects;
7. manage a schedule, tasks, and contacts effectively using Outlook's calendar and task management features;
8. generate sophisticated reports and visualizations using Excel to better understand data and communicate findings; and
9. develop skills and stay relevant in the ever-evolving workplace by mastering the latest updates and features within the Microsoft Office suite

CCBC Pathway & Track:
Business Pathway: Computers & Network Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

External Credential: Microsoft Office Specialist (MOS) Expert

Certifying Organization: Microsoft

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

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

Program Length: 6 months

Program Requirements:
Academic Requirements:
- Basic math and computer skills
- Registration Requirements:
- Registration for **all** MOS Associate Certification Training - Module 1, Module 2, Module 3 and Module 4 are required during the registration process

Hardware and Software Requirements:
This course must be taken on a PC. Macs and Chromebooks are not compatible.
- PC: Windows 10 or later.(Windows 11 users, it is recommended to have 8-16GB of RAM for best results)
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge is also compatible
- Microsoft Office 365, 2021, or 2019 (not included in enrollment). While you can use an older version of Microsoft Office, if you do, there will be some differences between your version and what you see in the course
- Adobe Acrobat Reader
- Software must be installed and fully operational before the course begins.
- Email capabilities and access to a personal email account

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

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

Program Course Sequence: Students must register for all courses in the series at the same time.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCO448	Microsoft Office Specialist (MOS) Expert Certification Training – Module 1	100	Online Materials Provided	$800 T-$20/F-$780
PCO449	Microsoft Office Specialist (MOS) Expert Certification Training – Module 2	100	Online Materials Provided	$800 T-$20/F-$780

PCO450	Microsoft Office Specialist (MOS) Expert Certification Training – Module 3	68	Online Materials Provided	$573 T-$20/F-$553
PCO451	Microsoft Office Specialist (MOS) Expert Certification Training – Module 4	67	Online Materials Provided	$572 T-$20/F-$552
Course Series Totals:		**335**		**$2,745** **T-$80/F-$2,665**

Additional Information:
To earn the Microsoft Office Specialist (MOS) Expert certification, student must complete the following requirements:

1. **Pass three of the following exams**:
   - For students using Microsoft Office2019/2021: MO-100: Microsoft Word; MO-200: Microsoft Excel. MO-300: Microsoft PowerPoint. MO-400: Microsoft Outlook
   - For students using Microsoft Office 365: MO-110: Microsoft Word. MO-210: Microsoft Excel. MO-310: Microsoft PowerPoint, MO-400: Microsoft Outlook
2. **In addition to #1 above, pass any two of the following three Expert exams:**
   - For students using Microsoft Office 2019/2021: MO-101: Microsoft Word Expert, MO-201: Microsoft Excel Expert, MO-500: Microsoft Access Expert
   - For students using Microsoft Office 365:MO-111: Microsoft Word Expert, MO-211: Microsoft Excel Expert. MO-500: Microsoft Access Expert

Program Contact Information:
Program Coordinator: Priscilla Cheung-Ing | pcheunging@ccbcmd.edu | 443-840-1612 | Essex BESS 122
Program Assistant: Kristal Parker | kparker3@ccbcmd.edu | 443-840-4483 | Owings Mills 302

AWS Certified Solutions Architect – Associate

Technology and Engineering Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. make informed decisions about when and how to apply key AWS Services for compute, networking, storage, database, monitoring, and security;
2. deploy, manage, and operate workloads on AWS as well as implementing security controls and compliance requirements;
3. use the AWS Management Console and the AWS Command Line Interface (CLI);
4. understand the AWS Well-Architected Framework, AWS networking, security services, and the AWS global infrastructure;
5. identify which AWS services meet a given technical requirement and to define technical requirements for an AWS-based application; and
6. prepare for the AWS Certified Cloud Practitoner exam and AWS Certified Solutions Architect – Associate exam.

CCBC Pathway & Track:
Technology and Engineering Pathway: Programming Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

CCBC Credential:	Students will be awarded a Continuing Education Workforce Certificate, and will have access to a Continuing Education academic record (transcript).
External Credential:	Students will be prepared to take the AWS Certified Solutions Architect – Associate exam.

Certifying Organization: Cisco Systems Amazon Web Services (AWS)

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

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

Program Length: 4 days - 28 hours.

Program Requirements:
Academic Requirements:
- High School Diploma or GED
- Computer literate
- Strong computer skills
- Access to a computer and Internet to attend classes

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

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

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

Program Course Sequence:

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

Additional Expenses
AWS Certified Cloud Practitioner exam = $100
AWS Certified Solutions Architect - Associate exam = $150

Related Courses or Programs:
- AWS Technical Essentials
- Cloud Operations on AWS
- Advanced Architecting on AWS

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

Program Contact Information:
Program Coordinator: Katherine Walton | kwalton3@ccbcmd.edu | 443-840-4890 | Catonsville BESS 100 L
Administrative Assistant: Sarah Faul | sfaul@ccbcmd.edu | 443-840-3677 | Catonsville BESS 100

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

AWS Certified SysOps Administrator – Associate

Technology and Engineering Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. deploy, manage, and operate workloads on AWS as well as implement security controls and compliance requirements;
2. use both the AWS Management Console and the AWS Command Line Interface (CLI);
3. understand the AWS Well-Architected Framework;
4. understand AWS networking and security services; and
5. prepare for the AWS Certified Cloud Practitoner exam and AWS Certified SysOps Administrator – Associate exam.

CCBC Pathway & Track:
Technology and Engineering Pathway: Programming Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

CCBC Credential:	Students will be awarded a Continuing Education Workforce Certificate, and will have access to a Continuing Education academic record (transcript).
External Credential:	Students will be prepared to take the AWS Certified SysOps Administrator – Associate exam.
Certifying Organization:	Amazon Web Services (AWS)

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

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

Program Length:
5 days – 35 hours

Program Requirements:
Academic Requirements:
- High School Diploma or GED
- Computer literate
- Strong computer skills
- Access to a computer and Internet to attend classes

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

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

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

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCO444	AWS Cloud Practitioner Essentials	7	Included in course fee	$695 T-$75/F-$620
PCO445	AWS Technical Essentials	7	Included in course fee	$695 T-$75/F-$620
PCO446	Cloud Operations on AWS	21	Included in course fee	$2,025 T-$200/F-$1,825

Course Series Totals:		**35**		**$3,415** **T-$350/F-$3,065**

Additional Expenses: AWS Certified Cloud Practitioner exam = $100, AWS Certified SysOps Administrator - Associate exam = $150

Related Courses or Programs: Architecting on AWS, Advanced Architecting on AWS

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

Program Contact Information:
Program Coordinator: Katherine Walton | kwalton3@ccbcmd.edu | 443-840-4890 | Catonsville BESS 100 L
Administrative Assistant: Sarah Faul | sfaul@ccbcmd.edu | 443-840-3677 | Catonsville BESS 100

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

C++ Programmer

Technology and Engineering Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. discuss the basics of structured and object-oriented programming techniques;
2. identify the concepts, terminology, application, and coding of the C++ programming language;
3. build C++ programs to strengthen your developer portfolio; and
4. prepare for an entry-level software development career.

CCBC Pathway & Track:
Technology and Engineering Pathway: Programming Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

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

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

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

Program Length:
2 months

Program Requirements:
Academic requirements:

- Prior knowledge of any programming language is helpful.

Computer requirements:

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

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

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

Program Course Sequence:

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

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

Program Contact Information:
Program Coordinator: Katherine Walton | kwalton3@ccbcmd.edu | 443-840-4890 | Catonsville BESS 100 L
Administrative Assistant: Sarah Faul | sfaul@ccbcmd.edu | 443-840-3677 | Catonsville BESS 100

Cisco Network Administrator

Technology and Engineering Pathway

Program Description:
Cisco network administrators focus on the day-to-day management and maintenance of an organization's network infrastructure that includes Cisco devices, ensuring their optimal performance, security and availability. They monitor network performance, troubleshoot connectivity issues, manage user access, implement network policies and procedures, and manage backup systems for the network. Cisco network administrators must have a thorough understanding of switches, routers and networked communications. If you are interested in working with the day-to-day operations of computer networks, a career as a Cisco network administrator could be your next move.

Job titles related to Cisco network administrators include information network associate, network specialist, network support engineer, and information technology (IT) specialist.

This program prepares students to take the CompTIA® A+ and Cisco Certified Network Association (CCNA) certification exams and a career as a Cisco network administrator. Students learn how to install, configure, and troubleshoot PCs, mobile devices and networks as well as the theory, principles, technologies, and operations of computer networking. Students will also learn about architecture, components, and operations of routers and switches including how to configure them for basic functionality and security, and to troubleshoot common issues.

Successful candidates must be self-driven, an analytical thinker, and a problem solver as well as have exceptional planning and project management skills and can work both independently and as a team member. This career requires continued training and education.

According to the U.S. Department of Labor, overall employment of network and computer systems administrators is projected to grow 9% from 2022 to 2032 in Maryland. Projected annual job openings in Maryland are 1,180. The salary range in Maryland is $64,930 - $169,240 with a median wage of $107,690. Additional career information may be found in Career Coach: https://ccbcmd.lightcastcc.com/

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. prepare to pass the CompTIA® A+ and Cisco CCNA certification exams;
2. perform the various responsibilities and tasks required for a Cisco network administrator;
3. install, configure, and maintain an organizations LAN, WAN, data communications network, and physical and virtual servers;
4. configure switches and routers with device hardening features to enhance security; and
5. implement network management protocols.

CCBC Pathway & Track:
Technology and Engineering Pathway: Programming Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

CCBC Credential:	Students will be awarded a Continuing Education Workforce Certificate, and will have access to a Continuing Education academic record (transcript).
External Credential:	Students will be prepared to sit for the CompTIA® A+ and the Cisco CCNA exams.
Certifying Organization	Computing Technology Industry Association (CompTIA®) - www.comptia.org Cisco Systems www.cisco.com

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

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

Program Length:
Approximately 52 weeks

Program Requirements:
- High School Diploma or GED
- Strong computer skills
- Strong analytical skills
- Access to the Internet to complete assignments

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

Prior Learning Assessment:
This program has 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 and recent certification training: 87.5

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information	Costs
PCO466 or PCO467 (if blended) Shared with credit class DCOM163	A+ Certification PC Technician	50	PC Pro (Access Key); TestOut; $172 Check with the Coordinator for potential text update before purchasing.	$735 T-$221/F-$514
PCA619 or PCA615 (if blended)	Networking and Data Communications	37.5	Digital Materials included with course cost.	$569 T-$171/F-$398

Shared with credit class DCOM101				
PCO270 or PCO273 (if blended) Shared with credit class DCOM217	Cisco I: Introduction to Networks	50	CCNAv7: Intro to Networks Companion Guide; Cisco; $90 Check with the Coordinator for potential text update before purchasing.	$735 T-$221/F-$514
PCO271 or PCO274 (if blended) Shared with credit class DCOM218	Cisco II: Switching, Routing, and Wireless Essentials	50	CCNAv7: Switching, Routing, and Wireless Essentials Companion Guide; Cisco; $80 Check with the Coordinator for potential text update before purchasing..	$735 T-$221/F-$514
PCO272 or PCO275 (if blended) Shared with credit class DCOM219	Cisco III: Enterprise Networking, Security, and Automation	50	CCNAv7: Enterprise Networking, Security, and Automation Companion Guide; Cisco; $80 Check with the Coordinator for potential text update before purchasing.	$735 T-$221/F-$514
Course Series Totals:		**237.5**	**$422**	**$3,509 T-$1,055/F-$2,454**

Related Courses or Programs:
Cloud+ Certification, Security+ Certification, Linux+ Certification, Introduction to Firewalls, and Introduction to Intrusion Detection/Prevention Systems

Additional Expenses:
2 CompTIA® A+ Certification exams - $506 ($253 per exam) and CCNA Certification exam = $300.

Program Contact Information:
Program Coordinator: Katherine Walton | kwalton3@ccbcmd.edu | 443-840-4890 | Catonsville BESS 100 L
Administrative Assistant: Sarah Faul | sfaul@ccbcmd.edu | 443-840-3677 | Catonsville BESS 100

Cloud Systems Administrator

Technology and Engineering Pathway

Program Description:
Cloud systems administrators develop, maintain and troubleshoot the network connections of cloud computing resources. They administrate the cloud system through patches, permissions and service deployments; monitor and analyze network performance to match on-demand requests; define and implement policies for cloud-based systems; and establish connections to and from various cloud network types and manage firewalls. A cloud systems administrator must have a deep knowledge of virtual machine technologies and be well-versed in the most popular platforms and software suites used by the average business user. If you like to manage systems and solve connectivity issues, then cloud systems administration may be a good next step for you.

Job titles related to cloud systems administrator include cloud integration specialist, computer systems administrator, IT systems manager, network administrator, and systems administrator.

This program prepares students to take the CompTIA® A+, Network+, and Cloud+ certification exams and a career as a cloud systems administrator. Students learn how to install, configure, and troubleshoot PCs, mobile devices and networks as well as the theory, principles, technologies, and operations of computer networking. Students also learn key concepts and skills for cloud computing including virtualization, infrastructure, troubleshooting, resource management, security, systems management, and business continuity.

Successful candidates must be self-driven, an analytical thinker, and a problem solver as well as have exceptional planning and project management skills and can work both independently and as a team member. This career requires continued training and education.

According to the U.S. Department of Labor, overall employment of network and computer systems administrators is projected to grow 9% from 2022 to 2032 in Maryland. Projected annual job openings in Maryland are 1,180. The salary range in Maryland is $64,930 - $169,240 with a median wage of $107,690. Additional career information may be found in Career Coach: https://ccbcmd.lightcastcc.com/

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. prepare to pass the CompTIA® A+, Network+, and Cloud+ certification exams;
2. perform the various responsibilities and tasks required for a cloud systems administrator;
3. implement and maintain virtualization, infrastructure, troubleshooting, resource management, security, systems management, and business continuity;
4. assess and establish network and storage security concepts and best practices in cloud environments;
5. diagnose and optimize cloud computing performance; and
6. deploy and maintain hardware resources and enable virtual environments.

CCBC Pathway & Track:
Technology and Engineering Pathway: Computers & Network Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

CCBC Credential:	Students will be awarded a Continuing Education Workforce Certificate, and will have access to a Continuing Education academic record (transcript).
External Credential:	Students will be prepared to take the CompTIA® A+, Network+, and Cloud+ certification exams.

Certifying Organization: Computing Technology Industry Association (CompTIA®), www.comptia.org

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

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

Program Length:
Approximately 54 weeks.

Program Requirements:
Required:
- High School Diploma or GED
- Strong computer skills
- Strong analytical skills
- Access to the Internet to complete assignments

Computer Requirements for Cloud+ course:
- This course can be taken on either a PC or Mac
  - PC-Windows 10 or later
  - Mac-macOS 10.6 or later
- Browser: The latest version of Google Chrome or Mozilla Firefox is preferred. Microsoft Edge and Safari are also compatible
- Virtual Labs included with course
- Microsoft Word Online
- Adobe Acrobat Reader
- Software must be fully operational before the course begins

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

Prior Learning Assessment:
This program has 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 and recent certification training: 137.5

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCO466 *or* PCO467 (if blended)	A+ Certification PC Technician	50	PC Pro (Access Key); TestOut; $172; Check with Coordinator for	$735 T-$221/F-$514

Shared with credit class DCOM163			potential text update before purchasing	
PCA619 *or* PCA615 (if blended) *Shared with credit class DCOM101*	Networking and Data Communications	37.5	Digital materials included with course cost.	$569 T-$171/F-$398
PCA620 *or* PCA616 (if blended) *Shared with credit class DCOM251*	Network+ Technician Certification	50	The Official CompTIA Network+ Student Guide; CompTIA; $62.55 CertMaster Labs Network+ (Access Key); CompTIA; $85.33 Check with Coordinator for potential text update before purchasing.	$735 T-$221/F-$514
PCA800	CompTIA Cloud+ Certification Training	75	Instructional materials are included in the course costs.	$1,495 T-$50/F-$$1,445
Course Series Totals:		**212.50**	**$319.88**	**$3,534 T-$663/F-$2,871**

Related Courses or Programs:
Cisco Certified Network Associate Certification, Security+ Certification, Linux+ Certification, Introduction to Firewalls, and Introduction to Intrusion Detection/Prevention Systems

Additional Expenses:
2 CompTIA® A+ Certification exams - $506 ($253 per exam)
CompTIA® Network+ Certification exam = $369
CompTIA® Cloud+ Certification exam = $369.

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

Program Contact Information:
Program Coordinator: Katherine Walton | kwalton3@ccbcmd.edu | 443-840-4890 | Catonsville BESS 100 L
Administrative Assistant: Sarah Faul | sfaul@ccbcmd.edu | 443-840-3677 | Catonsville BESS 100

Cybersecurity Administrator

Technology and Engineering Pathway

Program Description:
Cybersecurity administrators are responsible for installing, administering, and troubleshooting an organization's security solutions and developing security policies and ensuring compliance. They defend systems against unauthorized access or modification; monitor network traffic for unusual activity; configure and support security tools such as firewalls, anti-virus software and patch management systems; implement network security, application security, and access control; and develop and update business continuity and disaster recovery protocols. If you like to make sure everything is secure and have an interest in monitoring and preventing security breaches, then a job as a cybersecurity administrator could be for you.

Job titles related to cybersecurity administrator include information security manager, IT security administrator, network security administrator, security manager, and systems security administrator.

This program prepares students to take the CompTIA® A+, Network+, and Security+ certification exams and a career as a cybersecurity administrator. Students learn how to install, configure, and troubleshoot PCs, mobile devices and networks as well as the theory, principles, technologies, and operations of computer networking. Students will also learn how to implement and manage network security to protect against threats, risks, and attacks and perform vulnerability assessments and audits.

Successful candidates must be self-driven, an analytical thinker, and a problem solver as well as have exceptional planning and project management skills and can work both independently and as a team member. This career requires continued training and education.

According to the U.S. Department of Labor, overall employment of network and computer systems administrators is projected to grow 9% from 2022 to 2032 in Maryland. Projected annual job openings in Maryland are 1,180. The salary range in Maryland is $64,930 - $169,240 with a median wage of $107,690. Additional career information may be found in Career Coach: https://ccbcmd.lightcastcc.com/

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. prepare to pass the CompTIA® A+, Network+, and Security+ certification exams;
2. perform the various responsibilities and tasks required for a cybersecurity administrator;
3. assess the security posture of an organization’s IT environment to recommend and implement appropriate security solutions;
4. monitor and secure an organization’s network infrastructure; and
5. identify, analyze, and respond to security events and incidents.

CCBC Pathway & Track:
Technology and Engineering Pathway: Cybersecurity Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

External Credential: Students will be prepared to sit for the CompTIA® A+, Network+, and Security+ exams.

Certifying Organization: Computing Technology Industry Association (CompTIA®) www.comptia.org

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

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

Program Length:
Approximately 60 weeks

Program Requirements:
- High School Diploma or GED
- Strong computer skills
- Strong analytical skills
- Access to the Internet to complete assignments

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

Prior Learning Assessment:
This program has 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 and recent certification training: 137.5

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information	Costs
PCO466 or PCO467 (if blended) Shared with credit class DCOM 163	A+ Certification PC Technician	50	PC Pro (Access Key); TestOut; $172 Check with the Coordinator for potential text update before purchasing.	$735 T-$221/F-$514
PCA619 or PCA615 (if blended)	Networking and Data Communications	37.5	Digital Materials included with course cost	$569 T-$171/F-$398

Shared with credit class DCOM 101				
PCA620 or PCA616 (if blended) Shared with credit class DCOM 251	Network+ Technician Certification	50	The Official CompTIA Network+ Student Guide; CompTIA; $62.55 CertMaster Labs Network+ (Access Key); CompTIA; $85.33 Check with the Coordinator for potential text update before purchasing.	$735 T-$221/F-$514
PCA 594 or PCP 777 (if blended) Shared with credit class DCOM 258	Introduction to Information Security (Security+)	37.5	Security Pro (Access Key) TestOut; $185.33 Check with the Coordinator for potential text update before purchasing.	$569 T-$171/F-$398
Course Series Totals:		**175**	**$505.21**	**$2,608 T-$784/F-$1,824**

Related Courses or Programs:
Cisco Certified Network Associate Certification, Cloud+ Certification, Linux+ Certification, Pentest+ Certification, Introduction to Firewalls, and Introduction to Intrusion Detection/Prevention Systems

Additional Expenses:
2 CompTIA® A+ Certification exams - $506 ($253 per exam)
CompTIA® Network+ Certification exam = $369
CompTIA® Security+ Certification exam = $404.

Program Contact Information:
Program Coordinator: Katherine Walton | kwalton3@ccbcmd.edu | 443-840-4890 | Catonsville BESS 100 L
Administrative Assistant: Sarah Faul | sfaul@ccbcmd.edu | 443-840-3677 | Catonsville BESS 100

Information Systems Security Professional

Technology and Engineering Pathway

Program Description:
Information systems security professionals protect an organization's data and information infrastructure ensuring the confidentiality, integrity, and availability of data. They develop and implement security measures, conduct risk assessments, provide guidance to employees on security best practices, and respond to cyber threats. Information systems security professionals have a solid understanding of information security principles, excellent problem-solving skills, and the ability to communicate effectively with both technical and non-technical personnel. If you are passionate about cybersecurity and have a keen eye for detail, an information systems security professional may be for you.

This program prepares students to take the certification exams for CompTIA® A+, Network+, and Security+, and ISC2 Systems Security Certified Practitioner (SSCP) and Certified Information Systems Security Professional (CISSP) and a career in information systems security. Students learn how to install, configure, and troubleshoot PCs, mobile devices and networks as well as the theory, principles, technologies, and operations of computer networking. Students will also learn how to implement and manage network security to protect against threats, risks, and attacks and perform vulnerability assessments and audits. In addition, students learn about operational security of an organization's critical assets and how to design, implement, and manage security programs that assure the protection of information assets for organizations.

Successful candidates must be self-driven, an analytical thinker, and a problem solver as well as have exceptional planning and project management skills and can work both independently and as a team member. Job titles related to information systems security professional include chief information security officer, information security assurance analyst, information systems security manager, IT security engineer, senior IT security consultant and systems security officer. This career requires continued training and education.

According to the U.S. Department of Labor, overall employment of information security engineers is projected to grow 14% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 1,640. The salary range in Maryland is $78,220 - $172,060 with a median wage of $135,740. Additional career information may be found in Career Coach: https://ccbcmd.lightcastcc.com/

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. prepare to pass the certification exams for CompTIA® A+, Network+, and Security+, and ISC2 SSCP and CISSP;
2. perform the various responsibilities and tasks required for an information systems security professional;
3. discuss how to handle security and risk management;
4. implement security engineering;
5. determine identity and access management;
6. use access and test security controls, processes, and architectures;
7. discuss foundational security operations concepts; and
8. describe the importance of security in the software development lifecycle.

CCBC Pathway & Track:
Technology and Engineering Pathway: Cybersecurity Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

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

External Credential: Students will be prepared to sit for the CompTIA® A+, Network+, Security+, and ISC2 SSCP and CISSP exams.

Certifying Organization: Computing Technology Industry Association (CompTIA®)
International Information System Security Certification Consortium (ISC2)

SCCP and CISSP Requirements:

- SSCP candidates must have a minimum of one year cumulative work experience in one or more of the seven domains of the SSCP Common Body of Knowledge (CBK).
- CISSP candidates must have a minimum of five years cumulative, full-time work experience in two or more of the eight domains of the CISSP CBK.
- Candidates that do not have the required experience may become an Associate of ISC2 by passing the SSCP or CISSP exam and then have time to earn the required experience. To learn more about the requirements go to www.isc2.org/certifications

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

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

Program Length: Approximately 76 weeks

Program Requirements:

- High School Diploma or GED
- Strong computer skills
- Strong analytical skills
- Access to the Internet to complete assignments

Computer Requirements for SSCP and CISSP courses:

- PC - Windows 10 or later
- Mac - macOS 10.6 or later. Mac users are encouraged to have access to a Windows environment on their device
- Browser - latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible
- Adobe Acrobat Reader
- Software must be installed and fully operational before the course begins

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

Prior Learning Assessment: This program has 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 and recent certification training: 175

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information	Costs
PCO466 or PCO467 (if blended) Shared with credit class DCOM163	A+ Certification PC Technician	50	PC Pro (Access Key); TestOut; $172 Check with the Coordinator for potential text update before purchasing.	$735 T-$221/F-$514
PCA619 or PCA615 (if blended) Shared with credit class DCOM101	Networking and Data Communications	37.5	Digital Materials included with course cost.	$569 T-$171/F-$398
PCA620 or PCA616 (if blended) Shared with credit class DCOM251	Network+ Technician Certification	50	The Official CompTIA Network+ Student Guide; CompTIA; $62.55 CertMaster Labs Network+ (Access Key); CompTIA; $85.33 Check with the Coordinator for potential text update before purchasing.	$735 T-$221/F-$514
PCA594 or PCP777 (if blended) Shared with credit class DCOM258	Introduction to Information Security (Security+)	37.5	Security Pro (Access Key) TestOut; $185.33 Check with the Coordinator for potential text update before purchasing.	$569 T-$171/F-$398
PCO278	Systems Security Certified Practitioner (SSCP)	80	Instructional materials are included in the course costs.	$1,795 T-$50/F-$1,745

PCO462	Certified Information Systems Security Professional (CISSP)	100	Instructional materials are included in the course costs.	$1,995 T-$50/F-$1,945
Course Series Totals:		**355**	**$505.21**	**$6,398 T-$884/F-$5,514**

Related Courses or Programs:
Cloud+; CCNA; Linux+; PenTest+; Introduction to Firewalls; and Introduction to Intrusion, Detection/Prevention Systems

Additional Expenses:
2 CompTIA® A+ Certification exams - $506 ($253 per exam)
CompTIA® Network+ Certification exam = $369
CompTIA® Security+ Certification exam = $369
SSCP Certification exam = $249
CISSP Certification exam = $749.

Program Contact Information:
Program Coordinator: Katherine Walton | kwalton3@ccbcmd.edu | 443-840-4890 | Catonsville BESS 100 L
Administrative Assistant: Sarah Faul | sfaul@ccbcmd.edu | 443-840-3677 | Catonsville BESS 100

IT Systems Security Practitioner

Technology and Engineering Pathway

Program Description:
IT systems security practitioners develop and oversee the implementation of information security procedures and policies to implement, monitor, and administer IT infrastructure using security best practices. They build, maintain and upgrade security technology for the safe use of computer networks and the transmission and retrieval of information; design and implement appropriate security controls to identify vulnerabilities and protect digital files and electronic infrastructures; monitor and respond to computer security breaches, viruses, and intrusions; and perform forensic investigations. If you like to work hands-on with an organization's security, then becoming an IT systems security practitioner could be for you.

Job titles related to IT systems security practitioners include information systems security engineer, network security engineer, security administrator, security analyst, systems engineer, and systems/network analyst. This program prepares students to take the certification exams for CompTIA® A+, Network+, and Security+, and ISC2 Systems Security Certified Practitioner (SSCP) and a career as an IT systems security practitioner.

Students learn how to install, configure, and troubleshoot PCs, mobile devices and networks as well as the theory, principles, technologies, and operations of computer networking. Students will also learn how to implement and manage network security to protect against threats, risks, and attacks and perform vulnerability assessments and audits. In addition, students learn about access controls and security operations, monitoring and incident recovery, cryptography and network security, and systems and application security.

Successful candidates must be self-driven, an analytical thinker, and a problem solver as well as have exceptional planning and project management skills and can work both independently and as a team member. This career requires continued training and education.

According to the U.S. Department of Labor, overall employment of information security engineers is projected to grow 14% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 1,640. The salary range in Maryland is $78,220 - $172,060 with a median wage of $135,740. Additional career information may be found in Career Coach: https://ccbcmd.lightcastcc.com/

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. prepare to pass the certification exams for CompTIA® A+, Network+, and Security+, and ISC2 SSCP;
2. perform the various responsibilities and tasks required for an IT systems security practitioner;
3. assess the security posture of an enterprise environment to recommend and implement appropriate security solutions;
4. monitor and secure hybrid environments, including cloud, mobile, and IoT;
5. operate with an awareness of applicable laws and policies, including principles of governance, risk, and compliance; and
6. identify, analyze, and respond to security events and incidents.

CCBC Pathway & Track
Technology and Engineering Pathway: Cybersecurity Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

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

External Credential: Students will be prepared to sit for the CompTIA® A+, Network+, Security+, and ISC2 SSCP exams.

Certifying Organization: Computing Technology Industry Association (CompTIA®)
International Information System Security Certification Consortium (ISC2)

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

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

Program Length:
Approximately 68 weeks

Program Requirements:
- High School Diploma or GED
- Strong computer skills
- Strong analytical skills
- Access to the Internet to complete assignments

SSCP Requirements:
- Candidates for the SSCP certification must have a minimum of one-year cumulative work experience in one or more of the domains of the SSCP Common Body of Knowledge (CBK).
- Candidates that do not have the required experience may become an Associate of ISC2 by passing the exam and then have two years to earn the required experience. To learn more about the requirements go to www.isc2.org/certifications/sscp

Computer Requirements for SSCP course:
- PC - Windows 10 or later
- Mac - macOS 10.6 or later. Mac users are encouraged to have access to a Windows environment on their device.
- Browser - latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible
- Adobe Acrobat Reader
- Software must be installed and fully operational before the course begins.

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

Prior Learning Assessment:
This program has 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 and recent certification training: 175

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information	Costs
PCO466 or PCO467 (if blended) Shared with credit class DCOM163	A+ Certification PC Technician	50	PC Pro (Access Key); TestOut; $172 Check with the Coordinator for potential text update before purchasing.	$735 T-$221/F-$514
PCA619 or PCA615 (if blended) Shared with credit class DCOM101	Networking and Data Communications	37.5	Digital Materials included with course cost.	$569 T-$171/F-$398
PCA620 or PCA616 (if blended) Shared with credit class DCOM251	Network+ Technician Certification	50	The Official CompTIA Network+ Student Guide; CompTIA; $62.55 CertMaster Labs Network+ (Access Key); CompTIA; $85.33 Check with the Coordinator for potential text update before purchasing.	$735 T-$221/F-$514
PCA594 or PCP777 (if blended) Shared with credit class DCOM 258	Introduction to Information Security (Security+)	37.5	Security Pro (Access Key) TestOut; $185.33 Check with the Coordinator for potential text update before purchasing.	$569 T-$171/F-$398
PCO278	Systems Security Certified Practitioner (SSCP)	80	Instructional materials are included in the course costs.	$1,795 T-$50/F-$1,745

Course Series Totals:		**255**	**$505.21**	**$4,403 T-$834/F-$3,569**

Related Courses or Programs:
Cloud+; CCNA; Linux+; PenTest+; Introduction to Firewalls; and Introduction to Intrusion, Detection/Prevention Systems

Additional Expenses:
2 CompTIA® A+ Certification exams - $506 ($253 per exam)
CompTIA® Network+ Certification exam = $369
CompTIA® Security+ Certification exam = $404
SSCP Certification exam = $249.

Program Contact Information:
Program Coordinator: Katherine Walton | kwalton3@ccbcmd.edu | 443-840-4890 | Catonsville BESS 100 L
Administrative Assistant: Sarah Faul | sfaul@ccbcmd.edu | 443-840-3677 | Catonsville BESS 100

JavaScript Developer

Technology and Engineering Pathway

Program Description:
JavaScript Developers develop and implement websites, web applications, and interactive web interfaces using JavaScript. They evaluate code to ensure that it is properly structured, meets industry standards, and is compatible with browsers and devices as well as optimizes website performance, scalability, and server-side code and processes.

This program teaches students the basic constructs of JavaScript, how to use JavaScript to access and change page elements and their properties, and how to test and debug JavaScript. Students are introduced to React and learn the latest React techniques to build an application. Students also learn Vue.js to create a small but featureful math app and learn jQuery to maintain and modernize existing websites that use jQuery.

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

According to the U.S. Department of Labor, overall employment of web developers is projected to grow 13% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 550. Additional career information may be found in Career Coach: https://ccbcmd.lightcastcc.com/.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. further your career in web development.,
2. build a dynamic web application,
3. use jQuery to maintain and modernize existing websites, and
4. enter the job market as an entry-level JavaScript Developer.

CCBC Pathway & Track:
Technology and Engineering Pathway: Programming Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

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

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

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

Program Length:
4 months

Program Requirements:
Academic requirements:

- Prior experience with HTML and at least a basic understanding of CSS.

Computer requirements:

- PC: Windows 10 or later or Mac: macOS 11.0 or later.
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge is also compatible.
- Java (download and installation instructions are provided in course).
- Visual Studio Code (download and installation instructions are provided in course).
- Adobe Acrobat Reader.
- Software must be installed and fully operational before the course begins.
- Email capabilities and access to a personal email account.

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

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

Program Course Sequence:

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

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

Program Contact Information:
Program Coordinator: Katherine Walton | kwalton3@ccbcmd.edu | 443-840-4890 | Catonsville BESS 100 L
Administrative Assistant: Sarah Faul | sfaul@ccbcmd.edu | 443-840-3677 | Catonsville BESS 100

Linux Administrator

Technology and Engineering Pathway

Program Description:
Linux Administrators manage and maintain Linux-based systems within an organization. They are responsible for ensuring the stability, security, and optimal performance of Linux servers and workstations as well as completing routine security audits and administrative scripting with computer languages such as Python. The Linux Administrator collaborates with the IT team to handle Linux-based infrastructure, troubleshoot issues, and provide technical support to users. This role requires a strong understanding of Linux operating systems, networking, and scripting languages. If you like to work with back-end systems and add value to your organization by knowing this operating system backward and forward, then becoming a Linux administrator may be a good next step for you.

Job titles related to Linux administrators include database administrator, network administrator, systems administrator, web administrator, and data scientist.

This program prepares students to take the Computing Technology Industry Association (CompTIA®) A+, Network+, Security+, and Linux+ certification exams and a career as a Linux Administrator. Students learn how to install, configure, and troubleshoot PCs, mobile devices and networks as well as the theory, principles, technologies, and operations of computer networking. Students also learn how to implement and manage network security to protect against threats, risks, and attacks and perform vulnerability assessments and audits. In addition, students learn to script in Python and install, configure, and manage the Linux operating system as well as analyze, troubleshoot, and diagnose system properties and optimize system performance. Successful candidates must be self-driven, an analytical thinker, and a problem solver as well as have exceptional planning and project management skills and can work both independently and as a team member. This career requires continued training and education.

According to the U.S. Department of Labor, overall employment of network and computer systems administrators is projected to grow 9% from 2022 to 2032 in Maryland. Projected annual job openings in Maryland are 1,180. The salary range in Maryland is $64,930 - $169,240 with a median wage of $107,690. Additional career information may be found in Career Coach: https://ccbcmd.lightcastcc.com/

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. prepare to pass the (CompTIA®) A+, Network+, Security+, and Linux+ certification exams;
2. perform the various responsibilities and tasks required for a Linux administrator;
3. install, configure, and manage Linux based systems;
4. apply the appropriate user and/or group permission and ownership;
5. demonstrate the ability to configure appropriate access and authentication methods; and
6. propose security best practices in a Linux environment.

CCBC Pathway & Track:
Technology and Engineering Pathway: Programming Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

External Credential: Students will be prepared to sit for the CompTIA® A+, Network+, Security+, and Linux+, exams.

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

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

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

Program Length: Approximately 90 weeks

Program Requirements:
Academic Requirements:
- High School Diploma or GED
- Strong computer skills
- Strong analytical skills
- Access to the Internet to complete assignments

Computer requirements for Introduction to Python Programming:
- PC: Windows 8 or later or Mac: macOS 10.6 or later.
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.
- Python (download and installation instructions are provided in course).
- Software must be installed and fully operational before the course begins.
- Email capabilities and access to a personal email account.

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

Prior Learning Assessment: This program has 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 and recent certification training: 199

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCO466 or PCO467 (if blended) Shared with Credit class DCOM163	A+ Certification PC Technician	50	PC Pro (Access Key); TestOut; $172 Check with the Coordinator for potential text update before purchasing.	$735 T-$221/F-$514

PCA619 or PCA615 (if blended) Shared with Credit class DCOM101	Networking and Data Communications	37.5	Digital materials included with course cost.	$569 T-$171/F-$398
PCA620 or PCA616 (if blended) Shared with Credit class DCOM251	Network+ Technician Certification	50	The Official CompTIA Network+ Student Guide; CompTIA; $62.55 CertMaster Labs Network+ (Access Key); CompTIA; $85.33 Check with the Coordinator for potential text update before purchasing.	$735 T-$221/F-$514
PCA594 or PCP777 (if blended) Shared with Credit class DCOM258	Introduction to Information Security (Security+)	37.5	Security Pro (Access Key) TestOut; $185.33 Check with the Coordinator for potential text update before purchasing.	$569 T-$171/F-$398
PCP275	Introduction to Python Programming	24	Included in class fees	$179 T-$20/F-$159
PCA623 or PCA627 (if blended) Shared with Credit class DCOM142	Linux Fundamentals	37.5	CompTIA CertMaster Learn for Linux+; CompTIA; $70.67 CompTIA CertMaster Labs for Linux+ (Access Key); CompTIA; $85.33 Check with the Coordinator for potential text update before purchasing	$569 T-$171/F-$398
PCA891 or PCO304 (if blended)	Advanced Linux Administration	50	Same books for Linux Fundamentals Linux: Quick Study Chart Barcharts $6.95 Check with the Coordinator for potential text update before purchasing	$735 T-$221/F-$514

Shared with Credit class DCOM224				
Course Series Totals:		**286.5**	**$668.16**	**$4,091 T-$1,196/F-$2,895**

Related Courses or Programs: Cloud+, Introduction to Firewalls; and Introduction to Intrusion, Detection/Prevention Systems.

Additional Expenses: 2 CompTIA® A+ Certification exams - $506 ($253 per exam), CompTIA® Network+ Certification exam = $369, CompTIA® Security+ Certification exam = $404, CompTIA® Linux+ Certification exam = $369

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

Program Contact Information:
Program Coordinator: Katherine Walton | kwalton3@ccbcmd.edu | 443-840-4890 | Catonsville BESS 100 L
Administrative Assistant: Sarah Faul | sfaul@ccbcmd.edu | 443-840-3677 | Catonsville BESS 100

Oracle SQL and PL/SQL Developer

Technology and Engineering Pathway

Program Description:
SQL developers design relational databases and write code that interacts with stored data to complete functional requirements for a business.

This program teaches students how to use SQL to build applications and generate business reports and helps them master SQL using an Oracle database. Also included is learning PL/SQL extension language to write sophisticated queries against an Oracle database. It is designed for those new to writing SQL queries. Since this course is delivered completely online, students will need to have the self-discipline to complete all required material on their own. A course instructor will be available to assist students with questions and to lead online activities during the course of the class.

According to the U.S. Department of Labor, overall employment for database architects is projected to grow 10% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 440. Additional career information may be found in Career Coach: https://ccbcmd.lightcastcc.com/.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. enter the job market as an entry-level Oracle SQL Developer or take on more responsibility in your current role;
2. build applications and generate business reports using Structured Query Language (SQL);
3. understand SQL using an Oracle database and
4. use PL/SQL extension language to write sophisticated queries against an Oracle database.

CCBC Pathway & Track:
Technology and Engineering Pathway: Programming Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

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

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

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

Program Length:
4 months

Program Requirements:
Academic Requirements:
- Some prior programming language knowledge is helpful

Computer Requirements:

- This course must be taken on a PC. Dual monitors are helpful but are not required.
- PC: Windows 10 or later (not the home edition)
- Browser: The latest version of Chrome (preferred), Microsoft Edge, or Firefox browsers
- Oracle Database Express Edition (XE) 12c, 18c, or 21c - Free edition of Oracle RDBMS (download and installation instructions are provided in course)
- Oracle SQL Developer - The client interface for connecting to Oracle (download and installation instructions are provided in course)
- Adobe Acrobat Reader
- Email capabilities and access to a personal email account

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

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

Program Course Sequence:
Students must register for both courses at the same time.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCA806	Oracle SQL and PL/SQL Developer Module One	60	Included in class fees	$497 T-$10/F-$487
PCA807	Oracle SQL and PL/SQL Developer Module Two	60	Same as PCA806	$498 T-$10/F-$488
Course Series Totals:		**120**	**Included in class fees**	**$995 T-$20/F-$975**

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

Program Contact Information:
Program Coordinator: Katherine Walton | kwalton3@ccbcmd.edu | 443-840-4890 | Catonsville BESS 100 L
Administrative Assistant: Sarah Faul | sfaul@ccbcmd.edu | 443-840-3677 | Catonsville BESS 100

Penetration Tester

Technology and Engineering Pathway

Program Description:
Penetration testers, or pen testers, are considered white hat or good hackers. They help identify weaknesses in an organization's network and help them improve their security practices to prevent theft and damage. Pen testers target traditional operating systems and devices as well as emerging technology, including Internet of Things (IoT) devices, mobile devices, embedded systems and more. Pen testers apply appropriate tools for penetration testing; perform social engineering tests; review physical security where appropriate; keep up to date with latest testing and hacking methods; collect data and deploy testing methodology; locate, assess and manage vulnerabilities; make suggestions for security improvements and prepare technical responses to security questions. If you like to scope out vulnerabilities in your network and stop cybercriminals in their tracks, then Pen Testers may be a good next step for you.

Job titles related to penetration testers include application security analyst, lead security analyst, security analyst, and vulnerability assessment analyst.

This program prepares students to take the Computing Technology Industry Association (CompTIA®) A+, Network+, Security+, Linux+, and PenTest+ certification exams and a career as a penetration tester. Students learn how to install, configure, and troubleshoot PCs, mobile devices and networks as well as the theory, principles, technologies, and operations of computer networking. Students also learn how to implement and manage network security to protect against threats, risks, and attacks and perform vulnerability assessments and audits. In addition, students learn to install, configure, and manage the Linux operating system as well as analyze, troubleshoot, and diagnose system properties and optimize system performance. Finally, this program covers how to use various tools to exploit network-based and host-based system vulnerabilities and to develop mitigation strategies for vulnerabilities that are discovered based on best practices.

Successful candidates must be self-driven, an analytical thinker, and a problem solver as well as have exceptional planning and project management skills and can work both independently and as a team member. This career requires continued training and education.

According to the U.S. Department of Labor, overall employment of penetration testers is projected to grow 19% from 2022 to 2032 in Maryland. Projected annual job openings in Maryland are 1,640. The salary range in Maryland is $78,220 - $172,060 with a median wage of $135,740. Additional career information may be found in Career Coach: https://ccbcmd.lightcastcc.com/

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. prepare to pass the (CompTIA®) A+, Network+, Security+, Linux+, and PenTest+ certification exams;
2. perform the various responsibilities and tasks required for a penetration tester;
3. discuss common hacking methodologies to conduct passive and active reconnaissance to carry out a penetration test;
4. perform various scenario-based network and host attacks using penetration tools;
5. construct mitigation strategies for various types of attacks; and
6. describe ethical behavior appropriate to security-related technologies.

CCBC Pathway & Track:
Technology and Engineering Pathway: Programming Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals

Program Credentials:

CCBC Credential:	Students will be awarded a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).
External Credential:	Students will be prepared to sit for the CompTIA® A+, Network+, Security+, Linux+, and PenTest+ exams.

Certifying Organization: Computer Technology Industry Association (CompTIA®) https://certification.comptia.org/

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

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

Program Length: Approximately 90 weeks

Program Requirements:
- High School Diploma or GED
- Strong computer skills
- Strong analytical skills
- Access to the Internet to complete assignments

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

Prior Learning Assessment: This program has 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 and recent certification training: 212.5

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information	Costs
PCO466 or PCO467 (if blended) Shared with credit class DCOM163	A+ Certification PC Technician	50	PC Pro (Access Key); TestOut; $172 Check with the Coordinator for potential text update before purchasing.	$735 T-$221/F-$514
PCA619 or PCA615 (if blended) Shared with credit class DCOM101	Networking and Data Communications	37.5	Digital Materials included with course cost.	$569 T-$171/F-$398

PCA620 or PCA616 (if blended) Shared with credit class DCOM251	Network+ Technician Certification	50	The Official CompTIA Network+ Student Guide; CompTIA; $62.55 CertMaster Labs Network+ (Access Key); CompTIA; $85.33 Check with the Coordinator for potential text update before purchasing.	$735 T-$221/F-$514
PCA594 or PCP777 (if blended) Shared with credit class DCOM258	Introduction to Information Security (Security+)	37.5	Security Pro (Access Key) TestOut; $185.33 Check with the Coordinator for potential text update before purchasing.	$569 T-$171/F-$398
PCA623 or PCA627 (if blended) Shared with credit class DCOM142	Linux Fundamentals	37.5	CompTIA CertMaster Learn for Linux+; CompTIA; $70.67 CompTIA CertMaster Labs for Linux+ (Access Key); CompTIA; $85.33 Check with the Coordinator for potential text update before purchasing	$569 T-$171/F-$398
PCA891 or PCO304 (if blended) Shared with credit class DCOM224	Advanced Linux Administration	50	Same books for Linux Fundamentals Linux: Quick Study Chart Barcharts $6.95 Check with the Coordinator for potential text update before purchasing	$735 T-$221/F-$514
PCO302 or PCO303 (if blended) Shared with credit class DCOM215	PenTest+ Certification	50	The Official CompTIA PenTest+ Student Guide, CompTIA, $81.33 CompTIA Labs for PenTest+ (Access Key); CompTIA; $94.67 Check with the Coordinator for potential text update before purchasing.	$735 T-$221/F-$514

Course Series Totals:		**312.5**	**$844.16**	**$4,647 T-$1,397/F-$3,250**

Related Courses or Programs:
Introduction to Firewalls; Introduction to Intrusion, Detection/Prevention Systems; Systems Security Certified Practitioner (SSCP); and Certified Information Systems Security Professional (CISSP).

Additional Expenses:
2 CompTIA® A+ Certification exams - $506 ($253 per exam), CompTIA® Network+ Certification exam = $369, CompTIA® Security+ Certification exam = 5 $404, CompTIA® Linux+ Certification exam = $369 CompTIA® PenTest+ Certification exam = $404.

