

CONTINUING EDUCATION

Career Preparation & Training Resource Guide

July 2023–June 2024



CCBC

ccbcmd.edu/coned

Call **443-840-2222**

or visit ccbcmd.edu/careerresourceguide



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

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

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

We Are In Your Neighborhood

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

Flexible Online Learning That Fits Your Life

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

Financial Aid Options

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

Baltimore County Public Schools Tuition Free Program

BCPS' Tuition Free Program allows currently enrolled BCPS students to access Workforce Development and Personal Enrichment coursework tuition, fee free and to get books for the courses for free. For more information: <https://www.cbcemd.edu/programs-and-courses/early-college-access-programs/tuition-free-program>

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 \(https://cbcemd.emsicc.com/\)](https://cbcemd.emsicc.com/). Take a career assessment, build a resume, and discover job possibilities and live postings specific to the Baltimore region and companies hiring in our area.

Find Out More

For additional information or questions about Continuing Education options, please call us at 443-840-4700. In addition to workforce development training, CCBC offers industry-recognized credit certificates, associate degree programs, and transfer options. For details, go to [CCBC 2022-2023 College Catalog \(www.cbcemd.edu/catalog\)](http://www.cbcemd.edu/catalog).

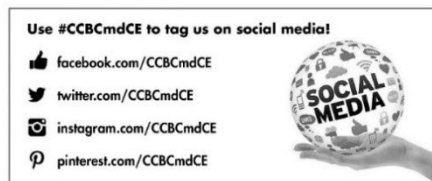


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English for Speakers of Other Languages (ESOL)

Program Description:

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

Program Credentials:

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)

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.

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

This program is not eligible for Baltimore County Public Schools Blueprint funding

Application Process

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

Course Objectives and Outcomes – Grant Funded Courses

<i>Level Intro – Life Skills:</i>	Very low beginning students will learn basic English for life and work.
<i>Level 1 - Life Skills:</i>	Low beginning students will learn simple English for life and work.
<i>Level 2 - Life Skills:</i>	High beginning students will improve their simple English skills for life and work.
<i>Level 3 - Language/EL Civics:</i>	Low intermediate students will develop English language skills and be introduced to civics concepts.
<i>Level 4 - Language/EL Civics:</i>	Intermediate students will continue to develop English language skills and build on civics concepts.
<i>Level 5 - Language/EL Civics:</i>	High intermediate students will continue to develop English language skills and extend civics concepts to civic engagement.

Expanded Reading and Writing Skills: Level 4 students will move beyond life skills reading and writing.
Transition Reading and Writing: Level 5 students will learn strategies to approach academic reading and writing tasks to better prepare for transition.

Course Objectives and Outcomes – Tuition Based Courses

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

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

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

Program 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, 2 nd Edition Student Book w/ Practice plus App & Workbook Package; \$41.00	\$0 Grant Funded **
ADS301	ESOL Level 1 – Life Skills	60	Future 1, 2 nd Edition Student Book w/ Practice plus App & Workbook Package; \$41.00	\$0 Grant Funded **
ADS303	ESOL Level 2 – Life Skills	60	Future 2, 2 nd Edition Student Book w/ Practice plus App & Workbook Package; \$41.00	\$0 Grant Funded **
ADS304	ESOL Level 3 – EL Civics	60	Future 3, 2 nd Edition Student Book w/ Practice plus App & Workbook Package; \$41.00	\$0 Grant Funded **
ADS305	ESOL Level 4 – EL Civics	60	Future 4, 2 nd Edition Student Book w/ Practice plus App & Workbook Package; \$41.00	\$0 Grant Funded **
ADS306	ESOL Level 5 – EL Civic Engagement	60	Future 5, 2 nd Edition Student Book w/ Practice plus App & Workbook Package; \$41.00	\$0 Grant Funded **
ADS134	ESOL Expanded Reading and Writing Skills	60	TBD	\$0 Grant Funded **

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
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-\$69/F-\$190
ADS008	ESOL English Pronunciation Skills	60	Textbook is provided and included in course costs	\$279 T-\$79/F-\$200

Program Contact Information:

Grant Classes:

Program Coordinator: Marcia Merriman | mmerriman@ccbcmd.edu | 443-840-3214 | Owings Mills | Room 305

Administrative Assistant: Judy White | jwhite4@ccbcmd.edu | 443-840-3070 | Owings Mills | Room 305

Tuition Courses:

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

Basic Skills and English Language Services

GED - Essential Academic Skills (ASE/GED)

Program Description:

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

Program Credentials:

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

Essentials Skills I:	72 hours, 12 weeks; 2 classes per week / 3 hours per class
Essentials Skills II:	72 hours, 12 weeks; 2 classes per week / 3 hours per class
Essentials Skills III:	72 hours, 12 weeks; 2 classes per week / 3 hours per class
GED Content:	72 hours, 12 weeks; 2 classes per week / 3 hours per class
GED Mathematics:	72 hours, 12 weeks; 2 classes per week / 3 hours per class
GED Content Distance Learning:	60 hours, 10 weeks, 6 hours per week

Regional Registration & Assessment Session - Mandatory Participation 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 ASE/GED website page at <http://www.ccbcmd.edu/Programs-and-Courses/Basic-Education/Adult-Basic-Education-and-Essential-Skills/GED-and-Essential-Skills-Registration.aspx>

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.

This program is not eligible for Baltimore County Public Schools Blueprint funding

Application Process

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

Program Course Sequence

Depending on placement scores, students do not necessarily take all 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	Fee to cover the cost of required books and materials distributed in class is \$25	\$25 T-\$0/F-\$25 Partially Grant Funded **
ADS312	Essential Skills II for Adult Learners	72	Fee to cover the cost of required books and materials distributed in class is \$25	\$25 T-\$0/F-\$25 Partially Grant Funded **
ADS313	Essential Skills III for Adult Learners	72	Fee to cover the cost of required books and materials distributed in class is \$25	\$25 T-\$0/F-\$25 Partially Grant Funded **
ADS159	GED Preparation	72	Required text included and distributed in class.	\$80 T-\$24/F-\$56 Partially Grant Funded **
ADS160	GED Mathematics Preparation	72	Required text included and distributed in class.	\$80 T-\$24/F-\$56 Partially Grant Funded **
ADS098	GED Content Distance Learning	45	Required text included and distributed in class.	\$40 T-\$5/F-\$35 Partially Grant Funded *
Totals:		405		\$275 T-\$53/F-\$222

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

Course Substitutions:

Other classes may be offered for skills enhancement if and when the above classes are full. These classes are supported by grant funding from the Maryland Department of Labor:

- ADS 269 Comprehensive Mathematics II - 60 Hours, \$25 (partially grant-funded)
- ADS 019 Literacy Skills Development - 45 hours, \$25 (partially grant-funded)

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.

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

Career Opportunities:

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

Program Contact Information

For questions or to schedule assessment appointments:

Administrative Assistant:	Joan Freggens 443-840-3094 gednedp@ccbcmd.edu
Administrative Assistant:	Deborah Johnson 443-840-3077 gednedp@ccbcmd.edu
Program Director:	Kimberly Sansone 443-840-4259 ksansone@ccbcmd.edu

National External Diploma Program (NEDP)

Program Description

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

Program 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: Usually 6 - 12 months (depending on client commitment and motivation)

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*.

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
- Maryland photo ID

This program is not eligible for Baltimore County Public Schools Blueprint funding

Application Process

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

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
<i>Course Series Totals:</i>		Varies – self-paced		\$100 T-\$0/F-\$100

** Program supported by Maryland Department of Labor

Program Contact Information:

NEDP® Office: 443-840-1284 | gednedp@ccbcmd.edu

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, BAS sales representative.

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

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

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

Program Credentials:

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

Length of Training:

Approximately 12 to 18 months

Financial Aid and Payment Options:

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

Program Requirements:

- High School Diploma or GED recommended, appropriate for committed high school students
- Minimum age of 16
- College level reading and math skills

This program is eligible for Baltimore County Public Schools Blueprint funding

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 Sequence:Required Courses:

Course Number	Course Title	Course Hours	Textbook Information	Costs
VOA802	Commercial Controls System	45	Modern Refrigeration & Air Conditioning 21st Ed. ISBN: 9781635638776 \$114-\$184 at CCBC bookstores	569 T-\$171/F-\$398
VOA801	Commercial HVAC Systems	46	Same as VOA802	\$569 T-\$171/F-\$398
VOA970	Basic HVAC Electricity	56	Same as VOA802	\$729 T-\$219/F-\$510
VOA656	Advanced HVAC Electricity	58	Same as VOA802	\$569 T-\$171/F-\$398
VOA559	Introduction to CAD	55	Estimated cost \$52	\$569 T-\$171/F-\$398
VOA764	Construction Blueprint Reading	43	Estimated cost \$133	\$569 T-\$171/F-\$398
PCA619	Networking and Data Communications	37.5	Digital Materials included with course	\$569 T-\$171/F-\$398

Data Communications Elective

As part of their program, student should choose one of the following two courses.

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

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

Course Series Total	Course Hours	Textbook Information	Cost
Course Series Total	390.50	\$405.30	\$4,872 T-\$1,464/F-\$3,408

Career Coach:

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

Program Contact Information:

Coordinator: David Frey | dfrey@ccbcmd.edu | 443-840-2793 | Dundalk | STAT 110
Administrative Assistant: TBA

Certified Apartment Maintenance Technician (CAMT)

Technology and Engineering Pathway

Program Description:

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

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

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

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

Program Credentials:

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

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

Certifying Organization: National Apartment Association Education Institute (NAAEI) www.naahq.org - NAAEI's curriculum has been accredited by the American National Standards Institute (ANSI): www.ANSI.org
United States Environmental Protection Agency, EPA: 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.

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 recommended, appropriate for committed high school students
- Minimum age of 16

- Basic computer and keyboard skills for the online curriculum content (time provided in class on a provided computer for online activities)

This program is eligible for Baltimore County Public Schools Blueprint funding

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.

Program Course Sequence:

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

Career Coach

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

Program Contact Information:

Coordinator: David Frey | dfrey@ccbcmd.edu | 443-840-2793 | Dundalk STAT 110
 Administrative Assistant: TBA

Certified Production Technician

Technology and Engineering Pathway

Program Description:

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

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

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

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

Program Credentials:

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

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

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

Financial Aid and Payment Options:

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

Length of Training:

Each course is 12 weeks.

Total program length varies based on schedule.

Program Requirements:

Required:

- High School Diploma or GED

Preferred:

- Industry work experience and or technical skills preferred

This program is not eligible for Baltimore County Public Schools Blueprint funding

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
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 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

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

Disclosures:

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

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 the Maryland Sequence Scholarship, CCBC Opportunity Grant funding, Maryland Promise, and Baltimore County Workforce 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.

Program Length:

Approximately 9 months.

Courses are offered at CCBC Catonsville starting in September.

Program Requirements:

Required:

- Students 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.
- Students are required to attend an orientation session. Please call 443-840-4712 for additional information.
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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.

This program is not eligible for Baltimore County Public Schools Blueprint 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.cbcemd.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:

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

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA940	Machine Tool Short Term Training Part A	52	Book provided in class; cost is built into tuition	\$974 T-\$293/F-\$681
VOA941	Machine Tool Short Term Training Part B	91	Book provided in class; cost is built into tuition	\$1,275 T-\$383/F-\$892
VOA942	Machine Tool Short Term Training Part C	91	Book provided in class; cost is built into tuition	\$1,275 T-\$383/F-\$892
VOA943	Machine Tool Short Term Training Part D	91	Book provided in class; cost is built into tuition	\$1,275 T-\$383/F-\$892
VOA944	Machine Tool Short Term Training Part E	93	Book provided in class; cost is built into tuition	\$900 T-\$270/F-\$630

VOA945	Machine Tool Short Term Training Part F	91	Book provided in class; cost is built into tuition	\$900 T-\$270/F-\$630
VOA946	Machine Tool Short Term Training Part G	91	Book provided in class; cost is built into tuition	\$900 T-\$270/F-\$630
<i>Course Series Totals:</i>		600		\$7,499 T-\$2,252/F-\$5,247

Additional Expenses:

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

Career Coach:

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

Construction Pre-Apprenticeship Core Curriculum & Specialties Training

Technology and Engineering Pathway

Program Description:

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

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

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

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

Program Credentials:

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

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

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

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

Financial Aid and Payment Options:

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

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 recommended, appropriate for committed high school students
- Minimum age of 16
- Basic math skills

This program is eligible for Baltimore County Public Schools Blueprint funding

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.

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	Academic and Job Readiness Skills for Pre-Apprenticeship	24	Texts will be provided in class.	\$450 T-\$135/F-\$315
<i>Core Course Series Totals:</i>		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
<i>Totals for Carpentry Specialty:</i>		156		\$2,780 T-\$834/F-\$1,946
	<i>Course Series Totals: Core and Carpentry</i>	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
<i>Totals for Electrical Specialty:</i>		156		\$2,780 T-\$834/F-\$1,946
<i>Course Series Totals: Core and Electrical</i>		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
<i>Totals for HVAC Specialty:</i>		156		\$2,780 T-\$834/F-\$1,946
<i>Course Series Totals: Core and HVAC</i>		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
<i>Totals for Plumbing Specialty:</i>		156		\$2,780 T-\$834/F-\$1,946
<i>Course Series Totals: Core and Plumbing.</i>		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.