Program Contact Information:
Program Coordinator: Katherine Walton | kwalton3@ccbcmd.edu | 443-840-4890 | Catonsville BESS 100 L
Administrative Assistant: Sarah Faul | sfaul@ccbcmd.edu | 443-840-3677 | Catonsville BESS 100

Python Developer

Technology and Engineering Pathway

Program Description:
Python programmers write code for various applications, including big data manipulation, web servers, program scripting, and more. You can find work in web or game development, data visualization, and analyzing data, among others. Your job duties vary based on your specialization, but they usually include working with files and extensive support libraries, creating, testing and implementing new or updated applications, and examining the code to spot problems.

This comprehensive program covers introductory through advanced methods of Python and gets students coding quickly. Students start by learning the basics of programming, how Python works, and gaining an understanding of Python's place in the wider programming world. More advanced methods are covered next, including how to work with iPhone Notebook, the Collections Module, regular expressions, databases, CSV files, JSON, and XML. Students will also learn advanced sorting, how to write object-oriented code in Python, and how to test and debug Python code. Additionally, students get a rapid introduction to NumPy, pandas, and matplotlib, which are Python libraries.

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. prepare for an entry-level job as a Python programmer;
2. perform math operations, sequences, and advanced sorting;
3. work with databases, CSV files, JSON, and XML;
4. write object-oriented code in Python; and
5. test and debug your Python code.

CCBC Pathway & Track:
Technology and Engineering Pathway: Programming Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

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

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

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

Program Length:
4 months

Program Requirements:
Academic Requirements:

- Prior knowledge of any programming language is helpful

Computer requirements:

- This course can be taken on a PC or a Mac.
- Dual monitors are helpful but are not required.
- PC: Windows 10 or later.
- Mac: macOS 11.0 or later.
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.
- Python (download and installation instructions are provided in course).
- Adobe Acrobat Reader.
- Email capabilities and access to a personal email account.

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

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

Program Course Sequence:
Students must register for both courses at the same time.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCA797	Python Developer - Module One	100	Included in class fees	$497 T-$10/F-$487
PCA798	Python Developer - Module Two	55	Same as PCA 797	$498 T-$10/F-$488
Course Series Totals:		**155**	**Included in class fees**	**$995 T-$20/F-$975**

Program Contact Information:
Program Coordinator: Katherine Walton | kwalton3@ccbcmd.edu | 443-840-4890 | Catonsville BESS 100 L
Administrative Assistant: Sarah Faul | sfaul@ccbcmd.edu | 443-840-3677 | Catonsville BESS 100

Credit Certificates in Computers and Information Technology

CCBC for-credit certificates offer education and training for students wanting a formal academic credential but needing a shorter-term experience. They are shorter programs that focus on a specific field or expertise. They can be a stand-alone credential or may be part of a pathway to a higher-level credential such as an Associates Degree. For further information on Credit Certificates, see the CCBC website, or call our Call Center at 443-840-2222.

Cybersecurity

Cybersecurity Certificate
This program is designed to provide the knowledge and skills needed to analyze security vulnerabilities, create a comprehensive incident-response plan, and implement the equipment, policies, and procedures that protect a network and its related resources from unauthorized intrusion, information damage, or theft. Behaving ethically, writing policies and procedures, security operating systems, installing and administering contemporary intrusion detection systems and firewalls, implementing network defenses and countermeasures, responding to intrusions, and utilizing system-wide, multi-layered, compliance-based approaches are emphasized.
Credential: Credit Certificate. A total of 39 credits is required for this certificate

Information Technology

Office Specialist Certificate: This certificate provides students with expertise in the Microsoft products, emerging software technologies, and help desk management.
Credential: Credit Certificate. A total of 18 credits is required for this certificate

Information Management Certificate: This certificate provides students with data analysis techniques for decision making and problem solving.
Credential: Credit Certificate. A total of 18 credits is required for this certificate

Programming Certificate: Students will acquire the knowledge and skills needed to become an IT programmer using languages such as C++, Visual Basic, and Java
Credential: Credit Certificate. A total of 23 credits is required for this certificate

Network Technology

Preparation for Cisco Certificate: This certificate program prepares students to work with Cisco routers, switches, and other networking equipment. During this program students will prepare for and take the Cisco Certified Network Associate (CCNA) certification exams.
Credential: Credit Certificate. A total of 15 credits is required for this certificate

Microsoft Certified Information Technology Professional (MCITP) Certificate: This certificate is designed for students who plan to design, implement, manage, maintain, and troubleshoot Microsoft Windows® 2008-based networks.
Credential: Credit Certificate. A total of 19 credits is required for this certificate

Preparation for Network+ Certificate: The program prepares students for the industry recognized CompTIA Network+ certification exam and validates the knowledge and skills of networking professionals.
Credential: Credit Certificate. A total of 13 credits is required for this certificate

A+ Certificate: This certificate program prepares students for CompTIA A+ certification exams and validates the skills needed by computer support professionals. The program confirms a technician's ability to perform tasks such as installation, configuration, diagnosing, preventive maintenance, and basic networking, as well as tasks related to security, safety and environmental issues, and communication and professionalism.
Credential: Credit Certificate. A total of 14 credits is required for this certificate

Cloud Technology Certificate: The Cloud Technology Certificate program prepares students with the foundational technical skills essential for entry-level roles in the cloud and IT (Information Technology) sector. All courses within this program apply directly toward the Associate of Applied Science (AAS) degree in Network Technology, General Networking concentration. This program includes coursework designed to prepare students for CompTIA entry-level certification exams, such as A+ and Network+, Amazon Web Services (AWS) Cloud Practitioner exam, and CompTIA Cloud+ certifications.
Credential: Credit Certificate. A total of 20 credits is required for this certificate

E-Discovery Specialist

Criminal Justice and Law Pathway

Program Description:
E-Discovery Specialists organize, assess, manage, and maintain all the electronic documents shared between parties during the discovery process of a legal proceeding. They work as part of a legal team in the pre-trial and trial phases of a legal proceeding in the overall management of electronically stored information. Electronically stored information (ESI) is the new standard in evidence in criminal and civil litigation. This program features courses that will provide students entry-level skills in the management, retention, and collection of ESI in legal proceedings.

Students entering the program should have strong analytical and deductive reasoning skills, strong computer skills, and be detail oriented.

E-Discovery Specialist jobs can be found in private litigation firms and large corporations with in-house counseling offices. For more information see www.indeed.com.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. discuss how to implement and monitor a litigation or legal hold;
2. prepare litigation documents relevant to e-discovery matters, including discovery requests, discovery responses, litigation hold notices, and preservation letters;
3. develop an e-discovery plan from processing through review and production;
4. analyze ethical issues as they apply to e-discovery matters;
5. discuss the use of e-discovery during pre-trial and trial phases of litigation;
6. compare and contrast e-discovery approaches under Federal law and Maryland law; and
7. utilize computer technology relevant to e-discovery.

CCBC Pathway & Track:
Criminal Justice and Law Pathway: Legal Studies Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

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

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

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

Length of Training: 3 Months

Program Requirements: High school diploma or GED; Good computer skills

Application Process: *Open Entry* – No screening or documentation required. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate program

application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

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

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
SSP378	E-Discovery: Forensics, Social Media and Data Review	5	none	$249 T-$75/F-$174
SSP377	E-Discovery: Electronically Stored Information, Privileges, and Sanctions	5	none	$249 T-$75/F-$174
SSP376	E-Discovery: Discovery and Preserving Important Information	5	none	$249 T-$75/F-$174
Course Series Totals:		**15**	**none**	**$747 T-$225/F-$522**

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

Program Contact Information:
Program Coordinator: Greg Zuest | 443-840-3037 | gzuest@ccbcmd.edu | D.STAT 119
Program Assistant**:** Shreen Mandour | 443-840-5107 | smandour@ccbcmd.edu | D.STAT 120

Private Investigator

Criminal Justice and Law Pathway

Program Description:
Private Investigators are hired to do investigative work involving legal, financial, or personal matters, and offer a variety of services including background verification, locating missing persons, conducting surveillance, and more. They must have a good understanding of federal, state, and local laws, as well as legal issues affecting their work. Private investigators work in many places, depending on their assignment or case. Some spend more time in offices, doing computer searches, while others spend more time in the field, conducting interviews and performing surveillance. They may work irregular hours.

This Continuing Education Certificate prepares students for a job in the field of Private Investigation. The program will provide a combination of education and experience to assist a student in obtaining an entry-level position in a public or private organization. Students will learn the fundamentals of constitutional law and criminal law, the relationship between private investigation and the criminal justice system, including regulations, scope of operations, ethics, civil law, and legal considerations.

Students entering this program should have self-discipline, computer skills, strong interpersonal skills, strong problem-solving skills, the ability to analyze evidence, and be detail-oriented, organized, and resourceful. Private investigator jobs can be found in the private and public sector and in small and large organizations or companies. Additional career information may be found in Career Coach: https://ccbcmd.emsicc.com/.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. demonstrate foundational knowledge of criminal justice principles,
2. demonstrate knowledge of the principles of criminal and constitutional law ,
3. apply foundational private investigation techniques to cases,
4. utilize effective communication and documentation skills when working with cases.

CCBC Pathway & Track:
Criminal Justice and Law Pathway: Criminal Justice Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

Students will be prepared to begin employment with a licensed agency and must pass a criminal background check by the Federal Bureau of Investigation (FBI); the student can also apply for a Private Investigator certificate with Maryland State Police.

Certifying Organization: Maryland State Police https://mdsp.maryland.gov

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

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

Length of Training:
1 year

Program Requirements:
- High School Diploma or GED

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

Prior Learning Assessment:
This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. A maximum of 150 program hours may be earned from prior learning.

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
SSP436	Introduction to Criminal Justice	45	Open Educational Resource, no cost	$549 T-$165/F-$384
SSP259	Criminal Justice and the Constitution	45	Criminal Justice and the Constitution, $23.57	$549 T-$165/F-$384
SSP261	Criminal Law	45	Criminal Law Practical Workbook, $14.00	$549 T-$165/F-$384
SSP457	Private Investigation	15	Open Educational Resource, no cost	$249 T-$75/F-$174
Course Series Totals:		**150**	**$37.57**	**$1,896 T-$570/F-$1,326**

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

Program Contact Information:
Program Coordinator: Greg Zuest | 443-840-3037 | gzuest@ccbcmd.edu | D.STAT 119
Program Assistant**:** Shreen Mandour | 443-840-5107 | smandour@ccbcmd.edu | D.STAT 120

Special Police Officer

Criminal Justice and Law Pathway

Program Description:
A special police officer must be at least 18 years old and hold a commission granted by the Governor of Maryland. A commission is granted for a specific company, institution, or municipality. Generally, a commission authorizes the officer to arrest individuals who trespass or commit offenses on the property described in the commission, exercise the powers of a police officer on the property described in the commission, exercise the powers of a police officer in a county or municipal corporation associated with the property described in the commission, and direct and control traffic on public highways and roadways in the immediate vicinity of the property described in the commission. Special Police Officers have knowledge of public safety, security, law, and government.

This program features a course of study that is approved by the Secretary of the Maryland State Police. Students will learn the role of a Special Police Officer, criminal and constitutional law, crime prevention, patrol procedures, crisis intervention, court procedure, interpersonal interactions, first aid and CPR, and defensive tactics.

Students entering this program should have self-discipline, computer skills, strong interpersonal skills, strong problem-solving and critical thinking skills, social perceptiveness, stress tolerance, strong negotiation skills, and integrity. Students should also be organized, detail-oriented, and resourceful.

Special Police Officers work in both the private and public sectors, serving organizations of all sizes at the local, state, and federal levels. Among others, Special Police Officers may work as a Corrections Officer (CO), Public Safety Officer, Deputy, Deputy Sheriff, Bailiff, Peace Officer, Campus Security Officer, Custom Protection Officer, Customer Service Security Officer, Hotel Security Officer, Loss Prevention Officer, Safety and Security Officer, Security Agent, Security Guard, or Security Officer. Additional career information may be found in Career Coach: https://ccbcmd.emsicc.com/.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. apply the knowledge and skills to function effectively to protect businesses, guests, and assets as appropriate;
2. meet education requirements set by Maryland State Police for an SPO commission;
3. prepare to gain employment as a Special Police Officer; and
4. assume responsibility for continued professional and personal development through continuing education.

CCBC Pathway & Track:
Criminal Justice and Law Pathway: Criminal Justice Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

Students will be prepared to begin employment with a municipal corporation, county, or other governmental body of the State, a college, university, or public school system in the State, or a business that provides security.

External Credential: Students must apply to the Maryland State Police for a Special Police Officer commission. All original SPO applications require FBI and CJIS fingerprint submissions.

Certifying Organization: Maryland State Police https://mdsp.maryland.gov

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

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

Length of Training:
3 weeks

Program Requirements:
- High School Diploma or GED

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

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

Program Course Sequence:
Both Special Police Officer Initial Training courses must be completed at the same time. Class attendance is mandatory, and students must pass all assessments.

Course Number	**Course Title**	**Course Hours**	**Textbook Information** (approximate cost; subject to change)	**Costs** T=Tuition/F=Fees
SSP456	Special Police Officer Initial Training-Fundamentals of Policing	81	All material included	$750 T: $225/ F: $525
SSP455	Special Police Officer Initial Training-Defensive Tactics and Use of Force	24	All material included	$249 T: $75/ F: $174
Course Series Totals:		**105**		**$999** **T: $300/ F: $699**

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

Program Contact Information:
Program Coordinator: Greg Zuest | 443-840-3037 | gzuest@ccbcmd.edu | D.STAT 119
Program Assistant**:** Shreen Mandour | 443-840-5107 | smandour@ccbcmd.edu | D.STAT 120

Credit Certificates in Criminal Justice

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

For further information on Credit Certificates, see the CCBC website or call our Call Center at 443-840-2222.

Criminal Justice Studies

Corrections Professional Certificate
The CCBC Corrections Professional Certificate is designed for students who are employed or seeking employment in the field of institutional or community corrections. It focuses on current approaches and trends in the supervision of criminal offenders.

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

Criminal Justice Professional Safety Certificate
The CCBC Criminal Justice Professional Safety Certificate is designed for students who are employed or seeking employment in the field of law enforcement. It focuses on personal and public safety issues related to the field of law enforcement.

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

Legal Studies

Paralegal Studies Certificate
The certificate in Paralegal Studies is designed for students who already have an associate or baccalaureate degree in another field and would like to start a career as a paralegal. Students without a degree are encouraged to enroll in the Legal Studies A.A.S. degree program.

Credential: Credit Certificate. A total of 30 credits is required for this certificate

Central Service Technician

Health Professions Pathway

Program Description:
The Central Service Technician, also called Sterile Processing Technician, works in hospitals and surgical centers and plays a critical role in preventing and controlling infection by sterilizing, cleaning, processing, assembling, storing, and distributing medical supplies. Central Service Technicians have very little direct patient contact. Work in the sterile processing department entails cleaning and decontaminating surgical instruments where the technician is exposed to blood, bodily fluid, or harsh cleaning agents and often needs to wear personal protective equipment. The technician is tasked to carefully inspect instruments which requires a high level of concentration, and to distribute supplies throughout the facility which can involve heavy lifting.

The Central Service Technician program teaches the student the principles and methods of infection control. The student will review types of surgical instruments, their use, and how to clean and decontaminate them. They will learn how to inspect instruments, and how to assemble, package and safely transport them throughout the healthcare facility.

After completing the program the student will be prepared to work in an entry-level/trainee technician position and sit for the CRCST certification exam administered by the Healthcare Sterile Processing Association (HSPA) after completing 400 hours of work.

The student has the option of gaining 400 hours of hands-on experience needed for the full national CRCST certification exam by enrolling in the four CST Clinical classes. These classes are not required for the completion of the program.

Students entering this program need to be dedicated to their studies, attending all in-person classes and have computer and internet access for their homework. The Central Service Technician needs to be able to stand or sit for long hours while constantly being focused on the task at hand. The technician needs to have a high level of work ethic since failure to perform according to protocol can have far-reaching consequences for the patients.

Central Service Technician have an excellent career outlook. Demand for certified technicians has been consistently high with new technologies expanding the tasks of the sterile processing department.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. work in an entry-level technician/trainee position in the sterile processing department of hospitals or surgery centers;
2. perform standard duties in all areas of a hospital's sterile processing department including decontamination, sterilization, inspection and packaging of surgical instruments; and
3. use their theoretical knowledge to prepare for the CRCST certification exam administered by the Healthcare Sterile Processing Association (HSPA; https://myhspa.org) to become a Certified Registered Central Service Technician (CRCST).

CCBC Pathway & Track:
Health Professions Pathway: Health Professions Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

External Credential: The Central Service Technician Program is designed to meet the requirements of the Healthcare Sterile Processing Association (HSPA). Students will be eligible to take the provisional national certification exam administered by the HSPA. After obtaining 400 hours of practical training in a sterile processing facility, they will be eligible to take the full national certification exam to become a Certified Registered Central Service Technician (CRCST).

Certifying Organization: Healthcare Sterile Processing Association (HSPA) https://myhspa.org

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

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

Length of Training: 4-6 months

Orientation: An Information session will be scheduled in regular intervals. Please email CEHealth@ccbcmd.edu for dates and location.

Program Requirements:
Requirements for the CST program:
- A High School Diploma or GED is NOT required for program entry, but may be required for employment
- Computer literate
- Internet access

Requirements for the optional CST Clinical classes:
- Students must be ready for placement within six months of completing the CST program
- Students must be able to work a minimum of 24 unpaid hours per week during the daytime for 10-20 weeks in a local hospital to obtain their 400 clinical hours
- Students must be able to pass a background check and drug test

Paperwork Requirements:
- Student must upload the following paperwork to https://discover.castlebranch.com. Students will receive instructions on how to upload documents to CastleBranch during their CST Theory class.
  - Medical Exam Report signed by your physician
  - Negative Tuberculosis test (PPD or blood test) or negative chest x-ray (not older than one year)
  - Measles, mumps, rubella, varicella vaccination or positive titer
  - Current flu vaccination
  - Hep B vaccination or declination form
  - Tetanus shot (less than 10 years)
  - Covid-19 vaccination
  - Health insurance card
  - CPR for Healthcare Providers verification
  - Drug test
  - Background check
  - Valid government issued picture ID

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

Prior Learning Assessment:
This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum, or successful completion of a CCBC placement or challenge exam. A maximum of 37 program hours may be earned from prior learning.

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

All three courses must be finished for successful completion.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHE534 Or AHE124	Medical Terminology for Health Occupations Medical Terminology Online	30 30	Programmed Learning Approach to Medical Terminology, Third Edition ISBN-13: 9781496360991 Price is $ 95.95	$329 T- $99/F - $230
AHE805	CPR for Health Care Providers	7	Textbook provided on first day of class, included in program	$109 T- $33/F- $76
AHL045	Central Service Technician Classroom	72	Textbook provided on first day of class, included in program	$1,369 T-$411/F-$958
Course Series Total:		**109**	**$95.95**	**$1,807 T-$543/F-$1,264**

Optional Classes:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL046	Central Service Technician Clinical I	100		$149 T- $45/F- $104
AHL047	Central Service Technician Clinical II	100		$149 T- $45/F- $104
AHL048	Central Service Technician Clinical III	100		$119 T- $36/F- $83
AHL049	Central Service Technician Clinical IV	100	Fee for CRCST certification exam included in class	$79 T- $24/F- $55
Total:		**400**		**$496 T- $150/F-$346**

Additional Expenses: *For the optional CST Clinical classes:* CastleBranch service, including drug test and background check approximate cost $107.50. Cost of medical exam and vaccinations/titers required for clinical placement can vary widely depending on provider and insurance. These possible additional expenses could range from $50 - $500.

Course Substitutions: Medical Terminology and CPR for Healthcare Provider may be waived upon providing sufficient documentation. Please contact CEHealth@ccbcmd.edu to discuss.

Career Opportunities: Students may have the opportunity to move into a position that is more material/inventory related, specialize in certain fields (for example endoscope processor), teach, or become supervisors in central processing departments. Membership in the Healthcare Sterile Processing Association (HSPA) is recommended.

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

Program Contact Information: For more information contact CEHealthGrant@ccbcmd.edu

Technical Standards for CCBC's Central Service Technician Training Series

The primary goal of The Community College of Baltimore County's Central Service Technician Training Series is to adequately prepare students for an entry-level position in the sterile processing department functioning as a central service technician. The duties of a CS Technician require the ability to stand or sit for long hours while constantly being focused on the task at hand. They need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail oriented and to work accurately and quickly. A high level of manual dexterity, psychomotor skills, and integrity are vital.

Central Service Technicians (CSTs) are responsible for processing surgical supplies and equipment. CSTs provide support to patient care services in a health care facility. Their tasks include decontaminating, cleaning, processing, assembling, sterilizing, storing, and distributing medical devices and supplies.

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

Physical Requirements:

A. Sufficient strength and mobility to:
   - Lift or otherwise maneuver large instrument trays weighing up to 30 pounds
   - Stand or sit in one area for long periods of time
   - Work quickly to meet deadlines and/or production requirements

B. Fine motor coordination sufficient to perform precise tasks such as:
   - Handle delicate surgical instruments
   - Safely handle sharp instruments
   - Handle instruments and equipment that may be costly to replace if damaged
   - Perform basic repairs to instrumentation
   - Clean and assemble instrumentation

C. Adequate vision to:
   - Read and interpret digital or paper displays on machinery
   - Adequate distinction of colors to read and interpret sterilization indicators
   - Read instruction sheets and computer screens

D. Sufficient hearing to:
   - Hear and understand verbal instructions in person and over the telephone under noisy conditions from masked personnel
   - Hear alarms and operating noises of equipment

Interpersonal Skills and Professionalism:

A. Have the ability to:
   - Work in a professional manner under sometimes extremely stressful situations
   - Pay close attention to detail and recordkeeping
   - Commitment to learning and understanding new technologies, instrumentation, and procedures
   - Commitment to following approved standards, guidelines, policies, and procedures
   - Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
   - Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
   - Maintain proper certifications required to perform the duties of the profession
   - Accurately utilize all resource material available to remain current in the profession, including attending departmental in-service training
   - Maintain a surgical conscience/professional morality in the application of infection control techniques
   - Willingness to precept (train) others
   - Commitment to working shifts as assigned, which may include on-call, holidays, and weekends

B. Sufficient communication skills to:
   - Give and receive accurate written and verbal instructions
   - Carry out all written and verbal instructions
   - Follow proper channels of communication
   - Communicate in a calm and professional manner
   - Communicate clearly and effectively to any team members regarding issues that may be difficult to address (i.e. problem with machinery that could affect sterilization; admission of own errors, etc.)

Intellectual Ability and Emotional Stability To:

- Apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Accurately utilize all resource material available to perform the task at hand
- Work calmly and efficiently in a fast-paced, stressful environment
- Maintain calm during emergency situations
- Perform duties while exposed to communicable diseases and unpleasant sights, odors, and materials
- Accept feedback from others in an open and positive way
- Learn from mistakes

Environmental Requirements:

The central service technician profession involves risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves, and eye protection
- Working in an environment that is often noisy
- Working in an environment that exposes one to potentially hazardous materials, such as cleaning agents, chemicals, and blood-borne pathogens
- Providing proof of recent immunizations against infectious diseases such as measles, mumps, and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submitting to periodic drug screening

Certified Associate in Healthcare Information and Management Systems – CAHIMS

Technology and Engineering Pathway

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

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

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

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. describe technology infrastructure components in healthcare settings,
2. explain health information exchange mechanisms and standards,
3. analyze electronic health record systems and their implementation,
4. identify key healthcare IT regulations and compliance requirements,
5. develop project management plans for healthcare IT implementations,
6. analyze requirements and selection criteria for healthcare information systems,
7. design testing and quality assurance strategies for healthcare applications,
8. implement privacy and security frameworks for healthcare data protection,
9. evaluate emerging technologies and innovation opportunities in healthcare, and
10. apply change management principles to healthcare IT initiatives.

CCBC Pathway & Track:
Health Professions Pathway: Health Professions Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

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

Certifying Organization: Healthcare Information and Management Systems Society; www.himss.org

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

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

Program Length:
9 months. Courses start in the fall at CCBC Essex.

Information/Orientation:
Orientation sessions are held in the winter, spring, and summer.
Check the CCBC Continuing Education Class Schedule for dates, and times, and other information.

Program Requirements:
- Degree or certification in healthcare field or IT field or 5 years related work experience.
- Prior completion of AHE 534 Medical Terminology for Health Occupations or AHL 717 Challenge Exam for Medical Terminology.
- Computer literate
- Computer access.

Application Process:
Provisional Entry – Documentation of healthcare or IT background: degree or certification in the healthcare field or IT field or 5 years related work experience. Documentation of completed medical terminology course AHE 534 or AHL 717 or AHE 124.

To apply, go to www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Prior Learning Assessment:
This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. Maximum number of program hours that may be earned from prior learning: 30

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL352	Health IT Systems Fundamentals	30	Included in course costs	$529 T-$159/F-$370
AHL353	Health IT Systems Implementation	50	Included in course costs	$749 T-$225/F-$524
AHL354	Digital Health Concepts and Management	40	Included in course costs	$599 T-$180/F-$419

Course Series Totals:		**120**		**$1,877** **T-$564/F-$1,313**

Additional Expenses:
CAHIMS Certification exam $399

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

Program Contact Information:
Coordinator: Mary Ellen Wehr | mwehr@ccbcmd.edu | 443-840-5551 | Essex ECHP 305
Administrative Assistant: Sarah Moore | smoore3@ccbcmd.edu | 443-840-1632 | Essex BESS 116

Child Care Provider

Education Pathway

Program Description:
Child Care Providers attend to children in schools, businesses, private households, and child care institutions. They perform a variety of tasks such as dressing, feeding, and overseeing play, are responsible for the safety and wellbeing of the children in their care, and work as part of a team.

The primary goal of The Community College of Baltimore County's Child Care series is to prepare individuals interested in working with young children, infants or pre-adolescents for an entry-level position (with room for growth) in group child care centers. CCBC offers four different course series options for students interested in this career track (see options below). The instruction in these scenarios includes skills for relating well to children and their parents or caregivers.

Students entering this program should have the ability to routinely lift children and sustain long hours of active work. They need to maintain a safe play environment for children while also supporting children's cognitive, emotional and social development. Their duties also require them to have strong communication skills to inform parents about daily activities, behaviors, and related issues.

Career Outlook: Demand for this position is high and many local child care 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 child care center or run in-home child care.

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at: https://www.youtube.com/watch?v=jnKS2W3Z4k8. Explore career and training opportunities at: https://ccbcmd.emsicc.com/.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. meet the eligibility requirements set forth by the Maryland State Department of Education for child care providers;
2. demonstrate effective skills to work in child care settings as a professional.;
3. employ proper professional communication and employability skills in the workplace while serving as a child care professional; and
4. perform to a professional standard the operation of child care centers or as a family provider.

CCBC Pathway & Track:
Education Pathway: Education Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

CCBC Credential:	Students will earn a CCBC Continuing Education Workforce Certificate and will have access to a Continuing Education academic record (transcript). Students will receive their 99 hour child care certificates and be eligible for their state certification.
Certifying Organization:	Maryland State Department of Education https://earlychildhood.marylandpublicschools.org/node/733

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

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

Program Length: 16 to 20 weeks. Childcare courses begin monthly both in person and online.

Program Requirements:
Required:
- All students must be computer literate and have Internet access
- All childcare providers are required to maintain active CPR certification

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

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

Prior Learning Assessment: This program has potential options for 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, a child care center staff/teacher, or to work in a child care center as senior staff or director.

Course Number	**Course Title**	**Course Hours**	**Textbook Information** (approx. cost- subject to change) Refer to Campus Bookstore for appropriate Textbook	**Costs** T=Tuition/F=Fees
CHI019 or CHI043	Child Care I Growth and Development or Child Care I: Growth and Development Online	45	Online materials provided within course, no textbook to purchase	$289 T-$87/F-$202
CHI020 or CHI044	Child Care II Activities for Young Children or Child Care II: Activities for Young Children Online	45	Online materials provided within course, no textbook to purchase	$289 T-$87/F-$202
Child Care Provider Totals:		**90**	**N/A**	**$578** **T-$174** **F-$404**

Child Care Family Provider: Student objective is to become a licensed family child care provider in their home.

Course Number	Course Title	Course Hours	Textbook Information (approx. cost; subject to change)	Costs T=Tuition/F=Fees
CHI035	Family Child Care Pre-Service Module 1: Child Development	4	Online materials provided within course, no textbook to purchase	$75 T-$23/F-$52
CHI036	Family Child Care Pre-Service Module 2: Curriculum	4	Online materials provided within course, no textbook to purchase	$75 T-$23/F-$52
CHI037	Family Child Care Pre-Service Module 3: Health, Safety, and Nutrition	4	Online materials provided within course, no textbook to purchase	$75 T-$23/F-$52
CHI038	Family Child Care Pre-Service Module 4: Special Needs	4	Online materials provided within course, no textbook to purchase	$75 T-$23/F-$52
CHI039	Family Child Care Pre-Service Module 5: Professionalism	4	Online materials provided within course, no textbook to purchase	$75 T-$23/F-$52
CHI040	Family Child Care Pre-Service Module 6: Community	4	Online materials provided within course, no textbook to purchase	$75 T-$23/F-$52
Child Care Family Provider Totals:		**24**	**N/A**	**$450** **T-$138/F-$312**

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

Course Number	Course Title	Course Hours	*Textbook Information (approx. cost- subject to change) Refer to Campus Bookstore for appropriate Textbook	Costs T = Tuition/F = Fees
CHI019 or CHI043	Child Care I Growth and Development or Child Care I: Growth and Development Online	45	Online materials provided within course, no textbook to purchase	$289 T-$87/F-$202
CHI015	Child Care: The School Age Child Online	45	Online materials provided within course, no textbook to purchase	$289 T-$87/F-$202

Child Care School Age Provider Totals:		**90**	**N/A**	**$578** **T-$174** **F-$404**

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 (approx. cost- subject to change) Refer to Campus Bookstore for appropriate Textbook	Costs T=Tuition/F=Fees
CHI019 or CHI043	Child Care 1 Growth and Development or Child Care I: Growth and Development Online	45	Online materials provided within course, no textbook to purchase	$289 T-$87/F-$202
CHI032	Group Care of Infants and Toddlers	45	Online supplement handouts provided within course, no textbook to purchase	$289 T-$87/F-$202
Child Care Infant/Toddler Provider Totals:		**90**	**N/A**	**$578** **T-$174** **F-$404**

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

Course Number	Course Title	Course Hours	Textbook Information (approx. cost- subject to change) Refer to Campus Bookstore for appropriate Textbook	Costs T=Tuition/F=Fees
CHI031	Communication Skills for Child Care Professionals	9	None	$119 T-$36/F-$83

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: PS001; childcare providers are required to maintain active CPR certification. Communication Skills Training: CHI031; 9-hour requirement for 99-hour certification. Medication Administration: CHI042; state-approved course meets 6-hour requirement for providers to administer medication. Child Care Administration: CHI008 state-approved course that meets 45-hour Director requirement.

Credential Booster Classes: Instruction in higher Maryland Child Care Credential levels to help daycare providers be aligned with Maryland EXCELS (Excellence Counts in Early Learning and School-age Care) for a listing of classes, go to: https://catalog.ccbcmd.edu/preview_program.php?catoid=48&poid=28597

Career Opportunities:
Students who complete CHI 019/043 and CHI 020/044 can receive college credit for the Early Childhood Development degree if they successfully demonstrate content proficiency by scoring an 80% or better on the Teacher Education Proficiency Exam administered by CCBC's School of Wellness, Education, Behavioral and Social Sciences.

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

Program Contact Information:
Jennifer Jurch, Coordinator Health & Human Services | jjurch@ccbcmd.edu
For more information email CEHealth@ccbcmd.edu

Technical Standards for CCBC's Childcare Certification Training Series

The primary goal of The Community College of Baltimore County's Child Care series is to prepare individuals interested in working with young children, infants or pre-adolescents for an entry-level position (with room for growth) in group child care centers.

The duties of a Child Care worker require the ability to routinely lift children and sustain long hours of active work. They need to maintain a safe play environment for children while also supporting children's cognitive, emotional and social development. Their duties also require them to have good communication skills for communicating with parents about daily activities, behaviors, and related issues.

Following is a partial listing of the types of skills typically required for adequate job performance:

Physical Requirements:

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

Interpersonal Skills and Professionalism:

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

Intellectual Ability and Emotional Stability To:

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

Environment Requirements:

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

Community Health Worker

Health Professions Pathway

Program Description:
Community health workers (CHW) assist members of the community to maneuver through the health and human services system. Community health workers may go by other titles depending on where they work, for example: outreach worker, lay health advocate, health coach, peer counselor, and patient navigator. The CHW program covers the Maryland core competencies for CHW: advocacy and community capacity building skills, effective oral and written communication skills, cultural humility/anti-oppressive practice, knowledge of local resources and system navigation, care coordination support skills, teaching skills to promote healthy behavior change, outreach methods and strategies, and understanding of public health concepts and health literacy.

CHW students will need to be computer literate and have regular access to the internet. They will also need to be able to dedicate time outside of the classroom to study and complete assignments. Additional skills are listed in the program technical standards. To be a successful CHW, individuals must have strong communication skills, empathy, problem-solving skills, work well with the public, and a willingness to learn. Opportunities in this field include community health worker, promotores(as) de salud, community outreach specialist, or contact tracer. Overall employment of health education specialists and community health workers is projected to grow 12 percent from 2021 to 2031, much faster than the average for all occupations. Learn more about CHW at the US Occupational Outlook Handbook.

This program is accredited by the Maryland Department of Health (Accreditation Number: 009-2021-G). Upon successful completion, students are eligible to apply for CHW certification from the Maryland Department of Health. Additional information on the Maryland CHW certification process is available on the Maryland Department of Health *website*.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. perform entry-level work as a community health worker (CHW) and demonstrate ethical behavior, critical thinking, and problem solving skills;
2. prepare for state certification and professional mobility consistent with recognized standards of medical and professional ethics; and
3. foster a commitment to life-long learning.

CCBC Pathway & Track:
Health Professions Pathway: Health Professions Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

Upon successful completion, students are eligible to apply for CHW certification from the Maryland Department of Health. Certification Exam/Application Fee: $0

Certifying Organization: Maryland Department of Health

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

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

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

Length of Training:
3 months

Orientation:
Prospective students are required to attend an information session prior to starting AHL 347: Community Health Worker Theory. Contact Claire Loeblein at cloeblein@ccbcmd.edu or 443-840-1389 to register.

Program Requirements:
- High School Diploma or GED
- Must be 18 years or older

Paperwork Requirements:
Students must submit the following paperwork via CastleBranch before beginning AHL258. Details regarding this paperwork will be presented at the mandatory orientation:
- Negative PPD (six months) or negative chest x-ray less than one year old
- Positive titer or proof of vaccination/immunity for measles, mumps, rubella, and varicella
- Current flu vaccine
- Hepatitis B vaccination or declination form
- Tetanus shot (less than ten years)
- Copy of health insurance card
- COVID-19 vaccine (or approved waiver)

Practicum eligibility is, in part, dependent upon a criminal background check and random urine drug testing completed through CastleBranch, CCBC's only approved vendor. The cost of the test and background check is the responsibility of the student.

Students who do not complete the required Castle Branch profile within two weeks of successful completion of AHL 347 may not be considered for practicum placement.

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

Prior Learning Assessment:
This program does not have potential options for waving select courses based on previous coursework or articulated coursework from an approved curriculum, and/or successful completion of a CCBC placement or challenge exam.

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL347	Community Health Worker Theory	100	Foundations for Community Health Workers, 3rd Edition (2024). Timothy Berthold (Editor), Darouny Somsanith (Editor) ISBN: 9781394199785.	$1,369 T-$411/F-$958

AHL259	Community Health Worker Practicum	40	N/A	$329 T-$99/F-$230
Course Series Totals:		**140**		**$1,698** **T-$510/F-$1,188**

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

Technical Standards for CCBC's Community Health Worker Program

The primary goal of the Community College of Baltimore County's Community Health Worker (CHW) is to adequately prepare students for an entry-level position as a frontline public health worker. CHW duties require the ability to sit for long hours and focus on the task at hand. CHWs must also have outstanding communication skills, empathy for others, and strong human relations skills. They must pay attention to detail, be computer literate, and demonstrate problem-solving skills.

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

Physical Requirements:

A. Sufficient strength and mobility to:
- Lift or otherwise maneuver papers/folders/charts/equipment up to 30 pounds
- Stand or sit in one area for long periods of time
- Perform basic keyboarding functions
- Apply infection control techniques (as needed)

B. Coordination sufficient to perform tasks such as:
- Adjust actions in relation to others' reactions
- Attend community meetings or health fairs to understand community issues and build relationships with community members
- Distribute flyers, brochures or other informational or educational documents to inform members of a specific community

C. Adequate vision and hearing to:
- Read and understand displays on computers/laptops/tablets
- Read and understand forms and communications from all entities
- Hear and understand language in person and over the telephone in a noisy environment

Interpersonal Skills and Professionalism:

A. Have the ability to:
- Work in a professional manner under sometimes extremely stressful situations
- Pay close attention to detail and recordkeeping to maintain accurate client records
- Commitment to learning and understanding new technologies, regulations, and laws
- Commitment to following approved standards, guidelines, policies, and procedures
- Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
- Maintain proper certifications required to perform the duties of the profession
- Accurately utilize all resource material available to remain current in the profession, including attending departmental in-service training
- Willingness to precept (train) others

B. Sufficient communication skills to:
- Give and receive accurate written and verbal instructions
- Carry out all written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner
- Communicate clearly and effectively to all team members

C. Intellectual ability and emotional stability to:
- Advise clients or community groups on issues related to improving general health
- Apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Accurately utilize all resource material available to perform the task at hand
- Work calmly and efficiently in a fast-paced, stressful environment
- Maintain calm during emergency situations
- Accept feedback from others

Environmental Requirements:
- Ability to work in an environment that may be noisy at times
- Providing proof of recent immunizations against infectious diseases as requested
- Submit to periodic drug screening

Delegating Nurse

Health Professions Pathway

Program Description:
A delegating nurse assigns the performance of activities or tasks related to patient care to unlicensed assistive personnel while retaining accountability for the outcome. The registered nurse cannot delegate responsibilities related to making nursing judgments.

This course provides students who are Registered Nurses (RN) with a basic foundation for delegating nursing functions in an assisted living setting. Students will learn current standards of practice of the Delegating Nurse and will be authorized to teach the Medication Administration Training Program to the Medication Technician (MT) working in the assisted living setting. Upon successful completion of the course, the student will have a Case Manager/Delegating Nurse (CM/DN) credential application submitted on his/her behalf, with the Maryland Board of Nursing (MBON).

Candidates for this program are required to be Registered Nurses in good standing with the Maryland Board of Nursing. Candidates must provide current RN documentation and complete the CCBC Continuing Education Workforce Certificate program application. This program length of training is 2 days (16 hours), typically a Friday and Saturday on the CCBC Campus. Program completers will have access to a CCBC Continuing Education academic record (transcript). External Credential of Case Manager/Delegating Nurse and will be certified through the Maryland Board of Nursing (https://health.maryland.gov/mbon/Pages/default.aspx).

A successful candidate must be an active RN in good standing with the Maryland Board of Nursing, have a high level of integrity, excellent interpersonal and communication skills and be able to professionally and safely manage in an assisted living facility.

Completion of this course allows Registered Nurses working in assisted living facilities to work as a Case Manager/Delegating Nurse.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. teach Medication Administration Training to the Medication Technician working in the assisted living setting, and
2. function as a Case Manager/Delegating Nurse in the assisted living setting.

CCBC Pathway & Track:
Health Professions Pathway: Nursing Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

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

External Credential: Case Manager/Delegating Nurse

Certifying Organization: Maryland Board of Nursing https://health.maryland.gov/mbon/Pages/default.aspx

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

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

Length of Training:
2 days (Friday & Saturday)
Daytime cohorts are offered at CCBC Essex Campus every other month starting in January.

Program Requirements:
- Must be a Registered Nurse in good standing with the Maryland Board of Nursing

Application Process:
Provisional Entry – Must provide current RN documentation.

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

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL107	RN CM/DN Training in Assisting Living	16	Supplied in Class	$285 T-$86/F-$199

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

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

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

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

Technical Standards for CCBC's Delegating Nurse Training

The primary goal of The Community College of Baltimore County's Delegating Nurse course is to train RNs how to delegate nursing functions in an assisted living setting, including medication administration.

Nurses are required to be on their feet for long periods of time, caring for patients at the bedside, transferring and/or positioning patients. They need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to function quickly with accuracy while being detail-oriented. A high level of manual dexterity, psychomotor skills, and personal integrity are vital.

The following is a partial listing of the types of skills usually required for adequate job performance:
Physical Requirements:

A. Sufficient strength and mobility to:
   - Work/or stand on feet for up to 12 hours
   - Lift at least 50 pounds or more and position patients
   - Move swiftly within close quarters while maintaining sterile field
   - Assist with minor procedures

B. Adequate vision to:
   - Read patient ID bracelets for correct administration of care
   - Read instruction sheets and computer screens
   - Read medical measuring equipment, scale, thermometer, graduated cylinder, sphygmomanometer

C. Sufficient hearing to:
   - Hear and understand verbal instructions
   - Properly use of stethoscope
   - Hear machines/equipment or room bells

Interpersonal Skills and Professionalism:

A. Have the ability to:
   - Interact with other health professionals in a polite and professional manner
   - Respect patient confidentiality and rights
   - Adhere to all policies of CCBC and/or clinical externship facility
   - Work in a professional manner as part of a team
   - Interact in a professional manner with many personalities, attitudes, and with people from many different backgrounds

B. Sufficient communication skills to:
   - Give and receive accurate written and verbal instructions
   - Carry out all written and verbal instructions
   - Follow proper channels of communication
   - Communicate in a calm and professional manner
   - Accurately interpret patient needs
   - Provide patient/public education related to the Delegating Nurse profession

Intellectual Ability and Emotional Stability To:

- Exercise independent judgment within the practice to properly care for patients
- Accurately identify and carry out tasks delegated by Registered Nurses
- Work calmly and efficiently in stressful situations
- Maintain calmness during an emergency situation
- Complete program requirements

Environmental Requirements:

- Wearing gowns, caps, masks, gloves, and eye protection
- Working in an environment that may be noisy at times
- Working in an environment that exposes one to potentially hazardous materials including cleaning agents and chemicals, body fluids
- Working in an environment with unpleasant odors
- Provide proof of recent immunizations against infectious diseases such as measles, mumps, rubella, varicella, and tetanus
- Receive Hepatitis B vaccinations and/or sign a waiver

Dental Assistant

Health Professions Pathway

Program Description:
Dental Assistants work in dental offices assisting dentists in providing services to patients. The majority of the work is performed for procedures that include development of impressions, assisting with treatment such as fillings and root canals, and preparation of patient operatory. They may assist in reception and scheduling duties, sterilization of instruments, cleaning and disinfection of operatories, exposing radiographs, and other duties. Hours are generally standard daytime with some evening and weekend flexibility depending on the facility. This program trains you to become a member of a dental team developing impressions, assisting with fillings and root canals and preparing patients for procedures. In addition dental assistants often assist with reception and scheduling duties, sterilization of equipment and oral radiography. As a participant students will be trained to demonstrate clinical competencies of a Radiation Health Technologist, learn how to function safely and efficiently as a member of the dental team under the supervision of the dentist, communicate effectively with patients and dental team members, and exhibit legal and ethical behavior which adheres to professional conduct standards for dentistry.

Prospective students should be detail oriented, demonstrate dexterity (good at working with hands), and have excellent interpersonal skills, listening skills, and organizational skills. According to the *Bureau of Labor Statistics Employment* the number of dental assistants has been projected to grow 8% from 2021 to 2031, faster than the average for all occupations. 56,400 openings for dental assistants are projected each year, on average, over the decade.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. demonstrate clinical competencies of an entry level Dental Assistant,
2. function safely and efficiently as a member of the dental team under the supervision of the dentist,
3. communicate effectively with patients and dental team members, and
4. exhibit legal and ethical behavior which adheres to professional conduct standards for dentistry.

CCBC Pathway & Track:
Health Professions Pathway: Dental Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials

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

Students will be eligible to take the DANB Radiation Health and Safety (RHS) Exam, as well as the Infection Control Exam (ICE), and Anatomy Morphology & Physiology Exam (AMP). Collectively, the mentioned certifications would allow candidates to obtain the National Entry Level Dental Assisting certification (NELDA) as well as be prepared to gain an entry level dental assistant position.

Following successful completion of the Dental Assistant program, students may complete advanced training by enrolling in the Maryland General Expanded Functions course (conditions apply, see the Maryland General Expanded Functions listing for more details); as well as the Orthodontic Expanded Functions course (conditions apply, see the Orthodontic Expanded Functions listing for more details).

Certifying Organization: Dental Assistant National Board (DANB) www.danb.org
Maryland State Board of Dental Examiners
https://health.maryland.gov/dental/Pages/home.aspx

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

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

Program Length:
16-24 weeks
Dental courses are offered at CCBC Dundalk and CCBC Randallstown.

Program Requirements:
Orientation Session - Mandatory:
Students are required to register for AHL 184 (Dental Assisting Application course) prior to attending AHL 870 (Anatomy, Morphology, & Physiology), contact CEHealth@ccbcmd.edu for upcoming sessions.

Requirements:
- Prospective students must complete AHL870 (Anatomy, Morphology and Physiology (AMP) in order to move on to AHL 938 (Dental Assisting and Oral Radiography).
- Computer literate
- Internet Access
- Students are required to use Brightspace (an online Learning Management System) to complete assignments and assessments in the course

Paperwork Requirements:
Students must have the following paperwork turned in two weeks PRIOR to the start of the program:
- High School Diploma or GED (self reported to DANB)
- Must be at least 18 years old
- All other documents provided/submitted via Brightspace

Prior Learning Assessment:
This program has potential options for waving select courses based on previous coursework or articulated coursework from an approved curriculum. A maximum of seven program hours may be earned from prior learning.