Skills for Success:

Detail-oriented, dependability, self-control, ability to follow safety rules, ability to follow directions, cooperation, integrity, persistence, manual dexterity, and hand-eye coordination. Ability to stand for long periods of time. Working in skilled-trades requires considerable physical effort to do lifting, climbing, crouching and working in cramped areas.

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 Credentials:

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

Financial Aid and Payment Options:

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

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.

This program is eligible for Baltimore County Public Schools Blueprint funding

Pre-Registration Lab Visit:

A pre-registration visit to the Fab Lab can be scheduled. Contact the Fab Lab at fablabaltimore@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:

Full Program/Combined Series

This includes all courses listed under "Fab Lab Individual Classes". This combined course sequence is eligible for continuing education financial aid.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition F=Fees
TEC009	Design and Make Technology - Basic Combined Series	27	No textbook, but may need to purchase materials	\$649 T-\$195/F-\$454

Fab Lab Individual Classes

Individual Fab Lab courses. When taking classes individually, 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
VOA061	3D Printing with Solidworks	4	No textbook, but may need to purchase materials	\$129 T-\$39/F-\$90
VOB042	Fab Lab 3D Printer Applications Introduction	6	No textbook, but may need to purchase materials	\$159 T-\$48/F-\$111
VOB044	Fab Lab CNC Router Applications Introduction	6	No textbook, but may need to purchase materials	\$159 T-\$48/F-\$111
VOA773	Fab Lab Design and Print on the Vinyl Cutter	6	No textbook, but may need to purchase materials	\$159 T-\$48/F-\$111

VOB045	Fab Lab Laser Cutter Applications Introduction	6	No textbook, but may need to purchase materials	\$159 T-\$48/F-\$111
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Course Substitutions:

PCA 816 - 3D Printing with Fusion 360 or TEC 023 Fab Lab Intro to Rhino 3D may be substituted for VOA 061 - 3D Printing with Solidworks.

Additional Offerings:

- VOB 064 - Fab Lab CNC Plasma Cutter Applications Introduction
- VOA 547 - Fab Lab Introduction to AutoCAD
- PCA 816 - 3D Printing with Fusion 360
- VOD 529 - Introduction to 3D Scanning
- TEC 023 - Fab Lab Intro to Rhino 3D

Use of Fab Lab equipment & Resources:

After completing the Fab Lab Introduction course (included in the Design and Make Technology - Basic Combined Series), students become Fab Lab members and have access to many of the lab resources. Members must schedule time to use the equipment during open lab sessions and pay appropriate fees for use and materials. Materials used must meet Fab Lab guidelines. For more information, visit www.fablabaltimore.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 115
 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 | fablabaltimore@gmail.com | 443-840-4811 | Catonsville HTEC 002

HVAC/Refrigeration Technician

Technology and Engineering Pathway

Program Description:

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

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

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

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

Program Credentials:

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

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

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

Financial Aid and Payment Options:

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

Program Length:

Approximately 9 months

Courses are offered at CCBC Catonsville and Dundalk.

Program Requirements:

- High School Diploma or GED recommended, appropriate for committed high school students.
- Minimum age of 16

This program is eligible for Baltimore County Public Schools Blueprint funding

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 <i>Shared with credit class</i> AIRC 110	HVAC Safety, Tools & Methods	42	Modern Refrigeration & Air Conditioning 21st Ed. ISBN: 9781635638776 \$114-\$184 at CCBC bookstores	\$569 T-\$171/F-\$398
VOA 975 <i>Shared with credit class</i> AIRC 115	Fundamentals of Refrigeration	49	Same as VOA 969	\$569 T-\$171/F-\$398
VOA 985 <i>Shared with credit class</i> AIRC 205	Heating Systems	52	Same as VOA 969	\$569 T-\$171/F-\$398
VOA 970 <i>Shared with credit class</i> ELEI 101	Basic HVAC Electricity	56	None	\$729 T-\$219/F-\$510
VOC 953 <i>Shared with credit class</i> AIRC 210	Comfort Cooling Systems	55	Same as VOA 969	\$569 T-\$171/F-\$398
VOC 044 &	Refrigerant Recovery Certification & Test	12.5	None	\$185 T-\$56/F-\$129 \$50

VOC 991 (Test)				T-\$0/F-\$50
<i>Course Series Totals:</i>		266.5	\$184	\$3240 T-\$959/F-\$2281

Additional Offerings:

In addition to the Basic HVAC Certificate, students can pursue an Advanced program and/or Building Automation Systems Program. 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: TBA

HVAC/Refrigeration Technician (Advanced Certificate)

Technology and Engineering Pathway

Program Description:

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

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

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

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

Program Credentials:

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

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

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

Financial Aid and Payment Options:

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

Program Length:

Approximately 9 months

Program Requirements:

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

This program is not eligible for Baltimore County Public School Blueprint funding.

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

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

Course Number	Course Title	Course Hours	Textbook Information (approximate cost, subject to change)	Costs T=Tuition/F=Fees
VOA692 <i>Shared with credit class</i> AIRC121	Residential Estimates & Sales	39		\$569 T-\$171/F-\$398

VOA859 <i>Shared with credit class AIRC222</i>	Commercial Refrigeration Systems	50		\$569 T-\$171/F-\$398
VOA801 <i>Shared with credit class AIRC223</i>	Commercial HVAC Systems	47		\$569 T-\$171/F-\$398
VOA802 <i>Shared with credit class AIRC224</i>	Commercial Control Systems	45		\$569 T-\$171/F-\$398
VOA631 <i>Shared with credit class AIRC230</i>	Alternative & Renewable Energy Resources	50		\$569 T-\$171/F-\$398
VOA953 <i>Shared with credit class AIRC232</i>	Advanced Residential Systems	50		\$569 T-\$171/F-\$398
<i>Course Series Totals: (Core Program Sequence with two electives)</i>		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 Contract Information:

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

Mechatronics

Technology and Engineering Pathway

Program Description:

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

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

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

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

Program Credentials:

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

Financial Aid and Payment Options:

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

Program Length:

Approximately 180 hours/six months to complete.

Program Requirements:

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

This program is not eligible for Baltimore County Public School Blueprint funding.

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
VOA577	Mechatronics- Part 1	90	Instructional materials provided in class	\$998 T-\$50/F-\$948
VOA578	Mechatronics- Part 2	90	Same as VOA577	\$998 T-\$50/F-\$948
<i>Course Series:</i>		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: Kipp Snow | ksnow@ccbcmd.edu | 443-840-3034 | Dundalk | STAT 114
 Administrative Assistant: TBA

Robotics Technician

Technology and Engineering Pathway

Program Description:

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

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

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

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

Program Credentials:

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

Financial Aid and Payment Options:

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

Program Length:

Approximately 155 hours/6 months to complete.