Application Process:
Provisional Entry - Students must complete AHL 184 (Dental Assistant Application Course) prior to attending AHL 275/870 (Anatomy, Morphology, & Physiology). AHL 184 is an asynchronous online information session. Registration info will be sent from program area.

To apply, go to www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)**	Costs T=Tuition/F=Fees
AHL275 or AHL870	Anatomy, Morphology and Physiology (AMP) for Dental Assisting or	30	Bird & Robinson Modern Dental Assisting 14th Edition (or most current edition at time of registration); ISBN 978-0-323-62485-5 $140.00 (same as AHL938)	$329 T-$99/F-$230

	Anatomy, Morphology and Physiology (AMP) for Dental Assisting (online)			
AHL140	Essential Skills for the Healthcare Professional	20	Handouts online	$179 T-$54/F-$125
AHE805	CPR for Healthcare Providers	7	Manual provided on the first day of class; price included in course costs.	$109 T-$33/F-$76
AHL938	Dental Assisting and Oral Radiography	90	Bird & Robinson Modern Dental Assisting 14th Edition (or most current edition at time of registration); ISBN 978-0-323-62485-5 $140.00 (same as AHL275/AHL870) Bartolomucci Boyd Dental Instruments 8th Edition (or most current at the time of registration); ISBN 978-0-323-67243-6; $55.95 Dental Radiography Principles and Techniques; published by Elsevier; 6th Edition (or most current at the time of registration); ISBN 978-0-323-69550-3; $94.95 Workbook and Laboratory Manual for Dental Radiography; published by Elsevier; 6th Edition (or most current at the time of registration); ISBN 978-0-323-69587-9; $48.99	$ 2,189 T-$657/F-$1,532
Course Series Totals:		**147**	**$339.89**	**$2,806** **T-$843/F-$1,963**

Course Substitutions: CPR for Healthcare Providers (AHE805) can be substituted with current AHA BLS Provider certification (must be completed within the last year).

Course Waiver for CCBC for Contract Students: For students who are enrolled under a specific contract, Essential Skills may be waived if the students has successfully completed ADS158 Career and Employment Readiness, ADS781 Applying Skills to the Workplace, and PDV145 Academic/Life MGMT/Comp/Lit/Job/Read/Soft Skill.

Career Opportunities: Entry level dental assistant position. Students who have completed the Dental Assistant program courses have the option to register for AHL 196 (Dental Assisting Externship Part I) and AHL 197 (Dental Assisting Externship Part II) an unpaid dental externship in order to get hands-on experience in a dental office. Students may also enroll in AHL 754 (Maryland General Expanded Functions Online) following successful completion of AHL 938 (Dental Assistant/Oral Radiography) and securing employing in a General Dental Practice or Facility. Contact CEHealth@ccbcmd.edu or the Dental Assistant Program Director for more information.

Additional Expenses: Expenses beyond the cost of tuition, fees, and books include any costs associated with medical paperwork (Dr. appointment, vaccinations) additional scrubs (one set included with tuition), exam fees (up to $400), and miscellaneous supplies—approximately $500.

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

Technical Standards for CCBC'S Dental Assistant Training Series

The primary goal of The Community College of Baltimore County's Dental Assistant Training Series is to adequately prepare students for an entry-level position as a chair side dental assistant in a dental office. The duties of a dental assistant require the ability to stand or sit for long periods of time, in sometimes awkward positions, while constantly being focused on the task at hand. Dental assistants need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail oriented and to work accurately and quickly. A high level of manual dexterity, psychomotor skills, and integrity are vital. Following is a partial listing of the types of skills typically required for adequate job performance:

Physical Requirements:

A. Sufficient strength and mobility to:
   - Work quickly to meet deadlines and/or production requirements
   - Keep hand and arm steady while performing a task with the other hand and arm.

B. Fine motor coordination sufficient to perform precise tasks such as:
   - Handle delicate instruments with precision
   - Safely handle sharp instruments
   - Handle instruments and equipment that may be costly to replace if damaged
   - Quickly and precisely adjust controls on equipment
   - Perform basic repairs to instrumentation
   - Clean and assemble instrumentation

C. Adequate vision to:
   - Read and interpret digital or traditional radiographs
   - Adequate distinction of colors to read and interpret sterilization indicators
   - Read instruction sheets and computer screen

Interpersonal Skills and Professionalism:

A. Have the ability to:
   - Work in a professional manner under sometimes stressful situations
   - Pay close attention to detail and recordkeeping
   - Commitment to learning and understanding new technologies, instrumentation, and procedures
   - Commitment to following approved standards, guidelines, policies, and procedures
   - Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
   - Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
   - Maintain proper certifications required to perform the duties of the profession
   - Accurately utilize all resource material available to remain current in the profession,
   - Maintain a conscience/professional morality in the application of infection control techniques
   - Willingness to precept (train) others

B. Sufficient communication skills to:
   - Give and receive accurate written and verbal instructions
   - Carry out all written and verbal instructions
   - Follow proper channels of communication
   - Communicate in a calm and professional manner
   - Communicate clearly and effectively to any team members regarding issues that may be difficult to address (i.e. problem with machinery that could affect sterilization; admission of own errors, etc.)

Intellectual Ability and Emotional Stability To:

- Ability to apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Accurately utilize all resource material available to perform the task at hand
- Perform duties while exposed to communicable diseases and unpleasant sights, odors, and materials
- Accept feedback from others

Environment Requirements:

The dental assisting profession involves risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves, and eye protection
- Working in an environment that exposes one to potentially hazardous materials, such as cleaning agents and chemicals and blood-borne pathogens
- Providing proof of recent immunizations against infectious diseases such as measles, mumps, and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis

Dental Assisting Maryland General Expanded Functions

Health Professions Pathway

Program Description:
A Maryland General Expanded Functions Assistant is a dental assistant who may perform selected intraoral functions. An EFDA is a dental assistant who performs expanded functions. Each state has different allowable duties, but some examples of expanded functions are applying sealants, taking impressions, performing coronal polishing, applying topical anesthetic or applying topical fluoride. This course instructs the students in the theory and techniques used to perform general expanded functions approved by the State Board of Dental Examiners, and it prepares them to take the Maryland State Board of Dental Examiners General Expanded Functions Examination. This program includes a clinical training component. Students will complete the theory portion of the class online, but they must be employed in a general dental practice where the supervising dentist agrees to verify their clinical skills practice.

Students should be detail oriented, and demonstrate dexterity (good at working with hands), and have excellent interpersonal skills, listening skills, and organizational skills which are all essential for success. See Technical Standards at the end of this document.

Career opportunities include promotion to Maryland General Expanded Functions Dental Assistant.

According to the *Bureau of Labor Statistics Employment* the number of dental assistants has been projected to grow 8% from 2021 to 2031, faster than the average for all occupations. 56,400 openings for dental assistants are projected each year, on average, over the decade.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. demonstrate clinical competencies of an Expanded Functions Dental Assistant,
2. function safely and efficiently as a member of the dental team under the supervision of the dentist,
3. communicate effectively with patients and dental team members, and
4. exhibit legal and ethical behavior which adheres to professional conduct standards for dentistry.

CCBC Pathway & Track:
Health Professions Pathway: Dental Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

Students will be prepared to take the Maryland General Dental Assisting Expanded Functions Examination.

Certifying Organization: Dental Assisting National Board (DANB) www.danb.org
Maryland Board of Dental Examiners
https://health.maryland.gov/dental/Pages/home.aspx

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

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

Program Length:
7 weeks

Program Requirements:
- High School Diploma or GED (self report to DANB)
- Individual must have been employed as a clinical dental assistant for at least one year, or provide official transcripts verifying successful completion of a Dental Assisting program at a DANB approved institution
- Must be employed as a clinical dental assistant in a general dental practice facility throughout the duration of the course
    - Individuals who have been employed in the facility in a role other than a *clinical dental assistant* (i.e. front desk, sterilization, etc.) would not qualify for this course, unless this is in addition to having the required experience for at least one year
- Letter from your current dental employer verifying their willingness to supervise your clinical training and attest to your skills (required prior to enrolling)
- Computer literate
- Internet access

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

Application Process:
Provisional Entry – Verification of dental office experience and current dentist's agreement to supervise clinical training. Contact CEHealth@ccbcmd.edu for information about upcoming course options.

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL147	Maryland General Expanded Functions	42	Debbie S. Robinson Modern Dental Assisting 14th Edition; ISBN 9780323824408 $152.99	$979 T-$264/F-$685

Skills for Success:
Detail oriented, Dexterity (good at working with hands), Interpersonal skills, listening skills, and Organizational skills are all essential for success. See Technical Standards at the end of this document.

Career Opportunities:
Promotion to Maryland General Expanded Functions Dental Assistant.

According to the *Bureau of Labor Statistics Employment* the number of dental assistants has been projected to grow 8% from 2021 to 2031, faster than the average for all occupations. 56,400 openings for dental assistants are projected each year, on average, over the decade.

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

Technical Standards for CCBC'S Dental Assistant Training Series

The primary goal of The Community College of Baltimore County's Dental Assistant Training Series is to adequately prepare students for an entry-level position as a chair side dental assistant in a dental office. The duties of a dental assistant require the ability to stand or sit for long periods of time, in sometimes awkward positions, while constantly being focused on the task at hand. Dental assistants need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail oriented and to work accurately and quickly. A high level of manual dexterity, psychomotor skills, and integrity are vital.

Following is a partial listing of the types of skills typically required for adequate job performance:

Physical Requirements:

A. Sufficient strength and mobility to:
- Work quickly to meet deadlines and/or production requirements
- Keep hand and arm steady while performing a task with the other hand and arm.

B. Fine motor coordination sufficient to perform precise tasks such as:
- Handle delicate instruments with precision
- Safely handle sharp instruments
- Handle instruments and equipment that may be costly to replace if damaged
- Quickly and precisely adjust controls on equipment
- Perform basic repairs to instrumentation
- Clean and assemble instrumentation

C. Adequate vision to:
- Read and interpret digital or traditional radiographs
- Adequate distinction of colors to read and interpret sterilization indicators
- Read instruction sheets and computer screen

Interpersonal Skills and Professionalism:

A. Have the ability to:
- Work in a professional manner under sometimes stressful situations
- Pay close attention to detail and recordkeeping
- Commitment to learning and understanding new technologies, instrumentation, and procedures
- Commitment to following approved standards, guidelines, policies, and procedures
- Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
- Maintain proper certifications required to perform the duties of the profession
- Accurately utilize all resource material available to remain current in the profession,
- Maintain a conscience/professional morality in the application of infection control techniques
- Willingness to precept (train) others

B. Sufficient communication skills to:
- Give and receive accurate written and verbal instructions
- Carry out all written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner
- Communicate clearly and effectively to any team members regarding issues that may be difficult to address (i.e. problem with machinery that could affect sterilization; admission of own errors, etc.)

Intellectual Ability and Emotional Stability To:
- Ability to apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Accurately utilize all resource material available to perform the task at hand
- Perform duties while exposed to communicable diseases and unpleasant sights, odors, and materials
- Accept feedback from others

Environment Requirements:

The dental assisting profession involves risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves, and eye protection
- Working in an environment that exposes one to potentially hazardous materials, such as cleaning agents and chemicals and blood-borne pathogens
- Providing proof of recent immunizations against infectious diseases such as measles, mumps, and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submitting to periodic drug screening

Dental Assisting Orthodontic Expanded Functions

Health Professions Pathway

Program Description:
Orthodontic dental assistants provide chairside assistance to orthodontists and ensure that patients are well-informed about orthodontic procedures and braces aftercare. They prepare appointment rooms, sterilize orthodontic tools, and adjust patients' braces as directed by the orthodontist. This course prepares current dental assistants to learn expanded orthodontic dental assisting functions as approved by the Maryland State Board of Dental Examiners (MBDE) and prepares them to take the Maryland Dental Assisting Expanded Orthodontic Functions Examination. These expanded functions are advanced tasks that require increased skill and responsibility. Students must be employed in an orthodontic office where their orthodontist will sign off on their clinical skills. Course topics include: preparing, fitting and cementing orthodontic bands; placing and removing arch wires; and isolating, etching, bonding and placing brackets.

Students should be detail oriented, and demonstrate dexterity (good at working with hands), excellent interpersonal skills, listening skills, and organizational skills which are all essential for success. See Technical Standards at the end of this document.

Career opportunities include promotion to Maryland Orthodontic Expanded Functions Dental Assistant. According to the *Bureau of Labor Statistics Employment* the number of dental assistants has been projected to grow 8% from 2021 to 2031, faster than the average for all occupations. 56,400 openings for dental assistants are projected each year, on average, over the decade.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. demonstrate clinical competencies of an Orthodontic Dental Assistant,
2. function safely and efficiently as a member of the dental team under the supervision of the dentist,
3. communicate effectively with patients and dental team members, and
4. exhibit legal and ethical behavior which adheres to professional conduct standards for dentistry.

CCBC Pathway & Track:
Health Professions Pathway: Dental Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credential:

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

Students will be prepared to take the Maryland Dental Assisting Orthodontic Expanded Functions Examination.

Certifying Organization: Dental Assisting National Board (DANB) www.danb.org
Maryland State Board of Dental Examiners
https://health.maryland.gov/dental/Pages/home.aspx

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

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

Program Length:
7 weeks

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

Program Requirements:
- High School Diploma or GED (self report to DANB)
- Individual must have been employed as a "clinical" dental assistant for at least one year, or provide official transcripts verifying successful completion of a Dental Assisting program at a DANB approved institution
    - Individuals who have been employed in the facility in a role other than a *clinical orthodontic assistant* (i.e. front desk, sterilization, etc.) would not qualify for this course, unless this is in addition to having the required experience for at least one year
- Must be employed as a clinical dental assistant in an orthodontic dental practice facility throughout the duration of the course.
- Letter from your current dental employer verifying their willingness to supervise your clinical training and attest to your skills (required prior to enrolling).
- Must be employed in an orthodontic dental practice
- Computer literate
- Internet access.

Application Process:
Provisional Entry - Verification from current dentist agreeing to supervise and perform skills assessment. Contact CEHealth@ccbcmd.edu for information about upcoming course options.

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL332	Maryland Orthodontic Expanded Functions Online	42	Debbie S. Robinson Modern Dental Assisting 14th Edition; ISBN 9780323824408 $152.99	$879 T-$264/F-$615

Additional Expenses:
Maryland Dental Assisting Orthodontic Expanded Functions Examination $265.

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

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

Technical Standards for CCBC'S Dental Assistant Training Series

The primary goal of The Community College of Baltimore County's Dental Assistant Training Series is to adequately prepare students for an entry-level position as a chair side dental assistant in a dental office. The duties of a dental assistant require the ability to stand or sit for long periods of time, in sometimes awkward positions, while constantly being focused on the task at hand. Dental assistants need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail oriented and to work accurately and quickly. A high level of manual dexterity, psychomotor skills, and integrity are vital.

Following is a partial listing of the types of skills typically required for adequate job performance:

Physical Requirements:

A. Sufficient strength and mobility to:
   - Work quickly to meet deadlines and/or production requirements
   - Keep hand and arm steady while performing a task with the other hand and arm.

B. Fine motor coordination sufficient to perform precise tasks such as:
   - Handle delicate instruments with precision
   - Safely handle sharp instruments
   - Handle instruments and equipment that may be costly to replace if damaged
   - Quickly and precisely adjust controls on equipment
   - Perform basic repairs to instrumentation
   - Clean and assemble instrumentation

C. Adequate vision to:
   - Read and interpret digital or traditional radiographs
   - Adequate distinction of colors to read and interpret sterilization indicators
   - Read instruction sheets and computer screen

Interpersonal Skills and Professionalism:

A. Have the ability to:
   - Work in a professional manner under sometimes stressful situations
   - Pay close attention to detail and recordkeeping
   - Commitment to learning and understanding new technologies, instrumentation, and procedures
   - Commitment to following approved standards, guidelines, policies, and procedures
   - Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
   - Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
   - Maintain proper certifications required to perform the duties of the profession
   - Accurately utilize all resource material available to remain current in the profession,
   - Maintain a conscience/professional morality in the application of infection control techniques
   - Willingness to precept (train) others

B. Sufficient communication skills to:
   - Give and receive accurate written and verbal instructions
   - Carry out all written and verbal instructions
   - Follow proper channels of communication
   - Communicate in a calm and professional manner
   - Communicate clearly and effectively to any team members regarding issues that may be difficult to address (i.e. problem with machinery that could affect sterilization; admission of own errors, etc.)

Intellectual Ability and Emotional Stability To:

- Ability to apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Accurately utilize all resource material available to perform the task at hand
- Perform duties while exposed to communicable diseases and unpleasant sights, odors, and materials
- Accept feedback from others

Environment Requirements:

The dental assisting profession involves risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves, and eye protection
- Working in an environment that exposes one to potentially hazardous materials, such as cleaning agents and chemicals and blood-borne pathogens
- Providing proof of recent immunizations against infectious diseases such as measles, mumps, and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submitting to periodic drug screening

Dental Assisting: Oral Radiography

Health Professions Pathway

Program Description:
Dental Assistants work in dental offices assisting dentists in providing services to patients. The majority of the work is performed for procedures that include development of impressions, assisting with treatment such as fillings and root canals, and preparation of patient operatory. They may assist in reception and scheduling duties, sterilization of instruments, cleaning and disinfection of operatories, exposing radiographs, and other duties. Hours are generally standard daytime with some evening and weekend flexibility depending on the facility. This course prepares students to sit for the Dental Assisting National Board's Radiation Health and Safety Exam which is required to become a Dental Radiation Technologist in Maryland. This course is open to students who have had previous training at a dental office or facility.

Students should be detail oriented, and demonstrate dexterity (good at working with hands). They should have excellent interpersonal skills, listening skills, and organizational skills which are all essential for success. See Technical Standards at the end of this document.

Career opportunities include entry level dental assistant position.

According to the *Bureau of Labor Statistics Employment* the number of dental assistants has been projected to grow 8% from 2021 to 2031, faster than the average for all occupations. 56,400 openings for dental assistants are projected each year, on average, over the decade.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. demonstrate clinical competencies of a Radiation Health Technologist,
2. function safely and efficiently as a member of the dental team under the supervision of the dentist,
3. communicate effectively with patients and dental team members, and
4. exhibit legal and ethical behavior which adheres to professional conduct standards for dentistry.

CCBC Pathway & Track:
Health Professions Pathway: Dental Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

CCBC Credential:	Students will have access to a Continuing Education academic record (transcript). Students will be eligible to take the DANB Radiation Health and Safety (RHS) Exam.
Certifying Organization:	Dental Assistant National Board (DANB) www.danb.org Maryland State Board of Dental Examiners https://health.maryland.gov/dental/Pages/home.aspx

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

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

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

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

Program Requirements:
- Computer literate
- Internet access
- Students are required to use Brightspace (an online learning platform) to complete some assignments and tests in the course

Paperwork Requirements:
The following paperwork turned in two weeks PRIOR to the start of the program:
- High School Diploma or GED (self report to DANB)
- Must be at least 18 years old
- All other documents provided at information session that require signatures
- Letter from dentist verifying employment - Individual must have been employed as a clinical dental assistant for at least one year in a dental practice or facility.

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

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

Program Course Sequence:
Course Information: For clinical dental assistants taking the standalone Oral Radiography course:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHE792	Oral Radiography	45	Dental Radiography Principles and Techniques,6th Edition; Elsevier; ISBN 978-0-323-69550-3; $92.75	$715 T-$215/F-$500

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

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL826	Radiation Safety Update	9	None	$219 T-$66/F-$153

Additional Expenses:
Expenses beyond the cost of tuition, fees, and books include any costs associated with medical paperwork (Dr. appointment, vaccinations) scrubs, exam fee ($270), and miscellaneous supplies—approximately $400.

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

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

Technical Standards for CCBC'S Dental Assistant Training Series

The primary goal of The Community College of Baltimore County's Dental Assistant Training Series is to adequately prepare students for an entry-level position as a chair side dental assistant in a dental office. The duties of a dental assistant require the ability to stand or sit for long periods of time, in sometimes awkward positions, while constantly being focused on the task at hand. Dental assistants need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail oriented and to work accurately and quickly. A high level of manual dexterity, psychomotor skills, and integrity are vital.

Following is a partial listing of the types of skills typically required for adequate job performance:

Physical Requirements:

A. Sufficient strength and mobility to:
   - Work quickly to meet deadlines and/or production requirements
   - Keep hand and arm steady while performing a task with the other hand and arm.

B. Fine motor coordination sufficient to perform precise tasks such as:
   - Handle delicate instruments with precision
   - Safely handle sharp instruments
   - Handle instruments and equipment that may be costly to replace if damaged
   - Quickly and precisely adjust controls on equipment
   - Perform basic repairs to instrumentation
   - Clean and assemble instrumentation

C. Adequate vision to:
   - Read and interpret digital or traditional radiographs
   - Adequate distinction of colors to read and interpret sterilization indicators
   - Read instruction sheets and computer screen

Interpersonal Skills and Professionalism:

A. Have the ability to:
   - Work in a professional manner under sometimes stressful situations
   - Pay close attention to detail and record keeping
   - Commitment to learning and understanding new technologies, instrumentation, and procedures
   - Commitment to following approved standards, guidelines, policies, and procedures
   - Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
   - Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
   - Maintain proper certifications required to perform the duties of the profession
   - Accurately utilize all resource material available to remain current in the profession,
   - Maintain a conscience/professional morality in the application of infection control techniques
   - Willingness to precept (train) others

B. Sufficient communication skills to:
   - Give and receive accurate written and verbal instructions
   - Carry out all written and verbal instructions
   - Follow proper channels of communication
   - Communicate in a calm and professional manner
   - Communicate clearly and effectively to any team members regarding issues that may be difficult to address (i.e. problem with machinery that could affect sterilization; admission of own errors, etc.)

Intellectual Ability and Emotional Stability To:

- Ability to apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Accurately utilize all resource material available to perform the task at hand
- Perform duties while exposed to communicable diseases and unpleasant sights, odors, and materials
- Accept feedback from others

Environment Requirements:

The dental assisting profession involves risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves, and eye protection
- Working in an environment that exposes one to potentially hazardous materials, such as cleaning agents and chemicals and blood-borne pathogens
- Providing proof of recent immunizations against infectious diseases such as measles, mumps, and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submitting to periodic drug screening

Dispensary Technician

Health Professions Pathway

Program Description:
Dispensary Technicians work in the health care field, in cannabis dispensaries, performing day-to-day operations, helping individuals with the Maryland state regulations process, and working with individuals to find the best delivery methods and products that suit their needs and ensure proper dosing and usage.

This program features courses that provide an overview of the Dispensary Technician's role, Maryland regulations for dispensary operations, individual care, education, and management, medicinal properties of cannabis, security, and inventory management. Courses align with regulations and best practices of the Maryland Cannabis Administration (MCA).

Students entering this program should have strong interpersonal skills, strong customer service skills, strong oral communication skills, the ability to work independently and as part of a team, basic math skills, and basic computer skills. A background check is usually required for employment.

Dispensary technician jobs are found in cannabis dispensaries of varying sizes. Additional career information may be found in Career Coach: https://ccbcmd.emsicc.com/.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Program, students will be able to:

1. demonstrate effective knowledge and skills to work in a cannabis dispensary,
2. employ professional communication and employability skills in the workplace,
3. gain employment as a dispensary technician, and
4. perform to a professional standard in the cannabis dispensary operation.

CCBC Pathway & Track:
Health Professions Pathway: Health Professions Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

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

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

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

Length of Training:
Four months

Program Requirements:

- Must be a minimum of 21 years old
- High school diploma or equivalent

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

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

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL327	Dispensary Technician I	30	Material included in course cost	$409 T-$69/F-$340
AHL328	Dispensary Technician II	30	Material included in course cost	$409 T-$69/F-$340
Course Series Totals:		**60**		**$818 T-$138/**F-$680

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

Contact Information:
For more information on this program, contact CEHealth@ccbcmd.edu or CCBC Student Central at 443-840-2222.

Emergency Medical Services (EMS) Specialty Certifications (CEU)

Health Professions Pathway

EMS Specialty Certifications Overview:
Advanced certifications make existing healthcare providers more marketable across the emergency medical services field. Emergency Medical Services (EMS) Specialty Certifications (CEU) are intended for EMTs and paramedics looking to expand their knowledge base and qualify for advanced positions.

Successful students will be eager to learn, have strong communication skills, and good interpersonal skills. Successful EMTs/paramedics work well in a fast paced, high-pressure environment, and are flexible, compassionate, and knowledgeable. Overall employment of EMTs and paramedics is projected to grow 7 percent from 2021 to 2031, about as fast as the average for all occupations.

For more information about career outlook: US Occupational Outlook Handbook
https://www.bls.gov/ooh/healthcare/emts-and-paramedics.htm

CCBC Pathway & Track:
Health Professions Pathway: Emergency Medical Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

CEU Credentials:

CCBC Credential:	Students will earn a CCBC Course Certificate and will have access to a Continuing Education academic record (transcript).
External Credential:	American Heart Association (AHA) certification valid for two years National Association of Emergency Medical Technicians (NAEMT) Courses certification valid for four years
Certifying Agency:	American Heart Association (AHA) National Association of Emergency Medical Technicians (NAEMT)

Financial Aid and Payment Options:
- Partial Payment Option (through Nelnet Business Solutions)
- Tuition Waiver for those who qualify
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
- Local Office of Workforce Development

Length of Training: One to eight weeks (varies by course). All classes only offered at CCBC Essex.

Application Process: AHL218 and AHL220 students must have prior permission to register. All other courses are open for registration. Contact CEHealth@ccbcmd.edu for information about upcoming sessions.

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

CEU Courses:

National Association of Emergency Medical Technicians (NAEMT) Courses

Advanced Medical Life Support Provider (AMLS)
This course emphasizes the use of scene size-up, history, potential treatment strategies, and a physical exam to systematically rule out and consider possibilities and probabilities in treating patients' medical crises.

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

AHL251	16	Included with course cost and provided during class.	$239 T-$72/F-$167

Prehospital Trauma Life Support (PHTLS)
This course provides students with the knowledge, skills, and abilities necessary to successfully assess and manage a trauma patient prior to arrival at a hospital.

Course Number	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL216	16	Included with course cost and provided during class.	$249 T-$75/F-$174

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

Course Number	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL203	16	Included with course cost and provided during class.	$275 T-$83/F-$192

Geriatric Education for EMS (GEMS) Core Provider
This course provides students the skills and knowledge to handle the unique medical, social, environmental and communications challenges of older adults.

Course Number	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL248	8	Included with course cost and provided during class.	$149 T-$45/F-$104

American Heart Association (AHA) Courses

CPR for Health Care Providers
This course trains participants in basic life support skills such as identifying life-threatening emergencies, giving high-quality chest compressions, delivering appropriate ventilations, and providing early use of an AED.

Course Number	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHE805	7	Included with course cost and provided during class.	$109 T-$33/F-$76

Advanced Cardiovascular Life Support (ACLS)
This course builds on the foundation of lifesaving BLS skills, emphasizing the importance of continuous, high-quality CPR, systems of care, recognition and intervention of cardiopulmonary arrest, and post-cardiac arrest care.

Course Number	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL213	12	Included with course cost and provided during class.	$195 T-$59/F-$136

Advanced Cardiovascular Life Support (ACLS) Refresher

Course Number	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL218	8	Included with course cost and provided during class.	$150 T-$45/F-$105

Pediatric Advanced Life Support (PALS)

This course prepares students to identify and treat cardiopulmonary arrest and common conditions that may lead to cardiopulmonary arrest in infants and children.

Course Number	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHE526	12	Included with course cost and provided during class.	$225 T-$68/F-$157

Pediatric Advanced Life Support (PALS) Refresher

Course Number	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL220	8	Included with course cost and provided during class.	$150 T-$45/F-$105

Career Coach:

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

Program Contact Information:

For more information, email CEHealth@ccbcmd.edu.

Emergency Medical Technician (EMT)

Health Professions Pathway

Program Description:
Emergency Medical Technicians (EMTs) respond to emergency calls, perform medical services, and transport patients to medical facilities. This program introduces theory and techniques of basic emergency medical care in the pre-hospital setting and pathophysiological principles related to the recognition and management of a variety of patient conditions.

Successful students will be eager to learn, have strong communication skills, and good interpersonal skills. See technical standards at end of this document for additional skills.

Successful EMTs/paramedics work well in a fast paced, high-pressure environment, and are flexible, compassionate, and knowledgeable. Overall employment of EMTs is projected to grow 7 percent from 2021 to 2031, about as fast as the average for all occupations. For more information about career outlook: US Occupational Outlook Handbook https://www.bls.gov/ooh/healthcare/emts-and-paramedics.htm

This program is offered partnership with the School of Health Professions.

Program Outcomes:
At the completion of the Emergency Medical Technician (EMT) program, the graduate will be able to:

1. perform as an entry-level health professional capable of providing comprehensive, compassionate and efficient pre-hospital emergency medical care in diverse communities of interest; and
2. apply for state/national certification as an Emergency Medical Technician (EMT).

CCBC Pathway & Track:
Health Professions Pathway: Emergency Medical Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

Students who successfully complete the program are also eligible to apply for certification as an EMT.

Certifying Organization: Maryland Institute for Emergency Medical Services Systems (MIEMSS) https://www.miemss.org/home/ems-providers/initial-certification
Certification Exam/Application Fee: $0

National Registry of Emergency Medical Technicians (NREMT)
https://www.nremt.org/EMT/Certification
Certification Exam/Application Fee: $104

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

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

Program Length: 3 months

Orientation – Mandatory: Prospective students must attend an orientation approximately 2 weeks prior to course. Contact EMT Program Director Jaime Taylor MS, NRP at jtaylor2@ccbcmd.edu to confirm scheduled dates.

Requirements: Students must be 16 years or older, computer literate, reliable Internet access

Students must submit the following paperwork via CastleBranch:

- Negative PPD (six months) or negative chest x-ray less than one year old
- Positive titer or proof of vaccination/immunity for measles, mumps, rubella and varicella
- Current season flu vaccine
- Hepatitis B vaccination or declination form
- Tetanus shot (less than ten years)
- Copy of health insurance card
- COVID-19 vaccine (or approved waiver)

Field experience placement is, in part, dependent upon a criminal background check and random urine drug testing completed through CastleBranch, CCBC's only approved vendor. The cost of the test and background check is the responsibility of the student. Field experience is necessary to meet the eligibility requirements for certification.

Application Process: *Provisional Entry.* To apply, contact EMT program director Jaime Taylor MS, NRP jtaylor2@ccbcmd.edu 443-840-1429

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

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL282	Emergency Medical Technician (EMT)	90	BLS Provider Manual (2020), Publisher: AHA, ISBN: 9781616697686 $22.50; Emergency Care and Transportation of the Sick and Injured Essentials Package 12th Edition, Publisher: Public Safety Group, Jones & Bartlett Learning ISBN: 9781284227222, $172.95; Fisdap Assessment Package: EMT First Edition, Publisher: Public Safety Group, Jones & Bartlett Learning, ISBN: 9781284131987, $94.50	$749 T-$225/F-$524
AHL283	Emergency Medical Technician (EMT) Lab	90	N/A-Uses same textbooks as AHL282	$749 T-$225/F-$524
AHL267	Emergency Medical Technician (EMT) Clinical Field Experience	40	N/A	$299 T-$90/F-$209
Course Series Totals:		**220**	**$289.95**	**$1,797** **T-$540/F-$1,257**

Additional Expenses: Castle Branch (background check, drug screening, health record tracking) & uniform (polo shirt) approx. $130

Career Opportunities:
Emergency Medical Technology is a rapidly expanding profession involving the provision of immediate care for the critically ill or injured at the scene of an emergency and transporting these patients to a medical facility.

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

Program Contact Information:
Jaime Taylor MS, NRP, EMT Program Director. jtaylor2@ccbcmd.edu, 443-840-1429

Technical Standards for CCBC's Emergency Medical Technician (EMT) Program

The primary goal of the Community College of Baltimore County's Emergency Medical Technician (EMT) program is to adequately prepare students for an entry-level position as a frontline emergency health worker. EMT duties require the ability to attend to cognitive and psychomotor tasks for extended periods of time. EMTs must also have outstanding communication and human relations skills. They must pay attention to detail and demonstrate problem-solving skills in noisy and stressful environments.

Following is a partial listing of the types of skills typically required for adequate job performance:

Physical Requirements:

A. Sufficient strength, mobility, and coordination to:
- Lift, carry, and balance up to 125 pounds (250 pounds with assistance)
- Apply infection control techniques
- Maintain balance from any position
- Crouch, kneel, bend and twist for extended periods of time
- Step up to heights of 14 inches
- Adjust actions in relation to others' reactions
- Maneuver in small, confined areas
- Negotiate level and uneven surfaces, ramps, and stairs

B. Adequate vision and hearing to:
- Read and understand displays on computers/laptops/tablets
- Read and understand forms and communications from all entities
- Hear and understand language in person, over a radio, via computer, or by telephone in a noisy environment
- Accurately discern street signs and address numbers

Interpersonal Skills and Professionalism:

A. Have the ability to:
- Work in a professional manner under sometimes extremely stressful situations and adapt to changing environments
- Pay close attention to detail and recordkeeping to maintain accurate patient records
- Commitment to learning and understanding new technologies, regulations, and laws
- Commitment to following approved standards, guidelines, policies, and procedures
- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
- Maintain proper certifications required to perform the duties of the profession
- Accurately utilize all resource material available to remain current in the profession, including attending departmental in-service training
- Willingness to precept (train) others

B. Sufficient communication skills to:
- Give and receive accurate written and verbal instructions
- Carry out all written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner
- Communicate clearly and effectively to all team members

Intellectual ability and emotional stability to:
- Demonstrate compassion and emotional support for patients experiencing extreme physical and/or mental illness.
- Interact with individuals from a variety of emotional, cultural, and intellectual backgrounds
- Apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Accurately utilize all resource material available to perform the task at hand
- Work calmly and efficiently in a fast-paced, stressful environment
- Accept feedback from others Environment Requirements:
- Ability to work in an environment that may be noisy at times

- Ability to function in a variety of environmental conditions including extreme heat, cold, and all forms of precipitation.
- Provide proof of recent immunizations against infectious diseases as requested
- Submit to periodic drug screening

Environment Requirements:

- Ability to work in an environment that may be noisy at times
- Ability to function in a variety of environmental conditions including extreme heat, cold, and all forms of precipitation.
- Provide proof of recent immunizations against infectious diseases as requested.
- Submit to periodic drug screening

Revised March 2022

Massage Therapist

Health Professions Pathway

Program Description:
Licensed Massage Therapists provide massage and bodywork services using hands-on manual techniques on soft tissues of the human body for the purpose of enhancing muscle relaxation, improving circulation, relieving muscular pain, reducing stress, or promoting health and well-being. Massage Therapists are present in multiple settings from private practice to working in clinics, and play a vital role in helping to maintain the physical health and wellness of their clients.

This program is blended, with in-person courses taking place on the CCBC Essex Campus and further work completed online via the Brightspace Learning Management Platform. Accredited by the Commission of Massage Therapy Association (COMTA), this program prepares students to take and pass the Massage & Bodywork Licensing Examination (MBLEx) as well as the MD Jurisprudence Examination, ultimately leading to Massage Therapy Licensure in the state of Maryland.

Students who successfully complete the program earn a Continuing Education Workforce Training Certificate.

The median annual wage for massage therapists was $46,910 in May 2021, and the Massage Therapy industry is expected to grow 20% from 2021-2031.

For more information about the CCBC Massage Therapy Program or the Student Therapeutic Massage Clinic, click here:

Program Outcomes:
Upon successful completion of the program, students will be able to:

1. utilize knowledge of human anatomy and physiology, pathology, and musculoskeletal kinesiology in the application of massage therapy;
2. identify, evaluate, and explain current outcome-based research in massage therapy;
3. provide a full-body massage using a variety of professional therapeutic massage techniques;
4. recognize client pathologies, health conditions, cautions and contraindications to massage;
5. create a therapeutic massage treatment session for each individual using appropriate techniques, goal setting, assessment skills, session planning, and outcome evaluation according to client intake information;
6. cultivate a therapeutic relationship with clients by maintaining boundaries, providing supportive and safe environment, and effectively communicating with clients and professionals using appropriate written and verbal skills, including documentation and maintenance of client records;
7. specify and select viable employment options for massage therapists in the surrounding areas including private practice, allied health centers, integrative medicine teams, wellness centers and others;
8. compare and contrast the private practice employment model versus other employment options including the development of a practical business plan using ethical, business, accounting and marketing knowledge; and
9. successfully prepare and pass the national Massage and Bodywork Licensure Examination (MBLEx) and the Maryland State Jurisprudence examination to become a Maryland State Licensed Massage Therapist.

CCBC Pathway & Track:
Health Professions Pathway: Health Professions Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

External Credential: The Licensed Massage Training Curriculum is designed to meet the Maryland Board of Massage Therapy Examiners' requirements. Students will be eligible to take the national certification exam to become Licensed Massage Therapists in the state of MD.

Certifying Organization: MD Board of Massage Therapy Examiner
https://health.maryland.gov/massage/Pages/home.aspx

Disclosures:

CCBC cannot confirm whether the course or program meets requirements for professional licensure in states other than Maryland. If you plan to apply for licensure in a state other than Maryland, contact that state's licensing board to determine whether the CCBC course or program meets requirements for licensure in that state. If you need assistance finding contact information for your state, visit State Contact Information for Online Students:
https://ccbcmd.acalogadmin.com/mime/media/47/1770/statecontactinformation.pdf

Financial Aid and Payment Options:

CCBC currently offers Continuing Education (CE) financial aid to those who qualify. We package public and private funding options to benefit students which include Baltimore County Workforce Promise, Maryland Sequence Scholarship, CCBC Opportunity Grant funding, and Maryland Promise. Financial aid funding is available for select CE courses and programs. Through the Teddy Welsh Massage Therapy Endowment Fund, varied scholarship awards are available to students who have successfully completed the first module of AHL298 Anatomy & Physiology for Massage Therapy.

Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Pell Funding: Eligible for grants and college loans. Go to www.fafsa.gov to apply for Federal financial aid.

For more information about funding resources and how to apply for them, please contact the CCBC Continuing Education Information Center at 443-840-4700.

Program Length:

The CCBC Massage Therapy Program is a 14-month program that offers 2-4 cohorts each year. Students may choose to take part in one of the following schedules when they become available:

- Morning cohort > Monday-Thursday 9am-1pm
- Evening cohort > Monday-Thursday 6-10pm
- Weekend cohort > Saturday-Sunday 9am-6pm***

These program hours do not follow a traditional semester schedule, and instead operate throughout the year. Scheduled breaks are included for federal holidays and CCBC school closures. The following holidays apply

- New Years' Day
- Martin Luther King Day
- Easter
- Spring Break (March/April)
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving
- Christmas

**** Due to the accelerated nature of the 2-day, 8-hour weekend cohort, this schedule is strongly suggested for applicants with a background in applied Anatomy, Physiology, Kinesiology and/or relevant hands on experience in healthcare-related fields (i.e., Nursing, Physical Therapy, Osteopathic/Chiropractic care etc.)*

Program Requirements:

- Minimum age of 18
- High School Diploma or GED
- Computer literate
- Internet access to utilize Brightspace (online learning management system) to complete course assignments and assessments
- Able to pass a background check

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

Program Orientation – Mandatory:
Orientation instructions are provided within each application portal and attendance is mandatory upon acceptance into the Program. Virtual information sessions are held each month where Program content, application information and funding sources are reviewed.

Check our website for updated times and dates, and meeting invite links or contact Bremacha LaGuerre, Director of Massage Therapy, at blaguerre@ccbcmd.edu for more information.

Application Process:
Provisional Entry - Students must complete the program application via Brightspace and meet (virtually) with the Director of Massage Therapy for admission. Application process:

- Complete and submit a FAFSA (if you are applying for Pell funding)
- Call CCBC Registration and request to enroll in the Massage Therapy Program: 443.840.2222
- Provide the Course Title: AHL 279- CCBC Massage Therapy Program Application
- Provide the Course Registration Number: email blaguerre@ccbcmd.edu for the most current CRN
- Complete the Program application in Brightspace by logging into myCCBC and clicking "MyCourses"
- Successful applicants will be notified of acceptance after the application portal closes

Program Course Sequence:
Module I:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL298	Anatomy & Physiology I for Massage Therapy	60	Handouts provided in class	$895 T-$269/F$626
AHL299	Principles of Swedish for Massage Therapy	60	Handouts provided in class	$785 T-$236/F-$549
AHL300	Health, Safety & Ethics for Massage Therapy	56	Handouts provided in class	$715 T-$215/F-$500
AHL301	Intro to Touch & Joint Movement for Massage Therapy	44	Handouts provided in class	$569 T-$171/F-$398

AHL302	Applied Reiki I for Massage Therapy	12	None	$169 T-$51/F-$118
AHE805 or AHL250	CPR for Healthcare Providers or BLS Provider	7	None	$109 T-$33/F-$76
Module I Totals:		239		$3,242 T-$975/F-$2,267

Module II:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL303	Principles of Chair for Massage Therapy	32	Handouts provided in class	$429 T-$129/F-$300
AHL304	Deep Tissue Theory & Practice for Massage Therapy	28	Handouts provided in class	$359 T-$108/F-$251
AHL305	Anatomy & Physiology II for Massage Therapy	64	Handouts provided in class	$805 T-$242/F-$563
AHL306	Fundamentals of Pathology for Massage Therapy	52	Handouts provided in class	$675 T-$203/F-$472
Module II Totals:		**176**		**$2,268** **T-$682/F-$1,586**

Module III:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL307	Fundamentals of Neuromuscular Therapy-Lecture & Palpation	72	Handouts provided in class	$909 T-$273/F-$636

AHL308	Neuromuscular Therapy-Theory & Practice	72	Handouts provided in class	$909 T-$273/F-$636
AHL309	Spa Bodywork- A Fundamental Approach	68	Handouts provided in class	$855 T-$257/F-$598
AHL310	Applied Pharmacology for the Massage Therapist	28	Handouts provided in class	$359 T-$108/F-$251
AHL311	Principles of Business for Massage Therapy	40	Handouts provided in class	$499 T-$150/F-$349
Module III Totals:		**280**		**$3,531** **T-$1,061/F-$2,470**

Module IV:

Course Number	**Course Title**	**Course Hours**	**Textbook Information (approximate cost; subject to change)**	**Costs T=Tuition/F=Fees**
AHL312	Principles of Sports Massage	28	Handouts provided in class	$359 T-$108/F-$251
AHL313	Principles of Research and Massage Therapy	24	Handouts provided in class	$309 T-$93/F-$216
AHL314	Introduction to Myofascial Release	36	Handouts provided in class	$475 T-$143/F-$332
AHL315	Massage Therapy Clinic	24	N/A	$309 T-$93/F-$216
AHL316	Introduction to Reflexology for Massage Therapy	16	Handouts provided in class	$209 T-$63/F-$146
AHL317	MD Law, Jurisprudence & MBLEx Test Prep for Massage Therapy	16	Handouts provided in class	$205 T-$62/F-$143
Module IV Totals:		**144**		**$1,866** **T-$562/F-$1,304**

Course Series Totals:		**839**		**$10,907** **T-$3,280/F-$7,627**

Course Substitutions:
CPR for Healthcare Providers (AHE 805) can be substituted with current AHA BLS Provider certification (must be completed within six months of cohort start date).

Additional Expenses:
The Massage Program includes payment of the MBLEx & MD Board of Massage Therapy Examiners application (which includes the Jurisprudence Exam)- a value totaling $565. The student will be obligated to pay an initial Licensure Fee of $200 to the MD Board upon passing the Jurisprudence Exam.

Students will have to complete Castle Branch background check requirements totaling $74 in order to submit the application for the Massage Therapy Program.

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

Career Opportunities:
Students can become Licensed Massage Therapists and members of the Allied Health Community. Licensed Massage Therapists work in various settings including Private Practice, Healthcare facilities, with allied health professionals and Spas.

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

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

Technical Standards for CCBC's Massage Therapist Program

Physical Requirements:
Students must possess sufficient strength and mobility to:

- Stand or sit for extended periods without significant discomfort
- Perform repetitive motions using their body in a controlled and sustained manner
- Maintain stamina to withstand muscular fatigue throughout therapeutic learning and clinical sessions
- Safely lift or move massage tables weighing up to 40 pounds or more
- Work efficiently to meet deadlines in a fast-paced environment
- Assist patients on and off the massage table, adjusting to individual needs

Students must demonstrate fine motor coordination to accurately perform the following tasks:

- Conduct palpatory assessments of the body's structures
- Isolate and identify specific anatomical structures
- Exhibit manual dexterity, hand strength, and flexibility to perform detailed therapeutic techniques
- Maintain balance and flexibility for varied treatment positions
- Engage in constant physical movement, including standing, walking, bending, lifting, and pushing

Interpersonal Skills and Professionalism:
Students must be able to:

- Build and maintain constructive, cooperative relationships with peers, patients, and instructors
- Pay close attention to detail, including recordkeeping and patient documentation
- Provide exceptional customer service by assessing patient needs, meeting quality standards, and evaluating patient satisfaction
- Respect and safeguard patients' rights and confidentiality, regardless of personal beliefs or judgements
- Adhere to established standards, guidelines, policies, and procedures
- Interact professionally with individuals of various personalities, attitudes, and cultural backgrounds

Students should possess communication skills to:

- Effectively interact with individuals both within and outside the organization, including representing the organization to customers
- Accurately give and receive both written and verbal instructions
- Follow appropriate channels of communication in all professional interactions
- Remain calm, respectful, and professional in all communication settings

Intellectual Ability and Emotional Stability:
Students must demonstrate the ability to:

- Apply critical thinking and problem-solving skills to various situations
- Use independent judgment to perform tasks with competence and confidence
- Utilize available resources effectively to complete tasks accurately and efficiently
- Safely perform duties in environments exposed to communicable diseases, bodily fluids, and potentially unpleasant stimuli
- Maintain composure and focus during emergencies or stressful situations
- Accept constructive feedback positively and use it to improve performance

Environmental Requirements:
Students must be able to:

- Work in environments where exposure to bodily fluids will occur
- Adhere to safety procedures regarding hygiene protocols, equipment maintenance, patient handling and ergonomic practices to prevent injury to both the student therapist and patient
- Design a treatment session tailored to individual patient needs, demonstrating comprehensive knowledge of human anatomy and physiology, including the ability to evaluate cautions, contraindications, pathologies, and patient limitations.
- Maintain focus and concentration during therapeutic sessions, even in environments with ongoing background noise, music and conversation
- Organize workspaces and maintain a clean, professional environment before, during and after each therapeutic session

Medical Assistant

Health Professions Pathway

Program Description:
Medical Assistants perform clinical duties and some administrative duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, taking EKGs, and administering medications (e.g. flu shots) as directed by a physician. The Medical Assistant course series prepares students to take the national certification exam to become a Certified Clinical Medical Assistant (CCMA) through the National Healthcareer Association. The MA program is accredited by the Commission on Accreditation of Allied Health Education Programs, www.caahep.org, upon the recommendation of the Medical Assisting Education Review board (MAERB).

Students must be computer literate and have access to a computer. The student should meet the technical standard requirements. To be successful in the Medical Assistant program, you should have motivation, self-discipline, and the desire to help others in a health-care setting.

According to the U.S. Department of Labor, Bureau of Labor Statistics (2024), employment of medical assistants is projected to grow 15 percent from 2023 to 2033 - much faster than the average for all occupations. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As a result, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. produce competent entry-level Medical Assistant functions in the cognitive, psychomotor, and affective learning domains as assigned by the accrediting body;
2. function as integral members of their ambulatory healthcare teams; and
3. contribute to the healthcare industry as professional and ethical Medical Assistants.

CCBC Pathway & Track:
Health Professions Pathway: Health Professions Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

Students will be prepared to take the national certification exam through National Healthcareer Association.

Certifying Organization: National Healthcareer Association www.nhanow.com

Financial Aid and Payment Options:
CCBC currently offers Continuing Education (CE) financial aid to those who qualify. We package public and private funding options to benefit students which include COVID-19 relief funding, the Maryland Sequence Scholarship, CCBC Opportunity Grant funding, Maryland Promise, and Baltimore County College Promise. Financial aid funding is available for select CE courses and programs.

Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available

through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Pell Funding: Eligible for grants and college loans. Go to www.fafsa.gov to apply for Federal financial aid.

For more information about funding resources and how to apply for them, please contact the CCBC Continuing Education Information Center at 443-840-4700.

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

Program Length:
11-13 months
Courses start as follows:

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

Program Requirements:
Orientation - Mandatory: Email CEHealth@ccbcmd.edu for information about the application process.

Requirements: Computer literate, Internet access

NHA exam and employment requirements:

- A High School Diploma or GED is required for the National Healthcareer Association (NHA) exam and employment

Clinical practicum requirements:
Prior to beginning a clinical practicum(externship), students must have the following paperwork submitted to www.CastleBranch.com

- Negative PPD (six months) or negative chest x-ray less than one year old
- Positive titer or proof of vaccination/immunity for measles, mumps, rubella and varicella
- Current Flu vaccination
- Hepatitis B vaccination or declination form
- Tetanus shot (less than ten years)
- Copy of health insurance card
- Copy of high school diploma or GED
- Copy of Covid-19 vaccination card

Clinical eligibility is in part dependent upon a criminal background check and random urine drug testing. Cost of testing is the responsibility of the student.

Prior Learning Assessment: This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum, or successful completion of a CCBC placement or challenge exam. A maximum of 489 program hours may be earned from prior learning.

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

Provisional Entry - The Medical Assistant program requires the following application and acceptance process:

1. New Students: Call CCBC Registration at 443-840-2222 or 443-840-4700 to apply for a CCBC Student Identification (ID) number. Application cost is $10.00. After receiving your ID number, proceed to Step 2 below.
2. Go to https://shwa.ccbcmd.edu/ to retrieve your username and create a password.
3. Complete FAFSA application at www.fafsa.gov for financial aid in the current academic year.
4. Go to https://ccbcmd.brightspace.com to access the online application.

5. Enter your username and password.
6. 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
7. Click on the application course and read the instructions on the first page.
8. You must submit the following items by the deadline date – "Submit Admission Materials" in Brightspace- to meet all of the requirements for the application:
    a. Application (2 pages) - must be submitted as a .doc, .docx or .rtf
    b. Scanned copy of one or more of the following:
        i. High School Diploma or other proof of completion
        ii. GED
        iii. College Transcript
        iv. Other requirements for specific areas of study as detailed in Brightspace
9. You will receive an acceptance or declination email within 5 days after the closing date of the application period.
10. Begin checking your student emails frequently so you do not miss any important notifications or deadlines.
11. You must plan to attend the mandatory orientation for your series as detailed on Brightspace.

Application timeframes:

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

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

Module I:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHE534 or AHE124	Medical Terminology for Health Occupations Medical Terminology Online	30	Programmed Learning Approach to Medical Terminology, 3rd Edition Author: Judi Nath Publisher: Jones & Bartlett Learning ISBN: 9781284224825 Price is approximately $95.95	$329 T-$99/F$230
AHE125	Introduction to Health	30	Core Concepts in Health; published by Insel/Roth; 9781265493684 $145.35	$329 T-$99/F-$230
AHE641	Introduction to Healthcare Systems	15	Introduction to Health Care, 5th edition; published by Mitchell and Haroun; 9781337192422; $159.95	$199 T-$60/F-$139
WOS064 or AHL217	Basic Math Skills for the Healthcare Worker	10	Handouts online	$145 T-$44/F-$101

	Basic Math Skills for Heathcare Workers Online			
AHL166	Essential Skills for the Healthcare Professional	20	Handouts online	$179 T-$54/F-$125
Module I Totals:		**105**	**$403.30**	**$1,181** **T-$356/** **F-$825**

Module II:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHE672 or AHE519	Anatomy and Physiology For Healthcare Workers Online	30	The Human Body in Health & & Disease; Patton & Thibodeau, Elsevier Mosby;8th edition; 978-0-323-734165; $89.59	$329 T-$99/F-$230
AHE577	Pharmacology	18	Same as Basic Patient Intake	$275 T-$83/F-$192
AHE528	Medicine Administration	18	Same as AHE 577	$275 T-$83/F-$192
AHE796	Basic Patient Intake	50	Comprehensive Medical Assisting Text & Study Guide Package;Jones & Bartlett; 6th edition textbook: 9781284256666-$144.95, study guide: 9781284256680-$68.95	$655 T-$197/F-$458
AHE802	Basic EKG Technician Training	20	Huszars ECG & 12 lead Interpretation, 6th Edition; published by Elsevier; 978-0-323-711951; $77.99	$425 T-$128/F-$297
AHL929	Certified Medical Administrative Assistant	75	Same as AHE 796	$819 T-$246/F-$573
Module II Totals:		**211**	**$381.48**	**$2,778** **T-$836/F-$1,942**

Module III:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHE126	Phlebotomy	60	Phlebotomy Essentials, Enhanced 8th Edition, Author: Ruth McCall	$1,209 T-$363/F-$846

			Publisher: Jones & Bartlett Learning, ISBN: 9781284263480 Price is approximately $ 109.95	
AHE578	Intermediate Patient Intake	70	Same as CMAA AHL 929	$935 T-$281/F-$654
AHL721	Introduction to Laboratory Techniques	36	Same as CMAA AHL 929	$879 T-$264/F-$615
AHE805 or AHL250	CPR for Healthcare Providers BLS Provider	7	Included in course cost and provided during class	$109 T-$33/F-$76
Module III Totals:		**173**	**$109.95**	**$3,132** **T-$941/F-$2,191**

Module IV:

Course Number	**Course Title**	**Course Hours**	**Textbook Information** (approximate cost; subject to change)	**Costs** T=Tuition/F=Fees
AHE122	Medical Assisting Practicum I	80	None	$275 T-$83/$192
AHE123	Medical Assisting Practicum II	80	None	$275 T-$83/$192
AHL097	Medical Assisting Certification Review Class	3	None	$79 T-$24/F-$55
Module IV Totals:		**163**	**$0**	**$629** **T-$190/F-$439**
Course Series Totals:		**652**	**$894.73**	**$7,720** **T-$2,323/F-$5,397**

Course Substitutions:

- Medical Terminology for Health Occupations (AHE 534) can be substituted with: OFAD/MDAS 141 or ALHL 115 or AHL 717 or AHL149
- Anatomy and Physiology for Health Occupations (AHE 519) can be substituted with: AHL 672 or AHE 715 or BIOL 109 or BIOL 220 and BIOL 221
- Basic Math Skills for the Healthcare Worker (WOS 064) can be substituted with: AHL 716 or MATH 083
- CPR for Healthcare Providers (AHE 805) can be substituted with current AHA BLS Provider certification (must be completed within the last year).

Additional Expenses: The cost of the background check and drug screening through www.castlebranch.com is included in tuition. Additional scrubs/uniform (one set is included in tuition) are the responsibility of the student. The cost of the physical exam prior to practicum is the responsibility of the student.

NHA Certified Clinical Medical Assistant (CCMA) exam cost: Cost of the certification is included the **first time** the student takes the exam only. Cost of additional retake exam is $160.

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

National Certification Pass Rate:
The Medical Assistant Program at CCBC has a five-year average of 88.1% for the national exam passage rate for years 2018 through 2022.
Year/Percentage to Pass National Certification Exam
2022– 82.35%
2021 – 100%
2020 – 100%
2019 – 75%
2018 – 94.12%

Career Opportunities:
The outlook for medical assistants' positions from 2021-2031 is 16% which is higher than average. Medical assistants acquire a variety of skills. Some team members have become lead certified medical assistants, master certified medical assistants, and back office supervisors.

Graduates from our program who become nationally certified can receive up to 22 credits toward the AAS (Associate of Applied Science) degree in Allied Health offered here at CCBC.

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

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

Technical Standards for CCBC's Medical Assistant Training Series

The primary goal of The Community College of Baltimore County's Medical Assistant Series is to adequately prepare students for an entry-level position in the medical field. Medical Assistants work under the direction of a physician, and therefore, are most often employed in physician practices.

The duties of a medical assistant require the ability to stand for long hours while moving among a variety of tasks. They need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail oriented and to have strong human relation skills.. A high level of manual dexterity, psychomotor skills, and integrity are vital.

Following is a partial listing of the types of skills usually required for adequate job performance:

Physical Requirements

A. Sufficient strength and mobility to:
- Lift and position patients as needed.
- Move swiftly within close quarters
- Lift up to 50 pounds without assistance
- Move quickly among tasks in different areas of an office

B. Fine motor coordination sufficient to perform precise and delicate tasks such as:
- Handle instruments for minor surgeries
- Safely handle hypodermic needles
- Manipulate instruments
- Perform a variety of tasks involving patients (needles, blood draws) requiring strong eye-hand coordination
- Record medical information into an electronic record system

C. Adequate vision to:
- Read physician or lab orders
- Read small numbers on thermometers, sphygmomanometers, or other equipment
- Identify correct instruments to assist with exams or procedures
- Read small print as found on medication labels
- Read instruction sheets and computer screens

D. Sufficient hearing to:
- Hear and understand verbal instructions under noisy conditions from masked personnel
- Sufficiently record breaths, heart rate or other sounds in noisy conditions

Interpersonal Skills and Professionalism

A. Have the ability to:
- Work in a professional manner as a member of a medical team in stressful situations
- Remain calm and perform as trained during emergency and life and death situations
- Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
- Maintain proper certifications required to perform the duties of the profession
- Work shifts as assigned, which may include on-call, holidays, and weekends
- Respond professionally to patients, colleagues and physicians in all circumstances
- Demonstrate a strong work ethic with outstanding attendance

B. Sufficient communication skills to:
- Give and receive accurate written and verbal instructions
- Carry out all written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner
- Accurately interpret the patient's needs
- Communicate clearly and effectively to any team member
- Provide patient/public education related to the medical office where employed

Intellectual ability and emotional stability to:
- Exercise independent judgment to properly care for patients

- Accurately utilize all resource material available perform tasks assigned
- Accurately identify, calculate dosage, and transfer medications
- Work calmly and efficiently in stressful situations
- Maintain calm during emergency situations
- Perform duties while exposed to communicable diseases and unpleasant sights, odors, and materials
- Accept feedback from others
- Complete program requirements

Environment Requirements

Medical Assistant work involves risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves, and eye protection
- Providing proof of recent immunizations against infectious diseases such as measles, mumps, and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submitting to periodic drug screening
- Being exposed to bio-hazardous materials (blood).

Medical Billing

Health Professions Pathway

Program Description:
Medical Billers must ensure that patients and insurance companies are properly billed for all medical procedures and services, and that payments are received and processed in a timely manner. Their work includes updating patient data, developing payment plans, and preparing invoices. This involves interaction with patients, government agencies, and insurance companies. This is a good job for someone who wants to balance interaction with people and analyzing invoices and data. This program features courses that provide students with the fundamental knowledge of medical insurance billing and skills needed to know how to read a medical invoice, claims preparation and submission, major insurance carriers, managed care, medical accounts receivable management, and the use of information systems in the process.

Medical billing jobs can be found at hospitals, doctor offices, billing agencies, clinics, insurance companies, and be self-employed. Healthcare workers are always needed, and the demand for medical billers is steady. You will have good chances of finding a well-paying job as a fully trained medical biller.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. achieve employability skills to work in a variety of medical facilities including physician offices, hospitals, and billing agencies;
2. perform to a professional standard the ability to enter patient information into medical billing software, process medical claims, and adjudicate payments;
3. demonstrate knowledge of various health insurance plans and how to maximize reimbursement; and
4. generate and interpret financial reports.

CCBC Pathway & Track:
Health Professions Pathway: Medical Office Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credential:

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

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

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

Length of Training:
6-9 months
Billing courses begin in February, May, August, and November with classes once a week.

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 challenge exam.

Application Process:
Open Entry – No screening or documentation required. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate program application. Then, contact CEHealth@ccbcmd.edu for information about upcoming class options.

Program Course Sequence:
Contact CEHealth@ccbcmd.edu for information about upcoming course options.

All courses must be finished for successful program completion.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)**	Costs T=Tuition/F=Fees
AHL149 or AHL246	Medical Terminology for Administrative Healthcare Professionals / Medical Terminology for Administrative Healthcare Professionals Online	18	Handouts provided Online	$189 T-$57/F$132
AHE130 or AHL188	Comprehensive Medical Billing / Comprehensive Medical Billing Online	75	Medical Insurance A Revenue Cycle Approach, Version 8E7 $143.79 Publisher: McGraw Hill ISBN: **978125960855**	$899 T-$270/F-$629
Course Series Totals:		**93**	**$143.79**	**$1,088 T-$327/F-$761**

Course Substitutions:
Medical Terminology for Administrative Healthcare Professionals can be substituted with: AHE124 or AHE534 or OFAD141 or ALHL115 or AHL717

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

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

Career Opportunities:
Billers are employed at hospitals, doctor offices, billing agencies, clinics, temp agencies, insurance companies, accountant offices, legal firms, state agencies, and can be self-employed.

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

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

Technical Standards for CCBC's Medical Billing Training Series

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

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

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

Physical Requirements:

A. Sufficient strength and mobility to:
- Lift or otherwise maneuver papers/folders up to 30 pounds
- Stand or sit in one area for long periods of time
- Work quickly to meet deadlines and/or production requirements

B. Fine motor coordination sufficient to perform precise tasks such as:
- Perform basic keyboarding functions

C. Adequate vision to:
- Read and understand displays on computers/laptops/tablets
- Read and understand forms and communications from outside entities

D. Sufficient hearing to:
- Hear and understand language in person and over the telephone, potentially under noisy conditions

Interpersonal Skills and Professionalism:

A. Have the ability to:
- Work in a professional manner under sometimes extremely stressful situations
- Pay close attention to detail and recordkeeping
- Commitment to learning and understanding new technologies, regulations and laws
- Commitment to following approved standards, guidelines, policies, and procedures
- Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
- Maintain proper certifications required to perform the duties of the profession
- Accurately utilize all resource material available to remain current in the profession, including attending departmental in-service training
- Willingness to precept (train) others

B. Sufficient communication skills to:
- Give and receive accurate written and verbal instructions
- Carry out all written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner
- Communicate clearly and effectively to all team members

Intellectual Ability and Emotional Stability To:
- Apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Accurately utilize all resource material available to perform the task at hand
- Work calmly and efficiently in a fast-paced, stressful environment
- Maintain calm during emergency situations
- Accept feedback from others

Medical Coding

Health Professions Pathway

Program Description:
Medical Coders typically work in medical practices, hospitals, or coding agencies. They must use federal diagnostic and procedure codes to express medical services provided. This coding of services provides the basis for billing and collection of money for services. Accurate medical coding is essential to the delivery of quality health care and efficient health care administration. This program features courses that will provide the skills needed to assign valid diagnostic and procedure codes. Students practice assigning codes to complex examples through case studies, scenarios and actual de-identified medical records and obtain an in-depth understanding of intricate coding conventions, terminology, and rules. Students will learn the procedures for reviewing medical record documentation.

This course series prepares students to take the American Academy of Professional Coders (AAPC) national certification exam to become a Certified Professional Coder (CPC). Coding jobs can be found in hospitals, doctor offices, billing agencies, clinics, temp agencies, insurance companies, accountant offices, legal firms, state agencies, and be self-employed.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. demonstrate employability skills to work in a variety of medical facilities including physician offices, hospitals, and billing agencies;
2. perform to a professional standard the ability to code to the highest level of specificity;
3. demonstrate knowledge of reporting guidelines; and
4. articulate complex coding conventions and identify correct coding guidelines.

CCBC Pathway & Track:
Health Professions Pathway: Medical Office Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

External Credential: Certified Professional Coder (CPC)

Certifying Organization: American Academy of Professional Coders (AAPC) www.aapc.com

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

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

Length of Training:
12-15 months
Coding courses begin in January and March online with 6pm Zoom classes once a week, and May at CCBC Essex once a week 6-9:15pm.

Program Requirements:

- High School Diploma or GED.
- Computer literate
- Internet access.

Application Process:
Open Entry – No screening or documentation required. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate application. Then, send an email to CEHealth@ccbcmd.edu to learn about upcoming course options.

Prior Learning Assessment:
This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum, or successful completion of a CCBC challenge exam.

Program Course Sequence:

Prerequisites:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)**	Costs T=Tuition/F=Fees
AHE534 or AHE124	Medical Terminology for Health Occupations / Medical Terminology Online	30	Programmed Learning Approach to Medical Terminology-3rd Edition, Author: Judi L. Nath. Publisher: Wolters/Kluwer. ISBN: 9781284209129 Price $99.95	$329 / T-$99/F-$230
AHE519 *or* AHE672	Anatomy & Physiology for Health Occupations / Anatomy & Physiology for Health Care Workers Online	30	The Human Body in Health & Disease, 8th Edition ISBN: 978-0-323-734165 $89.59	$329 / T-$99/F-$230
Prerequisite Totals:		**60**	**$189.54**	**$658 T$198/F$460**

Course Series:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)**	Costs T=Tuition/F=Fees
AHL 904 *or* AHL 829	Medical Coding I / Medical Coding I Online	60	1) Current Year Step By Step Medical Coding Textbook, Elsevier *$118.* 2) Current Year Exam Book Bundle – AAPC. Includes ICD, CPT & HCPCS. $270	$815 T-$245/F-$570

AHL 905 *or* AHL 830	Medical Coding II Medical Coding II Online	60	Same as Medical Coding I	$465 T-$140/F-$325
Course Series Totals:		**120**	**$388**	**$1,280** **T-$385/F-$895**
Course Series & Prerequisite Totals:		**180**	**$577.54**	**$1,938** **T-$583/F-$1,355**

Course Substitutions:
Medical Terminology can be substituted with: OFAD/MDAS141, ALHL115, AHL717, AHL149, or AHL246
Anatomy & Physiology can be substituted with: AHE715, BIOL109, or BIOL220 and BIOL221

Additional Expenses:
- AAPC Membership $205
- AAPC Practice Exams $79.95
- AAPC Study Guide $99.95
- AAPC Exam Review $249
- AAPC Certification Exam: One attempt $399, Two attempts $499. In person or online.

Skills for Success:
The duties of a Medical Coder require the ability to sit for long hours and focus on the task at hand. Their duties also require them to have:
- Outstanding communication skills
- Computer literacy
- Self-motivation and self-direction
- Attention to detail
- Ability to work well with limited human interaction
- Analytical problem-solving skills
- Excellent visual acuity

Career Opportunities:
Coders can work in hospitals, doctor offices, billing agencies, clinics, temp agencies, insurance companies, accountant offices, legal firms, state agencies, and be self-employed.

Students who complete the program and receive their national certification can receive credits toward an Associate of Applied Science in Allied Health through the School of Health Professions.

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

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

Technical Standards for CCBC's Medical Coding Training Series

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

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

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

Physical Requirements:

A. Sufficient strength and mobility to:
- Lift or otherwise maneuver papers/folders/books/charts up to 30 pounds
- Stand or sit in one area for long periods of time
- Work quickly to meet deadlines and/or production requirements

B. Fine motor coordination sufficient to perform precise tasks such as:
- Perform basic keyboarding functions

C. Adequate vision to:
- Read and understand displays on computers/laptops/tablets
- Read and understand forms and communications from outside entities
- Read and understand small print

D. Sufficient hearing to:
- Hear and understand language in person and over the telephone, potentially under noisy conditions

Interpersonal Skills and Professionalism:

A. Have the ability to:
- Work in a professional manner under sometimes extremely stressful situations
- Pay close attention to detail and recordkeeping
- Commitment to learning and understanding new technologies, regulations and laws
- Commitment to following approved standards, guidelines, policies, and procedures
- Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
- Maintain proper certifications required to perform the duties of the profession
- Accurately utilize all resource material available to remain current in the profession, including attending departmental in-service training
- Willingness to precept (train) others

B. Sufficient communication skills to:
- Give and receive accurate written and verbal instructions
- Carry out all written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner
- Communicate clearly and effectively to all team members

Intellectual Ability and Emotional Stability To:
- Ability to apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Accurately utilize all resource material available to perform the task at hand
- Work calmly and efficiently in a fast-paced, stressful environment
- Maintain calm during emergency situations
- Accept feedback from others

Medical Front Office

Health Professions Pathway

Program Description:
Medical Front Office (MFO) staff perform and coordinate the administrative activities of a medical office, whether it is a physician, clinic, hospital, or other medical facility. They store, retrieve, and integrate information for dissemination to staff, patients, and clients. MFO personnel often register patients, schedule appointments, process communications, and enter data into electronic health records systems. This program features courses that provide students skills needed at the front desk of medical offices such as basic law and ethics, communication, telephone, appointment and health information management, and electronic health records.

Medical front office jobs can be found at hospitals, doctor offices, clinics, labs, and imaging and urgent care centers. Healthcare workers are always needed, and the demand for medical front office personnel is extremely high.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. prepare to successfully complete the National Healthcareers Association (NHA) certification;
2. demonstrate employability skills to work in a variety of medical facilities including physician offices, surgical centers, imaging and laboratory, urgent care, and hospitals;
3. perform to a professional standard excellent customer service and communication skills while greeting patients, answering the phone, and scheduling appointments;
4. discuss HIPAA requirements and how to apply them in a medical setting; and
5. describe basic concepts of medical law and ethics, accounting responsibilities, health insurance and reimbursement.

CCBC Pathway & Track:
Health Professions Pathway: Medical Office Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

External Credential: Certified Medical Administrative Assistant (CMAA)

Certifying Organization: National Healthcareer Association (NHA). Exam cost, $129 www.nhanow.com

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

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

Length of Training: 6-9 months

Program Requirements:
Recommended:

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

Required:

- 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 successful completion of a CCBC challenge exam.

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

Program Course Sequence:

Course Number	**Course Title**	**Course Hours**	**Textbook Information** (approximate cost; subject to change)* *Refer to Campus Bookstore for Appropriate Text	**Costs** T=Tuition/F=Fees
AHL149 or AHL246	Medical Terminology for Administrative Healthcare Professionals / Medical Terminology for Administrative Healthcare Professionals Online	18	Handouts provided online	$189 T-$57/F-$132
AHL140 or AHL166	Essential Skills for the Healthcare Professional / Essential Skills for the Healthcare Provider (Online)	20	Handouts provided online	$179 T-$54/F-$125
AHL 929 or AHL198	Certified Medical Administrative Assistant / Certified Medical Administrative Assistant Online	75	Administrative Medical Assisting, 4th Edition. Hard copy - ISBN: 9781284218169 $112.95. eBooks are available.	$819 T-$246/F-$573
Course Series Totals:		**113**	**$112.95**	**$1,187 T-$357/F-$830**

Course Substitutions:

- Medical Terminology AHL149 can be substituted with: AHE534, AHE124, OFAD 141, ALHL 115, or AHL717, or BIOL221
- Essential Skills AHL140/AHL166 can be substituted with: ADS158, ADS781, or PDV295

Additional Expenses: NHA Study Guide $64, NHA Practice Exams $49, NHA Certification Exam: $129

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

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

Technical Standards for CCBC's Medical Front Office Training Series

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

- Outstanding communication skills
- Empathy for others
- Strong human relations skills
- Attention to detail
- Ability to work well with moderate human interaction
- Ability to multi-task
- Computer literacy
- Problem solving skills

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

Physical Requirements:

A. Sufficient strength and mobility to:
- Lift or otherwise maneuver papers/folders/charts/equipment up to 30 pounds
- Stand or sit in one area for long periods of time
- Work quickly to meet deadlines and/or production requirements

B. Fine motor coordination sufficient to perform precise tasks such as:
- Perform basic keyboarding functions

C. Adequate vision to:
- Read and understand displays on computers/laptops/tablets
- Read and understand forms and communications from all entities

D. Sufficient hearing to:
- Hear and understand language in person and over the telephone, under potentially noisy and stressful conditions

Interpersonal Skills and Professionalism:

A. Have the ability to:
- Work in a professional manner under sometimes extremely stressful situations
- Pay close attention to detail and recordkeeping
- Commitment to learning and understanding new technologies, regulations and laws
- Commitment to following approved standards, guidelines, policies, and procedures
- Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
- Maintain proper certifications required to perform the duties of the profession
- Accurately utilize all resource material available to remain current in the profession, including attending departmental in-service training
- Willingness to precept (train) others

B. Sufficient communication skills to:
- Give and receive accurate written and verbal instructions
- Carry out all written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner
- Communicate clearly and effectively to all team members

Intellectual Ability and Emotional Stability To:
- Ability to apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Accurately utilize all resource material available to perform the task at hand
- Work calmly and efficiently in a fast-paced, stressful environment
- Maintain calm during emergency situations

- Accept feedback from others

Environment Requirements:
The medical front office profession may involve risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves and eye protection
- Working in an environment that may be noisy at times
- Working in an environment that exposes one to potentially hazardous materials, such as cleaning agents and chemicals, cytotoxic agents, radiopharmaceuticals and blood borne pathogens
- Providing proof of recent immunizations against infectious diseases such as measles, mumps and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submit to periodic drug screening
- Complete any blood borne pathogen, universal and standard precautions training as needed

Medicine Aide

Health Professions Pathway

Course Description:
Medicine Aides are currently employed Certified Nursing Assistants (CNA) or Geriatric Nursing Assistants (GNA) that have been recommended by their Director of Nursing to pursue the Certified Medical Aide Training. Certified Medicine Aides assume the responsibility of safely administering non-parenteral medications under the supervision of a licensed nurse.

This course will train and prepare currently employed Maryland Certified Nursing Assistants (CNA) and/or Certified Geriatric Nursing Assistants (GNA) for a role in safely administering non-parenteral medications under the supervision of a licensed nurse. The course includes instruction in both theory and the clinical setting, and the focus is on all approved routes of medication administration and the scope of responsibility of the CMA.

Students entering this program should have effective verbal and written communication skills using the English language and must be competent in basic mathematics.

Completion of this course allows a CNA/GNA to work as a CMA and safely prepare, administer and record medications for patients in assisted living and long term care facilities. According to the Bureau of Labor Statistics, the job outlook is 8% growth between 2020 and 2030, with a predicted 192,800 new job openings per year. This growth is in line with the average growth for all occupations.

Course Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

- demonstrate safe medication administration practices,
- demonstrate knowledge of medication terminology and abbreviations,
- demonstrate knowledge of medication classifications and actions in the body, and
- demonstrate competency in skills to administer medications safely within the scope of a Certified Medicine Aide.

CCBC Pathway & Track:
Health Professions Pathway: Health Professions Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Course Credentials:

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

Certifying Organization: Students who successfully complete the program will have their completion information sent to the Maryland Board of Nursing, which will indicate on the website that the student is a Certified Medicine Aide.

Length of Training:
6 weeks
Course offerings and times vary by campus

Financial Aid and Payment Options:

- Partial Payment Option (through Nelnet Business Solutions)
- Tuition Waiver for those who qualify
- Employer/Sponsor Paid Tuition
- Division of Rehabilitation Services (DORS)
- Local Office of Workforce Development

Course Requirements:

- Current, active, unencumbered Maryland CNA\GNA\CMA certificate per Maryland Board of Nursing web page (MBON) https://mbon.maryland.gov.
- Written verification from the employer (nursing facility) or the CMA applicant affirming that the applicant has:
  - Current employment and two (2) years full time work experience as a CNA in a facility licensed under 42CFR Part 483 et. seq. (e.g. an ICF/MR such as Rosewood); or
  - Current employment and one (1) year full time work experience as a GNA in a facility licensed in Maryland under COMAR 10.07.02 (e.g. a licensed nursing home); and,
  - practice as a CMA for 100 hours in the two (2) years immediately preceding admission to the CMA Clinical Update.
- Written recommendation for the CMA Training Program by the Director of Nursing of the employing ICF/MR or licensed nursing home
- Current CPR certification

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

Application Process:
Provisional Entry – Before admission to the program candidate must have a positive recommendation from the director of nursing in the facility where the candidate is employed. Documentation is to be provided to course coordinator prior to registration. Email CEHealth@ccbcmd.edu for more information.

Course Sequence:
Excellent attendance is required.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL281	Medicine Aide Training	82	Hartman's Complete Guide for the Medicine Aide ISBN# 9781604251319 $25.00. Davis Drug Guide for Nurses, 18th ed. ISBN# 9781719646406 $42.36	$949 T-$285/F-$664

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

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL172	Medicine Aide Continuing Education	8	Handouts Provided in Class	$99 T-$30/F-$69

Course 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 listing of the types of skills usually required for adequate job performance:

Physical Requirements:

A. Sufficient strength and mobility to:
   - Work/or stand on feet for up to 12 hours
   - Lift at least 50 pounds or more and position patients
   - Move swiftly within close quarters while maintaining sterile field
   - Assist with minor procedures

B. Adequate vision to:
   - Read patient ID bracelets for correct administration of care
   - Read instruction sheets and computer screens
   - Read medical measuring equipment, scale, thermometer, graduated cylinder, sphygmomanometer

C. Sufficient hearing to:
   - Hear and understand verbal instructions
   - Properly use of stethoscope
   - Hear machines/equipment or room bells

Interpersonal Skills and Professionalism:

A. Have the ability to:
   - Interact with other health professionals in a polite and professional manner
   - Respect patient confidentiality and rights
   - Adhere to all policies of CCBC and/or clinical externship facility
   - Work in a professional manner as part of a team
   - Interact in a professional with many personalities and attitudes and with people from many different backgrounds

B. Sufficient communication skills to:
   - Give and receive accurate written and verbal instructions
   - Carry out all written and verbal instructions
   - Follow proper channels of communication
   - Communicate in a calm and professional manner
   - Accurately interpret patient needs
   - Provide patient/public education related to the Nurse Support Technician profession

Intellectual Ability and Emotional Stability To:

- Exercise independent judgment within the practice to properly care for patients
- Accurately identify and carry out tasks delegated by registered nurses
- Work calmly and efficiently in stressful situations
- Maintain calmness during an emergency situation
- Complete program requirements

Environmental Requirements:

- Wearing gowns, caps, masks, gloves, and eye protection
- Working in an environment that may be noisy at times
- Working in an environment that exposes one to potentially hazardous materials including cleaning agents and chemicals, body fluids
- Working in an environment with unpleasant odors
- Provide proof of recent immunizations against infectious diseases such as measles, mumps, rubella, varicella, and tetanus
- Receive Hepatitis B vaccinations and/or sign a waiver

Nurse Refresher Series

Health Professions Pathway

Program Description:
Nurses play a critical role in a wide variety of healthcare settings ranging from acute care hospitals, physician's offices, urgent care centers, ambulatory care facilities, long-term care centers, to school nurse's offices. A registered nurse's (RN) or licensed practical nurse's (LPN) primary role is to ensure that every patient receives the direct and proper care they need. RNs and LPNs assess and identify patients' needs, and implement and monitor patients' medical plans and treatments. RNs and LPNs perform routine procedures, adjust and administer the patient's medication, and provide instant medical care in emergencies. They collaborate with physicians and the facility's healthcare team to provide the best possible care for the patient. It is the RNs and LPNs duty to ensure that patient care is conducted according to policies and standards of their healthcare facility.

In the Nurse Refresher Series students will be provided with instruction that updates a nurse's knowledge on the current practice of medical-surgical nursing in the acute care setting. Topics covered include: patient safety; infection control; healthcare trends; electronic healthcare documentation; nursing roles; nursing process; pharmacology and dosage calculation; body systems (neurological, cardiovascular, respiratory, gastrointestinal, renal, endocrine, musculoskeletal, and reproductive); and nursing considerations regarding hematology, immunity, gerontology, oncology, and pain management.

Students entering this program need to be dedicated to their profession; they need to be able to be on their feet for long periods of time caring for patients at the bedside and transferring and/or positioning patients; they need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to function quickly with accuracy while being detail-oriented. A high level of manual dexterity, psychomotor skills, and personal integrity are vital.

Nurses are currently entering a job market with an abundance of open positions. More information can be found at https://www.bls.gov/ooh/healthcare/registered-nurses.htm

Program Outcomes:
Upon successful completion of this Continuing Education class series, students will be able to:
1. Explain the effects of physiological, socio-cultural, developmental, and spiritual aspects of client health;
2. Describe established protocols to promote and maintain client safety;
3. Demonstrate the safe administration of medications using pharmacologic principles; and
4. Demonstrate effective oral and written communication skills when reporting and documenting nursing care

CCBC Pathway & Track:
Health Professions Pathway: Nursing Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

Students will be able to apply to the Maryland Board of Nursing for active nursing licensure.

Certifying Organization: Maryland Board of Nursing (MBON) https://mbon.maryland.gov/Pages/default.aspx
4140 Patterson Avenue, Baltimore, MD, 21215;
(888) 202-9861 or (410) 585-1900

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

those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.
Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Length of Training: 4-6 months

Program Requirements:
- Non-expired active, inactive or volunteer Registered Nurse license with MBON or non-expired, active, inactive or volunteer Licensed Practical Nurse license with MBON
- Computer literate
- Internet access.

Paperwork Requirements:
Students must have the following paperwork uploaded to https://discover.castlebranch.com prior to the start of Part II: Clinical. Please e-mail CEHealth@ccbcmd.edu with any questions.
- Medical Exam Report signed by your physician
- N95 Mask Questionnaire signed by your physician
- Negative Tuberculosis test (PPD, blood test) or negative chest x-ray (not older than one year)
- Measles, mumps, rubella, varicella vaccination or titer record
- Current flu vaccination
- Covid-19 vaccination
- Hep B vaccination or titer record (vaccination series in progress accepted)
- Tetanus shot (less than 10 years)
- Health insurance card
- CPR for Healthcare Providers verification
- Drug test
- Background check
- Valid government issued picture ID
- Nurse's Professional Liability Insurance (cannot be student coverage)

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

Application Process: *Provisional Entry* - Students must provide verification of nursing credentials before or at the first class session.

Program Course Sequence: Attendance is mandatory. Students may miss only three sessions during the NR Theory class. All three class of the Nurse Refresher program must be completed within 12 months from the start of the program.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
NUR005	Nurse Refresher – Part I: Theory	90	Brunner & Suddarth's Textbook of Medical-Surgical Nursing/14th or 15th Edition by JL Hinkle, KHCheever 14th ed.: 9781496355157 $174 15th ed.: 9781975161033 $190	$725 T-$218/F-$507

			14th edition available for reading at https://archive.org/	
AHE793	Nurse Refresher Skills Lab	8	None	$450 T-$135/F-$315
NUR006	Nurse Refresher – Part II: Clinical	60	None	$940 T-$282/F-$658
Program Series Total:		**158**	**$174-$190**	**$2,115** **T-$635/F-$1,480**

Course Substitutions:
Please contact CEHealth@ccbcmd.edu to discuss waiver requests

Additional Expenses:
CastleBranch service, including drug test and background check approximate cost $107.50; professional liability insurance, and scrubs.

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

Program Contact Information:
For more information please e-mail CEHealth@ccbcmd.edu

Technical Standards for CCBC's Nurse Refresher Training Series

The primary goal of The Community College of Baltimore County's Nurse Refresher Training is to adequately prepare students for re-entry into the workforce as an RN or LPN at the bedside in an acute care hospital, a physician's office, urgent care center, ambulatory care facility, long-term care center, and other health care facilities.

Nurses are required to be on their feet for long periods of time, caring for patients at the bedside and transferring and/or positioning patients. They need to exercise safe practices while exposed to unpleasant sights, odors, materials and communicable diseases. Their duties also require them to function quickly with accuracy while being detail-oriented. A high level of manual dexterity, psychomotor skills, and personal integrity are vital.

The following is a partial listing of the types of skills usually required for adequate job performance:

Physical Requirements:

A. Sufficient strength and mobility to:
   - Work and/or stand for up to 12 hours
   - Lift at least 50 pounds or more and position patients
   - Move swiftly within close quarters while maintaining sterile field
   - Perform tasks requiring good hand-eye coordination and fine motor skills

B. Adequate vision to:
   - Read patient ID bracelets for correct administration of care
   - Read instruction sheets and computer screens
   - Read medical measuring equipment, scale, thermometer, graduated cylinder, sphygmomanometer, patient files

C. Sufficient hearing to:
   - Hear and understand verbal instructions
   - Properly use stethoscope
   - Interact appropriately with professionals

Interpersonal Skills and Professionalism:

A. Have the ability to:
   - Work in a professional manner as part of a team
   - Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
   - Respect patient confidentiality and rights
   - Interact with other health professionals in a polite and professional manner

B. Sufficient communication skills to:
   - Give and receive accurate written and verbal instructions
   - Carry out all written and verbal instructions
   - Follow proper channels of communication
   - Communicate in a calm and professional manner
   - Interpret patient needs accurately
   - Provide patient/public education related to the nursing assistant/geriatric nursing assistant profession

Intellectual Ability and Emotional Stability To:

- Exercise independent judgment within the practice to properly care for patients
- Accurately identify and carry out tasks delegated by registered nurses
- Work calmly and efficiently in stressful situations
- Maintain calmness during an emergency situation
- Complete program requirements

Environmental Requirements:

- Wearing gowns, caps, masks, gloves, and eye protection
- Working in an environment that may be noisy at times
- Working in an environment that exposes one to potentially hazardous materials including cleaning agents and chemicals, body fluids

- Working in an environment with unpleasant odors
- Provide proof of recent immunizations against infectious diseases such as measles, mumps, rubella, varicella, and tetanus
- Receive Hepatitis B vaccinations and or sign a waiver

Nursing Assistant

Health Professions Pathway

Program Description:
Certified Nursing Assistants (CNA) work under the direct supervision of an RN or LPN assisting with the activities of daily living. These activities include helping patients/residents with meals, personal bathing, grooming, elimination, transfers, and range of motion exercises. Nursing Assistants also obtain vital signs and communicate with other medical professionals regarding the status of patients/residents.

Nursing assistants are required to be on their feet for long periods of time, caring for patients/residents at the bedside, transferring, and positioning them. A high level of manual dexterity, emotional maturity, psychomotor skills, professionalism, and personal integrity are vital. Nursing assistants need sufficient strength to work and/or stand up for 12 hour shifts, lift at least 50lbs, and perform tasks requiring good hand-eye coordination. Nursing assistants must be able to carry out verbal and written instructions and be able to work independently, efficiently, and calmly in stressful situations.

This course series provides an 88-hour theory course which includes hands-on practice lab sessions and concludes with a 48-hour clinical rotation at a local healthcare institution. The program is approved by the Maryland Board of Nursing (MBON) and covers the skills needed for both CNA and GNA certification in Maryland. When completed, students will be registered with MBON to apply for their CNA certification and eligible to sit for the GNA certification exam.

Nursing assistants may provide care in a hospital setting, long-term care facilities, or in private homes through nursing agencies. According to the U.S. Bureau of Labor and Statistics, 2018, patient preferences and shifts in federal and state funding are increasing demand for home and community-based long-term care, which should lead to increased opportunities for nursing assistants working in home health and community rehabilitation services.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. Discuss the importance of: professional standards; functioning as a team member; and providing effective care to clients;
2. Describe duties to assist patients with activities related to daily living;
3. Explain processes to perform observations and record vital measurements and changes to a client's condition; and
4. Identify ethical and legal issues affecting the work of the CNA and GNA.

CCBC Pathway & Track:
Health Professions Pathway: Nursing Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

Students with a social security number who successfully complete both the theory and clinical portions of this class, and complete the required CPR class, will be able to apply to the Maryland Board of Nursing for Certified Nursing Assistant certification.

Candidates are also eligible to sit for the state GNA certification given by the National Nurse Aide Assessment Program through Credentia.

Certifying Organization: Maryland Board of Nursing (MBON)
https://health.maryland.gov/mbon/Pages/default.aspx
410-585-1900. 4140 Patterson Avenue Baltimore, MD 21215

MBON Certified Nursing Assistant application fee: $20 (a credit card or bankcard with Visa or Mastercard logo, electronic passport size photo, and fingerprint documentation listing a tracking number is required to complete the online application)

Maryland GNA testing body: NNAAP (National Nurse Aide Assessment Program) Fee for Oral or Written Exam & Skills Evaluation is currently $130, payable to "Credentia". Applications can now be submitted online at https://credentia.com/test-takers/maryland

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

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

Length of Training:
4 months

Program Requirements:
Orientation Session – Mandatory:
Orientation will be held during the first class session for AHL 288 Nursing Assistant Theory.

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

Required:
- Internet access (home or on a CCBC campus)
- Ability to access and navigate an online learning platform (Brightspace)

Clinical Requirements:
In order to be admitted to the clinical portion of the program, which takes place in a long term care facility, students must have the following paperwork prepared for submission to CastleBranch (a third-party document tracker service). Students will receive instructions regarding uploading documents when they register for the class.
- Physician Exam Report (provided by college)
- Negative PPD (within 12 months) or negative chest x-ray less than one year old
- Positive titer or proof of vaccination/immunity for measles, mumps, rubella and varicella
- Hepatitis B vaccination or declination form
- Tetanus shot (within 10 years)
- Current season flu Vaccination
- COVID-19 vaccination
- Copy of Current *American Heart Association BLS* CPR card front and back (must remain current for course duration)
- Background check and possible drug screen (depending on clinical site)
- Copy of Health Insurance Card-front and back

In order to apply to become a CNA in Maryland, students are required to be fingerprinted to complete the Maryland Board of Nursing Application. All Fees associated with background checks and fingerprinting are the responsibility of the student.

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

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

Program Course Sequence:
For successful program completion, students are required to:

- maintain an 75% average in theory
- obtain at least a 75% on the final exam
- perform satisfactorily in the clinical environment

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

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL288	Certified Nursing Assistant Theory	88	Text included with the course: Hartman's Nursing Assistant Care: The Basics, 6th ed. ISBN 9781604251418	$1,390 T-$417/F-$973
AHE805	CPR for Healthcare Providers	7	Textbook and materials provided at class.	$109 T-$33/F-$76
AHL289	Nursing Assistant Clinical	48	Text included with the course: Workbook for Hartman's Nursing Assistant Care: The Basics 6th ed. ISBN 9781604251425	$695 T-$209/F-$486
Course Series Totals:		**143**	**$0**	**$2,194** **T-$659/F-$1,535**

Additional Expenses:

- Medical Documentation – students will be provided access to documentation software (Castlebranch) without charge, but may have additional costs for physical exam, vaccines, TB test or other possible medical expenses (varies).
- Maryland Board of Nursing Assistant Certification (Application Fee $20)
- CJIS Fingerprinting (Fee $75)
- GNA Testing Credentia (Fee $130)
- Uniform- Skid proof shoes, analog watch with second hand (varies), scrubs to be provided

Additional Offerings:

- AHE640: GNA Skills Exam Review; 4 hours; $65 (T-$20/F-$45)

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

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

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

Technical Standards for CCBC's Certified Nursing Assistant/Geriatric Nursing Assistant Training Series

The primary goal of The Community College of Baltimore County's Nursing Assistant/Geriatric Nursing Assistant Training is to adequately prepare students for a position as a nursing assistant/geriatric nursing assistant at the bedside under the direct supervision of a registered nurse in an acute care hospital or in a physician's office, urgent care center, ambulatory care facility, long-term care center, and other health care facilities.

Nursing assistants/geriatric nursing assistants are required to be on their feet for long periods of time, caring for patients at the bedside, transferring and/or positioning patients. They need to exercise safe practices while exposed to unpleasant sights, odors, materials and communicable diseases. Their duties also require them to function quickly with accuracy while being detail-oriented. A high level of manual dexterity, psychomotor skills, and personal integrity are vital.