Program Requirements:

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

This program is not eligible for Baltimore County Public School Blueprint funding.

Application Process:

Open Entry – No screening or documentation required. To apply, go to www.cbcmd.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
VOA579	Robotics Technician - Part 1	77.5	Instructional materials provided in class	\$848 T-\$50/F-\$798
VOA580	Robotics Technician - Part 2	77.5	Same as VOA579.	\$848 T-\$50/F-\$798
<i>Course Series:</i>		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: Kipp Snow | ksnow@ccbcmd.edu | 443-840-3034 | Dundalk | STAT 114
 Administrative Assistant: TBA

Welding

Technology and Engineering Pathway

Program Description:

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

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

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

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

Program Credentials:

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

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

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

Certifying Organization: American Welding Society (AWS), www.aws.org
American Society of Mechanical Engineers (ASME), www.asme.org

Financial Aid and Payment Options:

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

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

This program is not eligible for Baltimore County Public School Blueprint funding.

Application Process:

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

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

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

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

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

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA167	Career Welding - MIG	78	Course material will be provided	\$4251 T-\$637/F-\$3614

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	\$1870 T-\$280/F-\$1590
VOA932	Intermediate Shielded Metal Arc Welding	54	Course material will be provided	\$2750 T-\$412/F-\$2338
<i>Stick Welding Option A</i>		90	\$0	\$4620
<i>Course Series Totals:</i>				T-\$692/F-\$3928

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	\$4251 T-\$637/F-\$3614

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	\$1870 T-\$280/F-\$1590
VOA928	Intermediate TIG Welding	48	Course material will be provided	\$2750 T-\$412/F-\$2338
<i>TIG Welding Option A</i>		84	\$0	\$4620
<i>Course Series Totals:</i>				T-\$692/F-\$3928

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	\$4251 T-\$637/F-\$3614

Additional Offerings (not financial aid eligible):

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

Career Coach:

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Program Contact Information:

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

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

Geospatial Applications

Advanced Geospatial Applications Certificate

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

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

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

Advanced HVAC and Energy Technology Certificate

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

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

Basic HVAC and Energy Technology Certificate

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

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

Building Automation Systems Certificate

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

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

Survey Technology

Minor Engineering Certificate

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

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

Land Surveying Certificate

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

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

Administrative Professional

Business Pathway

Program Description:

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

This program features courses that will provide the key skills and gain 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 Window, Microsoft applications, online applications and cybersecurity. Participants will have the opportunity to earn the Professional Administrative Certification of Excellence (PACE certification) as part of the program.

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

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

Program Credentials:

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

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

Certifying Organization: American Society of Administrative Professionals www.asaporg.com

Financial Aid and Payment Options:

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

Program Length:

4 months

Program Requirements:

- HS Diploma or GED recommended.
- Good computer skills and a recommended typing speed of 40 wpm.

This program is eligible for Baltimore County Public Schools Blueprint funding.

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
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	\$569 T-\$171/F-\$398
MGT851	Communication Skills for Workplace Success	12	Materials provided	\$149 T-\$45/F-\$104
MGT852	Planning and Advancing Your Career	15	Materials provided	\$199 T-\$60/F-\$139
MGT853	Core Skills for the Administrative Professional	48	Materials provided	\$995 T-\$299/F-\$696
<i>Course Series Totals:</i>		125		\$1,991 T-\$597/F-\$1394

Skills for Success:

Good oral and written communication skills, good interpersonal skills, good organizational skills, good problem-solving skills, ability to work independently and as part of a team, ability to take direction.

Career Opportunities:

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

Career Coach:

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

Program Contact Information:

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

Advanced Entrepreneurship Skills

Business Pathway

Program Description:

A small business owner or entrepreneur is responsible for the growth, overall direction, and everyday operation of a business. Successful entrepreneurs use business knowledge and skills to create a business and effectively overcome challenges that face their establishment. Entrepreneurs assume the risk and accountability associated with establishing and growing a new 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 develop a foundation of valuable skills necessary to take their business to the next level, or expand the income potential for their gig work or hobby. This program features courses for an owner of an existing business: the entrepreneurial mindset, recognizing opportunity and taking action, market research, basic accounting principles, functions of business plans, business insurance basics, employment law basics, and more.

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

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

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

Program Credentials:

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

Financial Aid and Payment Options:

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

Length of Training:

3-5 months.

Courses offered at various CCBC locations or remotely via Zoom.

Program Requirements:

- High School Diploma or GED

This program is not eligible for Baltimore County Public Schools Blueprint funding.

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
SBA034	Unleash Your Entrepreneurial Mindset	5	Material included.	\$89 T:\$27/F:\$62
SBA035	Entrepreneurship Essentials	36	Material included	\$549 T:\$165/F:\$384
Course Series Totals:		41		\$638 T:\$192/F:\$446

Skills for Success:

Good planning and organizational skills; strong oral and written communication skills; strong interpersonal skills; and good problem solving skills.

Career Opportunities:

Students will be better prepared to grow their business entity. Careers in this field are available in a broad range of privately held companies, government agencies, and non-profit organizations.

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: Moire Riley | mriley@ccbcmd.edu | 443-840-1804 | Hunt Valley 106
 Administrative Assistant: Kristal Parker | kparker3@ccbcmd.edu | 443-840-4483 | Owings Mills 302

Advanced Leadership Skills

Business Pathway

Program Description:

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

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

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

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

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

Program Credential:

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

Financial Aid and Payment Options:

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

Program Length:

4-6 months

Program Requirements:

Required:

- High School Diploma or GED.

Recommended:

- 2-3 years work experience.

This program is not eligible for Baltimore County Public Schools Blueprint funding.

Application Process:

Open Entry – No screening or documentation required. To apply, go to www.cbcmd.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
MGT848	Servant Leadership and Equitable Decision Making	6	Materials provided	\$139 T-\$42/F-\$97
MGT794	Managing Conflict	6	Materials provided	\$139 T-\$42/F-\$97
MGT 844	Empowerment: Inspiring Critical Thinking	6	Materials provided	\$139 T-\$42/F-\$97
MGT 845	Negotiation for Leaders	6	Materials provided	\$139 T-\$42/F-\$97
MGT846	Leading High Performing Teams	6	Materials provided	\$139 T-\$42/F-\$97
MGT793	Coaching for Enhanced Performance	6	Materials provided	\$139 T-\$42/F-\$97
MGT847	Succession Planning	6	Materials provided	\$139 T-\$42/F-\$97
<i>Course Series Totals:</i>		42		\$973 T-\$294/F-\$679

Skills for Success:

Good planning and organizational skills; strong oral and written communication skills; strong interpersonal skills; strong problem solving skills; ability to build trust and relationships.