The following is a partial listing of the types of skills usually required for adequate job performance:

Physical Requirements:

A. Sufficient strength and mobility to:
- Work and/or stand for up to 12 hours
- Lift at least 50 pounds or more and position patients
- Move swiftly within close quarters while maintaining sterile field
- Perform tasks requiring good hand-eye coordination and fine motor skills

B. Adequate vision to:
- Read patient ID bracelets for correct administration of care
- Read instruction sheets and computer screens
- Read medical measuring equipment, scale, thermometer, graduated cylinder, sphygmomanometer, patient files

C. Sufficient hearing to:
- Hear and understand verbal instructions
- Properly use stethoscope
- Interact appropriately with professionals

Interpersonal Skills and Professionalism:

A. Have the ability to:
- Work in a professional manner as part of a team
- Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
- Respect patient confidentiality and rights
- Interact with other health professionals in a polite and professional manner

B. Sufficient communication skills to:
- Give and receive accurate written and verbal instructions
- Carry out all written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner
- Interpret patient needs accurately
- Provide patient/public education related to the nursing assistant/geriatric nursing assistant profession

Intellectual Ability and Emotional Stability To:
- Exercise independent judgment within the practice to properly care for patients
- Accurately identify and carry out tasks delegated by registered nurses
- Work calmly and efficiently in stressful situations
- Maintain calmness during an emergency situation
- Complete program requirements

Environmental Requirements:
- Wearing gowns, caps, masks, gloves, and eye protection

- Working in an environment that may be noisy at times
- Working in an environment that exposes one to potentially hazardous materials including cleaning agents and chemicals, body fluids
- Working in an environment with unpleasant odors
- Provide proof of recent immunizations against infectious diseases such as measles, mumps, rubella, varicella, and tetanus
- Receive Hepatitis B vaccinations and or sign a waiver

Patient Care Technician

Health Professions Pathway

Program Description:
The Patient Care Technician (PCT) is the next step in the career path of a CNA. The PCT works mostly in hospitals and collaborates closely with the healthcare team to ensure that every patient receives the direct and proper care they need. The PCT performs delegated nursing functions that require a higher level of technical ability and skill. In addition to the normal CNA tasks, the PCT performs venipuncture, specimen collection, basic EKG, as well as catheter, ostomy, tracheostomy, and wound care.

The Patient Care Technician program builds on the skills learned during CNA training. It trains the student in advanced nursing skills, for example venipuncture and EKG in a lab setting. It provides the student with a broad overview of the rules and policies in healthcare, human anatomy and physiology, and basic and advanced nursing skills. At the end of the program the student will be eligible to sit for the national CPCT/A certification exam administered by the National Healthcareer Association (https://www.nhanow.com).

Students entering this program need to be dedicated to their studies, attend all in-person classes, and have computer and Internet access for their homework. The Patient Care Technician needs to be able to be on their feet for long periods of time caring for patients at the bedside and transferring and/or positioning patients while always exercising safe practices. Their duties also require them to function quickly with accuracy while being detail-oriented. A high level of manual dexterity, psychomotor skills, and personal integrity are vital.

Patient Care Technicians have an excellent career outlook. Demand for certified technicians has been consistently high as the healthcare industry is growing while a large portion of healthcare support staff is ageing out of the field.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. describe the additional duties expected from a Patient Care Technician
2. demonstrate advanced techniques such as EKG, venipuncture, catheter insertion, wound care, surgical prep; and
3. demonstrate preparedness to sit for the CPCT/A certification exam administered by the National Healthcareer Association (NHA);

CCBC Pathway & Track:
Health Professions Pathway: Health Professions Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

Students will be prepared to take the national certification exam for Patient Care Technician.

Certifying Organization: National Healthcareer Association www.nhanow.com Exam Cost: $160

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

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

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

Length of Training:
Cohorts Timeframe subject to change

Cohort Timeframe	Location	Class Timeframe	Cohort Length
August to October	Essex	Evening	3 months
October to December	Randallstown	Evening	3 months
January to March	Essex	Evening	3 months
March to May	Randallstown	Evening	3 months

Program Requirements:
- Active CNA license with the Maryland Board of Nursing (MBON)
- CPR (BLS) for Healthcare Providers with the American Heart Association (AHA) or the American Red Cross
- High School Diploma or GED is required for the National Healthcareer Association (NHA) exam and employment
- Computer literate
- Internet access

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

Application Process: *Provisional Entry* - Students must provide verification of active CNA license with the Maryland Board of Nursing before or during first day of class. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Program Course Sequence:
To complete this program students must take all three classes within 12 months of the start of the program.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL351	Patient Care Technician Theory and Skills	88	Hartman's Complete Guide for the Patient Care Technician Textbook - ISBN: 978-1-60425-162-3, $60 Workbook - ISBN: 978-1-60425-163-0, $22.00	$1,325 T-$398/F-$927
AHL940	PCT Exam Review	8	None	$110

				T-$33/F-$77
Course Series Total:		**96**	**$82.00**	**$1,435** **T-$431/F-$1,004**

Additional Expenses: Students are responsible for the cost of screenings, medical testing (if needed), additional scrubs (one set provided) and miscellaneous supplies. The fee for the CPCT/A certification exam is $160.

Career Opportunities:
Most hospitals in the metropolitan areas of Maryland and Washington D.C. hire patient care technicians.

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

Program Contact Information: For further information please e-mail Jennifer Jurch at jjurch@ccbcmd.edu

Technical Standards for CCBC's Nursing Support/Patient Care Technician Training Series

The primary goal of The Community College of Baltimore County's Nursing Support Technician Training is to adequately prepare students for a position as a Nursing Support Technician at the bedside under the direct supervision of a registered nurse in an acute care hospital or in a physician's office, urgent care center, ambulatory care facility, long-term care center or other health care facility.

Nursing Support Technicians are required to be on their feet for long periods of time, caring for patients at the bedside, transferring and/or positioning patients. They need to exercise safe practices while exposed to unpleasant sights, odors, materials and communicable diseases. Their duties also require them to function quickly with accuracy while being detail-oriented. A high level of manual dexterity, psychomotor skills, and personal integrity are vital.

The following is a partial listing of the types of skills usually required for adequate job performance:

Physical Requirements:

A. Sufficient strength and mobility to:
- Work/or stand on feet for up to 12 hours
- Lift at least 50 pounds or more and position patients
- Move swiftly within close quarters while maintaining sterile field
- Assist with minor procedures

B. Adequate vision to:
- Read patient ID bracelets for correct administration of care
- Read instruction sheets and computer screens
- Read medical measuring equipment, scale, thermometer, graduated cylinder, sphygmomanometer

C. Sufficient hearing to:
- Hear and understand verbal instructions
- Properly use of stethoscope
- Hear machines/equipment or room bells

Interpersonal Skills and Professionalism:

A. Have the ability to:
- Interact with other health professionals in a polite and professional manner
- Respect patient confidentiality and rights
- Adhere to all policies of CCBC and/or clinical externship facility
- Work in a professional manner as part of a team
- Interact in a professional with many personalities and attitudes and with people from many different backgrounds

B. Sufficient communication skills to:
- Give and receive accurate written and verbal instructions
- Carry out all written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner
- Accurately interpret patient needs
- Provide patient/public education related to the Nurse Support Technician profession

Intellectual Ability and Emotional Stability To:
- Exercise independent judgment within the practice to properly care for patients
- Accurately identify and carry out tasks delegated by registered nurses
- Work calmly and efficiently in stressful situations
- Maintain calmness during an emergency situation
- Complete program requirements

Environmental Requirements:
- Wearing gowns, caps, masks, gloves, and eye protection
- Working in an environment that may be noisy at times
- Working in an environment that exposes one to potentially hazardous materials including cleaning agents and chemicals, body fluids

- Working in an environment with unpleasant odors
- Provide proof of recent immunizations against infectious diseases such as measles, mumps, rubella, varicella, and tetanus
- Receive Hepatitis B vaccinations and/or sign a waiver

Pharmacy Technician

Health Professions Pathway

Program Description:
The primary goal of The Community College of Baltimore County's Pharmacy Technician Training Series is to adequately prepare students for an entry-level position in the pharmacy profession functioning as a Certified Pharmacy Technician. Technicians work in a variety of employment settings including retail, hospital, and long term care and government facilities. They are typically involved in customer interactions, insurance claim processing, maintaining inventories, and filling prescriptions.

This program features a course series that prepares students to take the national PTCB certification exam to become a Certified Pharmacy Technician. Upon passing the PTCB exam, students can register with the Maryland Board of Pharmacy as a Pharmacy Technician.

Students entering this program must have the ability to communicate with patients, family, and health care providers concerning inventory, insurance, medications, and the human body. Efficient computer, basic math, study skills, and test taking skills are desirable. Being multi-lingual is useful.

In a retail pharmacy setting, Pharmacy Technicians can advance through different levels of responsibility that vary by employer. In an institutional pharmacy setting, Pharmacy Technicians can be selected for additional training in specialized areas such as medication history reconciliation or compounding sterile preparations.

A criminal history background check and registration with the state board of pharmacy are usually required for employment.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. meet the eligibility requirements to practice set forth by the Maryland Board of Pharmacy,
2. continue employment as a Pharmacy Technician or pursue options that require certification (PTCB) after passing the exam,
3. demonstrate effective skills to work in pharmacies, and
4. employ proper professional communication and employability skills in the workplace.

CCBC Pathway & Track:
Health Professions Pathway: Health Professions Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

Students will be prepared to take the national certification exam through PTCB-Pharmacy Technician Certifying Board to become a Certified Pharmacy Technician. *Certification exam cost:* First exam attempt is covered in course fees. Any additional attempts for the exam are $129.00

Certifying Organization: Pharmacy Technician Certifying Board (PTCB) www.ptcb.org

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

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

Length of Training: 15-24 weeks

Program Requirements: High School Diploma or GED, 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 10 program hours may be earned from prior learning.

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

Program Course Sequence:
Prerequisite:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
WOS064 or AHL217	Basic Math Skills for the Healthcare Worker or Basic Math Skills for the Healthcare Worker Online	10	Handouts online	$145 T-$44/F-$101

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

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHE739	Pharmacy Technician Training I	60	Books provided first day of class or mailed to home address for online classes	$1,495 T-$389/F-$1,106
AHE740	Pharmacy Technician Training II	60	Same as AHE 739	$685 T-$206/F-$479
AHL913	Pharmacy Technician Certifying Board Exam Review Course	15	Same as AHE 739	$229 T-$24/F-$205
Course Series Totals:		135	**Textbooks included in the price of the course**	**$2,409** **T-$619**/F-$1,790

Course Series and Prerequisites Totals:		145		**$2,554** **T-$663/**F-$1,891

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

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

Technical Standards for CCBC's Pharmacy Technician Training Series

The primary goal of The Community College of Baltimore County's Pharmacy Technician Training Series is to adequately prepare students for an entry-level position in the pharmacy profession functioning as a Certified Pharmacy Technician in a variety of employment settings including retail, hospital, long term care, and government facilities.

They must have the ability to communicate with patients, family, and health care providers concerning inventory, insurance, medications, and the human body. Efficient computer, basic math, study skills, and test taking skills are desirable. Being multi-lingual is useful.

The duties of a Pharmacy Technician require the ability to stand or sit for long hours while constantly being focused on the task at hand. They need to exercise safe practices while exposed to a work environment that may include unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail oriented, to work accurately, quickly, and utilize computers and telephones frequently. A high level of manual dexterity, psychomotor skills, communication skills, analytical skills, and integrity are vital.

A criminal history background check and registration with the state board of pharmacy are usually required for employment.

The following is a partial listing of the types of skills typically required for adequate job performance:
Physical Requirements:
A. Sufficient strength and mobility to:
- Lift or otherwise maneuver cartons weighing up to 30 pounds
- Stand or sit in one area for long periods of time
- Work quickly and accurately to meet prescription delivery deadlines
- Clean and maintain pharmaceutical preparation areas

B. Fine motor coordination sufficient to perform precise tasks such as:
- Handle delicate pharmaceutical preparation instruments
- Safely handle pharmaceutical ingredients including controlled and toxic substances
- Handle instruments and ingredients that may be costly to replace if damaged

C. Adequate vision to:
- Read and interpret digital displays on robotic equipment or paper documents such as hand written prescriptions
- Adequate distinction of colors to read and interpret pharmaceutical container labels
- Read instruction sheets, protocols, procedure manuals and computer screens

D. Sufficient hearing to:
- Hear and understand verbal instructions in person and over the telephone
- Interact successfully with professional colleagues, patients and customers
- Hear alarms, alerts and other operating sounds of equipment

Interpersonal Skills and Professionalism:
A. Have the ability to:
- Work in a professional manner under sometimes extremely stressful situations
- Pay close attention to detail and recordkeeping, including keeping accurate inventory, and insurance and patient records
- Commitment to learning and understanding new nomenclature, technologies, instrumentation and procedures
- Commitment to following approved standards, guidelines, policies and procedures
- Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
- Maintain proper certifications required to perform the duties of the profession
- Commitment to professional morality in the application of prescription filling techniques and delivery of pharmacological patient care
- Complete any career development training needed for obtaining and/or maintaining employment

- Work with independent agencies such as the Maryland Criminal Justice Information System, Pharmacy Technician Certification Board, and the Maryland Board of Pharmacy
- Participate in any liability insurance coverage that may be required
- Willingness to precept (train) others
- Commitment to working shifts as assigned; may include on-call, holidays and weekends

B. Sufficient communication skills to:

- Give and receive accurate written and verbal instructions
- Carry out all written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner
- Communicate clearly and effectively to any team members regarding issues that may be difficult to address (i.e. problem with prescription accuracy that could affect the patient, admission of own errors, etc.)
- Provide efficient customer service to patients, family members, coworkers and others

Intellectual Ability and Emotional Stability To:

- Use critical thinking and problem solving skills
- Accurate use of pharmacologic math
- Exercise independent judgment to properly perform approved tasks at hand
- Accurately utilize all resource material available (in print, digital, and online formats) to perform assigned tasks
- Understand pertinent laws and which tasks can and cannot be legally performed by a Pharmacy Technician
- Work calmly and efficiently in a fast-paced, stressful environment
- Maintain calm during emergency situations
- Perform duties while exposed to communicable diseases and unpleasant sights, odors and materials
- Accept feedback from others

Environmental Requirements:

The Pharmacy Technician profession may involve risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves and eye protection
- Working in an environment that may be noisy at times
- Working in an environment that exposes one to potentially hazardous materials, such as cleaning agents and chemicals, cytotoxic agents, radiopharmaceuticals and blood borne pathogens
- Providing proof of recent immunizations against infectious diseases such as measles, mumps and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submit to periodic drug screening
- Complete any blood borne pathogen, universal and standard precautions training as needed

Phlebotomist

Health Professions Pathway

Program Description:
Phlebotomists work in medical facilities (such as hospitals and outpatient labs) and are responsible for drawing blood for tests, research, transfusion, or blood donation. They also may collect or process other specimens as well as perform administrative tasks. The phlebotomist program combines classroom learning and lab skills practice so students learn how to draw blood safely and efficiently.

Successful phlebotomy students will need to be computer literate and have regular access to the Internet. They will also need to dedicate time outside of the classroom to study and complete assignments. See technical standards for additional skills needed. Successful phlebotomists can draw blood safely and efficiently from a variety of patients and are detail-oriented, dependable, and empathetic.

Employment of phlebotomists is projected to grow 10 percent from 2021 to 2031, faster than the average for all occupations. Learn more about phlebotomists' career outlook at the US Occupational Outlook Handbook (https://www.bls.gov/ooh/healthcare/phlebotomists.htm).

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. perform entry-level phlebotomy work that demonstrates ethical behavior, critical thinking, and problem solving skills;
2. prepare for certification and professional mobility consistent with recognized standards of medical and professional ethics; and
3. foster a commitment to life-long learning.

CCBC Pathway & Track:
Health Professions Pathway: Health Professions Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

Students will be prepared to take the national certification exam to become a Certified Phlebotomy Technician (CPT).

Certifying Organization: National Healthcareer Association (www.nhanow.com). Certification exam cost: $129.

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

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

Length of Training:
Four months (approximately)

Courses are offered at CCBC Essex, CCBC Hunt Valley, and CCBC Randallstown.

Program Requirements:
Information /Orientation:
Prospective students are required to attend an orientation session prior to registration. Contact Claire Loeblein at cloeblein@ccbcmd.edu or 443-840-1389 for information on upcoming orientation sessions.

Requirements:
- Computer literate
- Internet access
- Students must consent to having blood drawn by their classmates during training

Paperwork Requirements:
Students must submit the following paperwork via CastleBranch by the second session of Phlebotomy Technician I (AHE 322). Details regarding this paperwork will be presented at the mandatory orientation:
- Negative PPD (six months) or negative chest x-ray less than one year old
- Positive titer or proof of vaccination/immunity for measles, mumps, rubella and varicella
- Current flu vaccine
- Tetanus shot (less than ten years)
- Copy of health insurance card
- Proof of current American Heart Association BLS Provider certification
- COVID-19 vaccine (or approved waiver)

Clinical eligibility is, in part, dependent upon a criminal background check and random urine drug testing completed through CastleBranch, CCBC's only approved vendor. The cost of the test and background check is the responsibility of the student. Clinical is necessary to meet the eligibility requirements to sit for the national certification examination.

Prior Learning Assessment:
This program does not have 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:
Provisional Entry – Prospective students are required to attend an orientation before beginning AHL 322. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. Then, email CEHealth@ccbcmd.edu for information about upcoming course options.

Program Course Sequence:
AHE805 REQUIRES 100% attendance. Students arriving late to class will not be admitted. Late arrival to, or early exit from, class will also result in a failing grade and no refund. Students will then be required to retake the class at their expense.

All courses must be finished for successful program completion.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL322	Phlebotomy Technician I	45	Phlebotomy Essentials with Navigate Premier Access Eighth Edition (2024) Author: Ruth McCall Publisher: Jones & Bartlett Learning	$749 T-$225 /F-$524

			ISBN: 9781284263480 Price is approximately $111.95.	
AHE805 or AHL250	CPR for Health Care Providers BLS Provider	7	Included in course cost and provided during class.	$109 T-$33/F-$76
AHL323	Phlebotomy Technician II	45	Same as AHL322	$749 T-$225 /F-$524
AHL674	Venipuncture and Specimen Collection Clinical	80	None	$329 T-$99/F-$230
AHL324	Phlebotomy Technician Certification Exam Review	5	Included in course cost and provided during class.	$359 T-$108 /F-$251
Course Series Totals:		**182**	**$111.95**	**$2,295** **T-$690/F-$1,605**

Course Substitutions:
CPR for Health Care Providers (AHE 805) can be substituted with current AHA BLS Provider certification (must be completed within the last year).

Additional Expenses:
Students are responsible for screenings, medical testing, scrubs, and miscellaneous supplies that cost approximately $250.

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

Career Opportunities:
Entry-level position as a certified phlebotomy technician in a hospital or clinical laboratory, doctor's office, or outpatient healthcare setting.

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

Program Contact Information:
For more information, contact Claire Loeblein at cloeblein@ccbcmd.edu

Technical Standards for CCBC's Phlebotomy Training Series

The primary goal of The Community College of Baltimore County's Phlebotomy Training program is to adequately prepare students for an entry-level position as a certified phlebotomy technician in a hospital/clinical laboratory, doctor's offices, or out-patient healthcare settings.

The duties of a phlebotomist require the ability to safely draw blood and other specimens from patients in medical settings in a proper, safe, reliable, consistent, and skillful manner using various techniques and devices. They need to be able to perform a variety of blood collection methods and procedures using proper techniques and precautions including: vacuum collection devices, capillary skin puncture, butterfly needles, and blood culture specimen collection. The phlebotomist must place emphasis on safety precautions, infection prevention/control, proper patient identification, proper labeling of specimens, and quality assurance. Their duties also require them to be detail-oriented, accurate, precise and focused, and flexible physically, mentally, and emotionally.

The following is a partial list of the types of skills usually required for adequate job performance:
Physical Requirements:
A. Sufficient strength and mobility to:
- Move freely in the office and support/move patients
- Ability to maneuver in the laboratory, around instruments, in confined spaces, and in patient rooms
- Move freely and quickly from place to place
- Support and transfer patients safely from bed to stretcher, bed to wheelchair, and modify patient position in bed or on radiographic table.
- Lift and/or carry 50 lbs. to waist level unassisted
- Move objects in excess of 100 lbs. without restriction
- Ability to work while remaining in a standing position for long periods of time
- Reach above shoulder height to manipulate equipment
- Reach below waist level to manipulate equipment
- Perform duties that require good hand/eye/foot coordination
- Perform repetitive tasks

B. Fine motor coordination sufficient to perform precise and delicate tasks:
- Keen sense of touch
- Steady arm and hand movements while manipulating objects or assisting others
- Operate and manipulate instruments and equipment such as, but not limited to, pipettes, microscopes, centrifuges, and blood glucose monitors
- Ability to manipulate small objects with fingertips or control adaptive devices
- Identify venipuncture sites by palpation
- Detect changes in skin/tissue temperature and integrity
- Interpret tactile sensations such as texture, mobility, firmness, strength, and temperature

C. Adequate vision to:
- Observe, monitor, and/or assess patient
- Read fine print on monitors, devices, and gauges
- Read written instructions
- Acquire information from documents such as charts, radiographs, computer images, and other modes of delivery
- Differentiate colors
- See and differentiate between varieties of visual equipment alarms

D. Sufficient hearing to:
- Assess/monitor patients
- Follow verbal instructions
- Use a stethoscope to hear blood pressure and heart sounds
- Detect and differentiate between sounds of normal conversation
- Hear sounds of a variety of equipment alarms

Interpersonal and Professional Skills:
A. Have the ability to:
- Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds

- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
- Remain calm and perform as trained during stressful situations
- Display flexibility and adapt to changing environments
- Demonstrate compassion, integrity, and concern for others
- Recognize emergencies and be able to take appropriate action
- Accept constructive criticism and respond appropriately by modifying behavior
- Tolerate physically taxing workloads and function effectively under stress

B. Sufficient communication skills to:

- Give and receive accurate written and verbal instructions in English
- Use correct grammar, punctuation, and spelling
- Read and comprehend written material in English at a minimum of the 9th grade level
- Observe and interpret non-verbal communication
- Chart/write in medical records and record client data
- Perceive pertinent detail in verbal or tabular material

Intellectual Ability and Emotional Stability To:

- Learn, measure, calculate, reason, analyze, integrate, synthesize, and use data/information
- Interpret, problem solve, and demonstrate critical thinking
- Comprehend three-dimensional and spatial relationships
- Respond to emergencies by processing information consistently, accurately, and quickly
- Possess the ability to self-evaluate
- Interpret instructions furnished in oral, written, diagrammatic, or schedule form
- Carry out detailed written or oral instructions
- Analyze, compile, copy, and compare data standards for Phlebotomy Technicians.
- Perform complex tasks

Environmental Requirements:

- Work indoors around moving machinery
- Work in confined spaces
- Wear appropriate safety equipment, such as gowns, caps, masks, gloves, lead aprons, and eye protection
- Work in environment that may include exposure to toxic or caustic chemicals, blood and other body fluids, noise, and radiation
- Able to tolerate unpleasant odors related to human waste, secretions, infections, etc.

Polysomnographic (Sleep) Technician (Online Option)

Health Professions Pathway

Program Description:
This course series prepares students to sit for the board certification exam to become a Registered Polysomnographic Technologist or RPSGT. Sleep Technologists work overnight and collect data using polysomnograms that measure bioelectrical sleep activity. They acquire and analyze signals from electroencephalograms (EEG), electrocardiograms (EKG), electromyograms (EMS), respiratory flow, and effort sensors.

This program provides courses that will fortify the knowledge of the student and allow the student to perform 420 clinical hours at a sleep laboratory while in the program. This academic knowledge and clinical experience allow the student to pass the board exam certification, which will qualify the student to work as a sleep technician in the workforce.

Students entering this program must have a high school diploma or GED. Some experience with college courses is a plus. Students must be prepared to set aside 20+ hours per week for study outside of time in class. This is a challenging program that requires dedication and motivation to complete.

Currently, sleep laboratories in Maryland and throughout the United States are short-staffed and are looking for certified and qualified Sleep Technicians. Many labs are offering a signing bonus or incentives to graduates who are looking for employment. The national average start pay is between $22-$28 per hour to start.

For additional information, contact Rachel Newman Waddy at rnewmanwaddy@ccbcmd.edu

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. prepare to successfully complete the Registered Polysomnographic Technologist Exam given by the Board of Registered Polysomnographic Technologists for the RPSGT Certification,
2. demonstrate effective skills to work in a Sleep Laboratory for a 10-12 hour shift and perform a full night-time sleep study of a patient,
3. demonstrate proficiency in reading EEG activity through all of the sleep cycles and recognizing EEG landmarks in a sleeping patient,
4. demonstrate the ability to titrate a PAP machine during an overnight study,
5. recognize and document the landmarks that determine sleep issues and sleep obstructions,
6. troubleshoot sleep equipment malfunctions,
7. create sleep reports and analyze the data with the report, and
8. demonstrate a professional attitude to patients, staff members, and colleagues.

CCBC Pathway & Track:
Health Professions Pathway: Health Professions Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

Students will be prepared to take the national certification exam through the Board of Registered Polysomnographic Technologists. Board of Registered Polysomnographic Technologist exam cost is $550. The cost for the first registry test is included in the course tuition cost.

Accrediting Organization: Commission on Accreditation of Allied Health Education Programs (CAAHEP) www.caahep.org; 727-210-2350; FAX: 727-210-2354; 9355 - 113th St. N, #7709, Seminole, FL 33775

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

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

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

Program Length:
12-15 months

Program Requirements:
Orientation - Mandatory:
Students are required to attend an online orientation after provisional acceptance into this course series. Contact CEHealth@ccbcmd.edu for more information about the application process.

Requirements:
- High School Diploma or GED
- Computer literate
- Internet access

Paperwork Requirements:
Students must have the following paperwork turned in to the coordinator PRIOR to clinicals:
- CPR Certification Basic Life Support card from the American Heart Association in the student's area of residence
- Negative PPD (six months) or negative chest x-ray less than one year old
- Positive titer or proof of vaccination/immunity for measles, mumps, rubella and varicella
- Current flu vaccination
- Hepatitis B vaccination or declination form
- Tetanus shot (less than ten years)
- Copy of health insurance card
- Copy of high school diploma or GED

Clinical Requirements:
Clinical eligibility is in part dependent upon a criminal background check and random urine drug testing. Cost of testing is the responsibility of the student.

Prior Learning Assessment:
This program has potential options for waving select courses based on previous coursework or articulated coursework from an approved curriculum. A maximum of 437 program hours may be earned from prior learning. Note: the waiver of program hours may affect Pell eligibility.

Application Process:
To apply, go to www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. Then, email CEHealth@ccbcmd.edu for more information about upcoming course options and the application process.

Provisional Entry - The Sleep Technologist program requires the following application and acceptance process:
1. New Students: Call CCBC Registration at 443-840-2222 to apply for a CCBC Student Identification (ID) number. Application cost is $10.00. After receiving your ID number, proceed to Step 2 below.
2. Go to https://shwa.ccbcmd.edu/ to retrieve your username and create a password.
3. Go to http://ccbcmd.brightspace.com/ to access the online application.

4. Enter your User Name and Password.
5. Click the "Course" tab at the top of the page. You will see the application course for your area of study on your list: Sleep Technology Series Application - AHC 379
6. Click on the application course and read the instructions on the first page.
7. You must submit the following items by the cutoff date – 'Assignments' in Brightspace- to meet all of the requirements for the application:
    a. Application (2 pages) - must be submitted as a .doc, .docx or .rtf
    b. Scanned copy of one or more of the following:
        i. High School Diploma or other proof of completion
        ii. GED
        iii. College Transcript
        iv. Other requirements for specific areas of study as detailed in Brightspace
        v. Sign the Technical Standards document for the Program
8. Check the Brightspace "Gradebook' for admissions decision approximately 10 days after the submission deadline.
9. Plan to attend the mandatory orientation for your series as detailed on Brightspace

Application timeframes:

- Course series starting in July: March 1 – May 1
- Course series starting in September/October: June 1 – August 1
- Course series starting in February: October 1 – December 1

Program Course Sequence:

Module I:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL166	Essential Skills for the Healthcare Professional	20	Handouts and Online	$179 T-$54/F-$125
AHE124	Medical Terminology Online	30	Programmed Learning Approach to Medical Terminology, 3rd Edition ISBN: 9781284209129 $64.00	$329 T-$99/F-$230
AHL191	Introduction to Polysomnography	40	Handouts	$299 T-$90/F-$209
AHL155	Sleep Patient Intake Skills Online	20	Handouts	$329 T-$99/F-$230
AHE106	Clinical Observation	40	None	$369 T-$111/F-$258
AHL180	Basic Math Skills for the Health Care Workers	10	Handouts online	$145 T-$44/F-$101
Module I Totals:		**160**	**Approximately $64**	**$1,650** **T-$497/F-$1,153**

Module II:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHE672	Anatomy and Physiology for Healthcare Workers Online	30	The Human Body in Health and Disease; 7th (or latest) edition; Patton and Thibodeau; Elsevier (soft cover); ISBN 9780023101243; $50.00	$329 T-$99/F-$230
AHL152	Pharmacology	20	Handouts online	$275 T-$83/F-$192
AHL181	Basic EKG Technician Training	20	ECG Interpretation Made Incredibly Easy!; Jessica Shank Coviello; ISBN: 9871975148263 $49	$425 T-$128/F-$297
AHL182	Polysomnographic Sleep Technologist Training	55.8	1) Essentials of Polysomnography Bundle; 3rd Edition ISBN 9781284172218; $86.00; Lisa M. Endee; and 2) Fundamentals of Sleep Technology 3rd Edition; Teofilo, Lee-Chiong & Mattice; ISBN 9781975111625; $110	$1,089 T-$327/F-$762
AHL102	Clinical Internship – NPSG	100	Online materials	$699 T-$210/F-$489
Module II Totals:		**226**	**$295**	**$2,817** **T-$847/F-$1,970**

Module III:

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

				T-$702/F-$1,636

Module IV:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL098	Sleep Staging and Scoring Guidelines	40	Online materials	$479 T-$144/F-$335
AHL713	Polysomnographic Clinical	80	None	$1,015 T-$305/F-$710
AHL104	Clinical Internship – Titration	100	None	$549 T-$165/F-$384
AHL134	Polysomnographic Technology BRPT Board Exam Preparation	40	None	$439 T-$132/F-$307
Module IV Totals:		**260**	**$0**	**$2,482** **T-$746/F-$1,736**
Course Series Totals:		**850**	**$359**	**$9,287** **T-$2,792** **F-$6,495**

Course Substitutions:

- Medical Terminology Online AHE124 can be substituted with OFAD/MDAS 141, or ALHL 115, or AHL717 or AHE534
- Anatomy & Physiology for Health Occupations AHE519 can be substituted with AHE672, or AHL715, or BIOL109, or BIOL220 and BIOL221
- Basic Math Skills for the Healthcare Worker AHL180 can be substituted with AHL716 or MATH083

Additional Expenses:
CPR Basic Life Support and AED certification from an American Heart Association provider in the student's area of residence. Approximate cost $110.

Course Series: Students are responsible for the cost of all medical testing, background check, drug screening, and scrubs/uniforms. These expenses total approximately $800.

BRPT National Exam Certification: CCBC will pay for the student's first attempt at the Certification Test at a cost of $550.

Post-Course Series: Licensure is obtained through the Maryland Board of Physicians at a cost of $200. This cost includes registration of your certification and license as an Allied Health Care provider through the Department of Health and Mental Hygiene. Sleep Technologists must be certified and licensed to work in the State of Maryland. States have varying requirements, check state requirements outside of Maryland.

Career Opportunities:
Students who complete the program and receive their certification can receive credits toward an Associate of Applied Science in Allied Health through the School of Health Professions.

Student Completion and Placement Outcomes:
2020—17 Students Completed the Program
2021—11 Students completed the Program
2022—19 Students Completed the Program

The Polysomnographic Technology Program achieved 100% positive placement for students that have passed the board BRPT exam and obtained their licensure.

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

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

Technical Standards for CCBC's Sleep (Polysomnographic) Technologist Training Series

The primary goal of The Community College of Baltimore County's Polysomnographic Technologist Series is to adequately prepare students for an entry-level position in the sleep medicine field. Sleep Technicians are critical staff in preparing for and conducting the actual sleep studies. They also play a vital role in the reading and scoring of studies before they are reported to physicians.

The duties of a sleep tech require the ability to stay focused on a variety of patients/equipment during ten to twelve hour night shifts. They need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail oriented and to have strong human relation skills. A high level of manual dexterity, psychomotor skills, and integrity are vital.

Following is a partial listing of the types of skills usually required for adequate job performance:

Physical Requirements:

A. Sufficient strength and mobility to:
- Lift and position patients as needed.
- Move swiftly within close quarters
- Lift up to 50 pounds without assistance
- Move quickly among tasks in different areas of the sleep center
- Sit for long periods of time
- Stand for periods of one hour or more

B. Fine motor coordination sufficient to perform precise and delicate tasks such as:
- Set up equipment such as EKG and EEG machines requiring excellent manual dexterity in both hands
- Perform a variety of tasks requiring strong eye-hand coordination
- Record medical information into an electronic record system

C. Adequate vision to:
- Read physician or lab orders
- Read small numbers on thermometers, sphygmomanometers, or other equipment
- Read printouts (electronic or paper) of sleep equipment
- Recognize patterns on EEG/EKG and other machines/equipment
- Read small print as found on medication labels
- Read instruction sheets and computer screens

D. Sufficient hearing to:
- Hear and understand verbal instructions under noisy conditions from masked personnel
- Sufficiently record breaths, heart rate or other sounds in noisy conditions
- Hear equipment sounds that indicate need for attention (beeps, buzzers)
- Respond to audible alerts from patients

Interpersonal Skills and Professionalism:

A. Have the ability to:
- Work in a professional manner as a member of a medical team in stressful situations
- Remain calm and perform as trained during emergency and life and death situations
- Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
- Maintain proper certifications required to perform the duties of the profession
- Work shifts as assigned, which may include on-call, holidays, and weekends
- Respond professionally to patients, colleagues and physicians in all circumstances
- Demonstrate a strong work ethic (reliable, dependable, strong attendance)
- Demonstrate ability to be detail oriented and work with little direct supervision

B. Sufficient communication skills to:
- Give and receive accurate written and verbal instructions
- Carry out all written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner

- Accurately interpret the patient's needs
- Communicate clearly and effectively to any team member
- Provide patient/public education

Intellectual Ability and Emotional Stability To:

- Exercise independent judgment to properly care for patients
- Accurately utilize all resource material available to perform tasks assigned
- Accurately identify, calculate dosage, and transfer medications
- Work calmly and efficiently in stressful situations
- Maintain calm during emergency situations
- Perform duties while exposed to communicable diseases and unpleasant sights, odors, and materials
- Accept feedback from others
- Complete program requirements
- Competently operate computers and medical equipment used in sleep medicine

Environment Requirements:

Sleep Technician work involves risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves, and eye protection
- Providing proof of recent immunizations against infectious diseases such as measles, mumps, and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submitting to periodic drug screening
- Being exposed to bio-hazardous materials (blood) on rare occasions

Polysomnographic (Sleep) Technology

Health Professions Pathway

Program Description:
This course series prepares students to sit for the board certification exam to become a Registered Polysomnographic Technologist or RPSGT. Sleep Technologists work overnight and collect data using polysomnograms that measure bioelectrical sleep activity. They acquire and analyze signals from electroencephalograms (EEG), electrocardiograms (EKG), electromyograms (EMS), respiratory flow, and effort sensors.

This program provides courses that will fortify the knowledge of the student and allow the student to perform 420 clinical hours at a sleep laboratory while in the program. This academic knowledge and clinical experience allow the student to pass the board exam certification, which will qualify the student to work as a sleep technician in the workforce.

Students entering this program must have a high school diploma or GED. Some experience with college courses is a plus. Students must be prepared to set aside 20+ hours a week for study outside of time in class. This is a challenging program that requires dedication and motivation to complete.

Currently, sleep laboratories in Maryland and throughout the United States are short-staffed and are looking for certified and qualified Sleep Technicians. Many labs are offering a signing bonus or incentives to graduates who are looking for employment. The national average start pay is between $22-$28 per hour to start.

For additional information, contact Rachel Newman Waddy at rnewmanwaddy@ccbcmd.edu.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. prepare to successfully complete the Registered Polysomnographic Technologist Exam given by the Board of Registered Polysomnographic Technologists for the RPSGT Certification;
2. demonstrate effective skills to work in a Sleep Laboratory for a 10-12 hour shift and perform a full night-time sleep study of a patient;
3. demonstrate proficiency in reading EEG activity through all of the sleep cycles and recognizing EEG landmarks in a sleeping patient;
4. demonstrate the ability to titrate a PAP machine during an overnight study;
5. recognize and document the landmarks that determine sleep issues and sleep obstructions;
6. troubleshoot sleep equipment malfunctions;
7. create sleep reports and analyze the data with the report; and
8. interact with patients, staff members, and colleagues in a professional manner.

CCBC Pathway & Track:
Health Professions Pathway: Health Professions Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

Students will be prepared to take the national certification exam through the Board of Registered Polysomnographic Technologists. Board of Registered Polysomnographic Technologist exam cost is $550. The cost for the first registry test is included in the course tuition cost.

Accrediting Organization: Commission on Accreditation of Allied Health Education Programs (CAAHEP) www.caahep.org; 727-210-2350; FAX: 727-210-2354; 9355 - 113th St. N, #7709, Seminole, FL 33775

Disclosures:

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

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

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

Program Length:
12-15 months

Program Requirements:
Orientation– Mandatory:
Students are required to attend an orientation after provisional acceptance into this course series.
Contact CEHealth@ccbcmd.edu for more information about application process.

Requirements:
- High School Diploma or GED
- Computer literate
- Internet access.

Paperwork Requirements:
Students must have the following paperwork turned in to the coordinator PRIOR to clinicals:
- Negative PPD (six months) or negative chest x-ray less than one year old
- Positive titer or proof of vaccination/immunity for measles, mumps, rubella and varicella
- Current Flu vaccination
- Hepatitis B vaccination or declination form
- Tetanus shot (less than ten years)
- Copy of health insurance card
- Copy of high school diploma or GED

Clinical Requirements:
- Clinical eligibility is in part dependent upon a criminal background check and random urine drug testing. Cost of testing is the responsibility of the student.

Application Process:
To apply, go to www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. Then, send an email to CEHealth@ccbcmd.edu for information about upcoming course options and the application process.

Provisional Entry - The Sleep Technologist program requires the following application and acceptance process:
1. New Students: Call CCBC Registration at 443-840-2222 or 443-840-4700 to apply for a CCBC Student Identification (ID) number. Application cost is $10.00. After receiving your ID number, proceed to Step 2 below.
2. Go to https://shwa.ccbcmd.edu/ to retrieve your user name and create a password.
3. Go to http://ccbcmd.brightspace.com/ to access the online application.
4. Enter your User Name and Password.
5. Click the "Course" tab at the top of the page. You will see the application course for your area of study on your list: Sleep Technology Series Application - AHC 379
6. Click on the application course and read the instructions on the first page.
7. You must submit the following items by the cutoff date – 'Assignments' in Brightspace- to meet all of the requirements for the application:
    a. Application (2 pages) - must be submitted as a .doc, .docx or .rtf
    b. Scanned copy of one or more of the following:

i. High School Diploma or other proof of completion
ii. GED
iii. College Transcript
iv. Other requirements for specific areas of study as detailed in Brightspace
v. Sign the Technical Standards document for the Program

8. Check the Brightspace "Gradebook' for admissions decision approximately 10 days after the submission deadline.
9. Plan to attend the mandatory orientation for your series as detailed on Brightspace.
10. If you need any help, please contact rnewmanwaddy@ccbcmd.edu.

Prior Learning Assessment:
This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. A maximum of 437 program hours may be earned from prior learning. Note: waiver of program hours may effect Pell eligibility.

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

Module I:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL166	Essential Skills for the Health Care Provider	20	Handouts and Online	$179 T-$54/F-$125
AHE124	Medical Terminology Online	30	Programmed Learning Approach to Medical Terminology, 3rd Edition ISBN: 9781284209129 $64.00	$329 T-$99/F-$230
AHL133	Introduction to Polysomnography	40	Handouts	$299 T-$90/F-$209
AHL155	Sleep Patient Intake Skills Online	20	Handouts	$329 T-$99/F-$230
AHE106	Clinical Observation	40	None	$369 T-$111/F-$258
AHL180	Basic Math Skills for the Healthcare Workers	10	Handouts online	$145 T-$44/F-$101
AHE805	CPR For Healthcare Providers	7	None	$109 T-$33/F-$76
Module I Totals:		**167**	**$64**	**$1,759 T-$530/F-$1,229**

Module II:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHE672	Anatomy and Physiology for Healthcare Workers Online	30	The Human Body in Health and Disease; 7th (or latest) edition; Patton and Thibodeau; Elsevier (soft cover); ISBN 9780023101243; $50.00	$329 T-$99/F-$230
AHL152	Pharmacology	20	Handouts online	$275 T-$83/F-$192
AHE802	Basic EKG Technician Training	20	ECG Interpretation Made Incredibly Easy!; Jessica Shank Coviello; ISBN: 9871975148263 $49	$425 T-$128/F-$297
AHL099	Polysomnographic Sleep Technologist Training	56	1) Essentials of Polysomnography Bundle; 3rd Edition ISBN 9781284172218; $86.00; Lisa M. Endee; and 2) Fundamentals of Sleep Technology 3rd Edition; Teofilo, Lee-Chiong & Mattice; ISBN 9781975111625; $110	$1,296 T-$357/F-$939
AHL102	Clinical Internship – NPSG	100	Online materials	$699 T-$210/F-$489
Module II Totals:		**226**	**$295**	**$3,024** **T-$877/F-$2,147**

Module III:

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

				T-$702/F-$1,636

Module IV:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL098	Sleep Staging and Scoring Guidelines	40	Online materials	$479 T-$144/F-$335
AHL713	Polysomnographic Clinical	80	None	$1,015 T-$305/F-$710
AHL104	Clinical Internship – Titration	100	None	$549 T-165/F-$384
AHL277	Board of Registered Polysomnographic Technologist Review	40	None	$539 T-$162/F-$377
Module IV Totals:		**260**	**$0**	**$2,582** **T-$776/F-$1,806**
Course Series Totals:		**857**	**$359**	**$9,703** **T-$2,885** **F-$6,818**

Course Substitutions:

- Medical Terminology Online AHE 124 can be substituted with OFAD/MDAS141, or ALHL115, or AHL717 or AHE534
- Anatomy & Physiology for Health Occupations AHE 519 can be substituted with AHE672, or AHL715, or BIOL109, or BIOL220 and BIOL221

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 $550.

Post-Course Series: Licensure is obtained through the Maryland Board of Physicians at a cost of $200. This cost includes registration of your certification and license as an Allied Health Care provider through the Department of Health and Mental Hygiene. Sleep Technologists must be certified and licensed to work in the State of Maryland.

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

Career Opportunities:
There is currently a large shortage of sleep technologists in the state of Maryland due to certification and licensure regulations. Regulations currently state you must participate in a CAAHEP accredited program to receive certification in MD.

Students who complete the program and receive their certification can receive credits toward an Associate of Applied Science in Allied Health through the School of Health Professions.

Student Completion and Placement Outcomes:
2020—17 Students Completed the Program
2021—11 Students completed the Program
2022—19 Students Completed the Program

The Polysomnographic Technology Program achieved 100% positive placement for students that have passed the board BRPT exam and obtained their licensure.

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

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

Technical Standards for CCBC's Sleep (Polysomnographic) Technologist Training Series

The primary goal of The Community College of Baltimore County's Polysomnographic Technologist Series is to adequately prepare students for an entry-level position in the sleep medicine field. Sleep Technicians are critical staff in preparing for and conducting the actual sleep studies. They also play a vital role in the reading and scoring of studies before they are reported to physicians.

The duties of a sleep tech require the ability to stay focused on a variety of patients/equipment during ten to twelve hour night shifts. They need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail oriented and to have strong human relation skills. A high level of manual dexterity, psychomotor skills, and integrity are vital.

Following is a partial listing of the types of skills usually required for adequate job performance:

Physical Requirements:

A. Sufficient strength and mobility to:
- Lift and position patients as needed.
- Move swiftly within close quarters
- Lift up to 50 pounds without assistance
- Move quickly among tasks in different areas of the sleep center
- Sit for long periods of time
- Stand for periods of one hour or more

B. Fine motor coordination sufficient to perform precise and delicate tasks such as:
- Set up equipment such as EKG and EEG machines requiring excellent manual dexterity in both hands
- Perform a variety of tasks requiring strong eye-hand coordination
- Record medical information into an electronic record system

C. Adequate vision to:
- Read physician or lab orders
- Read small numbers on thermometers, sphygmomanometers, or other equipment
- Read printouts (electronic or paper) of sleep equipment
- Recognize patterns on EEG/EKG and other machines/equipment
- Read small print as found on medication labels
- Read instruction sheets and computer screens

D. Sufficient hearing to:
- Hear and understand verbal instructions under noisy conditions from masked personnel
- Sufficiently record breaths, heart rate or other sounds in noisy conditions
- Hear equipment sounds that indicate need for attention (beeps, buzzers)
- Respond to audible alerts from patients

Interpersonal Skills and Professionalism:

A. Have the ability to:
- Work in a professional manner as a member of a medical team in stressful situations
- Remain calm and perform as trained during emergency and life and death situations
- Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
- Maintain proper certifications required to perform the duties of the profession
- Work shifts as assigned, which may include on-call, holidays, and weekends
- Respond professionally to patients, colleagues and physicians in all circumstances
- Demonstrate a strong work ethic (reliable, dependable, strong attendance)
- Demonstrate ability to be detail oriented and work with little direct supervision

B. Sufficient communication skills to:
- Give and receive accurate written and verbal instructions
- Carry out all written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner

- Accurately interpret the patient's needs
- Communicate clearly and effectively to any team member
- Provide patient/public education

Intellectual Ability and Emotional Stability To:

- Exercise independent judgment to properly care for patients
- Accurately utilize all resource material available to perform tasks assigned
- Accurately identify, calculate dosage, and transfer medications
- Work calmly and efficiently in stressful situations
- Maintain calm during emergency situations
- Perform duties while exposed to communicable diseases and unpleasant sights, odors, and materials
- Accept feedback from others
- Complete program requirements
- Competently operate computers and medical equipment used in sleep medicine

Environment Requirements:

Sleep Technician work involves risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves, and eye protection
- Providing proof of recent immunizations against infectious diseases such as measles, mumps, and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submitting to periodic drug screening
- Being exposed to bio-hazardous materials (blood) on rare occasions

Veterinary Assistant

Health Professions Pathway

Program Description:
Veterinary Assistants assist in kennel care, assist veterinary technicians during exams of animals, and provide support throughout the veterinary office. They are often employed at animal shelters, animal emergency centers, and veterinary practices.