Career Opportunities:

Students will be better prepared to 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.

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 Credentials:

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

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.

Length of Training:

6-7 months

Program Requirements:

Required:

- Basic computer skills

Recommended:

- High School Diploma or GED
- Students considering this option should have some experience with Microsoft Excel, and have successfully completed a high-school level basic algebra class.

This program is eligible for Baltimore County Public Schools Blueprint funding.

Application Process:

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

Course Number	Course Title	Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCA832	Excel for Bookkeepers	12	Text or ebook; available through campus bookstore Microsoft Excel 2021 & 365: Level 1, Labyrinth Learning, \$49 without e-lab, \$81 with e-lab.	\$179 T-\$54/F-\$125
ACC353 or ACC006	Accounting/Bookkeeping I	16	Accounting Essentials, Labyrinth Learning, \$99 for Printbook or \$60 for ebook for Online Course; Text or ebook available through campus bookstore.	\$199 T-\$60/F-\$139
ACC354 or ACC007	Accounting/Bookkeeping II	12.5	Same as ACC 006	\$179 T-\$54/F-\$125
PCA836	QuickBooks For Bookkeepers	15	Text or ebook available through campus bookstore QuickBooks Online: Basics, Academic Year 2023-2024, Labyrinth Learning. \$86 for Printbook or \$52 for ebook for Online Course	\$199 T-\$60/F-\$139
Course Series Totals:		52.5	Up to \$266	\$756 T-\$228/F-\$528

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 | BESS 116

Digital Marketing Assistant

Business Pathway

Program Description:

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

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

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

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

Program Credentials:

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

External Credential: 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.

Program Length:

4 months

Program Requirements:

This program is eligible for Baltimore County Public Schools Blueprint funding.

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
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
<i>Course Series Totals:</i>		120		\$1,938 T-\$583/F-\$1355

Career Coach:

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

Program Contact Information:

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

Essential Skills for Entrepreneurs

Business Pathway

Program Description:

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

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

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

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

Program Credentials:

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

Financial Aid and Payment Options:

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

Length of Training:

6 months

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

Program Requirements:

High School Diploma or GED recommended

This program is eligible for Baltimore County Public Schools Blueprint funding.

Application Process:

Open Entry – No screening or documentation required. To apply, go to www.cbcmd.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
SBA808	How to Start and Manage Your Own Small Business	10	Materials provided	\$149 T-\$45/F-\$104
SBA950	Customize Your Business Plan	5	Materials provided	\$89 T-\$27/F-\$62
SBA956	The A,B,C's of Small Business Funding	5	Materials provided	\$89 T-\$27/F-\$62
SBA964	Small Business Marketing Strategies	6	Materials provided	\$99 T-\$30/F-\$69
<i>Course Series Totals:</i>		26	\$0	\$426 T-\$129/F-\$297

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: Moire Riley | mriley@ccbcmd.edu | 443-840-1804 | Hunt Valley 106
 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 Credentials:

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

Financial Aid and Payment Options:

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

Length of Training:

4 - 6 months

Program Requirements:

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

This program is eligible for Baltimore County Public Schools Blueprint funding

Application Process:

Open Entry – No screening or documentation required. To apply, go to www.cbcmd.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
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MGT788	Ethics and Accountability	6	Materials provided	\$139 T-\$42/F-\$97
MGT789	Fostering Diversity and Sensitivity in the Workplace	6	Materials provided	\$139 T-\$42/F-\$97
MGT790	Emotional Intelligence	6	Materials provided	\$139 T-\$42/F-\$97
MGT792	Leading Multiple Generations	6	Materials provided	\$139 T-\$42/F-\$97
MGT791	Strategic Communications	6	Materials provided	\$139 T-\$42/F-\$97
MGT626 or MGT925	Practical Project Management or Introduction to Project Management Principles	12 or 6	Materials provided	\$499 T-\$150/F-\$349 or \$139 T-\$42/F-\$97
<i>Course Series Totals:</i>		36 or 42		\$1194 T-\$360/F-\$834 or \$834 T:\$252 T:\$ 582

Skills for Success:

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.

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:

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 Credentials:

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

Financial Aid and Payment Options:

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

Length of Training:

3-6 months.

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

Program Requirements:

Recommended:

- High School Diploma or GED
- 2 to 5 years work experience

This program is eligible for Baltimore County Public Schools Blueprint funding

Application Process:

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

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
MAN058	The Role of the Supervisor	6	Materials provided	\$139 T-\$42/F-\$97
MAN909	Communication Skills & Interpersonal Interaction	6	Materials provided	\$139 T-\$42/F-\$97
MGT384	Managing Multiple Priorities	6	Materials provided	\$139 T-\$42/F-\$97
WOS055	Collaborative Outcomes: Teams and Teamwork	6	Materials provided	\$139 T-\$42/F-\$97
COU005	Managing Conflict and Confrontation	6	Materials provided	\$139 T-\$42/F-\$97
MGT634	Performance Management	6	Materials provided	\$139 T-\$42/F-\$97
<i>Course Series Totals:</i>		36		\$834 T-\$252/F-\$582

Career Coach:

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

Program Contact Information:

Program Coordinator:

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

Program Assistant:

Kristal Parker | kparker3@ccbcmd.edu | 443-840-4483 | Owings Mills 302

Home Inspector Pre-License

Business Pathway

Program Description:

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

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

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

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

Program Credentials:

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

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

Licensing Organization: Maryland Real Estate Appraisers & Home Inspectors Commission
www.dlir.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.

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.dlir.state.md.us/license/reahi/>

This program is not eligible for Baltimore County Public Schools Blueprint funding

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:

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

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
SBA511	Home Inspection Pre-License	80	Principles of Home Inspection: Systems & Standards by Carson Dunlop; \$123; available at CCBC bookstores	\$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: Moire Riley | mriley@ccbcmd.edu | 443-840-1804 | Hunt Valley 106
 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 (aPHR™) Certification exam.

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

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

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

Program Credentials:

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

Length of Training:

5 months

Courses start in June, September, and February

Program Requirements:

Recommended: High School Diploma or GED

This program is eligible for Baltimore County Public Schools Blueprint funding

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
MGT 346	Fundamentals of Human Resources aPHR Certification	36	Materials provided	\$895 T-\$269/F-\$626
MGT 762	Human Resources: An Application in Today's Business Climate	8	Materials provided	\$189 T-\$57/F-\$132
Course Series Totals:		44	* aPHR Exam cost not included	\$1084* T-\$326/F-\$758

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

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

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

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

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

Program Credentials:

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

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

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

Financial Aid and Payment Options:

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

Length of Training:

3 months

Program Requirements:

- High School Diploma or GED. This program is eligible for Baltimore County Public Schools Blueprint funding
- Contact SHRM at www.shrm.org for details and current requirements.

For SHRM-CP:

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

For SHRM-SCP:

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

Application Process:

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

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	\$1,295* T-\$389/F-\$906

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

Additional Expenses:

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

Career Coach:

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

Non-Profit Organization Manager

Business Pathway

Program Description:

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

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

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

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

Program Credentials:

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

Financial Aid and Payment Options:

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

Length of Training:

6 months

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

Program Requirements:

Recommended:

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

This program is eligible for Baltimore County Public Schools Blueprint funding

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.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
MGT619 or MGT901	Strategic Planning for the Non-Profit Organization	6	Materials provided	\$139 T-\$42/F-\$97
MGT620 or MGT902	Financial Management for Non-Profit Organizations	6	Materials provided	\$139 T-\$42/F-\$97
MGT621 or MGT904	Managing Paid and Volunteer Staff	6	Materials provided	\$139 T-\$42/F-\$97
MGT623 or MGT903	Making Effective Presentations	6	Materials provided	\$139 T-\$42/F-\$97
WRI039 or SBA033	Grant Writing	6	Materials provided	\$139 T-\$42/F-\$97
MGT625 or MAR013	Marketing and Fundraising for Non-Profit Organizations	6	Materials provided	\$139 T-\$42/F-\$97
<i>Course Series Totals:</i>		36		\$834 T-\$252/F-\$582

Additional Offerings:

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

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

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. The Project Management Course Series (MAN 927) satisfies the Project Management Institute's (PMI®) educational requirement to apply to take the Project Management Professional (PMP®) Certification Exam.

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

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

Program Credentials:

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

Certifying Organization: Project Management Institute (PMI ®)

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

Financial Aid and Payment Options:

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

Length of Training:

3 - 5 months

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

Program Requirements:

CCBC Requirements:

- High School Diploma or GED

This program is not eligible for Baltimore County Public Schools Blueprint funding

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	Guide to the Project Management Body of Knowledge (PMBOK) – included in course price	\$1,995 T-\$599/F-\$1,396 or \$2,195 T-\$659/F-\$1,536
PCP754 or PCO285	Microsoft Project 2016 or Microsoft Project 2019	15	Microsoft Project 2019 textbook-included in course price	\$399 T-\$120/F-\$279
Course Series Totals		57-63	\$0	\$2,394 T-\$719/F-\$1,675 or \$2,594 T-\$779/F-\$1,815

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 - WOS 056
- Practical Project Management - MGT 626
- PMP Certification Exam Preparation - MAN 077

Program Contact Information:

Coordinator: Moire Riley | mriley@ccbcmd.edu | 443-840-1804 | Hunt Valley 106
 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 work in the field and to sit for the Maryland Licensed Appraiser exam. Students will be prepared to begin their required apprenticeship hours and, when completed, take the licensing exam to become a Maryland Licensed Appraiser. Students may apply for 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 2000 hours of appraisal apprenticeship hours. To qualify to take the Appraiser License exam, students must have completed a minimum of 30 credits of post-secondary education or hold an associate degree or higher.

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

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

Program Credentials:

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

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

Certifying Organization: Maryland Real Estate Appraisers & Home Inspectors Commission
<https://www.dlr.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.

Length of Training:

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

Program Requirements:*Course series requirement:*

- High School Diploma or GED

This program is eligible for Baltimore County Public Schools Blueprint funding

Exam requirement:

- To qualify to take the Appraiser License exam, students must have completed a minimum of 30 credits of post-secondary education or hold an associate degree or higher.

Application Process:

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

Prior Learning Assessment:

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

Program Course Sequence:

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

Course Number	Course Title	Course Hours	Textbook Information	Costs
			(approximate cost; subject to change)	T=Tuition/F=Fees
REA019	Real Estate: Appraisal Principles & Procedures	60	Residential Property Appraisal; \$85. Available through the Appraisal Foundation.	\$699 T-\$210/F-\$489
REA173	Real Estate: Appraisal Standards & Ethics	15	Uniform Standards of Professional Appraisal Practice; \$75; and 15 hour National USPAP course Student Manual; \$40; available through the Appraisal Foundation	\$249 T-\$75/F-\$174
REA027	Supervisor Appraiser/Trainee Appraiser	4	Material included	\$89 T-\$27/F-\$62
REA020	Real Estate: Appraisal Practices & Analysis Part I	30	Same as REA 019	\$399 T-\$120/F-\$279
REA021	Real Estate: Appraisal Practices & Analysis Part II	45	Same as REA 019	\$499 T-\$150/F-\$349
<i>Course Series Totals:</i>		154	\$200	\$1935 T-\$582/F-\$1353

Program Contact Information:

Coordinator: Moire Riley | mriley@ccbcmd.edu | 443-840-1804 | Hunt Valley 106
 Administrative Assistant: Sarah Moore | smoore3@ccbcmd.edu | 443-840-1632 | Essex BESS 116

Real Estate Salesperson

Business Pathway

Program Description:

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

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

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

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

Program Credentials:

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

Certifying Organization: Maryland Real Estate Commission <https://www.dlr.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.

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.

This program is eligible for Baltimore County Public Schools Blueprint funding

Application Process:

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

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	"The Modern Real Estate Practice; and "The Maryland Real Estate Practice & Law": \$70 for both, available at campus 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: Moire Riley | mriley@ccbcmd.edu | 443-840-1804 | Hunt Valley | 106
 Administrative Assistant: Sarah Moore | scullip@ccbcmd.edu | 443-840-1632 | Essex | BESS 116

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 33 credits is required for this certificate

Business Accounting Certificate

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

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

Business Management

Human Resources Management Certificate

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

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

Entrepreneurship Certificate

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

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

A+ Certified PC Repair Technician

Technology and Engineering Pathway

Program Description:

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

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

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

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

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

Program Credentials:

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

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

Certifying Organization: Computing Technology Industry Association (CompTIA®), www.comptia.org

Financial Aid and Payment Options:

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

Program Length:

1 semester (14 - 16 weeks)

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

Program Requirements:

- Strong computer skills
- Strong analytical skills
- Access to the Internet to complete assignments

This program is eligible for Baltimore County Public School Blueprint funding.

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:

Excellent class attendance is required.