The Veterinary Assistant training program features courses that will prepare individuals interested in working with animals in an entry-level position in animal shelters, animal emergency centers, and veterinary practices.

Veterinary assistants should have some basic personal qualities and skills to ensure a successful career. They need to be compassionate toward both animals and their owners in order to provide effective care and education. Dispensing medication and following specific instructions requires strict attention to detail, and strong listening and communication skills are a benefit to working with coworkers. In addition, veterinary assistants should have a strong customer service orientation, especially when greeting clients and making phone calls.

Career Outlook: Veterinary offices are always looking for entry level staff. Students are oftentimes hired at the site where they completed their clinical hours. The Occupational Information Network, O*NET, is an online database of occupations, job descriptions, and wages for career paths sponsored by the U.S. Dept. of Labor. This information is free to the public at www.onetonline.org; enter 31-9096.00 for Veterinary Assistant Information.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. demonstrate effective skills to work in veterinary practices and effectively assist Veterinary Technicians,
2. employ proper professional communication and employable skills in the workplace, and
3. perform to a professional standard the operation of the veterinary practice.

CCBC Pathway & Track:
Health Professions Pathway: Veterinary Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credential:

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

Students will be prepared to work in an entry level position in animal care.

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

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

Length of Training:
16-20 weeks
Veterinary Assistant is offered at the Essex Campus and also requires an online component. The program is offered three times per year.

Program Requirements:
- Must be 18 years or older by the time you reach VET IV Externship
- Computer literate

- Internet access

Clinical Requirements:
- Clinical eligibility is in part dependent upon a criminal background check and random urine drug testing. Cost of the test is the responsibility of the student. More information will be provided in Veterinary Assistant II.

Employment Requirements:
- A High School Diploma or GED is NOT required for program entry but may be required for employment

Paperwork Requirements:
Students must have the following paperwork submitted to Castle Branch by the start of Veterinary Assistant IV:
- Tetanus shot (less than ten years)
- Copy of health insurance card
- Completed background check and drug screen

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

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

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHE752	Veterinary Assistant Training I	30	Handouts online	$440 T-$132/F-$308
AHE753	Veterinary Assistant Training II	30	Handouts online	$330 T-$99/F-$231
AHE754	Veterinary Assistant Training III	30	Handouts online	$330 T-$99/F-$231
AHE755	Veterinary Assistant Training IV	45	None	$220 T-$66/F-$154
Course Series Totals:		**135**		**$1,320 T-$396/F-$924**

Additional Expenses:
Students are responsible for the cost of medical expenses, background checks, uniforms and other miscellaneous expenses totaling approximately $300.

Credit for Prior Learning:
Students who complete the Veterinary Assistant Program (AHE752, AHE753, AHE754, AHE755) will be eligible to sit for the Departmental Exam for VETT 106. Students must score 70% or higher to receive 2 credits for VETT

106. Veterinary Assistant students will receive additional points on their application when applying for the Veterinary Technician Program at CCBC.

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

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

Technical Standards for CCBC's Veterinary Assistant Training Program

The primary goal of The Community College of Baltimore County's Veterinary Assistants training program is to prepare individuals interested in working with animals in an entry-level position in animal shelters, animal emergency centers and veterinary practices. The duties of a Veterinary Assistant require the ability to routinely lift animals and sustain long hours of active work. They need to clean and disinfect cages and work areas, and sterilize laboratory and surgical equipment. Assistants may provide routine post-operative care, and administer medication orally or topically, or prepare samples for laboratory examination under the supervision of veterinary or laboratory animal technologists or technicians or veterinarians.

Following is a partial listing of the types of skills typically required for adequate job performance:

Physical Requirements:

A. Sufficient strength and mobility to:
- Lift or move animals up to 50 pounds or more
- Ability to use your abdominal and lower back muscles to support part of the body continuously over time without giving out

B. Fine motor coordination sufficient to perform precise tasks such as:
- Ability to make precise movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
- Ability to keep your arm and hand steady
- Ability to bend, stretch, twist, or reach with your body, arms, and/or legs

C. Adequate vision to:
- See details at a distance

D. Sufficient hearing to:
- Hear and give verbal instructions in person under noisy conditions
- Identify and understand the speech of another person

Interpersonal Skills and Professionalism:

A. Have the ability to:
- Develop constructive and cooperative working relationships with others and maintain them over time
- Provide customer and personal services, including the ability to perform customer needs assessment, meet quality matters standards, and evaluate customer satisfaction
- Maintain proper certifications required to perform the duties of the profession

B. Sufficient communication skills to:
- Provide information to supervisors, coworkers, and subordinates by telephone, written form, email, and in person
- Communicating with people outside of the organization and representing the organization to customers
- Communicate in a calm and professional manner

Intellectual Ability and Emotional Stability To:
- Apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Work calmly and efficiently in a fast-paced, stressful environment
- Maintain calm during emergency situations

Environment Requirements:
- Working in an environment that is often noisy
- Working in an often times stressful and fast paced environment
- Working in an environment with unpleasant odors (feces).

Credit Certificates in Health and Human Services

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

For further information on Credit Certificates, see the CCBC website, or call our Call Center at 443-840-2222.

Emergency Medical Technology

Emergency Medical Technology Certificate
Emergency Medical Technology is a rapidly expanding profession involving the provision of immediate care for the critically ill or injured at the scene of an emergency and transporting these patients to a medical facility. This entry level program is designed to educate students at the Emergency Medical Technician (open enrollment) and Paramedic (selective admission) levels of prehospital clinicians. The program includes specialized courses based upon the most current Emergency Medical Services Education Standards required to seek licensure as a Paramedic. Upon successful completion of the program, students are eligible for licensure.

Credential: Credit Certificate. A total of 43 credits is required for this certificate
.

Health Informatics and Information Technology

Medical Coding Certificate
The Medical Coding certificate is designed to prepare students for positions as medical coders in the health care industry. Students who successfully complete the Medical Coding Certification Program will find employment in various health care settings such as hospitals, clinics, physicians' offices, ambulatory care facilities, nursing facilities, health maintenance organizations (HMOs), insurance companies, and health data organizations.

Credential: Credit Certificate. A total of 41 credits is required for this certificate.

Magnetic Resonance Imaging (MRI) Certificate
This program is designed to provide the working Technologist with the theoretical background and documented clinical experience necessary to apply to sit for the Magnetic Resonance Imaging (MRI) registry examination offered by the American Registry of Radiologic Technologists (ARRT).
This is a School of Health Professions selective program that requires an additional application for acceptance. Please visit the SHP Application at https://shp.liaisoncas.com/applicant-ux/#/login to apply.

Credential: Credit Certificate. A total of 21 credits is required for this certificate.

Computed Tomography (CT) Certificate
The Computed Tomography (CT) certificate program is designed to provide the working Technologist with the theoretical background and documented clinical experience necessary to apply to sit for the Computed Tomography registry examination offered by the American Registry of Radiologic Technologists (ARRT).
This is a School of Health Professions selective program that requires an additional application for acceptance. Please visit the SHP Application at https://shp.liaisoncas.com/applicant-ux/#/login to apply.

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

Practical Nursing Certificate
The Practical Nursing program is a 12-month, 46-credit certificate program designed to provide theoretical and clinical laboratory study in nursing that will enable students to learn to assist other licensed health care professionals, such as registered nurses and physicians, and work as members of a health care team.

Credential: Credit Certificate. A total of 38-46 credits is required for this certificate

Human Services Counseling

Behavioral Health Counseling Advanced Certificate
The certificate program is designed for students seeking employment in Behavioral Health Counseling and prepares students for certification as Alcohol and Drug Counselors by the Maryland Board of Professional Counselors and Therapists. This program will prepare students with the knowledge, skills, and abilities for entry-level or advanced job opportunities in Behavioral Health Counseling, as appropriate to the student's degree. Students may be required to pass

an examination administered and approved by the Maryland Board of Professional Counselors and Therapists in the application for certification.

Credential: Credit Certificate. A total of 30 credits is required for this certificate.

Behavioral Health Counseling Trainee Certificate
The certificate program is designed for students seeking entry-level positions in Behavioral Health Counseling, and introduces the core functions of alcohol and drug counseling. Students completing this certificate exceed the educational requirements required to apply for Counselor Trainee status with the Maryland Board of Professional Counselors and Therapists.

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

Child and Adolescent Behavioral Health Practitioner Certificate
The Child and Adolescent Behavioral Health Practitioner certificate emphasizes the knowledge, skills, and abilities to work with underserved youth and their families in a variety of community and residential settings.

Credential: Credit Certificate. A total of 21 credits is required for this certificate.

Elder Care Transfer Certificate
The Elder Care Specialist certificate program provides a broad understanding of the aging processes and the programs and skills necessary to work in this diverse and expanding field.

Credential: Credit Certificate. A total of 21 credits is required for this certificate.

Human Services Generalist Certificate
The Human Services Generalist certificate program provides a broad base of training preparing students to work in a wide array of social and human service positions providing direct service opportunities.

Credential: Credit Certificate. A total of 21 credits is required for this certificate.

Peer Recovery Specialist Certificate
The Peer Recovery Specialist certificate program prepares students for the Certified Peer Recovery Specialist credential in Maryland, and for entry into the Peer Recovery Specialist workforce, with a focus on family peer work.

Credential: Credit Certificate. A total of 16 credits is required for this certificate.

Casino Dealer

Business Pathway

Program Description:
Casino Dealer Training at CCBC is designed to train individuals for a career as a casino poker dealer. *Casino Poker Dealer* is an 80-hour course that provides instruction on the fundamentals for dealing casino poker, to include Texas Hold-'em, Omaha, Pot Limit, 7 Card Stud, and 5 Card Stud. Upon completion of this course, students will be prepared for an audition as a casino poker dealer.

Students entering this program should have outstanding people skills, including the ability to interact with others with courtesy and tact; be punctual and prepared to work; have a well-groomed, professional appearance; have a willingness to accept responsibility; be able to follow written and oral instructions; have the ability to follow safety rules and regulations; have the ability to complete assigned tasks on time; have good math skills.

The legalization of gambling in the State of Maryland has provided employment opportunities in the gaming industry, including positions for Casino Table Game Dealers. Casinos require an individual to be certified in various casino dealer games to be job-ready for a casino table position. Additional career information may be found in Career Coach: https://ccbcmd.emsicc.com/.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. prepare for a career as a casino poker dealer in the casino industry,
2. identify and demonstrate basic and advanced knowledge and skills as a casino poker dealer,
3. meet the eligibility requirements for an audition offered by casinos approved by the State Lottery & Gaming Control Agency, and
4. work as a full or part-time poker game dealer after passing the audition at casinos.

CCBC Pathway & Track:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

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

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

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

Length of Training:
Casino Poker Dealer: 8 weeks; 2 days per week; 5-hour classes

Program Requirements:
- High School Diploma or GED (preferred for job placement)
- Minimum age of 18

- Good mental math skills

Employment Requirements:
- Must pass a drug test and criminal background check to be licensed as a casino dealer

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

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

Program Course Sequence:
Casino Poker Dealer:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
HSL092	Casino Poker Dealer	80	Included in course cost.	$795 T-$239/F-$556

Additional Offerings:
Advanced Casino Dealer - HSL064

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

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

Catering Professional

Business Pathway

Program Description:
A caterer works closely with clients to design menus and prepare and serve food and beverages for events. Caterers may work for a small or large company or be self-employed.

This online course is designed to prepare students to organize and manage a catering function in a catering facility or at a customer's location. Students will learn catering styles, human resource management, accounting principles for catering, marketing, food production processes, food safety, and planning for success.

Students entering this program should have outstanding people skills, professional appearance, ability to work independently, good math skills, and knowledge and/or experience in hospitality-related fields is helpful. Since this course is delivered completely online, students need to have the self-discipline to complete all required material on their own.

Professional Catering jobs can be found in hotels, restaurants, convention centers, and catering businesses, or a caterer may have their own business. Additional career information may be found in Career Coach: https://ccbcmd.emsicc.com/.

Program Outcomes:
Upon successful completion of this continuing education program, students will be able to:
1. demonstrate the knowledge and skills to plan for successful food and beverage preparation events;
2. describe and apply the business skills needed in the catering industry, including contract negotiation, marketing, and human resources management;
3. prepare for the Certified Professional in Catering and Events (CPCE) exam administered by National Association for Catering and Events (NACE); and
4. prepare to start a career with a catering business or work in a catering facility.

CCBC Pathway & Track:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

External Credential: Certified Professional in Catering & Events (CPCE)

Certifying Organization: National Association for Catering and Events, www.nace.net

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

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

Length of Training:
Approximately 100 hours.
Students may work up to 6 months to complete the course

Program Requirements:
Computer Requirements:

- This course can be taken on either a PC or Mac
- PC: Windows 10 or later
- Mac: macOS 10.6 or later
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible
- Adobe Acrobat Reader
- Software must be installed and fully operational before the course begins
- Email capabilities and access to a personal email account

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

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

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
HSL060	Catering Professional Online	100	Included with course cost.	$1,295 T-$50/F-$1,245

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

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

Corporate Event Planner

Business Pathway

Program Description:
The job of a corporate event planner involves a wide variety of duties. They meet with clients to assess their needs, design the event, negotiate with contractors, communicate with event staff, and monitor the event as it progresses to ensure that everything goes according to plan. Corporate events span all industries and are planned for a variety of occasions and celebrations.

This program features courses that will provide the entry level skills needed to start a career as a corporate event planner. Students will learn how to plan, design, and execute a successful corporate event, and how to charge for corporate event planning services. Upon successful completion of the program, students will be awarded a Certified Corporate Event Planner certificate from the Wedding Planning Institute.

Students entering this program should have outstanding people skills, professional appearance, ability to work independently, good math skills, and knowledge and/or experience in hospitality-related fields helpful. Since this program is delivered completely online, students will need to have the self-discipline to complete all required material.

This program prepares students to work as a corporate event planner for business or organization, convention center or venue event planner, or have their own corporate event planning business. Additional career information may be found in Career Coach: https://ccbcmd.emsicc.com

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. demonstrate the knowledge and skills of effective planning, designing, and executing a successful corporate event;
2. meet the eligibility requirements for a certification of Corporate Event Planner offered by the Wedding Planning Institute (WPI); and
3. prepare for a career as a corporate event planner in corporate events field.

CCBC Pathway & Track:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

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

External Credential: Certified Corporate Event Planner

Certifying Organization: Wedding Planning Institute www.weddingplanninginstitute.com

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

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

Length of Training:
Approximately 240 hours
Students may work up to 6 months to complete the online course work

Program Requirements:
There are no prerequisites to take this course. However, you should have general knowledge of Microsoft Word, Excel, PowerPoint and/or Google Docs.

Computer Requirements:
- This course can be taken on either a PC or Mac
  - PC: Windows 8 or later.
  - Mac: macOS 10.6 or later.
- Tablet owners need to download Puffin Web Browser App
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible
- Microsoft Word (not included in enrollment)
- Adobe Acrobat Reader
- Software must be installed and fully operational before the course begins
- Email capabilities and access to a personal email account

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

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

Program Course Sequence:
Students must register for all courses in the series at the same time.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
HSL071	Corporate Event Planner - Module I	100	Included with course cost.	$515 T-$10/F-$505
HSL075	Corporate Event Planner - Module 2	70	Included with course cost.	$235 T-$10/F-$225
HSL076	Corporate Event Planner - Module 3	70	Included with course cost.	$245 T-$30/F-$215
Course Series Totals:		**240**		**$995 T-$50/F-$945**

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

Essential Skills for the Hospitality Supervisor

Business Pathway

Program Description:
Supervisors work in a wide variety of hospitality operations, including casinos, restaurants, caterers, hotels, hospitals, and care facilities. They manage the work of employees to ensure adherence to quality standards, deadlines, and proper procedures, correcting errors or problems. Supervisors also provide guidance to employees in handling difficult or complex problems or in resolving escalated complaints or disputes. Hospitality supervisors work with management to implement corporate or departmental policies, procedures, and service standards, and may be involved in hiring, training, and performance evaluations for staff.

This program will assist a current or aspiring hospitality supervisor to build essential skills needed for success in the hospitality industry. Students will learn about the supervisor's responsibilities relating to both upper management and staff; basic supervisory skills; training methods including the four-step training method, group training, one-on-one training, and E-learning; effective communication skills; employee orientation; staffing and scheduling; conflict management; effective team building; and the foundations for providing outstanding guest service.

Students participating in this program will need strong organizational skills; strong customer service skills; strong oral communication skills; strong interpersonal skills; good problem-solving skills; well-groomed professional appearance; willing acceptance of responsibility; ability to follow written and oral instructions; ability to follow safety rules and regulations. Since this program is a combination of in-person and online, students need to have self-discipline to complete all required and self-study material on their own.
Upon successful completion of these courses and related exams, students will earn the Certified Hospitality Supervisor (CHS) designation, the Certified Hospitality Department Trainer (CHDT) and Guest Service Gold® designation from the American Hotel & Lodging Educational Institute.

The hospitality industry has many opportunities for internal and fast promotion up the career ladder for those seeking advancement.

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

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. apply practical knowledge and skills to function effectively in a supervisor role in the hospitality industry;
2. create positive guest experiences by practicing customer service excellence and service recovery;
3. develop effective verbal and non-verbal communication strategies for interacting with guests, team members, and upper management;
4. develop skills to onboard and train front-line employees effectively.

CCBC Pathway and Track:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

CCBC Credential:	Students will receive a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).
External Credential:	Certified Hospitality Department Trainer (CHDT), Certified Hospitality Supervisor (CHS), and Guest Service Gold®

Certifying Organization: American Hotel & Lodging Educational Institute

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

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

Program Length:
1 month

Program Requirements:
Recommended:
- High School Diploma or GED
- 2 years of business or hospitality experience.

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

Prior Learning Assessment:
This program has no options for obtaining course waiver(s) for prior learning.

Program Course Sequence:

Course Number	**Course Title**	**Course Hours**	**Textbook Information** (approximate cost; subject to change)	**Costs T=Tuition/F=Fees**
HSL123	Supervisory Skills for the Hospitality Industry	10	Materials provided	$499 T-$150/F-$349
HSL124	Hospitality Department Trainer	10	Materials provided	$349 T-$105/F-$244
HSL005	Guest Service Gold® Hospitality Training	5	Materials provided	$139 T-$42/F-$97
Course Series Totals:		**25**		**$997 T-$300/F-$697**

Career Coach:
Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at https://youtu.be/C7KpznbPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
Coordinator: Yumi Kim | hospitalitycareers@ccbcmd.edu | 443-840-5840 | Owings Mills 305D
Administrative Support Assistant: Kristal Parker | kparker3@ccbcmd.edu | 443-840-4483 | Owings Mills 302

Event Management and Design

Business Pathway

Program Description:
Event designers create a vision for an event and plan the details to transform a space and ensure that all the elements come together for a stunning event. An event manager makes planning decisions, such as the time, location, and theme of an event. During an event, event managers oversee the event live and make sure things run smoothly. After an event, event managers review event data and analyze financial outcomes.

The Event Management and Design online training program will equip students with the knowledge to advance in the field if they are already working in special events, or prepare them to enter the profession with an understanding of the industry. Students build a foundation they can use to build a career in special events or start their own special event business.

Students entering this program should have outstanding people skills, professional appearance, ability to work independently, good math skills, and knowledge and/or experience in hospitality-related fields is helpful. Since this course is delivered completely online, students need to have the self-discipline to complete all required material on their own.

Event management and design jobs can be found in small or large companies, and includes corporations, wedding planners, convention centers, and event venues, or students may start their own business. Additional career information may be found in Career Coach: https://ccbcmd.emsicc.com

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. apply the knowledge and skills to be effective as a professional event planner in a variety of event businesses;
2. demonstrate the fundamentals of an event life cycle including designing, planning, implementing, and evaluating; and
3. prepare to start a career with a special event business, or work in an events management role.

CCBC Pathway & Track:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credential:
CCBC Credential: Students will receive a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Length of Training:
Approximately 120 hours.
Students may take up to 6 months to complete the online course work.

Program Requirements:
Computer requirements:

- This course can be taken on either a PC, Mac, or Chromebook
  - PC: Windows 8 or later
  - Mac: macOS 10.6 or later
- Browser: The latest version of Google Chrome or Mozilla Firefox is preferred. Microsoft Edge and Safari are also compatible
- Microsoft Word Online
- Adobe Acrobat Reader
- Software must be installed and fully operational before the course begins
- Email capabilities and access to a personal email account

Application Process:
Open Entry – No screening or documentation required. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Prior Learning Assessment:
This program has no options for obtaining course waiver(s) for prior learning.

Program Course Sequence:
Students must register for all courses in the series at the same time.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
HSL112	Event Management and Design: Module 1	60	Included in course costs.	$1000 T-$20/F-$980
HSL113	Event Management and Design: Module 2	60	Included in course costs.	$995 T-$20/F-$975
Course Series Totals:		**120**		**$1,995** **T-$40/F-$1,955**

Career Coach:
Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at https://youtu.be/C7KpznbPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
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Program Assistant: Kristal Parker | kparker3@ccbcmd.edu | 443-840-4483 | Owings Mills 302

Food Service Manager

Business Pathway

Program Description:
Food service managers are responsible for the daily operation of restaurants or other establishments that prepare and serve food and beverages. Food service managers are typically employed by restaurants, fast-food chains, hotels, cafeterias, hospitals, and similar establishments to manage all food service operations. They hire and train food service employees, manage staff schedules, resolve customer complaints, comply with regulations, and budget for supplies.

The ManageFirst® Professional (MFP), created by the National Restaurant Association Educational Foundation (NRAEF) and managed nationally by National Restaurant Association Solutions, is a management development program that equips students with the key competencies they need to begin or advance their management careers in the demanding food service industry. This course series prepares students for the ManageFirst® Professional (MFP) credential and ServSafe® Food Safety certification.

Students entering this program should have strong communication and conflict management skills, strong customer service skills, attention to detail, be well organized, be proactive, manage time well, and have the ability to work in a team environment.

Food Service Manager roles can be found in different types of venues including restaurants, hotels, and institutional organizations such as arenas, hospitals, and schools. Additional career information may be found in Career Coach: https://ccbcmd.emsicc.com

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. demonstrate the key competencies required for an effective food service management career,
2. combine the academic and practical knowledge to succeed in the food service and hospitality industry,
3. meet the eligibility requirements for certification of the ManageFirst® Professional offered by the National Restaurant Association Educational Foundation (NRAEF), and
4. satisfy the eligibility requirements for ServSafe® Food Safety Manager certification offered by the National Restaurant Association (NRA).

CCBC Pathway & Track:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

CCBC Credential:	Students will receive a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript). Successful completion of the course series recognizes students as having the academic and practical knowledge needed to succeed in the restaurant, food service, and hospitality industry. *To earn the MFP credential, students must also complete 800 service hours in the food service industry.*
External Credential:	Students will receive a ManageFirst® Professional credential and a ServSafe® Food Safety certification.
Certifying Organization:	ManageFirst® Professional, https://managefirst.restaurant.org/ and ServSafe® Food Safety Manager certification, www.servsafe.com

Financial Aid and Payment Options: We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Length of Training: Varies based on 4 required courses and 1 of 2 electives: 4 weeks (1 day/week) per course and 2 days for ServSafe (16 hours).

Courses are offered at CCBC Owings Mills. Program cohorts start two times each year, in the fall and spring. This program is offered in a blended format: the first day and last days of the class are held face-to-face; the rest are flexible distance learning to accommodate students' busy schedules.

Program Requirements:
Required: High School Diploma or GED, Minimum age of 18

Recommended: Prior food service background

External credential requirement: Must have completed 800 service hours in the food industry (not required for class registration) for ManageFirst® Professional (MFP)

Application Process: *Open Entry* – No screening or documentation required. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Prior Learning Assessment: This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. Maximum number of program hours that may be earned from prior learning: 16

Program Course Sequence: Courses can be taken in any order.

Core Courses:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
HSL059	ManageFirst® Controlling Food Costs	35	Text(s), certification exams, and materials provided and included in course costs.	$519 T-$156/F-$363
HSL057	ManageFirst® Hospitality and Restaurant Management	35	Text(s), certification exams, and materials provided and included in course costs.	$519 T-$156/F-$363
HSL038	ManageFirst® Hospitality HR Management	35	Text(s), certification exams, and materials provided and included in course costs.	$519 T-$156/F-$363
HSL016	ServSafe® Food Safety Training and Certification	16	Text(s), certification exams, and materials provided and included in course costs.	$209 T-$63/F-$146
Core Courses Totals:		**121**	**$0**	**$1,766 T-$531/F-$1,235**

Elective Courses (must choose one to complete program):

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
HSL040	ManageFirst® Customer Service	20	Text(s), certification exams, and materials provided and included in course costs.	$265 T-$80/F-$185
HSL058	ManageFirst® Principles of Food & Beverage Management	35	Text(s), certification exams, and materials provided and included in course costs.	$529 T-$159/F-$370
Course Series Totals:		**141 or 156**		**$2,031-$2,295 T-$611-690 / F-$1,420-$1,605**

Career Coach:
Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at https://youtu.be/C7KpznbPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
Coordinator: Yumi Kim | hospitalitycareers@ccbcmd.edu | 443-840-5840 | Owings Mills 305D
Program Assistant: Kristal Parker | kparker3@ccbcmd.edu | 443-840-4483 | Owings Mills 302

Food Truck Operator

Business Pathway

Program Description:
A food truck operator is responsible for the daily operations of a food truck or trailer, going to various locations to cook, serve, and sell food. The operator will plan and price the menu, market the business, manage expenses, and follow local and state food handling regulations.

This program features courses that will provide the skills needed to start and operate a food truck business. Students will develop a concept for a food truck business; conduct market research and menu planning; determine service style; calculate cost of goods sold, expenses, and break-even analysis; determine layout and design; develop a marketing plan; learn HACCP plan basics, and licensing, permitting, and insurance needs. Upon successful completion of the in-class exam, students may obtain their ServSafe® Manager certification.

Students entering this program should have good planning and organizational skills, strong customer service skills, strong oral communication skills, strong interpersonal skills, and good problem solving skills.
Jobs operating a food truck can be found in small or large restaurants or restaurant groups, or students may start their own business. Additional career information may be found in Career Coach: https://ccbcmd.emsicc.com

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. describe how to start a food truck business in Maryland,
2. discuss guidelines for legally operating a food truck,
3. describe how to set menu prices and break-even points,
4. explain how foodservice costs affect profitability,
5. describe budgeting and forecasting methods,
6. develop a basic plan to market and promote the food truck business, and
7. earn ServSafe® Manager certification.

CCBC Pathway & Track:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

CCBC Credential: Students will be awarded a Continuing Education Workforce Certificate and will have access to a Continuing Education academic record (transcript).

External Credential: ServSafe Manager Certification (www.servsafe.com)

Certifying Organization: National Restaurant Association Educational Foundation (https://restaurant.org/)

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Length of Training:
1-3 Months

Orientation:
Monthly information sessions are available on Zoom. For information or to receive a Zoom link, Contact: Yumi Kim at 443-840-5840 or hospitalitycareers@ccbcmd.edu

Program Requirements:
Recommended:
- High school diploma or GED
- Previous business or foodservice experience.

Application Process:
Open Entry – No screening or documentation required. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Prior Learning Assessment:
This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. Maximum number of program hours that may be earned from prior learning: 16.

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
SBA036	Starting Your Own Food Truck Business	6	Materials provided	$159 T-$48/F-$111
SBA037	Controlling Costs for Food Truck Operators	6	Materials provided	$159 T-$48/F-$111
SBA 045	The Entrepreneurial Mindset with Coaching	18	Materials provided	$249 T-$75/F-$174
HSL016	ServSafe® Food Safety Training and Certification	16	Text, certification exam, and materials provided	$209 T-$63/F-$146
Course Series Totals:		**46**		**$776 T-$234/F-$542**

Program Contact Information:
Coordinator: Yumi Kim | hospitalitycareers@ccbcmd.edu | 443-840-5840 | Owings Mills 305D
Program Assistant: Kristal Parker | kparker3@ccbcmd.edu | 443-840-4483 | Owings Mills 302

FoodWorks: Basic Culinary Training

Business Pathway

Program Description:
Cooks are responsible for the detail and presentation of each order. They prepare ingredients by following recipes; slicing, cutting, mincing, stirring, whipping, and mixing ingredients; adding seasonings; verifying taste; plating meals; receiving deliveries; maintaining a sanitary kitchen. Entry level food preparation jobs are found in a variety of facilities.

This 12-week workforce development program is designed to give students interested in the food service industry on-the-job training experience in the Maryland Food Bank's Bauer Community Kitchen, a state-of-the-art culinary facility. The unique program teaches an array of cooking techniques, including knife cuts, recipe conversions, and commercial equipment use, as well as food safety and sanitation standards. As part of their real world experience, students will use donated food and locally-grown fresh ingredients to prepare a variety of healthy meals from scratch for distribution to those in need.

Students entering this program should have good communication skills, be punctual and prepared to work, willing acceptance of responsibility, ability to follow written and oral instructions, ability to follow safety rules and regulations, attention to detail, interact with others in a courteous and respectful manner, strong customer service skills, strong time management skills, be well organized, work as part of a team, be flexible, have good problem solving skills, and the ability to complete assigned tasks on time.

Jobs as cooks, sous chef, line cook, prep cook, and kitchen staff are found at restaurants, caterers, institutional facilities, hospitals, and other hospitality venues. Additional career information may be found in Career Coach: https://ccbcmd.emsicc.com/.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. combine basic culinary knowledge with hands-on skills experience to be an effective chef or line cook,
2. demonstrate food safety and sanitation standards,
3. meet the eligibility requirements for certifications of the ServSafe Food Handler and ServSafe Food Safety Manager offered by the National Restaurant Association (NRA), and
4. prepare to gain employment in the food service industry.

CCBC Pathway & Track:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

CCBC Credential:	Students will be awarded a Continuing Education Workforce Training Certificate and will have access to a Continuing Education academic record (transcript).
External Credential:	Students will receive two certifications of ServSafe Food Handler and ServSafe Food Safety Manager.
Certifying Organization:	National Restaurant Association, www.restaurant.org ServSafe®, www.servsafe.com

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources

outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Length of Training:
12 weeks – 165 academic hours plus 252 on-the-job training hours.
Monday/Tuesday; 9 a.m. - 4 p.m. Wednesday/Thursday/Friday; 8 a.m. - 4 p.m.
This program is offered 4 times each year with course series starts in January, April, July, and October.

Orientation – Mandatory:
Students are required to attend an Information and Orientation Session before registering for this class. Information sessions offered monthly. Check the CCBC Continuing Education Schedule of Classes for locations, dates, and times.

Program Requirements:
Required:
- Minimum 18 years of age

Preferred:
- GED or High School Diploma

Application Process:
Provisional Entry - Students must contact the Program Coordinator to apply for acceptance into this program - email hospitalitycareers@ccbcmd.edu for further direction. Prospective students must apply at least 2 weeks prior to the start of the course series.

To apply, go to www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Prior Learning Assessment:
This program has no options for obtaining course waiver(s) for prior learning.

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
HSL079	FoodWorks Basic Culinary I	55	Textbooks, uniforms and supplies are provided and included in the course costs.	$965 T-$290/F-$675
HSL080	FoodWorks Basic Culinary I: Practicum	84	Textbooks, uniforms and supplies are provided and included in the course costs.	$781 T-$234/F-$547
HSL104	FoodWorks Basic Culinary II	55	Textbooks, uniforms and supplies are provided and included in the course costs.	$965 T-$290/F-$675
HSL105	FoodWorks Basic Culinary II: Practicum	84	Textbooks, uniforms and supplies are provided and included in the course costs.	$782 T-$234/F-$548

HSL106	FoodWorks Basic Culinary III	55	Textbooks, uniforms and supplies are provided and included in the course costs.	$965 T-$290/F-$675
HSL107	FoodWorks Basic Culinary III: Practicum	84	Textbooks, uniforms and supplies are provided and included in the course costs.	$782 T-$234/F-$548
Course Series Totals:		**417**		**$5,240** **T-$1,572/F-$3,668**

Career Coach:
Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at https://youtu.be/C7KpznbPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
Coordinator: Yumi Kim | hospitalitycareers@ccbcmd.edu | 443-840-5840 | Owings Mills 305D
Program Assistant: Kristal Parker | kparker3@ccbcmd.edu | 443-840-4483 | Owings Mills 302

Professional Bartending

Business Pathway

Program Description:
Bartenders work directly with customers by mixing and serving drink orders. Their responsibilities include verifying age requirements, knowing alcohol pairing and tastes, mixing and serving drinks, processing payments, managing inventory and cleaning bar supplies.

In this course, students will learn the essentials of professional bartending and qualify to take an advanced exam for alcohol service in order to earn their Training for Intervention ProcedureS (TIPS) certification, a Maryland-approved credential. Topics include bar preparation, beverage recipes, customer service, alcohol laws, liability, and responsibilities, evaluating intoxication levels, checking identifications, and dealing with difficult situations.

Students entering this program should have outstanding communication skills, be punctual and prepared to work, willing acceptance of responsibility, ability to follow written and oral instructions, interact with others in a courteous and respectful manner, strong customer service skills, strong time management skills, be well organized, have the ability to follow safety rules and regulations, work as part of a team, and be flexible.

This course prepares students for positions in restaurants, hotels, motels, resorts, casinos, and catering companies as a Bartender or Server. The hospitality, restaurant, and casino industries have many opportunities for internal and fast promotion up the career ladder for those seeking advancement. Additional career information may be found in Career Coach: https://ccbcmd.emsicc.com

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. discuss liquor liability and state liquor laws;
2. demonstrate the preparation of common drinks using standard bartending equipment and tools;
3. identify various brands and types of liquors;
4. demonstrate effective customer service skills;
5. explain how to effectively and safely handle difficult situations related to the serving of alcohol; and
6. test successfully for the Training for Intervention ProcedureS (TIPS) certification.

CCBC Pathway & Track:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

CCBC Credential: Students will receive a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

External Credential: Students will qualify to take the TIPS certification exam. The exam is included on the last day of this class.

Certifying Organization: : Training for Intervention ProcedureS (TIPS): www.gettips.com

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Length of Training:
5 weeks- 10 evening sessions (3 hours per class; 2 days/week)
Courses are offered at CCBC Owings Mills. Evening classes are offered during CCBC's fall, winter, spring and summer sessions.

Program Requirements:
Required:
- Minimum age of 21

Recommended:
- High School Diploma or GED

Application Process:
Open Entry – No screening or documentation required. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Prior Learning Assessment:
This program has no options for obtaining course waiver(s) for prior learning.

Program Course Sequence:
The TIPS certification exam is included in this course.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
HSL103	Professional Bartending and Mixology	30	TIPS – Training for Intervention ProcedureS Certification, books, exam, and certification costs provided and included in course costs.	$529 T-$159/F-$370

Additional Offerings:
HSL 101 - TIPS Training for Intervention Procedures - certification only

Career Coach:
Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at https://youtu.be/C7KpznbPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
Coordinator: Yumi Kim | hospitalitycareers@ccbcmd.edu | 443-840-5840 | Owings Mills 305D
Program Assistant: Kristal Parker | kparker3@ccbcmd.edu | 443-840-4483 | Owings Mills 302

Travel Agent Training

Business Pathway

Program Description:
A travel agent is a professional who is passionate about travel and helping others. They are focused on creating the best possible experiences, directly catered to their clients. They work with hotels, airlines, and other vendors to create travel packages and experiences that their clients will love. Travel agents can work with large groups, individuals, families, professional organizations, and others to help create seamless travel experiences that help create memories.

This program features courses that will provide the foundational knowledge to start a travel career.
The course series enables the student to learn about the airline industry, ground transportation, hotels and resorts, cruises, tours, international and domestic travel, reservations and pricing, specialty travel, and more.

Students entering this program should have strong organizational skills, excellent customer service skills and telephone manners, and strong communication and sales skills. Since this course is delivered completely online, students need to have the self-discipline to complete all required material on their own. A course instructor will be available to assist students with questions and to lead online activities during the course of the class.

Travel Agents sell and book travel for everything from family vacations to honeymoons to corporate travel, catering aspects of trips to their clients' needs. Some travel agents work for travel agencies, and many others are self-employed. Many specialize in a specific type or region of travel. Additional career information may be found in Career Coach: https://ccbcmd.emsicc.com

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. function effectively as a travel agent in tourism industry,
2. describe the professional skills and knowledge for domestic and international travel planning,
3. meet the eligibility requirements for the Travel Agent Proficiency (TAP) test offered by the Travel Institute (formerly ICTA), and
4. prepare to gain employment as a travel agent in the tourism industry.

CCBC Pathway & Track:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

CCBC Credential: Students will be awarded a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

External Credential: Travel Agent Proficiency (TAP) Certification

Certifying Organization: Travel Institute (formerly ICTA). www.thetravelinstitute.com

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Program Length:
Students may work up to six months to complete the online course work (approximately 100 hours).

Program Requirements:
Computer requirements:

- This course can be taken on either a PC, Mac, or Chromebook
  - PC: Windows 8 or later
  - Mac: macOS 10.6 or later
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible
- Adobe Acrobat Reader
- Software must be installed and fully operational before the course begins
- Email capabilities and access to a personal email account

Application Process:
Open Entry – No screening or documentation required. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Prior Learning Assessment:
This program has no options for obtaining course waiver(s) for prior learning.

Program Course Sequence:
Students must register for all courses in the series at the same time.

Course Number	**Course Title**	**Course Hours**	**Textbook Information** (approximate cost; subject to change)	**Costs** T=Tuition/F=Fees
HSL062	Travel Agent Module 1	50	Included in course costs.	$1,200 T-$25/F-$1,175
HSL063	Travel Agent Module 2	50	Included in course costs.	$1,045 T-$25/F-$1,020
Course Series Totals:		**100**		**$2,245** **T-$50/F-$2,195**

Career Coach:
Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at https://youtu.be/C7KpznbPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
Coordinator: Yumi Kim | hospitalitycareers@ccbcmd.edu | 443-840-5840 | Owings Mills 305D
Program Assistant: Kristal Parker | kparker3@ccbcmd.edu | 443-840-4483 | Owings Mills 302

Wedding Planner

Business Pathway

Program Description:
Wedding planners are responsible for assisting clients in planning entire weddings or specific wedding activities. They discuss wedding logistics with clients, negotiate vendor contracts, and ensure that wedding-day activities run smoothly. They are also sometimes referred to as bridal or wedding consultants.

This program will introduce students to the fundamentals of planning, orchestrating, and delivering weddings and parties. Students will learn to create event concepts and plan celebrations from beginning to end, understand how to negotiate and handle vendor contracts, and develop client contracts and service packages. Students will earn a certification as a professional wedding planner.

Students entering this program should have outstanding people skills, professional appearance, ability to work independently, good math skills, and knowledge and/or experience in hospitality-related fields is helpful. Since this course is delivered completely online, students will need to have the self-discipline to complete all required material.

This program prepares students to work as a Wedding Planner at a venue or event planning business or be ready to start their own business. Additional career information may be found in Career Coach: https://ccbcmd.emsicc.com

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. demonstrate the knowledge and skills of effective planning, orchestrating, and delivering stunning weddings and parties;
2. meet the eligibility requirements for the certification offered by the Wedding Planning Institute (WPI); and
3. prepare to gain employment as a wedding planner in the wedding industry.

CCBC Pathway & Track;
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

CCBC Credential: Students will receive a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).

External Credential: Certified Wedding Planner

Certifying Organization: Wedding Planning Institute www.weddingplanninginstitute.com

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Length of Training:
Approximately 340 hours.

Students may work up to 9 months to complete the online course work.

Program Requirements:
Computer Requirements:

- This course can be taken on either a PC or Mac
  - PC: Windows 8 or later
  - Mac: macOS 10.6 or later
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible
- Adobe Acrobat Reader
- Software must be installed and fully operational before the course begins
- Email capabilities and access to a personal email account

Application Process:
Open Entry – No screening or documentation required. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Prior Learning Assessment:
This program has no options for obtaining course waiver(s) for prior learning.

Program Course Sequence:
Students must register for all courses in the series at the same time.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
HSL068	Certified Wedding Planner - Module 1	100	Included with course cost.	$625 (T-$50/F-$575)
HSL069	Certified Wedding Planner - Module 2	100	Included with course cost.	$485 (T-$50/F-$435)
HSL073	Certified Wedding Planner - Module 3	70	Included with course cost.	$245 (T-$35/F-$210)
HSL074	Certified Wedding Planner - Module 4	70	Included with course cost.	$240 (T-$30/F-$210)
Course Series Totals:		**340**		**$1,595 (T-$165/F-$1,430)**

Program Contact Information:
Coordinator: Yumi Kim | hospitalitycareers@ccbcmd.edu | 443-840-5840 | Owings Mills 305D
Program Assistant: Kristal Parker | kparker3@ccbcmd.edu | 443-840-4483 | Owings Mills 302

Child Care - Individuals with Disabilities

Program Description:
A lead teacher in a preschool or day care setting is responsible for the academic and social-emotional growth and development of children in their care, who are usually toddler and preschool aged children. Lead teachers work with parents, administrators, and other teachers to improve students' experience and meet teaching objectives. Additionally, lead teachers plan, evaluate, and improve the physical environment of the classroom to create opportunities that meet the changing needs of the developing child.

This program prepares students with learning differences or disabilities for work as lead teacher or assistant in a day care or preschool with children from 3 to 5 years old. Students learn the theories of human development and physical growth along with family and diversity issues. Topics include applying theory to practical situations, major development in physical and psychological growth, and developmentally appropriate practice. Students will learn how to develop a unit plan, develop a lesson plan, create an effective classroom environment, and understand the cognitive and behavioral differences in stages of early childhood. This track provides instruction that is multisensory, multimodal, personalized, and incorporates elements of universal design for learning. Classes are taught with a low student-teacher ratio to better meet the needs of individual learners.

Students entering this program should have a desire to work with young children, strong verbal communication skills, strong interpersonal skills, and be able to give and take direction well.

Lead teacher jobs can be found with for-profit and non-profit organizations. Additional career information may be found in Career Coach: https://ccbcmd.lightcastcc.com/.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. prepare to become a lead teacher in a day care setting working with children age 3 to 5 years old,
2. meet the eligibility requirements for 90-hour Maryland certification,
3. design and deliver developmentally appropriate lessons and instructional activities based on theories of human development and physical growth,
4. create an effective classroom environment that fosters a sense of belonging and community, addresses the social-emotional needs of students, and incorporates appropriate classroom management techniques, and
5. develop communication skills for working with children, parents, and colleagues.

Program Credentials:

CCBC Credential:	Students will earn a CCBC Workforce Certificate and have access to a Continuing Education academic record (transcript).
External Credential:	First Aid/CPR Certifications
Certifying Organization:	Maryland State Department of Education (Maryland State 99 Childcare Certification), www.marylandpublicschools.org American Red Cross https://www.redcross.org/

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Length of Training:
30 weeks
Courses start in August at CCBC Dundalk.

Program Requirements:

- 6th Grade Reading Level - according to an assessment that will be administered during an intake interview
- Ability to lift 50 lbs

Prior Learning Assessment:
This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. A maximum of 134 program hours may be earned from prior learning.

Application Process:
Selective Entry – Please call 443-840-3262 to schedule an interview and assessment. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
CCT580	Growth and Development in Early Childhood	45	Materials included in course cost	$744 T-$90/F-$654
CHI073	Single Step Childcare Internship I	90	None	$1,430 T-$200/F-$1,230
CHI074	Single Step Childcare Internship II	90	None	$1,430 T-$200/F-$1,230
CCT584	Early Childhood Methods and Materials	45	Materials included in course cost	$744 T-$90/F-$654
CHA050	Skills and Concepts for Employment	44	Materials included in course cost	$689 T-$85/F-$604
CHI070	Communication for Childcare Workers	9	Materials included in course cost	$165 T-$35/F-$130
Course Series Totals:		**323**		**$5,202 T-$700/F-$4,502**

Program Contact Information:
Program Coordinator: Melissa Foy | mfoy@ccbcmd.edu | 443-840-3451 | Dundalk MASH 105
Administrative Assistant: Gennifer Toich | gtoich@ccbcmd.edu | 443-840-3262 | Dundalk MASH 104

Child Care Assistant - Individuals with Disabilities

Program Description:
Child care assistants/classroom aides assist the lead teacher in a day care or preschool in preparation for lessons and caring for the nutritional, safety, and social needs of young children.

This program prepares students with learning differences or disabilities to work as classroom aides in early childhood education. Students learn the theories of human development and physical growth, along with family and diversity issues. This track provides instruction that is multisensory, multimodal, and personalized, and that incorporates elements of universal design for learning. Classes are taught with a low student-teacher ratio to better meet the needs of individual learners.

Students entering this program should have a desire to work with young children, strong verbal communication skills, strong interpersonal skills, the ability to follow directions, and the ability to learn routines.

Child care assistant/classroom aide jobs can be found with for-profit and non-profit organizations. Additional career information may be found in Career Coach: https://ccbcmd.lightcastcc.com/

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. prepare to be able to assist a lead teacher in a child care setting, and
2. teach curriculum using methods designed for special learners.

Program Credentials:
CCBC Credential: Students will earn a CCBC Workforce Certificate and have access to a Continuing Education academic record (transcript).

External Credential: First Aid/CPR Certifications

Certifying Organization: American Red Cross https://www.redcross.org/

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Length of Training:
15 weeks

Program Requirements:
- 4th Grade Reading Level - according to an assessment that will be administered during an intake interview
- Ability to lift 50 lbs

Prior Learning Assessment:
This program has no options for obtaining course waiver(s) for prior learning.