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

Additional Expenses:

2 CompTIA A+ Certification exams - \$492 (\$246 per exam)

Career Coach:

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

Program Contact Information:

Coordinator: Tiffany Uzegbu | tuzegbu@ccbcmd.edu | 443-840-5347 | Catonsville BESS 100 L
 Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu 443-840-4925 | Catonsville BESS 100

C++ Programmer

Technology and Engineering Pathway

Program Description:

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

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

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

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

Program Credentials:

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

Financial Aid and Payment Options:

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

Program Length:

2 months

Program Requirements:

Academic requirements:

- Prior knowledge of any programming language is helpful.

Computer requirements:

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

This program is eligible for Baltimore County Public School Blueprint funding.

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
PCA886	C++ Programmer	100	Included in class fees	\$995 T-\$20/F-\$975

Program Contact Information:

Coordinator: Tiffany Uzegbu | tuzegbu@ccbcmd.edu | 443-840-5347 | Catonsville BESS 100 L
 Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville BESS 100

Certified Associate in Healthcare Information and Management Systems – CAHIMS

Technology and Engineering Pathway

Program Description:

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

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

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

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

Program Credentials:

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

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

Certifying Organization: Healthcare Information and Management Systems Society; www.himss.org

Financial Aid and Payment Options:

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

Program Length:

13 months.

Courses start in the fall at CCBC Essex

Information/Orientation:

Orientation sessions are held in the fall and the winter. Check the CCBC Continuing Education Class Schedule for locations, dates and times.

Program Requirements:

- Degree or certification in healthcare field or IT field or 5 years related work experience.
- Prior completion of AHE 534 Medical Terminology for Health Occupations or AHL 717 Challenge Exam for Medical Terminology.
- Computer literate
- Computer access.

This program is not eligible for Baltimore County Public School Blueprint funding.

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: 52

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL867	Foundations of Health Information Technology	30	"Health IT and EHR's: Principles & Practice, 6th ed."; \$120; "Health Information Management Technology: An Applied Approach, 6th ed."; \$150	\$399 T-\$120/F-\$279
AHL823 Or AHE641	Introduction to IT & Computer Science – <i>for students with Healthcare background</i> Introduction to Healthcare Systems – <i>for students with IT background</i>	20 15	AHL 823 – None AHE 641 – Introduction to Health Care; 4th Edition; \$170	\$199 T-\$60/F-\$139
AHL819	Working in Teams	6	None	\$109 T-\$33/F-\$76
AHL943	Health Management Information Systems	40	Same as AHL 867; AHIMA Virtual Lab pass; \$195	\$589 T-\$177/F-\$412
AHL825	Quality Management	12	None	\$199 T-\$60/F-\$139

AHL944	Information Technology Vendor Management	12	None	\$199 T-\$60/F-\$139
AHL820	EHR Process, Design & Implementation	60	Same as AHL 867	\$869 T-\$261/F-\$608
AHL827	Public Health IT	6	None	\$109 T-\$33/F-\$76
<i>Course Series Totals:</i>		181-186	\$635	\$2,672 T-\$804/F-\$1,868

Additional Expenses:

CAHIMS Certification exam \$379

Career Coach:

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

Program Contact Information:

Coordinator: Mary Ellen Wehr | mwehr@ccbcmd.edu | 443-840-2907 | Essex ECHP 305
 Administrative Assistant: Kristal Parker | kparker3@ccbcmd.edu | 443-840-4483 | Owings Mills Suite 302

Certified Information Systems Security Professional (CISSP)

Technology and Engineering Pathway

Program Description:

The Certified Information Systems Security Professional (CISSP) is ideal for experienced security practitioners, managers and executives interested in proving their knowledge across a wide array of security practices and principles. Common job positions for CISSP holders include Chief Information Security Officer, Security Systems Administrator, Information Security Assurance Analyst, IT Security Engineer, Senior IT Security Consultant, Security Manager, Security Architect, and Network Architect. They design, implement and manage the security programs that assure the protection of information assets for various organizations. This program prepares students for the CISSP certification exam. Learn about security and risk management, asset security, security engineering, communication and network security, identity and access management, security assessment and testing, security operations, and software development.

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

CISSP professionals are in high demand across industries due to their advanced knowledge and ability to defend against data breaches and improve security measures. According to CyberSeek, CISSP certifications see the most demand among current cybersecurity job openings requiring certification. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>

Program Credentials:

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

External Credential: Students will be prepared to take the (ISC)² CISSP certification exam.

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

Please note: Individuals wishing to take the CISSP exam are required to have a minimum of 5 years of paid full-time work experience in 2 of the 8 domains of the CISSP CBK, which covers critical topics in security today including risk management, cloud computing, mobile security, application development security, and others. Information about the CISSP credential and exam is available on their website: <https://www.isc2.org/Certifications/CISSP>

Financial Aid and Payment Options:

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

Length of Training:

4 months

Program Requirements:

Academic requirements:

- Base knowledge or certification in SSCP.

Computer requirements:

- PC - Windows 8 or later or Mac - macOS 10.6 or later. Mac users are encouraged to have access to a Windows environment on their device.
- Browser - latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.

- Adobe Acrobat Reader.
- Software must be installed and fully operational before the course begins.

This program is not eligible for Baltimore County Public School Blueprint funding

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:

Prerequisite Course

Course Number	Course Title	Course Hours	Textbook Info	Costs
PCO278	Systems Security Certified Practitioner (SSCP)	80	Included in course fee	\$1,595 T-\$50/F-\$1,545

Course Information - note - both courses must be registered for at the same time

Course Number	Course Title	Course Hours	Textbook Info	Costs
PCO276	Certified Information Systems Security Professional (CISSP) – Module 1	75	Included in course fee	\$1,000 T-\$20/F-\$980
PCO277	Certified Information Systems Security Professional (CISSP) – Module 2	75	Included in course fee	\$995 T-\$20/F-\$975
Course Series Totals:		150		\$1,995 T-\$40/F-\$1,955

Course Series & Prerequisite Totals:		230		\$3,590 T-\$90/F-\$3,500
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Additional Expenses:

CISSP Certification exam = \$749

Program Contact Information:

Coordinator: Tiffany Uzegbu | tuzegbu@ccbcmd.edu | 443-840-5347 | Catonsville BESS 100 L

Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville BESS 100

Cisco Certified Network Associate

Technology and Engineering Pathway

Program Description:

Possible career opportunities for those with a Cisco Certified Network Association (CCNA) certification include Information Network Associate; Network Specialist; Network Administrator; Network Support Engineer; and Information Technology (IT) Specialist. Tasks associated with these positions include: Install, configure, and maintain an organization's local area network (LAN), wide area network (WAN), data communications network, operating systems, and physical and virtual servers; perform system monitoring and verify the integrity and availability of hardware, network, and server resources and systems; and analyze network and server resource consumption and control user access.