Application Process:

Selective Entry – Please call 443-840-3262 to schedule an interview and assessment. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
CCT580	Growth and Development in Early Childhood	45	Materials included in course cost	$744 T-$90/F-$654
CHA050	Skills and Concepts for Employment	44	Materials included in course cost	$689 T-$85/F-$604
CHI073	Single Step Childcare Internship	90	None	$1,430 T-$200/F-$1230
Course Series Totals:		**179**	**$0**	**$2,863** **T-$375/F-$2,488**

Career Coach:
Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at https://youtu.be/C7KpznbPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
Program Coordinator: Melissa Foy | mfoy@ccbcmd.edu | 443-840-3451 | Dundalk MASH 105
Administrative Assistant: Gennifer Toich | gtoich@ccbcmd.edu | 443-840-3262 | Dundalk MASH 104

Infant and Toddler Provider - Individuals with Disabilities

Program Description:
A lead teacher in a preschool or day care setting is responsible for the academic and social-emotional growth and development of children in their care, who are usually toddlers and preschool aged children. Lead teachers work with parents, administrators, and other teachers to improve students' experience and meet teaching objectives. Additionally, lead teachers plan, evaluate, and improve the physical environment of the classroom to create opportunities that meet the changing needs of the developing child.

This program prepares students with learning differences or disabilities for roles as a lead teacher or assistant in a day care or preschool working with infants and young toddlers (from birth to 2 years old), building upon the work done for the 90-hour Maryland Child Care Certification. This track provides instruction that is multisensory, multimodal, and personalized, and that incorporates elements of universal design for learning. Classes are taught with a low student-teacher ratio to better meet the needs of individual learners.

Students entering this program should have a desire to work with young children, strong verbal communication skills, strong interpersonal skills, and be able to give and take direction well.

Lead teacher jobs can be found with for-profit and non-profit organizations. Additional career information may be found in Career Coach: https://ccbcmd.lightcastcc.com/

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. build upon the child care curriculum to be able to work with infants and toddlers in a day care setting,
2. meet Maryland requirements for the 45-hour certification, and
3. teach curriculum using methods designed for special learners.

Program Credentials:
CCBC Credential: Students will earn a CCBC Workforce Certificate and have access to a Continuing Education academic record (transcript).

External Credential: Maryland State Infant and Toddler Certificate (45-hours)

Certifying Organization: Maryland State Department of Education, www.marylandpublicschools.org

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Length of Training:
8.5 weeks
Course starts in June in-person or remote on Zoom.

Program Requirements:
- Prior completion of the Maryland State Childcare Certificate (99-hour)

Prior Learning Assessment:
This program has no options for obtaining course waiver(s) for prior learning.

Application Process:
Selective Entry – Please call 443-840-3262 to schedule an interview and assessment. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Program Course Sequence:

Course Number	Course Title	Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
CHI049	Theory and Practice in Infant and Toddler Care	45	Materials included in course cost	$804 T-$100/F-$704

Career Coach:
Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at https://youtu.be/C7KpznbPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
Program Coordinator: Melissa Foy | mfoy@ccbcmd.edu | 443-840-3451 | Dundalk MASH 105
Administrative Assistant: Gennifer Toich | gtoich@ccbcmd.edu | 443-840-3262 | Dundalk MASH 104

Office Skills - Individuals with Disabilities

Program Description:
Clerical assistants and receptionists interact with customers and clients, answer phones, schedule appointments, maintain filing systems, draft email and other communications, maintain data using computers and manual systems, and other general office duties.

This program features individualized instruction for adults with learning differences and disabilities to present basic office technology and methods used in general office practices. Utilizing materials encountered in everyday business employment, topics include effective customer service techniques, business processes, use of office technology, and management of time and workload. Students will learn skills that include professional standard typing speed, active listening, oral expression, customer service and telephone skills, and written comprehension. Internships are arranged by program staff. This track provides instruction that is multisensory, multimodal, and personalized, and that incorporates elements of universal design for learning. Classes are taught with a low student-teacher ratio to better meet the needs of individual learners.

Students entering this program should have a desire to work in an office environment, strong communication and interpersonal skills, basic computer skills, and be detail-oriented.

Entry level office jobs can be found with for-profit and non-profit organizations. Additional career information may be found in Career Coach: https://ccbcmd.lightcastcc.com.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. perform the skills needed for an entry level job in an office environment, and
2. demonstrate readiness to enter the workforce.

Program Credential:
CCBC Credential: Students will earn a CCBC Workforce Certificate and have access to a Continuing Education academic record (transcript).

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Length of Training:
15 weeks (daytime classes)
Courses start in August and late January at CCBC Dundalk.

Program Requirements:
- 6th Grade Reading Level - according to an assessment that will be administered during an intake interview; basic computer and word-processing skills that will be assessed during the intake interview.

Prior Learning Assessment:
This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. A maximum number of 68 program hours may be earned from prior learning.

Application Process:
Selective Entry – Please call 443-840-3262 to schedule an interview and assessment. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
CHA023	Keyboarding I	44	None	$687 T-$83/F-$604
CHA080	Skills and Concepts for Clerical Work	44	Materials included in course cost	$715 T-$85/F-$630
CHA031	Vocational Readiness	20	Materials included in course cost	$385 T-$47/F-$338
CHA277	Office Applications 1	24	Materials included in course cost	$385 T-$47/F-$338
CHA278	Office Applications 2	26	Materials included in course cost	$518 T-$65/F-$453
CHA199	Office Skills Internship	50	None	$625 T-$125/F-$500
Course Series Totals:		**208**	**$0**	**$3,315 T-$452/F-$2,863**

Career Coach:
Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at https://youtu.be/C7KpznbPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
Program Coordinator: Melissa Foy | mfoy@ccbcmd.edu | 443-840-3451 | Dundalk MASH 105
Administrative Assistant: Gennifer Toich | gtoich@ccbcmd.edu | 443-840-3262 | Dundalk MASH 104

Professional Animal Workers (PAWS) - Individuals with Disabilities

Program Description:
Entry level animal workers are employed in kennels, animal day care centers, groomers, and other animal-centered businesses. They perform duties including basic animal care, feeding, and clean up, as well as routine clerical tasks like answering phones, greeting customers, scheduling appointments, and correspondence.

This program features courses that will provide students with learning differences and/or related disabilities the entry level skills to effectively care for, work with, and identify the needs of animals in a safe, calm, and sensitive manner in a professional setting. Students will also learn essential skills for employment. Internships are arranged and provided by program staff. This program provides instruction that is multisensory, multimodal, and personalized, and that incorporates elements of universal design for learning. Classes are taught with a low student-teacher ratio to better meet the needs of individual learners.

Students entering this program should have a desire to work with animals of all types and breeds, basic computer skills, be detail-oriented, and work-ready.

Entry level animal care jobs can be found with for-profit and non-profit organizations. Additional career information may be found in Career Coach: https://ccbcmd.lightcastcc.com

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. prepare for an entry-level job in the animal care industry, and
2. demonstrate readiness to enter the workforce.

Program Credentials:
CCBC Credential: Students will earn a CCBC Workforce Certificate and have access to a Continuing Education academic record (transcript).

External Credential: Pet CPR and 1st Aid (Pet Health Academy)

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Program Length:
15 weeks (daytime)
Courses start in August and late January at CCBC Dundalk.

Program Requirements:
- 6th Grade Reading Level - according to an assessment that will be administered during an intake interview
- Ability to lift 50 lbs.
- Willingness to work with all breeds

Prior Learning Assessment:
This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. A maximum number of 68 program hours may be earned from prior learning.

Application Process:
Selective Entry – Please call 443-840-3262 to schedule an interview and assessment. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
CHA081	Basic Animal Studies	44	Materials included in course cost	$715 T-$85/F-$630
CHA115	Basic Animal Studies II	44	Materials included in course cost	$715 T-$85/F-$630
CHA080	Skills and Concepts for Clerical Work	44	Materials included in course cost	$715 T-$85/F-$630
CHA031	Vocational Readiness	22	Materials included in course cost	$385 T-$47/F-$338
CHA277	Office Applications 1	24	Materials included in course cost	$385 T-$47/F-$338
CHA267	Professional Animal Workers Practicum	50	None	$880 T-$171/F-$709
Course Series Totals:		**230**	**$0**	**$3,795 T-$520/F-$3,275**

Career Coach:
Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at https://youtu.be/C7KpznbPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
Program Coordinator: Melissa Foy | mfoy@ccbcmd.edu | 443-840-3451 | Dundalk MASH 105
Administrative Assistant: Gennifer Toich | gtoich@ccbcmd.edu | 443-840-3262 | Dundalk MASH 104

Single Step Academic Preparation

Academic Preparation Courses for Individuals with Disabilities:
College entrance is a goal for most 21st century learners, but many find that they are not fully prepared academically for college coursework while others struggle with entrance testing. Students may also need to strengthen academic skills for a job and navigating daily life.

These courses prepare students with learning differences and disabilities for college study, finding a job, and coping with daily life. They will help students improve, strengthen, and enhance skills needed for college study and in the workforce in a setting with low student-to-teacher ratio that allows for personalization and accommodates multiple learning styles. This track provides instruction that is multi-sensory, multi-modal, personalized, and incorporates elements of universal design for learning.

Students taking these courses should have a desire to learn, be able to independently navigate a college campus, and be able to cope with classroom instruction in a college environment.

Program Outcomes:
Upon successful completion of this program, student will be able to:

- enter Single Step career training programs.
- enter credit/degree programs with stronger academic and coping skills.
- apply stronger reading, writing, and math skills in employment and daily life tasks.

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Course Length:
15 weeks (daytime)
Courses offered at CCBC Catonsville, CCBC Dundalk, and virtually (Zoom).

Requirements:

- As part of the intake process, reading and math levels are determined based on academic assessments.

Foundations of Video Game Design I and II, and Video Game Animation require:

- 6th grade reading comprehension level
- Computer literacy
- Proficiency in Google applications

Prior Learning Assessment:
This program has no options for obtaining course waiver(s) for prior learning.

Application Process:
Selective Entry - please call 443-840-3262 to schedule an interview and assessment.

Course Information:
After the initial assessment, students will be advised on the level of English and Math courses to take.

Because of the wide range of objectives, courses may be taken more than one time before progressing to the next level.

Academic Preparation - Reading and English Courses:

Course Number	Course Title	Course Hours	Textbook Information	Costs
CHA287	Instruction to Reading	44	Materials included in the course cost	$625 T-$125/F-$500
ADS073	Reading Intensive 1	44	Materials included in the course cost	$625 T-$125/F-$500
ADS074	English 1 - Literacy	44	Materials included in the course cost	$625 T-$125/F-$500
ADS079	English 1 - Communications	44	Materials included in the course cost	$625 T-$125/F-$500
ADS221	English 1.5 - Literacy	44	Materials included in the course cost	$625 T-$125/F-$500
ADS222	English 1.5 - Communications	44	Materials included in the course cost	$625 T-$125/F-$500
ADS080	English 2 - Literacy	44	Materials included in the course cost	$625 T-$125/F-$500
ADS081	English 2 - Communications	44	Materials included in the course cost	$625 T-$125/F-$500
ADS082	English 3 - Literacy	44	Materials included in the course cost	$625 T-$125/F-$500
ADS085	English 3 - Communications	44	Materials included in the course cost	$625 T-$125/F-$500
CHA299	English 4 Literacy	44	Materials included in the course cost	$625 T-$125/F-$500
CHA300	English 4 Communications	44	Materials included in the course cost	$625 T-$125/F-$500
CHA040	Beginning Literacy for Special Learners	40	Materials included in the course cost	$754 T-$100/F-$654

Refresher Series:
Designed to review and reinforce basic language and math skills in between semesters.

Course Number	Course Title	Course Hours	Textbook Information	Costs
ADS054	English I: Foundations of Literacy Refresher	9	Materials included in the course cost	$165 T-$35/F-$130
ADS055	English II: Exploration of Literacy Refresher	9	Materials included in the course cost	$165 T-$35/F-$130
ADS056	English III: Master of Literacy Refresher	9	Materials included in the course cost	$165 T-$35/F-$130

ADS229	English 4 Literacy Refresher	9	Materials included in the course cost	$165 T-$35/F-$120
ADS057	Reading Intensive I Refresher	9	Materials included in the course cost	$165 T-$35/F-$130
ADS058	Multilevel Math Refresher	9	Materials included in the course cost	$165 T-$35/F-$130

Academic Preparation - Mathematics Courses:

Course Number	Course Title	Course Hours	Textbook Information	Costs
ADS201	Math 1 - Whole Number Operations	44	Materials included in the course cost	$625 T-$125/F-$500
ADS200	Math 1.5 Introduction to Fractions and Decimals	44	Materials included in the course cost	$625 T-$125/F-$500
ADS203	Real World Math Applications - Level 1	44	Materials included in the course cost	$625 T-$125/F-$500
ADS087	Math 2: Fractions and Graphing	44	Materials included in the course cost	$625 T-$125/F-$500
ADS199	Math 2 Decimals, Percent and Fractions	44	Materials included in the course cost	$625 T-$125/F-$500
ADS090	Math 3: Pre-Algebra	44	Materials included in the course cost	$625 T-$125/F-$500
ADS091	Math 3: Beginning Algebra	44	Materials included in the course cost	$625 T-$125/F-$500

Academic Preparation - Additional Courses:

Course Number	Course Title	Course Hours	Textbook Information	Costs
CHA114	Foundations of Video Game Design	44	Materials included in the course cost	$710 T-$125/F-$585
CHA127	Foundations of Video Game Design II	44	Materials included in the course cost	$710 T-$125/F-$585
CHA149	Video Game Animation	44	Materials included in the course cost	$710 T-$125/F-$585

Program Contact Information:
Program Coordinator: Melissa Foy | mfoy@ccbcmd.edu | 443-840-3451 | Dundalk MASH 105
Administrative Assistant: Gennifer Toich | gtoich@ccbcmd.edu | 443-840-3262 | Dundalk MASH 104

Veterinary Assistant - Individuals with Disabilities

Program Description:
Veterinary assistants support veterinarians and other technicians in all aspects of animal care to ensure animals receive the care and attention needed during a procedure. They typically feed and bathe animals and clean cages and kennels to keep pets clean, safe, and happy while away from their homes. This program prepares students with learning differences and disabilities to assist with kennel care, assist veterinarians and veterinary technicians during exams of animals, and provide support throughout the veterinary office. They are employed at animal day cares, animal shelters, animal emergency centers, and veterinary practices. This track provides instruction that is multisensory, multimodal, and personalized, and that incorporates elements of universal design for learning. Classes are taught with a low student-teacher ratio to better meet the needs of individual learners.

Students entering this program should have a desire to work with animals of all types and follow direction well.

Veterinary assistant jobs can be found with for-profit and non-profit organizations. Additional career information may be found in Career Coach: https://ccbcmd.lightcastcc.com.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. build upon skills and knowledge from the Professional Animal Workers (PAWS) program for a more advanced position in the animal care industry.

Program Credential:
CCBC Credential: Students will be awarded a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Length of Training:
15 weeks (daytime classes)
Courses start in January/February and August at CCBC Dundalk.

Program Requirements:
- Minimum 8th Grade Reading Level - according to an assessment administered during an intake interview
- Minimum 5th Grade Math Level - according to an assessment administered during an intake interview
- Ability to lift 50 lbs.

Prerequisite:
- Successful completion of the Single Step Professional Animals Workers (PAWS) program.

Prior Learning Assessment:
This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. A maximum of 42 program hours may be earned from prior learning.

Application Process:
Selective Entry – Call 443-840-3262 to schedule an interview and assessment. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Program Course Sequence:

Course Number	Course Title	Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
CHA208	Practical Skills for the Veterinary Assistant	15	Materials included in course cost	$260 T-$31/F-$229
CHA209	Introduction to Veterinary Assisting	20	Materials included in course cost	$335 T-$41/F-$294
CHA210	Veterinary Assisting I	27	Materials included in course cost	$445 T-$55/F-$390
CHA211	Veterinary Assisting II	36	Materials included in course cost	$615 T-$73/F-$542
CHA212	Biology and Disease for Veterinary Assistants	42	Materials included in course cost	$710 T-$86/F-$624
Course Series Totals:		**140**	**$0**	**$2,365 T-$286/F-$2,079**

Career Coach:
Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at https://youtu.be/C7KpznbPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
Program Coordinator: Melissa Foy | mfoy@ccbcmd.edu | 443-840-3451 | Dundalk MASH 105
Administrative Assistant: Gennifer Toich | gtoich@ccbcmd.edu | 443-840-3262 | Dundalk MASH 104

Warehouse Technician - Individuals with Disabilities

Program Description:
Warehouse technicians unload, unpack, inspect, load, move, store, and record the movements and storage locations of materials within the warehouse and as necessary input information into various databases. They load and unload materials by hand or by the use of mechanical lifting equipment.

This program teaches students with learning differences or disabilities how to perform warehouse work and the safety requirements for working in a warehouse. Topics include shipping, receiving, stock picking, inventory management, basic safety and OSHA regulations, and forklift operation. Students will learn the following skills: forklift operation, shipping and receiving, understanding OSHA regulations, safety practices, and essential skills for employment. This track provides instruction that is multisensory, multimodal, and personalized, and that incorporates elements of universal design for learning. Classes are taught with a low student-teacher ratio to better meet the needs of individual learners.

Students entering this program should have communication and math skills and be detail-oriented.

Warehouse technician jobs can be found with for-profit and non-profit organizations. Additional career information may be found in Career Coach: https://ccbcmd.lightcastcc.com.

Program Outcomes:
Up on successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. prepare for an entry-level position in an inventory-based/warehouse environment,
2. meet the certification standards in the operation of at least one type of forklift, and
3. demonstrate readiness to enter the workforce.

Program Credentials:

CCBC Credential:	Students will earn a CCBC Workforce Certificate and have access to a Continuing Education academic record (transcript).
External Credential:	First Aid/CPR certification Lift Truck Operator 3 (forklift)
Certifying Organization:	American Red Cross National Safety Council www.nsc.org Coaching Systems LLC www.coachingsystems.com

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Length of Training:
15 weeks
Courses are offered at CCBC Dundalk.

Program Requirements:
- 5th Grade Reading Level - according to an assessment that will be administered during an intake interview

- 5th Grade Math Level
- Ability to lift 50 lbs.

Prior Learning Assessment:
This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. A maximum of 79 program hours may be earned from prior learning.

Application Process:
Selective Entry – Please call 443-840-3262 to schedule an interview and assessment. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
MTP131	Mathematics for the Warehouse	24	Materials included in course cost	$368 T-$45/F-$323
MTP132	Reading and Writing for the Warehouse	24	Materials included in course cost	$368 T-$45/F-$323
PWE391	Warehouse Technician Practicum	60	None	$924 T-$115/F-$809
VOA364	Methods and Safety in Warehousing	33	Materials included in course cost	$554 T-$65/F-$489
VOA382	Forklift Operator Training	15	Materials included in course cost	$313 T-$40/F-$273
CHA031	Vocational Readiness	23	Materials included in course cost	$385 T-$47/F-$338
Course Series Totals:		**179**	**$0**	**$2,912 T-$357/F-$2,555**

Program Contact Information:
Program Coordinator: Melissa Foy | mfoy@ccbcmd.edu | 443-840-3451 | Dundalk MASH 105
Administrative Assistant: Gennifer Toich | gtoich@ccbcmd.edu | 443-840-3262 | Dundalk MASH 104

Animal Reiki Practitioner

Health Professions Pathway

Program Description:
Animal Reiki Practitioners apply animal Reiki techniques to comfort animals that are stressed, aggressive, injured, sick, or dying to ease their discomfort. Practitioners can assist other specialties including veterinarians, animal trainers/behaviorists, animal acupuncturists, pet groomers, shelter workers, and other animal caregivers working with animals in distress.

Reiki is a non-invasive Japanese holistic energy healing system used to support energy balance, harmony, and healing. The series covers how to use Reiki, client intake, consent, session and consent form, and ethics scenarios.

Students entering this program should have a strong desire to help animals, be self-disciplined, have problem-solving and critical thinking skills, and have soft skills.

Animal Reiki Practitioners may find work in various settings where there is a demand for holistic therapies for animals such as private practice, or in animal care and medical facilities that offer healing and holistic care options.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. demonstrate an understanding of the history, principles, and practice of Reiki;
2. demonstrate the ability to meditate and practice self-healing;
3. demonstrate an understanding of distance healing;
4. demonstrate knowledge of Reiki practices in rescues, shelters, veterinary hospitals, and other animal care facilities; and
5. demonstrate Level 1 (Shoden) and Level II (Okuden) Reiki techniques on self and on a live animal.

CCBC Pathway & Track:
Health Professions Pathway: Veterinary Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

CCBC Credential: Students will have access to a Continuing Education academic record (transcript).

External Credential: Successful students will receive certification from the Animal Reiki Alliance for each level of completion (Level 1: Shoden, Level 2: Okuden).

Certifying Organization: Animal Reiki Alliance www.animalreikialliance.com

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Length of Training:
15 hours
Courses are offered at CCBC Catonsville.

Program Requirements:
- High School Diploma or GED
- Computer literate
- Internet access

Application Process:
Open Entry – No screening or documentation required. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Prior Learning Assessment:
Students may be eligible to receive a waiver for Animal Reiki Level 1 by providing existing certification as a Level 1 Reiki Practitioner.

Program Course Sequence:
Students must successfully complete Animal Reiki I and II. A stringent attendance policy will be enforced for Animal Reiki Certification Training Levels I and II.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
FIT760	Animal Reiki I	7.5	Shoden Animal Reiki Level I Training Manual will be provided and is included in the course cost.	$159 T-$48/F-$111
FIT761	Animal Reiki II	7.5	Okuden Animal Reiki Level II Training Manual by Animal Reiki Alliance - will be provided and is included in the course cost.	$179 T-$54/$125
Course Series Totals:		**15**		**$338 T-$102/F-$236**

Career Coach:
Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at https://youtu.be/C7KpznbPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
Program Coordinator: Rebecca Palmisano | rpalmisano@ccbcmd.edu | Essex
Program Assistant: Donna Lambie | dlambie@ccbcmd.edu | 443-840-1243 | Essex

Certified Professional Life Coach

Business Pathway

Program Description:
Develop the critical skills necessary to become successful certified life coach. Complete the course to receive the Certified Professional Coach (CPC) certification issued through the International Association of Professional Recovery Coaches (IAPRC). Topics to be covered include: Core Competencies of the International Coach Federations (ICF) and the IAPRC; ICF-recognized protocols; IAPRC code of ethics; awareness and mindful attention; action tools and skills; assumptions and deeper insight; shifting perspective; and launching a life coach business.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. provide a dynamic coaching process to clients, and develop a personal coaching style and presence;
2. develop techniques to help clients clarify their purpose, goals, and actions; and
3. develop a comprehensive business plan.

CCBC Pathway & Track:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

CCBC Credential:	Students will receive a Continuing Education Workforce Certificate, and have access to a Continuing Education academic record (transcript).
External Credential:	Certified Professional Coach (CPC) certification
Certifying Organization:	International Association of Professional Recovery Coaches (IAPRC) https://www.recoverycoachtraining.com/

Financial Aid and Payment Options: We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Length of Training: Approximately 60 hours. Students may work up to 6 months to complete the online course work.

Program Requirements:
Computer and Software Requirements:
This course can be taken on either a PC, Chromebook, or Mac. - PC: Windows 10 or later. Mac: macOS 10.6 or later.

- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.
- Microsoft Word Online
- Adobe Acrobat Reader
- Software must be installed and fully operational before the course begins.
- Email capabilities and access to a personal email account.

Application Process: *Open Entry* – No screening or documentation required. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Prior Learning Assessment: This program has no options for obtaining course waiver(s) for prior learning.

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOB136	Certified Professional Life Coach	60	Included with course cost	$1995 T:$50/F:$1,945

Career Coach:
Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at https://youtu.be/C7KpznbPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
Program Coordinator: Rebecca Palmisano | rpalmisano@ccbcmd.edu | Essex
Program Assistant: Donna Lambie | dlambie@ccbcmd.edu | 443-840-1243 | Essex

Certified Residential Interior Designer

Arts Pathway

Program Description:
This comprehensive interior design certification course will gives students invaluable insights and foundational principles for building a successful design business. Students learn to cultivate client bases and develop the start of a compelling portfolio presentation that can be used to earn new business and captivate potential clients.

The Residential Interior Designer Education (R.I.D.E.) exam is the final exam in the course and is included with your enrollment. Achieving the R.I.D.E. certificate of completion credential, endorsed by the Designer Society of America (DSA), strengthens your professional image and highlights your excellence to future clientele. As a R.I.D.E. graduate, you will receive a complimentary one-year DSA membership. This membership not only provides you with the opportunity to connect with fellow interior designers but also nurtures your ongoing professional development within the field.

The Certified Residential Interior Designer credential should not be confused with the Certified Interior Designer status certified and regulated by the Maryland State Board of Certified Interior Designers. This program does not meet the education and experience requirements necessary for Maryland State Certification.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. identify and discuss various design styles and movements in history,
2. list basic elements involved in residential interior design projects,
3. discuss the steps required to work as a residential interior designer, and
4. demonstrate skills in creating a design concept and floor plan for residential interior design projects.

CCBC Pathway & Track:
Arts Pathway: Interior Design Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

CCBC Credential: Students will receive a Continuing Education Workforce Certificate, and have access to a Continuing Education academic record (transcript).

External Credential: The Residential Interior Design Education (R.I.D.E.) exam is included in the course. This leads to achievement of the R.I.D.E. certificate of completion credential.

Certifying Organization: The R.I.D.E. credential is endorsed by the Designer Society of America (DSA).

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Length of Training:
Six months

Program Requirements:
Computer requirements:

- This course can be taken on either a PC, Mac, or Chromebook.
  - PC: Windows 10 or later.
  - Mac: macOS 10.6 or later.
- Browser: The latest version of Google Chrome or Mozilla Firefox is preferred. Microsoft Edge and Safari are also compatible.
- Microsoft Word Online
- Adobe Acrobat Reader
- Software must be installed and fully operational before the course begins.
- Email capabilities and access to a personal email account.

Application Process:
Open Entry – No screening or documentation required. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Prior Learning Assessment:
This program has no options for obtaining course waiver(s) for prior learning.

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOB101	Certified Residential Interior Designer Part 1	60	Included in cost of class.	$1,073 T-$25/F-$1,048
VOB102	Certified Residential Interior Designer Part 2	60	Included in cost of class.	$1,072 T-$25/F-$1,047
Course Series Totals:		**120**		**$2,145** **T-$50/F-$2,095**

Career Coach:
Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at https://youtu.be/C7KpznbPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
Program Coordinator: Shannon Smith | ssmith18@ccbcmd.edu | Essex
Program Assistant: Denise Johnson | djohnson11@ccbcmd.edu | Essex

Deaf Blind Interpreter

Humanities Pathway

Program Description:
Sign language interpreters are specifically trained to work with consumers who are both deaf and blind. This certificate prepares interpreters to work with DeafBlind individuals, learning interpreting strategies based on vision abilities, communication, guiding skills, and different etiologies of deaf-blindness. Additionally, the program will review support services roles such as Co-Navigator (CN) and Communication Facilitator (CF). Topics that will be discussed include cultural sensitivity, historical perspectives of the DeafBlind population, ethical and role considerations, and adaptative interpreting skills related to close-vision, tactile, and protactile methods.

Students entering this program should have strong self-discipline and commitment to learning. Fluency in ASL and experience in interpreting required.

Participants will be better prepared to work in specialized settings with DeafBlind consumers. Additional career information may be found in Career Coach: https://ccbcmd.emsicc.com/.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. define the different types of DeafBlindness and their communication needs;
2. explore and discuss the history of DeafBlind Interpreting;
3. explore the importance of touch as a means of communication and how it serves as a primary channel of interaction for individuals with combined vision and hearing loss;
4. identify the difference between tactile, haptics and protactile communication methods;
5. demonstrate ability to incorporate environmental information in interpretation;
6. demonstrate use of Sighted Guide techniques;
7. apply the Registry of Interpreter for the Deaf's Code of Professional Conducts/Ethics and Standard Practice Paper on DeafBlind Interpreting; and
8. demonstrate successful DeafBlind interpreting (tactile, haptics and protactile).

CCBC Pathway and Track:
Humanities Pathway: Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:
CCBC Credential: Students will receive a Continuing Education Workforce Certificate, and have access to a Continuing Education academic record (transcript).

External Credential: Classes eligible for CEUs through the Registry of Interpreters (RID),

Certifying Organization: Registry of Interpreters (RID)

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Program Length:
15 weeks
Blended: Online asynchronous and in-person

Program Requirements:
DeafBlind interpreting courses are specifically designed for working sign language interpreters with prior knowledge of the language and field. Classes are taught in ASL and participants are expected to be fluent in the language.

Computer Requirements:
- Computer
- Webcam
- High-speed internet

Application Process:
Open Entry – No screening or documentation required. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Prior Learning Assessment:
This program has no options for obtaining course waiver(s) for prior learning.

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
FLA241	Intro to DeafBlind Interpreting	22.5	Material included	$249 T-$75/F-$174
FLA240	DeafBlind Interpreting Applied	22.5	Material included	$249 T-$75/F-$174
FLA242	Protactile Intensive	10	Material included	$99 T-$30/F-$69
Course Series Totals:		**55**		**$597 T-$180/F-$417**

Course Substitutions:
First two courses are equivalent to INTR 254 credit course

Related Programs:
- Interpreter and Deaf Interpreter Preparation
- Theatrical Interpreting

Program Contact Information:
Program Coordinator: Charlie Pepersack | cpepersa2@ccbcmd.edu | 443-691-2804 | Essex BESS 116
Program Assistant: Kelsey Marion | kmarion@ccbcmd.edu | 443-840-1104 | Essex BESS 115

Hair Braiding Professional

Business Pathway

Program Description:
Professional hair braiders are in the beauty industry working with individuals providing beauty services such as braiding and styling hair, making recommendations for treating the scalp, and other hair care services.

This program features courses to understand how to build your customer base, develop your portfolio, and provide excellent customer service. Additionally, the program teaches students how to conduct client assessments, maintain a level of client confidentiality, personal integrity, and professional standards, develop and build customer loyalty, and how to explore income opportunities.

The student entering the program must demonstrate a strong knowledge of the techniques for cornrows, plaits, and braids or register for PDV320 Hair Braiding Basics I.

Professional hair braiders can be found in a variety of settings including beauty salons hair salons, spas, or even as independent practitioners providing freelance services or operating their own businesses

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. function more effectively as a hair braiding professional working with individuals providing beauty services such as styling hair, massaging, making recommendations for treating the scalp, and other hair care services;
2. maintain a level of client confidentiality, personal integrity, and professional standards;
3. build a successful hair braiding business or work in a beauty salon to develop a portfolio and income opportunities;
4. build a customer base and provide excellent customer service to build customer loyalty;
5. be proficient in conducting client assessments to understand the needs of the client; and
6. assume responsibility for continued professional and personal development through lifelong learning/continuing education.

CCBC Pathway & Track:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credential:

CCBC Credential: Students will be awarded a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript). Students must complete all four levels to receive the certificate.

There is currently no license required to become a hair braider in Maryland. Students who have completed program requirements should contact program staff to verify completion and request a certificate.

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Length of Training:
70 hours to complete the courses and written exams.

Courses are offered at CCBC Catonsville and CCBC Essex.

Program Requirements:

- PDV 320 Braiding Hair Basics is recommended or student must be able to demonstrate a strong knowledge of the techniques for cornrows, plaits, and braids.
- Computer literate
- Internet access

Recommended:

- High School Diploma or GED
- Prior experience and/or interest in the beauty industry
- Minimum age: 16
- Reading and math levels should be Grade-12 English and Grade-10 for Applied Math

Application Process:
Provisional Entry – demonstrated experience braiding hair. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate program application.

Prior Learning Assessment:
Prior coursework or professional experience may be eligible as a waiver for Level 1 (17.5 hours only). Transcript, certificate, or portfolio of relevant work must be submitted.

Program Course Sequence:
A stringent attendance policy will be enforced.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PDV316	Hair Braiding Professional Level I	17.5	*A Hair Braiding Kit* that includes a mannequin head and stand, clips, and combs is provided if not already received in Hair Braiding Basics. Print materials are included in course cost and provided during class.	$269 T-$81/F-$188
PDV317	Hair Braiding Professional Level II	17.5	*Hair Braiding Kit* provided in PDV316 will be used in PDV317. Print materials are included in course cost and provided during class.	$269 T-$81/F-$188
PDV318	Hair Braiding Professional Level III	17.5	*Hair Braiding Kit* provided in PDV316 will be used in PDV317. Print materials are included in course cost and provided during class.	$269 T-$81/F-$188
PDV319	Hair Braiding Professional Level IV	17.5	*Hair Braiding Kit* provided in PDV316 will be used in PDV317. Print materials are included in course cost and provided during class.	$269 T-$81/F-$188

Course Series Totals:		**70**		**$1,076** **T-$324/F-$752**

Course Substitutions:
PDV316 may be substituted by PDV 215 Braiding Hair Basics, or if the student can demonstrate a strong knowledge of the techniques for cornrows, plaits, and braids.

Skills for Success:
Previous work-related skill, knowledge, or experience in hair braiding basics is required for these occupations. Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training.

Detail-oriented, dependability, self-control, ability to follow safety rules, ability to follow directions, cooperation, integrity, persistence, manual dexterity, mechanical aptitude, mathematical aptitude, ability to stand for long periods of time, and ability to lift 35 pounds. Excellent communication and customer service skills.

Career Coach:
Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at https://youtu.be/C7KpznbPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
Program Coordinator: Rebecca Palmisano | rpalmisano@ccbcmd.edu | Essex
Program Assistant: Donna Lambie | dlambie@ccbcmd.edu | 443-840-1243 | Essex

Makeup Artistry Professional

Business Pathway

Program Description:
Makeup Artist Professionals are prevalent across the beauty industry, delivering beauty services to individuals. They enhance a client's natural beauty for both everyday and special occasions, employing advanced makeup techniques.

This program features courses on how to apply makeup and how to build a customer base. Students will learn makeup applications for basic symmetry, contouring and highlighting, color theory, hygiene, blending foundations, and how to conduct client assessments. Additional topics covered include portfolio building, customer service, client confidentiality, developing and building customer loyalty, and income opportunities in the industry.

Students entering the program should have a strong sense of self-discipline, professionalism, honesty, integrity, and an interest in caring for others.

Makeup Artist jobs can be found in a variety of for-profit and non-profit settings, including salons, retail stores, the film, television, and fashion industries, photography studios, and more. Freelancing opportunities are also available to Makeup Artists looking to work independently. Additional career information may be found in Career Coach: https://ccbcmd.emsicc.com/.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. function more effectively as a professional makeup artist working with individuals providing Beauty services to enhance or alter their appearance;
2. maintain a level of client confidentiality, personal integrity, and professional standards;
3. build a successful makeup business or work in the beauty industry to develop a portfolio and income opportunities;
4. build a customer base and provide excellent customer service to build customer loyalty;
5. be proficient in conducting client assessments to understand the needs of the client; and
6. assume responsibility for continued professional and personal development through lifelong learning/continuing education.

CCBC Pathway & Track:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credential:

CCBC Credential: Students will be awarded a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

There is currently no license required to become a makeup artist in Maryland. Students who have completed program requirements should contact program staff to verify completion and request a certificate.

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Length of Training:
32 hours to complete the courses and written exams.
Courses are offered at CCBC Owings Mills.

Program Requirements:
- Computer literate
- Internet access.
- Reading and math levels should be Grade-12 English and Grade-10 for Applied Math.

Recommended:
- High School Diploma or GED
- Prior experience and/or interest in the beauty industry
- Minimum age: 19

Application Process:
Open Entry – No screening or documentation required. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Prior Learning Assessment:
This program has no options for obtaining course waiver(s) for prior learning.

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PDV328	Makeup Artistry Professional	32	*Make Up Artistry* Students will purchase their own makeup for class, however brush kits and consumable supplies will be provided and are included in cost.	$579 T-$174/F-$405

Career Coach:
Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at https://youtu.be/C7KpznbPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
Program Coordinator: Rebecca Palmisano | rpalmisano@ccbcmd.edu | Essex
Program Assistant: Donna Lambie | dlambie@ccbcmd.edu | 443-840-1243 | Essex

Theater Interpretation Specialist

Humanities Pathway

Program Description:
The Theater Interpreter Specialist program is designed to equip interpreters with the specialized skills needed to make theater more accessible—not only for Deaf audiences but also for Deaf theater professionals working in the industry. This program offers foundational training in performance interpreting, in addition to preparing interpreters for working alongside Deaf actors, directors, designers, and other theater practitioners, ensuring they have equitable access to creative collaboration and professional opportunities. Participants will gain a deep understanding of theater environments, production processes, and the role interpreters play in both performance and behind-the-scenes settings.

Through a combination of classroom instruction, hands-on practice, and mentorship, students will develop skills in script analysis, interpreter placement, team collaboration, and ethical considerations unique to theater. They will also examine the power dynamics present in theater spaces and learn how to support and elevate Deaf artists as professionals. By working closely with theater practitioners and engaging in real-world applications—including rehearsals and live performances— students will complete the program ready to facilitate communication, support artistic goals, and improve accessibility in theater.

Students entering the field of theatrical interpreting need fluency in ASL and English, strong memory and processing skills, and the ability to adapt to different performance styles. Effective collaboration with Deaf and hearing theater professionals is essential, along with ethical decision-making and advocacy for Deaf artists. Strong time management, preparation, and confidence in front of an audience are also critical for delivering clear and engaging interpretations.

Careers in this field are available in various theater settings, including Broadway shows, community theaters, school theater departments, museums, and galleries. Additional career information may be found in Career Coach: https://ccbcmd.emsicc.com/

Program Outcomes:
Upon completion of this program, students will be able to:
1. explain the theatre environment and roles;
2. develop competencies for interpreting in a theatre setting;
3. work effectively as a member of a theatre interpreting team; and
4. apply ethical and professional standards in theatre interpreting.

CCBC Pathway &Track:
Humanities Pathway: Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credential:
CCBC Credential: Students will be awarded a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Length of Training:
Nine months

Program Requirements:
- ASL Students ready for their practicum and/or working American Sign Language-English interpreters.

Application Process:
Open Entry – No screening or documentation required. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Prior Learning Assessment:
This program has no options for obtaining course waiver(s) for prior learning.

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
FLA238	Theatrical Performance Interpreting	20	Material included	$195 T-$59/F-$136
FLA236	Theatrical Production Interpreting	25	Material included	$195 T-$59/F-$136
FLA237	Theatrical Performance Internship	30	Material included	$195 T-$59/F-$136
Course Series Totals:		**75**		**$585 T-$177/F-$408**

Program Contact Information:
Program Coordinator: Charlie Pepersack | cpepersa2@ccbcmd.edu | 443-691-2804 | Essex BESS 116
Program Assistant: Kelsey Marion | kmarion@ccbcmd.edu | 443-840-1104 | Essex BESS 115

Other Credit Certificates

CCBC for-credit certificates offer education and training for students wanting a formal academic credential but needing a shorter-term experience. They are shorter programs that focus on a specific field or expertise. They can be a stand-alone credential or may be part of a pathway to a higher-level credential such as an Associate's Degree.

For further information on Credit Certificates, see the CCBC website or call our Call Center at 443-840-2222

Art, Design, and Interactive Media

Photography and Imaging Certificate
The Photography and Imaging certificate prepares students for positions in commercial photography studios, in-house imaging departments, portrait/event studios, industrial photography departments, digital imaging labs, photojournalism, and multimedia production companies.

Credential: Credit Certificate. A total of 21 credits is required for this certificate

Graphic Design Certificate
The Graphic Design certificate prepares students for positions as graphic designers and electronic publication design specialists in business, government and industry. See the coordinator for advisement and schedule planning.

Credential: Credit Certificate. A total of 18 credits is required for this certificate

Digital Media Production

Digital Media Production Certificate
The Digital Media Production Certificate prepares students to work in all aspects of pre-production and post-production. Through hands-on projects, students learn how to analyze and understand the media around them, how to create media in many different formats, and how to manage the business and technology requirements of working in the media industry.

Credential: Credit Certificate. A total of 21 credits is required for this certificate

Interior Design

Interior Design Certificate
Interior designers combine problem solving skills and artistic vision to create environments that are safe, functional, sustainable, creative, aesthetically pleasing and enhance the human experience.

Credential: Credit Certificate. A total of 42-46 credits is required for this certificate

Interpreter Preparation

Interpreter Preparation Certificate
The Interpreter Preparation Program is designed to provide students with entry-level skills in sign language interpreting. The program is intended for students who are already proficient in ASL. The mission of the program is to prepare students for employment as American Sign Language/English interpreters working with deaf and hard of hearing communities.

Credential: Credit Certificate. A total of 38 credits is required for this certificate

Music

Music Production and Audio Recording Technology Certificate
The Music Production and Audio Recording Technology Program is a certificate program designed to prepare students for entry in the audio recording profession.

Credential: Credit Certificate. A total of 30 credits is required for this certificate

Sustainable Horticulture

Turf and Landscape Maintenance Certificate
This Certificate focuses on the identification, care and maintenance procedures of turf and ornamental plants used in landscaping. Students will develop the skills necessary to qualify for a position as a turf or landscape maintenance technician.

Credential: Credit Certificate. A total of 30 credits is required for this certificate.

Greenhouse/Agricultural Production Certificate
This Certificate option is for individuals interested in obtaining an entry-level position as a grower's assistant with a greenhouse firm. Greenhouse production and management are emphasized along with care, maintenance, and identification of plants most commonly grown in a greenhouse environment.

Credential: Credit Certificate. A total of 30 credits is required for this certificate.

Landscape Installation, Maintenance and Design Certificate
This Certificate option is for individuals interested in obtaining an entry-level position with a landscaping firm as a technician. The focus will be on plant identification, landscape design, landscape installation, construction and maintenance.

Credential: Credit Certificate. A total of 35 credits is required for this certificate.

Basic Horticulture Technician Certificate
This certificate is for individuals interested in obtaining an entry-level position with either a landscaping firm or a nursery as a technician.

Credential: Credit Certificate. A total of 12 credits is required for this certificate.

Kinesiology

Personal Trainer Certificate
Students in this certificate program learn to conduct physical and health risk assessments, interpret assessment results, design exercise programs, provide fitness instruction and supervise fitness facilities.

Credential: Credit Certificate. A total of 16 credits is required for this certificate.

Apprenticeships - Skilled Trades

Technology and Engineering Pathway

Program Description:
This program listing focuses on registered apprenticeships in building and construction trades, often referred to as traditional apprenticeships. (Note: there are also non-traditional apprenticeships in industry sectors such as manufacturing and health care that are associated with other program listings.) Apprentices in this program listing gain an opportunity to work in well-paying jobs, such as a sheet metal worker, operating engineer, electrician, plumber and steamfitter, carpenter, and other skilled construction trade occupations.

Work full-time as an apprentice and take a structured series of courses that includes content that supports the tasks you perform at work. Each apprenticeship offers a specialized program that will take from three to five years to complete and leads to a Journeyperson certificate. Apprenticeship opportunities involve paid employment and structured education that will lead to higher salary, greater skill, and the possibility of earning a degree through prior learning assessment/articulation. Apprentices apply through and are selected by the apprenticeship sponsor / committee. When apprentices are accepted into the program, they begin taking classes through CCBC and working full-time under the supervision of a trained journeyperson. It is not necessary to be employed when applying; sponsors will dispatch apprentices to a participating employer once they are selected for admission and begin their apprenticeship. Students entering this program should have a strong sense of self-discipline; good math skills; reading and spatial relations skills; enjoy variety; and like to use their hands and mind.

Journey-level tradespeople have the opportunity to work all over the country or the world. They can also become supervisors, owners, inspectors and instructors. Additional career information may be found in Career Coach: https://ccbcmd.lightcastcc.com/.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. obtain and demonstrate the skills necessary to successfully complete work at the journeyperson level;
2. demonstrate appropriate safety protocols and practices while working on a job site;
3. increase confidence and competency in the specified trade; and
4. upon obtaining the journeyperson status, be able to provide training and oversight for apprentices.

CCBC Pathway & Track:
Technology and Engineering Pathway: Construction Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

CCBC Credential: Students will earn a CCBC Workforce Certificate and will have access to a Continuing Education academic record (transcript).

External Credential: Students will receive a journeyperson certificate from the Maryland Department of Labor.

Note: Many apprenticeship programs in construction trades have additional certifications, such as OSHA 10 or 30, First Aid/CPR, and other trade-specific certifications. Some programs also require passing a state licensing exam, depending on the trade.

Certifying Organization: Maryland Department of Labor

Apprenticeship Sponsors:
To apply, go to www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

The following is a list of apprenticeship sponsors. Contact them directly to learn about the application processes and timelines for the specific trade/craft of interest.

Associated Builders and Contractors
www.abcbaltimore.org
Contact: *Donte Lee*, 410-821-0351

Carpenter 4-year program; 156 hours/year of related instruction
Electrician 4-year program; 156 hours/year of related instruction
HVAC 4-year program; 156 hours/year of related instruction
Pipe Fitter, 4-year program; 156 hours/year of related instruction
Plumber 4-year program; 156 hours/year of related instruction
Sheet Metal 4-year program; 156 hours/year of related instruction
Sprinkler Fitter 4-year program; 156 hours/year of related instruction

Baltimore Electricians JATC, Local Union #24
www.jatc24.org
Contact: *Neil Wilford, Jr.*, 410-247-3313
Electrical 5-year program; 180 hours/year in Years 1 & 2; 200 hours/year for Years 3-5; 960 hours total
VDV (Voice-Data-and-Video)/Telecommunications 3-year program; 210 hours/year

Heat & Frost Insulators and Allied Workers, Local 24
www.insulators24.org
Contact: *James Hoos*, 301-725-2400
4-year academic program with fifth year of hands-on programming
176 hours in Years 1 – 3; 190 hours in Year 4; 720 hours total

Independent Electrical Contractors
www.iecchesapeake.com
Contact: *Rick Mathis,* 301-621-9545
4-year program; 165 hours/year of related instruction

Ironworkers Local Union #5
www.ironworkers5.org
Contact: *Gary Armstrong*, 301-599-0960
4-year program; 208 hours in Year 1; 205 hours in Year 2; 204 hours in Years 3-4; 821 hours total

Maryland Plumbing-Heating-Cooling Contractors Association
www.phccmd.org
Contact: *Katharine Kastner Stradley*, 410-461-5977
4-year program; 165 hours/year of related instruction

Eastern Atlantic States Carpenters Technical Centers
www.eascarpenterstech.edu
Contact: *Robert Landy*, 301-736-1696
Carpenters 4-year program; 160 hours/year of related instruction
Pile Driving 4-year program; 160 hours/year of related instruction
Floor Layers 4-year program; 160 hours/year of related instruction
Trade Show 3-year program; 160 hours/year of related instruction

Operating Engineers Local Union #37
www.iuoe37.org
Contact: *Mike Funk*, 443-242-6280 or Stacey Brown, 410-254-2030
3-year program; 268 hours/year of related instruction

Plumbers & Steamfitters Local Union #486
www.getpiping.com
Contact: *Charles Petrovia*, 410-866-5313
5-year program; average of 250 per year; 1,257 hours total

Sheet Metal Workers Local Union #100
www.Smart100.org
Contact: *Dave Tippett*, 301-568-8655
5-year program; 46 hours in Year 1; 162 hours in Year 2; 192 hours in Years 3-5 of related instruction

Career Coach:
Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at https://youtu.be/C7KpznbPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
For Associated Builders and Contractors:

Coordinator**:** Niki Rogers | nrogers2@ccbcmd.edu | 443-840-4422 | Essex BESS 115
Administrative Assistant: Denise Bellamy | dbellamy@ccbcmd.edu | 443-840-4712 | Catonsville BESS 100

For Baltimore Electricians JATC; Heat & Frost Insulators and Allied Workers; Ironworkers; Mid-Atlantic Carpenters; Plumbers & Steamfitters; Maryland Plumbing, Heating, & Cooling Contractors; Independent Electrical Contractors; and Sheetmetal Workers:
Coordinator**:** Niki Rogers | nrogers2@ccbcmd.edu | 443-840-4422 | Essex BESS 115
Administrative Assistant: Jackie Gibson | jgibson2@ccbcmd.edu | 443-840-4561 | Catonsville BESS 100

For Operating Engineers:
Coordinator: Eric Venanzi | evenanzi@ccbcmd.edu | 443-840-5108 | Dundalk STAT 118
Administrative Assistant: Jackie Gibson | jgibson2@ccbcmd.edu | 443-840-4561 | Catonsville BESS 100

ESOL Instructor - TESOL CE Certificate

Education Pathway

Program Description:
CCBC's certificate in TESOL is open to individuals from any background or academic discipline who are interested in teaching or supporting instruction for English language learners in a variety of contexts in the U.S. or abroad. The certificate is designed for adults seeking a career change or meaningful volunteer opportunities, students seeking an introduction to the field of TESOL, or educators or other professionals who seek to work more effectively with non-native speakers of English. It incorporates best practices from the TESOL International Association's *Standards for Short Term TESL/TEFL Certificate Programs*.

This TESOL certificate is unique in that throughout every course students gain experience working with real English language learners so that they build their resumes and confidence while they build their skills.

Students entering this program should have strong verbal communication skills, good problem solving skills, attention to detail, strong interpersonal skills, be able to give and take direction well, and the ability to work with others as part of a team.

Jobs in TESOL are found in a variety of contexts, including community education programs, and public and private schools. Additional career information may be found in Career Coach: https://ccbcmd.emsicc.com/.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. apply both theoretical and practical training in the field of TESOL;
2. design and deliver instruction appropriate for English language learners' needs; and
3. use their skills to pursue the ESOL K-12 Praxis exam credential or a professional opportunity teaching ESL in a K-12 support setting, or in a nonprofit, community or adult education, business, or overseas context.

CCBC Pathway & Track:
Education Pathway: Education Track - Pathways are designed to help students meet their academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. They can meet with a CCBC advisor who helps align — or realign — their educational plan with the Pathway that best supports the student and their goals.

Program Credential:
CCBC Credential: Students will earn a CCBC Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Length of Training:
10 months
The certificate offers at least three start times each year. Students may begin the certificate program with any course offering. The program duration is 10 months for students who pursue one content course at a time.

Program Requirements:
- High school diploma
- Strong English language skills

Application Process:
Open Entry – No screening or documentation required. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Prior Learning Assessment:
This program has no options for obtaining course waiver(s) for prior learning.

Program Course Sequence:
All credit and CE students must successfully complete ADS 188 English Grammar Pedagogy for the certificate.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
ADS184	Foundations of TESOL	20	N/A	$195 T-$59/F-$136
ADS228	TESOL Practicum IA (must be taken with ADS184)	6	N/A	$69 T-$21/F-$48
ADS189	TESOL Methods: Principles in Practice	20	N/A	$195 T-$60/F-$135
ADS191	TESOL Practicum IB (must be taken with ADS189)	6	N/A	$69 T-$21/F-$48
ADS218	Instructional Design in TESOL	20	N/A	$195 T-$59/F-$136
ADS209	TESOL Practicum 1D (must be taken with ADS218)	6	N/A	$69 T-$21/F-$48
ADS216	Issues in TESOL	20	N/A	$195 T-$59/F-$136
ADS210	TESOL Practicum 1E (must be taken with ADS216)	6	N/A	$69 T-$21/F-$48
ADS188	English Grammar Pedagogy	20	N/A	$195 T-$59/F-$136
ADS192	TESOL Practicum IC (must be taken with ADS188)	6	N/A	$69 T-$21/F-$48

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
Course Series Totals:		**130**		**$1,320** **T-$401/F-$919**

Course Substitutions: Credit course EDTR268 for ADS184, ADS186, ADS189, and ADS191. Credit course EDTR269 for ADS 218, ADS209, ADS216, and ADS210.

Career Coach:
Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at https://youtu.be/C7KpznbPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
Program Coordinator: Charlie Pepersack | cpepersa2@ccbcmd.edu | 443-691-2804 | Essex BESS 116
Program Assistant: Kelsey Marion | kmarion@ccbcmd.edu | 443-840-1104 | Essex BESS 115

Automotive Safety Inspector (Maryland)

Technology and Engineering Pathway

Program Description:
Maryland Safety Inspectors work in an automotive repair or service facility. They inspect and monitor transportation equipment, vehicles, or systems to ensure compliance with state regulations and safety standards. Automotive technicians can get multiple certifications and become master technicians or world-class technicians. Technicians can also become supervisors, owners, inspectors and instructors.

CCBC offers two classes to help experienced automotive technicians prepare for Maryland's written and hands-on safety inspection exams. These classes are not required for the exam but are offered to help technicians prepare for the exams.

Skills for success include high work ethic, attention to detail, ability to work with heavy machinery, and mechanical aptitude.

Career Outlook - According to the U.S. Department of Labor, overall employment of automotive service technicians and mechanics is projected to decline 2% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 1,240. Additional career information may be found in Career Coach: https://ccbcmd.lightcastcc.com/.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. prepare to pass the Maryland Vehicle Safety Inspection Written and Hands-on Tests,
2. use the Code of Maryland Regulations handbook to find information, and
3. properly perform the administrative duties of a safety inspector.

CCBC Pathway & Track:
Technology and Engineering Pathway: Automotive Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:
CCBC Credential: Students will have access to a Continuing Education academic record (transcript).

Students will be prepared to apply to take the state exam to become a Maryland Safety Inspector.

Certifying Organization: Maryland State Police Automotive Safety Enforcement Division
https://mdsp.maryland.gov/ASED/Pages/AutomotiveSafetyEnforcementDivision.aspx

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Program Length:
3 days
Courses are usually offered on Saturdays at CCBC Catonsville.

Program Requirements:
- Students must be experienced automotive technicians to register for classes

Application Process:
Open Entry – No screening or documentation required. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Prior Learning Assessment:
This program has no options for obtaining course waiver(s) for prior learning.

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
ARP294	Preparation for MD State Safety Inspection Test	6	Textbook provided in class.	$199 T-$60/F-$139
ARP732	Maryland State Inspection Hands-On Test Preparation	16	Textbook provided in class.	$399 T-$120/F-$279
Course Series Totals:		**22**		**$598 T-$180/F-$418**

Career Coach:
Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at https://youtu.be/C7KpznbPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
Program Coordinator: Eric Venanzi | evenanzi@ccbcmd.edu | 443-840-5108 | Dundalk STAT 118
Administrative Assistant: Audrey White | awhite5@ccbcmd.edu | 443-840-4775 | Dundalk STAT 120

Automotive Service Attendant

Technology and Engineering Pathway

Program Description:
Individuals successfully completing this certificate will be ready for employment opportunities in the automotive repair industry as Automotive Service Attendant technicians.

Automotive Service Attendants identify vehicle problems using computerized diagnostic equipment, plan work procedures using manuals, test parts and systems to ensure operability, and perform minor repairs, such as adjusting brakes, replacing spark plugs, or changing engine oil filters, grease and lubricate vehicles, perform tire maintenance, maintain parts inventories, perform service level checks, and interact with customers. Criminal background checks and random drug testing may be required for employment.

Students in this program should be detail-oriented and have the ability to follow safe work practices. In addition to dependability and integrity, mathematical, technical, and mechanical aptitudes are desirable for this field. Automotive Service Attendants should have the ability to stand or crouch for long periods of time, work in confined spaces, and have the capacity to lift 35 pounds regularly.

Automotive Service Attendants can find employment within commercial settings. Vehicle service stations, new and used vehicle dealerships, and industrial fleet maintenance operations are all potential employers. According to the U.S. Department of Labor, projected annual job openings from 2020-2030 in Maryland are 1,240. Additional career information may be found in Career Coach: https://ccbcmd.lightcastcc.com/

Program Outcomes:
Upon successful completion of this certificate, students will be able to:
1. prepare to pass ASE testing for Brakes and Suspension Certification;
2. prepare to pass ASE testing for Electrical and Electronics Certification;
3. prepare to pass ASE testing for Steering and Suspension Certification; and
4. discuss opportunities to gain employment in the independent or dealership arena.

CCBC Pathway & Track:
Technology and Engineering Pathway: Automotive Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:
CCBC Credential: Students will have access to a Continuing Education academic record (transcript).

External Credential: Students will be prepared to take ASE certification exams: Brakes and Suspension, Electrical and Electronics, and Steering and Suspension.

Certifying Organization: Automotive Service Excellence (ASE) Education Foundation

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Program Length:
Approximately 9 months.

Application Process:
Open Entry – No screening or documentation required. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Prior Learning Assessment:
This program has potential options for waving select courses based on previous coursework or articulated coursework from an approved curriculum or demonstrated portfolio and/or prior occupational learning.

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost, subject to change)	Costs T=Tuition/F=Fees
AUT021	Introduction to Automotive Technology	79		$899 T-$269/F-$630
AUT022	Repairing Automotive Brake Systems	64		$729 T-$219/F-$510
AUT023	Servicing Automotive Electrical and Electronic Systems	64		$729 T-$219/F-$510
AUT024	Servicing Automotive Engines-Related Systems	79		$899 T-$269/F-$630
AUT025	Repairing Automotive Suspension Systems	64		$729 T-$219/F-$510
Course Series Totals:		**350**		**$3,985 T-$1,195/F-$2,790**

Related Programs:
Automotive Service Attendant Certificate (Credit)

Additional Expenses:
ASE examinations

Program Contact Information:
Program Coordinator: Eric Venanzi | evenanzi@ccbcmd.edu | 443-840-5108 | Dundalk STAT 118
Administrative Assistant: Margie Anne Bonnett | mbonnett@ccbcmd.edu | 443-840-5213 | Dundalk STAT120

Certified Logistics Associate/Warehouse Distribution

Business Pathway

Program Description:
Workers in the logistics, warehouse, and distribution fields typically move freight and other materials, pick and pack orders, prepare shipments for outbound and receiving processes, operate material handling equipment, and process related documentation. Career seekers will be applying for jobs such as laborers, freight stockers, material movers, receiving and traffic clerks, forklift operators, customer support representatives, logistics specialists, freight handlers, billing clerks and logistic technicians. Long-term career opportunities include logistics manager, logistics supervisor, and logistics technician.

This training prepares individuals to work in higher skilled, frontline material handling roles at a variety of supply chain facilities such as factories, warehouses, distribution centers, and transporters. Areas of specialized training include entry level forklift operations, warehouse and logistics safety knowledge, and basic logistics and distribution operations.

The physical duties of working in the logistics field vary by position. All positions require attention to detail and dependability. They may involve walking, pushing, pulling, lifting, and carrying objects in the case of laborers, freight stockers, and material movers. Skills include active listening, critical thinking, and monitoring. A clerk position may involve any of these physical activities but also sitting or standing for long periods of time. Skills include reading comprehension, active listening, critical thinking, and time management.

According to the U.S. Department of Labor, overall employment of warehouse and logistics specialists is projected to grow 12% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 6,630. Additional career information may be found in Career Coach: https://ccbcmd.lightcastcc.com/.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. prepare to obtain the Certified Logistics Associate (CLA) credential from the Manufacturing Skill Standards Council (MSSC), and other related credentials,
2. define basic principles used to reduce waste in the supply chain,
3. identify key security issues for logistics operations,
4. stop, drive, and turn a forklift safely,
5. identify the main federal safety organizations and the major parts of the Occupational Safety and Health Administration (OSHA) Act, and
6. prepare for an entry-level career in the logistics field.

CCBC Pathway & Track:
Business Pathway: Transportation, Distribution, and Logistics Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

CCBC Credential:	Students will earn a CCBC Workforce Training Certificate and will have access to a Continuing Education academic record (transcript).
External Credential:	Certified Logistics Associate; OSHA 10-Hour General Industry
Certifying Organization:	Manufacturing Skill Standards Council (MSSC); www.msscusa.org Occupational Safety and Health Administration; www.osha.gov

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Program Length:
50 hours; number of weeks and start dates vary.

Program Requirements:
- High School Diploma or GED
- Minimum age of 18
- Basic computer keyboarding, browser, and email proficiency.

Application Process:
Open Entry – No screening or documentation required. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Prior Learning Assessment:
This program has potential options for waiving select courses based on demonstrated portfolio and/or prior occupational learning. A maximum of 28 program hours may be earned from prior learning.

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA515	Certified Logistics/Warehouse Distribution Associate	28	Text and online material cost included	$899 T-$270/F-$629
VOA605	Forklift Operator Training	12	Textbook included in costs	$229 T-$69/F-$160
VOA834	OSHA 10-Hour General Industry	10	Course materials included	$299 T-$90/F-$209
Course Series Totals:		**50**		**$1,427** **T-$429/F-$998**

Additional Expenses:
The cost for the student to take the Certified Logistics Associate (CLA) exam once is included as part of the Certified Logistics Associate course. Repeat testing requires an additional fee of approximately $125.00 each for the CLA exam.

Career Coach:
Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at https://youtu.be/C7KpznbPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
Program Coordinator: Eric Venanzi | evenanzi@ccbcmd.edu | 443-840-5108 | Dundalk STAT 118
Administrative Assistant: Audrey White | awhite5@ccbcmd.edu | 443-840-4775 | Dundalk STAT 120

Certified Supply Chain Professional (CSCP)

Business Pathway

Program Description:
This program prepares students for entry level management positions in Supply Chain Management. The work consists of directing or coordinating production, purchasing, warehousing, distribution, or financial forecasting services or activities to limit costs and improve accuracy, customer service, or safety. It also includes examining existing procedures or opportunities for streamlining activities to meet product distribution needs, as well as directing the movement, storage, or processing of inventory. Career opportunities include supply chain technician, planning manager, and supply chain director.

This program helps prepare for the Certified Supply Chain Professional (CSCP) exam. Translate the connection between the areas of planning, sourcing, manufacturing, and delivering into an integrated supply chain. After completing the courses, you will have a firm understanding of mitigation strategies, operationalization of risk management practices, and implementation of cost reduction measures.

Since this program is delivered completely online, students will need to have the self-discipline to complete all required material on their own. A course instructor will be available to assist students with questions and to lead online activities during the course of the class.

According to the U.S. Department of Labor, overall employment of supply chain managers is projected to grow 15% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 270. Additional career information may be found in Career Coach: https://ccbcmd.lightcastcc.com/.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. explore purchasing management, supplier relationships, sourcing, forecasting, and inventory management;
2. explore process management, logistics, customer relationship management, supply chain process integration, and performance measures; and
3. prepare to pass the Certified Supply Chain Professional exam.

CCBC Pathway & Track:
Business Pathway: Transportation, Distribution, and Logistics Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

CCBC Credential: Students will receive a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

External Credential: The Certified Supply Chain Professional courses will provide you with the requirements and resources needed to sit for the CSCP Exam with the Association For Supply Chain Management (ASCM). ASCM maintains further requirements for exam eligibility for completing the APICS CSCP exam. Eligibility requirements and exam application are located at www.ascm.org

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Program Length:
Approximately 120 hours / 6 months to complete

Program Requirements:
- There are no prerequisites to take this course. However, you should have general knowledge of Microsoft Excel before you enroll.

Computer requirements:
- This course can be taken on either a PC or Mac
  - PC: Windows 8 or later
  - Mac: macOS 10.6 or later
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.
- Microsoft Excel (not included in enrollment)
- Adobe Acrobat Reader.
- Software must be installed and fully operational before the course begins.
- Email capabilities and access to a personal email account.

Application Process:
Provisional Entry – Prospective participants are required to attend an information and pre-screening session and provide occupational documentation. Students must have permission from the Coordinator before registering for this class. There are steps in addition to the program to sit for the CSCP exam. For more information visit: www.ascm.org

To apply, go to www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Prior Learning Assessment:
This program has no options for obtaining course waiver(s) for prior learning.

Program Course Sequence:
Student must register for all courses in the series at the same time.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA 791	Certified Supply Chain Professional- Part 1	60	Included in class fees	$1,147 (T-$344/F-$803)
VOA 792	Certified Supply Chain Professional- Part 2	60	Same as VOA 791	$1,148 (T-$344/F-$804)

Course Series Totals:			**Included in class fees**	**$2,295** **(T-$688/F-$1607)**

Additional Expenses:
Additional fees and documentation are required to register and sit for the CSCP exam. Information is available as www.ascm.org

Career Coach:
Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at https://youtu.be/C7KpznbPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
Program Coordinator: Eric Venanzi | evenanzi@ccbcmd.edu | 443-840-5108 | Dundalk STAT 118
Administrative Assistant: Audrey White | awhite5@ccbcmd.edu | 443-840-4775 | Dundalk STAT 120

Commercial Vehicle Operator A Class

Business Pathway

Program Description:
Commercial vehicle operation is an important component of the Transportation, Distribution and Logistics industry. Due to a driver shortage, there are many career opportunities for Commercial Driver's License (CDL) Class A holders. You can drive a tractor trailer, tanker, double and triples, flatbed, or refrigerated trailer. Commercial drivers of tractor trailers provide local service, regional, and interstate trips. Heavy truck and tractor trailer drivers may spend most of their time behind the wheel, but they may also be required to load or unload their cargo upon arrival at their final destination. Drivers conduct pre-trip and post-trip vehicle inspections and must report to the dispatcher any equipment that is inoperable, defective, or missing. The U.S. Department of Transportation requires drivers to keep a log of their activities, including the condition of the truck, hours of service, and the circumstances of any accidents.

This training prepares students to test for a Maryland CDL-A license. The program includes classroom instruction and practical experience behind the wheel on range and road. Students focus on safety, inspections, basic control, shifting, backing, coupling and uncoupling, trip planning, log books, and accident reporting. The Maryland MVA's CDL-A licensing exam is taken at the end of the course. The exam includes pre-trip inspections, range maneuvers, and completion of a road test of 14+ miles.

Successful candidates enjoy travel and the independence of the open road, but because drivers interact with many people (such as other drivers, clients, and fleet managers) communication skills are important. An interest in safe driving, problem solving, and understanding regulations is helpful.

According to the U.S. Department of Labor, overall employment of heavy and tractor-trailer truck drivers is projected to grow 6% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 3,370. Additional career information may be found in Career Coach: https://ccbcmd.lightcastcc.com/.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. prepare to pass the Maryland Motor Vehicle Administration (MVA) Commercial Driver's License (CDL) exam;
2. identify pre-trip safety inspection checklist items to pass the MVA CDL exam;
3. explain in detail safe driving practices for operation of a Class A CDL vehicle;
4. demonstrate through hands-on range/road driving practice the ability to set the Class A CDL vehicle in motion and accelerate smoothly forward and backward, park, shift, and maneuver; and
5. demonstrate how to couple and uncouple units and perform air break inspections.

CCBC Pathway & Track:
Business Pathway - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

CCBC Credential: Students will be awarded a Continuing Education Workforce Certificate, and will have access to a Continuing Education academic record (transcript).

Students will be prepared to take the Maryland Commercial Driver's License exam. Students will be awarded various CDL certificates (e.g. Defensive Driving and New Driver Training).

Licensing Organization: CDL A: Maryland Motor Vehicle Administration (MVA) - upon successfully completing the MVA final licensing exam https://mva.maryland.gov/

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Program Length:
CDL- A: 280 hours
Full-time class meets Monday -Friday from 8:00 am to 4:00 pm for 8 weeks
Weekend class meets Saturday and Sunday from 8:00 am to 4:00 pm for 20 weeks
Evening class meets Monday - Friday from 5:00 pm to 10:00 pm for 12 weeks

Program Requirements:
- Minimum age of 18 (commercial drivers must be 21 years of age to drive across state lines)
- Be able to pass a Department of Transportation (DOT) drug screen & physical
- Possess a valid Maryland Driver's License (must be a regular Class C license and not on a provisional license)
    - *NOTE*: In Maryland, an individual must hold a learner's permit for a minimum of 9 months (if under age 18) or 3 months (if over age 18) without any traffic violations to obtain a provisional license. An individual must then hold that provisional license for a minimum of 18 months with a clean driving record to obtain a regular Class C license
- Maintain zero points for drug/alcohol violations

Recommended:
- High School Diploma or GED (highly preferred, but not required)

Application Process:
Selective Entry – Please call 443-840-2222 to schedule a mandatory CDL information session. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Prior Learning Assessment:
This program has no options for obtaining course waiver(s) for prior learning.

Program Course Sequence:
The Maryland MVA's CDL-A licensing exam is taken at the end of the course. The exam includes pre-trip inspections, range maneuvers, and completion of a road test of 14+ miles.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA 553	CDL-A Learner Permit and Pre-Trip Introduction	98	none	$2100 T-$420/F-$1,680
VOA 554	CDL Class A – Maneuvers and Road Skill Basics	91	none	$1800 T-$360/F-$1,440

VOA 555	CDL-A Road and Advanced Safety Skills	91	none	$1600 T-$320/F-$1,280
Course Series Totals:		**280**	**NA**	**$5500** **T-$1,100/F-$4,400**

Career Coach:
Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at https://youtu.be/C7KpznbPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:
Coordinator: Stacy Igo | sigo@ccbcmd.edu | 443-877-5205 | TTC Transportation Training Center
Administrative Assistant: Barbara Bennett | bbennett3@ccbcmd.edu | 443-840-3672 TTC - Transportation Training Center

Commercial Vehicle Operator B Class

Business Pathway

Program Description:
Commercial vehicle operation is an important component of the Transportation, Distribution, and Logistics industry. Commercial vehicle operators with Class B commercial licenses may support either the passenger transportation industry or the distribution of goods and materials. Equipment includes 15+ passenger vans, buses, coaches, and straight trucks. The hospitality industry requires CDL-B drivers, with a "P" - Passenger endorsement, to transport passengers to hotels and airports, operate rental car shuttles, as well as scheduled bus, charter bus, tour bus, urban, and transportation services. Vehicle operators may drive locally, regionally, and/or between urban areas, depending on the nature of the business. A CDL-B driver without a "P" - Passenger endorsement on their license may operate heavy straight trucks (over 26,000 lbs.), such as dump trucks and non-trailered box vans. CDL-B operators conduct pre-trip vehicle inspections, report safety and equipment issues to the dispatcher, and must conform to USDOT rules and regulations, including the accurate updating of logs and records.

This training prepares students to test for a Maryland CDL-B license. The program includes classroom instruction and practical experience behind the wheel on range and road. Students focus on safety, inspections, basic control, backing, trip planning, logging, and accident reporting. The Maryland MVA's CDL-B licensing exam occurs at the end of the course. The exam includes pre-trip inspections, range maneuvers, and completion of a road test of 14+ miles.

Successful candidates enjoy travel and the independence of the open road, but because drivers interact with many people (such as other drivers, clients, and fleet managers) communication skills are important. An interest in safe driving, problem solving, and understanding regulations is helpful.
Program completers can drive straight trucks, 15+ passenger vans, buses, and coaches. According to the U.S. Department of Labor, overall employment of heavy and tractor-trailer truck drivers is projected to grow 6% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 3,370. Additional career information may be found in Career Coach: https://ccbcmd.lightcastcc.com/.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. prepare to pass the Maryland Motor Vehicle Administration (MVA) Commercial Driver's License (CDL) exam;
2. identify pre-trip safety inspection checklist items to pass the MVA CDL exam;
3. explain in detail safe driving practices for operation of a Class B CDL vehicle;
4. demonstrate through hands-on range/road driving practice the ability to set the Class B CDL vehicle in motion and accelerate smoothly forward and backward, park, shift, and maneuver; and
5. demonstrate how to perform air break inspection.

CCBC Pathway & Track:
Business Pathway - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

CCBC Credential:	Students will be awarded a Continuing Education Workforce Certificate, and will have access to a Continuing Education academic record (transcript). Students will be awarded various CDL certificates (e.g. Defensive Driving and New Driver Training).
External Credential:	Maryland Commercial Driver's License B Class (CDL-B)

Licensing Organization: Maryland Motor Vehicle Administration (MVA) - upon successfully completing the MVA final licensing exam. https://mva.maryland.gov

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Program Length:
CDL-B: 103 hours
Full time class meets Monday - Friday from 8:00 am to 4:00 pm for 3 weeks.

Program Requirements:
- Minimum age of 18 (commercial drivers must be 21 years of age to drive across state lines)
- Be able to pass a Department of Transportation (DOT) drug screen & physical
- Possess a valid Maryland Driver's License (must be a regular Class C license and not on a provisional license)
  - *NOTE*: In Maryland, an individual must hold a learner's permit for a minimum of 9 months (if under age 18) or 3 months (if over age 18) without any traffic violations to obtain a provisional license. An individual must then hold that provisional license for a minimum of 18 months with a clean driving record to obtain a regular Class C license
- Maintain zero points for drug/alcohol violations

Recommended:
- High School Diploma or GED (highly preferred, but not required)

Application Process:
Selective Entry – Please call 443-840-3672 to schedule an interview. Applicants will be notified of program acceptance during the interview if all documentation and requirements are met. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Prior Learning Assessment:
This program has no options for obtaining course waiver(s) for prior learning.

Program Course Sequence:
The Maryland MVA's CDL-B licensing exam occurs at the end of the course. The exam includes pre-trip inspections, range maneuvers, and completion of a road test of 14+ miles.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs ** T=Tuition/F=Fees
VOA485	CDL Learner's Permit Preparation	28	none	$848 T-$170/F-$678
VOA717	CDL Class B	75	none	$2,152

				T-$430/F-$1,722
Course Series Totals:		**103**		**$3,000** **T-$600/F-$2,400**

Program Contact Information:
Coordinator: Stacy Igo | sigo@ccbcmd.edu | 443-877-5205 | TTC Transportation Training Center
Administrative Assistant: Barbara Bennett | bbennett3@ccbcmd.edu | 443-840-3672 | TTC Transportation Training Center

Marine Engine Maintenance Repair

Business Pathway

Program Description:
This program is intended to provide entry-level technicians with a fundamental understanding of the marine industry and marine service careers, including outboard systems.

Marine technicians are essential components in a rapidly growing industry. Throughout this program, students will be exposed to numerous marine mechanical systems. Features in the program will provide the entry-level marine technician with hands-on training. The training includes how to perform routine maintenance on marine engines and related systems, as well as instruction on how to identify problems using the latest diagnostic technology, along with performing basic repairs.

Students entering this program should have a strong understanding of how mechanical systems work. Marine technician jobs are in demand. Positions can be found in nearly all marinas and boat dealerships throughout the area. According to the U.S. Department of Labor, overall employment of motorboat mechanics and service technicians is projected to grow 26% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 210. Additional career information may be found in Career Coach: https://ccbcmd.lightcastcc.com/.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. discuss how marine outboard engines work, what their common problems are and processes for repair;
2. successfully complete industry certifications to enhance employment opportunities; and
3. be prepared for employment with a local marina or marine facility.

CCBC Pathway & Track:
Business Pathway: Transportation, Distribution, and Logistics Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

CCBC Credential: Students will be awarded a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

After successful completion of the program, students will be prepared to work in an entry level position in outboard engine repair and maintenance and to take the Yamaha exam on Introduction to Outboard Systems.

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Program Length:
79 hours of instruction over a 5 week period.

Program Requirements:

- Ability to lift 40 pounds

Application Process:

Open Entry – No screening or documentation required. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA750	An Overview of the Modern Marine Industry	4		$90 T-$27/F-$63
VOA749	Marine Engine Maintenance and Repair	75	Textbook: Introduction to Outboard Systems Included in registration cost	$899 T-$270 /F-$629
Course Series Totals:		**79**		**$989** **T-$297/F-$692**

Skills for Success:

Mechanical aptitude, manual dexterity and an ability to follow safety rules are key elements of success.

Career Opportunities:

Entry-Level Marine Technicians, Marina/Boatyard Assistant, Marine Engine Dealership/Sales.

Career Coach:

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at https://youtu.be/C7KpznbPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Program Contact Information:

Program Coordinator: Kempton Baldridge | kbaldridge@ccbcmd.edu | 443-840-1237 | Dundalk STAT 110
Administrative Assistant: Audrey White | awhite5@ccbcmd.edu | 443-840-4775 | Dundalk | STAT 120

Procurement & Purchasing Management

Business Pathway

Program Description:
Buyers and purchasing agents buy products and services for organizations to use or to resell. These professionals consider factors such as budget, price, availability, demand, logistics, reliability of suppliers, and technical support. Purchasing managers oversee the work of buyers and purchasing agents. In addition, they must be able to accurately report on activity and forecast future events. Career opportunities include Procurement Director or Manager, Purchasing Supervisor, Procurement Clerk, and Supply Chain Manager.

The Procurement & Purchasing Management program will introduce you to the basics of the supply chain process, management, purchasing, and contracting issues to provide you with the skills you need for a successful career. It is designed for anyone working in or interested in working in purchasing, logistics, or procurement.

Since this program is delivered completely online, students will need to have the self-discipline to complete all required material on their own. A course instructor will be available to assist students with questions and to lead online activities during the course of the class.

Career Outlook - According to the U.S. Department of Labor, overall employment of purchasing managers is projected to grow 9% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 170. Additional career information may be found in Career Coach: https://ccbcmd.lightcastcc.com/.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:
1. prepare and manage a budget in an organization,
2. manage the supplier selecting process,
3. evaluate price and costs, and
4. identify effective negotiation and communication techniques.

CCBC Pathway & Track:
Business Pathway: Business Leadership Track - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credential:
CCBC Credential: Students will receive a Continuing Education Workforce Certificate and have access to a Continuing Education academic record (transcript).

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Program Length:
Approximately 6 months to complete

Program Requirements:
Computer requirements:

- This course can be taken on either a PC or Mac.
  - PC: Windows 7 or later.
  - Mac: macOS 10.6 or later.
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.
- Microsoft Office or equivalent (not included in enrollment).
- Adobe Acrobat Reader.
- Software must be installed and fully operational before the course begins.
- Email capabilities and access to a personal email account.

Application Process:
Open Entry – No screening or documentation required. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Prior Learning Assessment:
This program has no options for obtaining course waiver(s) for prior learning.

Program Course Sequence:
Students must register for all courses in the series at the same time.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA783	Procurement & Purchasing Management- Part 1	90	Included in class fees	$765 T-$40/F-$725
VOA784	Procurement & Purchasing Management- Part 2	90	Same as VOA783	$765 T-$40/F-$725
VOA785	Procurement & Purchasing Management- Part 3	90	Same as VOA 783	$765 T-$40/F-$725
Course Series Totals:		**270**		**$2,295 (T-$120/F-$2,175)**

Program Contact Information:
Director: Eric Venanzi | evenanzi@ccbcmd.edu | 443-840-5108 | Dundalk STAT 118
Administrative Assistant: Audrey White | awhite5@ccbcmd.edu | 443-840-4775 | Dundalk | STAT 120

US Merchant Marine Officer - Professional Boat Captain

Business Pathway

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). Classroom sessions include plotting courses on charts, tying knots, forecasting weather and handling fire situations along with various other emergency scenarios at sea.

The completion of these lessons prepares students for the Professional Boat Captain Coast Guard test. Successful candidates enjoy the responsibility and satisfaction associated with commanding a commercial passenger vessel. A Professional Boat Captain's License is different from a Maryland Safe Boating Certificate.

According to the U.S. Department of Labor, overall employment of Captains, Mates, and Pilots of Water Vessels is projected to grow 6% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 70. Additional career information may be found in Career Coach: https://ccbcmd.lightcastcc.com/.

Program Outcomes:
Upon successful completion of this Continuing Education Workforce Certificate, students will be able to:

1. discuss the processes and procedures of safely and expertly piloting a commercial, 100 ton vehicle;
2. read and understand maritime piloting markers and signs;
3. use decision making skills necessary for a boat captain; and
4. meet the certifying standards to receive a captain's license from the U.S. Coast Guard.

CCBC Pathway & Track:
Business Pathway - Pathways are designed to help you meet your academic and career goals by aligning related courses and programs. Pathway students participate in a variety of activities that help explore career opportunities in their field of study. You can meet with a CCBC advisor who help align — or realign — your educational plan with the Pathway that best supports you and your goals.

Program Credentials:

CCBC Credential: Students will receive a Continuing Education Workforce 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 www.gocoastguard.com

Financial Aid and Payment Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside of CCBC may also be available through employer/sponsor paid tuition, the Department of Rehabilitation Services (DORS), and your local office of workforce development.

Some CE Workforce Development Certificate Programs are eligible for early high school funding through Maryland Blueprint for qualifying BCPS high school students. Please check with your School Counseling Office to determine your eligibility for the BCPS Tuition Benefit Program.

Program Length:
5 weeks (evening and Saturday classes)
Courses are offered in Fall, Winter & Spring at CCBC Dundalk.

Program Requirements:
The U.S. Coast Guard has several prerequisites for licensing, including:

- Age 19 or older
- U.S. Citizenship
- Possession of a TWIC card
- Physical Exam
- Drug Test
- CPR/First Aid
- Documentation of days of experience on a vessel

Application Process:
Open Entry – No screening or documentation required. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate program application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Prior Learning Assessment:
This program has no options for obtaining course waiver(s) for prior learning.

Program Course Sequence:
Student must complete all course work.

Course Number	Course Title	Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA079	U.S. Coast Guard Captain's Licensing Course (MASTER 100 Tons)	92	Textbook is provided and included in the course costs.	$1,299 T-$390/F-$909
CPR013	CPR/First Aid Training	8		$145 T-$44/F-$101
Course Series Totals:		**100**		**$1,444 T-$434/F-$1,010**

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 and Boat Delivery.

Career Coach:
Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at https://youtu.be/C7KpznbPYfA. Explore career and training opportunities at https://ccbcmd.emsicc.com/.

Contact Information:
For more information call our Call Center at 443-840-2222

Credit Certificates in Transportation, Distribution, and Logistics

CCBC for-credit certificates offer education and training for students wanting a formal academic credential but needing a shorter-term experience. They are shorter programs that focus on a specific field or expertise. They can be a stand-alone credential or may be part of a pathway to a higher-level credential such as an Associate's Degree.

For further information on Credit Certificates, see the CCBC website or call our Call Center at 443-840-2222.

Automotive Technology

Automotive Master Technician Certificate
This program is designed to prepare individuals for employment as automotive lead technicians, automotive team leaders, automotive service advisers, diagnosticians or secure other upper-level automotive positions.
Credential: Credit Certificate. A total of 55 credits is required for this certificate

Automotive Service Attendant Certificate
Individuals successfully completing this certificate will be ready for employment opportunities in the automotive repair industry as Automotive Service Attendant technicians.
Credential: Credit Certificate. A total of 22 credits is required for this certificate

Automotive Air Conditioning and Heating Specialist Certificate
Individuals successfully completing this certificate will be ready for employment opportunities in the automotive repair industry as heating and air-conditioning technicians.
Credential: Credit Certificate. A total of 22 credits is required for this certificate

Automotive Brake and Suspension Specialist Certificate
Individuals successfully completing this certificate will be ready for employment opportunities in the automotive repair industry such as brake technician, suspension technician and wheel alignment technician.
Credential: Credit Certificate. A total of 17 credits is required for this certificate

Automotive Electrical and Electronic Specialist Certificate
Individuals successfully completing this certificate are ready for employment opportunities in the automotive repair industry as electrical or electronic systems technicians.
Credential: Credit Certificate. A total of 29 credits is required for this certificate

Aviation Technology

Air Traffic Control Certificate
The Air Traffic Control certificate is designed to prepare students for employment as Air Traffic Control support specialists working in airport control towers, Terminal Radar Approach Control (TRACON) facilities, and Air Route Traffic Control Centers (ARTCC). These professionals are also qualified to work in an airport, corporate, government, or airline flight operations center.
Students considering applying for this program should read the information available on the CCBC website at www.ccbcmd.edu/aviation.
Credential: Credit Certificate. A total of 18 credits is required for this certificate

Aviation Management Certificate
The Aviation Management prepares students to enter airline or airport operations, terminal and airport ramp management, airport security and aviation support functions.
Credential: Credit Certificate. A total of 18 credits is required for this certificate

Flight Attendant Certificate
The Flight Attendant Certificate prepares students for employment as flight attendants in corporate, business or airline operations. Flight Attendants are FAA licensed crew members who play a vital role in the efficient operation of the flight. They are responsible for the safety and comfort of passengers and are trained in emergency procedures, first aid, conflict management, aircraft systems, and safety equipment.
Credential: Credit Certificate. A total of 12 credits is required for this certificate

Transportation, Distribution, and Maritime Logistics

Transportation, Distribution, and Maritime Logistics Certificate
The certificate program prepares students seeking employment in freight transportation and supply chain management and for those who are already employed and who wish to upgrade their skills. Graduates of this program cover Logistics, Domestic and International Transportation, Supply Chain Management, and Logistics Technology.

Registration & Payment Information

Disclaimer

Information listed in this publication and on CCBC online media is subject to change. The college regrets any discrepancies or typographical errors. This resource publication should not be regarded as an irrevocable contract between the student and the college.

How to Register

Students may register in person, by telephone, online, or by mail. Payment is required at the time of registration. Students who are recipients of continuing education (non-credit) financial aid should register via phone at 443-840-2222, to ensure financial aid is properly applied.

In Person:

Bring registration form and payment to the nearest CCBC campus or extension center. Hours vary occasionally due to holidays and peak registration periods. Extended hours are available prior to the start of the fall and spring semesters. For the most up-to-date hours, please visit Student Services on our website https://www.ccbcmd.edu/About/Contact/Services/index.html

Location Details	CCBC Campuses	CCBC Extension Centers
Days and Hours	Monday, Tuesday: 8:30 a.m. to 5:00 p.m. Wednesday, Thursday: 8:30 a.m. to 7:00 p.m. Friday: 8:30 a.m. to 4:30 p.m.	Monday, Tuesday: 8:30 a.m. to 5:00 p.m. Wednesday, Thursday: 8:30 a.m. to 7:00 p.m. Friday: 8:30 a.m. to 4:30 p.m.
Payment Methods	Credit Card Money Order Check Cash	Credit Card Money Order Check Cash not accepted.
Addresses	*CCBC Catonsville* 800 S. Rolling Road Student Services Center Catonsville, MD 21228 *CCBC Dundalk* 7200 Sollers Point Road Student Services Center Baltimore, MD 21222 *CCBC Essex* 7201 Rossville Boulevard Student Services Center Baltimore, MD 21237	*CCBC Hunt Valley* 11101 McCormick Road Room 100 Hunt Valley, MD 21031 *CCBC Owings Mills* 10300 Grand Central Avenue 4th Floor Owings Mills, MD 21117 *CCBC Randallstown* 3637 Offutt Road CCBC Records & Registration Randallstown, MD 21133

By Telephone:

Number:	443-840-2222	
Method:	Credit Card Only – Please have your card number and expiration date ready when you call.	
Days/Hours:	Monday, Tuesday	8:30 a.m. to 5:00 p.m.
	Wednesday, Thursday	8:30 a.m. to 7:00 p.m.
	Friday	8:30 a.m. to 4:30 p.m.

Online:

Visit the college website, www.ccbcmd.edu, to search for programs and courses. Please note that not all courses and programs are available for online registration.

By Mail:

Send registration form and check payment to:

CCBC Catonsville
800 S. Rolling Road CLLB 030
Baltimore, Maryland, 21228-5317

GED/English Speakers of Other Languages (ESOL):

Registration accepted in person only. For additional information, call 443-840-2222 or 443-840-3428

Continuing Education Financial Aid Options:
We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. For details, email CCBC Student Central at via studentcentral@ccbcmd.edu, or phone – 443-840-2222

Additional Enrollment Information

CCBC Locations: For courses held on CCBC campuses and extension centers, call 443-840-2222 three days prior to the first day of class to obtain or confirm room assignments.

Off-Site Locations: For courses held at off-site locations, room assignments will be posted at the sites when classes begin.

Textbook Information: Some courses require a textbook(s). Contact a campus bookstore for information or shop online at www.ccbcmd.edu/bookstore. Ask about CCBC's price-match guarantee.

- CCBC Catonsville Bookstore: 443-840-4320
- CCBC Dundalk Bookstore: 443-840-3670
- CCBC Essex Bookstore: 443-840-1561

CCBC bookstores partner with Barnes & Noble. In addition to textbooks for CCBC courses, they carry a wide variety of CCBC merchandise, convenience items, coffee, and snacks.

Class Cancellations: When a class is cancelled or rescheduled, students will be notified by phone, email, or postal mail. Students are responsible for ensuring the college has accurate contact information on file.

Refunds, Adding, or Dropping a Course: To receive a refund or drop/add a course, call 443-840-2222 *at least one day prior to the start of the course*. Refunds are issued via the same method as payment provided. No refunds are issued when a student chooses to withdraw on or after the start date of the course.

Prior Learning Assessment (PLA): Students may be able to reduce the number of required courses in a program by demonstrating successful skills obtained through prior learning. The number of hours in a program that may be waived for PLA varies and may not exceed 75% of the total program hours.

Prior learning options include:

- Previous coursework or articulated coursework from an approved curriculum
- Successful completion of a CCBC placement or challenge exam
- Demonstrated portfolio and/or prior occupation learning

Inclement Weather, Emergency Closings & Late Starts: Please check the college website, www.ccbcmd.edu, or call the inclement weather line, 443-840-1711, for updates on all campuses and extension centers. The college also alerts local media about weather-related opening and closing updates.
In the event the college, or just a specific campus or site, opens late due to weather-related or other emergency conditions, classes will begin at the announced opening time and resume the normal schedule for the remainder of the day. Students and faculty engaged in field placement programs, such as clinical placements and internships, should discuss the handling of weather-related and emergency situations at the beginning of the placement period.
When Baltimore County Public Schools (BCPS) are closed, CCBC classes held at BCPS facilities are cancelled. Go to https://www.bcps.org/ for complete BCPS closing information.

Student Resources

Student Success Center; CCBC offers free tutoring assistance, primarily in math and science. Students who need help with math or science skills in a course can drop-in for a face-to-face session or schedule a virtual appointment with a tutor by contacting a CCBC Student Success Center:

- Catonsville Campus 443-840-2750
- Dundalk Campus 443-840-3666
- Essex Campus 443-840-1820
- Owings Mills Campus 443-840-2750 (Contact for tutor availability)
- Email virtualtutor@ccbcmd.edu

For more information, go to the Student Success Center at www.ccbcmd.edu/For/Current-Students/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.

College Policies & Contact Information

Contact Information

Public Safety: CCBC's general Public Safety Department number is 443-840-1111. Staff members in the Department of Public Safety are always available to provide assistance and information.

Student Concerns: For any student concern, please contact CCBC Student Central by phone, 443-840-2222, or email at studentcentral@ccbcmd.edu.

CCBC Campus Alert System: Campus Alert is a free messaging service that allows users to receive emergency announcements distributed by the college via text message to mobile phones, voice calls to any phone, and email notification. The college uses the system for emergency college alerts only and does not share your contact information. To opt out of automatic alert messaging, go to www.ccbcmd.edu/campusalert or email CCBC Student Central at studentcentral@ccbcmd.edu.

Policies

Accommodations for People with Disabilities: CCBC is committed to providing educational for all students. Any person with a documented disability who wants to enroll in a non-credit class should contact the CCBC Student Central, 443-840-2222, at least two weeks prior to the start of the course. CCBC will coordinate assistance, such as reader assistance, instructional accommodations, note takers, and sign language interpreters.

Equal Opportunity and Affirmative Action Statement: The Community College of Baltimore County practices equal opportunity in education and employment and is actively committed to diversity in the college community.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act: The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by Congress in November 1999, requires colleges and universities to publish and distribute an annual security report. This report includes campus crime statistics for the previous three years, policy statements concerning drug use, crime prevention, and procedures following reports of sexual assault offenses. The Act also provides for the timely notice to the campus of crimes considered threats to safety, and maintenance of a public log of all reported crimes. Interested parties may obtain a paper copy of the report at the Department of Public Safety office on each CCBC campus. The report can also be reviewed online at http://www.ccbcmd.edu/Campus-Life-and-Activities/Public-Safety/Crime-Awareness-and-Safety-Tips.aspx.

Residency Requirement: The Board of Trustees of the Community College of Baltimore County has approved the following residency requirement: "A student must have resided in a county or city of the State of Maryland for at least 3 months prior to the first day of classes to be eligible for the resident rate of the county or city." The entire policy, including its definitions and related procedures is available in the CCBC 2024-2025 Catalog at www.ccbcmd.edu/catalog.

Other Policy Information: Additional information and enrollment policies, definitions, and procedures are available in the CCBC 2024-2025 Catalog at http://catalog.ccbcmd.edu/index.php