This program prepares students to take the Cisco Certified Network Association (CCNA) certification exam. Learn how to install, configure, operate, and troubleshoot medium-size routed and switched networks. Students are introduced to the architecture, components and operation of routers, including the principles of routing and the primary routing process.

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

According to the U.S. Department of Labor, overall employment of network and computer systems administrators is projected to grow 10% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 1,180. Additional career information may be found in Career

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

Program Credentials:

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

External Credential: Students will be prepared to take the Cisco Certified Network Association (CCNA) certification exam.

Certifying Organization: Cisco Systems www.cisco.com

Financial Aid and Payment Options:

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

Program Length:

2 semesters (28 - 32 weeks) not including prerequisites; Parts I and II in one semester and Part III in the following semester.

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

Program Requirements:

Required:

- High School Diploma or GED.
- Students must be computer literate and have strong computer skills, prior networking classes or background, and access to a computer and the Internet to complete assignments.

Recommended:

- Network+ certification

This program is not eligible for Baltimore County Public School Blueprint funding

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: 137

Program Course Sequence:

Excellent attendance is required.

Prerequisite

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCA 619 <i>or</i> PCA 615 (if hybrid) Shared with credit class DCOM 101	Network and Data Communications	37.5	Digital Materials Check with Coordinator for potential text update before purchasing	\$569 T-\$171/F-\$398

Course Series

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCO 270 <i>or</i> PCO 273 (if hybrid) Shared with credit class DCOM 217	Cisco I: Introduction to Networks	50	CCNAV7: Intro to Networks Companion Guide; Cisco; \$80 Check with Coordinator for potential text update before purchasing	\$729 \$219/F-\$510

PCO 271 or PCO 274 (if hybrid) Shared with credit class DCOM 218	Cisco II: Switching, Routing, and Wireless Essentials	50	CCNAv7: Switching, Routing, and Wireless Essentials Companion Guide; Cisco; \$80 Check with Coordinator for potential text update before purchasing	\$729 \$219/F-\$510
PCO 272 or PCO 275 (if hybrid) Shared with credit class DCOM 219)	Cisco III: Enterprise Networking, Security, and Automation	50	CCNAv7: Enterprise Networking, Security, and Automation Companion Guide; Cisco; \$80 Check with Coordinator for potential text update before purchasing	\$729 \$219/F-\$510
<i>Course Series Totals:</i>		150	\$240	\$2,187 T-\$657/F-\$1,530
Course Series & Prerequisite Totals:		187.5	\$240	\$2,756 T-\$828/F-\$1,928

Additional Offerings:

Students pursuing certification in Cisco often enroll in the following computer network/security related classes: A+ Certification; Network+ Certification; Security+ Certification; Windows Server Certification; and VMware Certification.

Additional Expenses:

CCNA Certification exam = \$300

Career Coach:

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

Program Contact Information:

Program Coordinator: Tiffany Uzegbu | tuzegbu@ccbcmd.edu | 443-840-5347 | Catonsville | BESS | 100 L
 Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville
 BESS 100

CompTIA Cloud+ Certification Training

Technology and Engineering Pathway

Program Description:

Possible career opportunities for those with a CompTIA® Cloud+ certification include Cloud Engineer, Cloud Specialist, Sr. Network Administrator, Sr. Network Engineer, and Systems Engineer. Tasks associated with these positions include migrate computer systems to the cloud, configure cloud infrastructure components like networking and security services, create applications and databases that perform on the cloud, monitor cloud management and data storage services, troubleshoot and maintain cloud computing solutions, and manage company data securely across multi-cloud environments. This career requires continued training and education.

This program prepares students to take the CompTIA® Cloud+ exam, and for a career in cloud computing. It is designed for individuals who have limited experience in cloud technology. This program covers key concepts and skills, including virtualization, infrastructure, troubleshooting, resource management, security, systems management, and business continuity. Included are applied learning activities to ensure students gain a working knowledge of the concepts taught, as well as the ability to implement them in real-life situations.

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

According to the U.S. Department of Labor, overall employment of computer network architects is projected to grow 10% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 580. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>

Program Credentials:

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

External Credential: Students will be prepared to take the CompTIA® Cloud+ certification exam.

Certifying Organization: Computing 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.

Program Length:

2 months

Program Requirements:

Academic Requirements:

- CompTIA® A+ and CompTIA® Network+ certifications, or comparable training, or equivalent industry experience is strongly recommended prior to taking this course.

Computer Requirements:

- PC - Windows 8 or later / Mac: macOS 10.6 or later.

- Browser - Latest version of Google Chrome or Mozilla Firefox preferred. Microsoft Edge and Safari are also compatible.
- Adobe Acrobat Reader.
- Software must be installed and fully operational before the course begins.
- Email capabilities and access to a personal email account.

This program is not eligible for Baltimore County Public School Blueprint funding

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
PCA800	CompTIA Cloud + Certification Training	75	Instructional materials are included in course costs.	\$1,495 T-\$50/F-\$1,445

Additional Expenses:

CompTIA Cloud+ exam - \$358.

Career Coach:

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

Program Contact Information:

Program Coordinator: Tiffany Uzegbu | tuzegbu@ccbcmd.edu | 443-840-5347 | Catonsville BESS 100 L
 Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville BESS 100

Information Security Analyst (Security+ Certification)

Technology and Engineering Pathway

Program Description:

Possible career opportunities for those with a CompTIA® Security+ certification include Information Security Analyst, Information Security Specialist, Network Security Analyst, Security Administrator, Security Analyst, and Systems Analyst. Tasks associated with these positions include: develop plans to safeguard sensitive data, perform risk assessments, conduct penetration testing, encrypt data transmissions and erect firewalls, research IT security trends, monitor current reports of computer viruses, and recommend security upgrades. This career requires continued training and education.

This program prepares students to take the CompTIA® Security+ exam, and for a career in computer network security. Gain an introduction to the Information Security field and explore how it relates to other IT areas and specialized security fields. Students learn current security essentials; common security threats and ramifications; developing secure information security strategies; common attacks and how to safeguard against them; cryptography basics; physical security; disaster recovery; business continuity; the role of computer forensics in information security; and ethical behavior appropriate to security-related technologies.

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

According to the U.S. Department of Labor, overall employment of information security analysts is projected to grow 37% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 1,000. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>

Program Credentials:

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

External Credential: Students will be prepared to sit for the CompTIA® Security+ Certification Exam.

Certifying Organization: Computing Technology Industry Association (CompTIA®) www.comptia.org

Financial Aid and Payment Options:

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

Program Length:

1 semester (14 - 16 weeks) not including prerequisites.

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

Program Requirements:

High School Diploma or GED. Students must be computer literate, have strong computer skills, and have access to a computer and the Internet to complete assignments.

Network Security+ certification or strong networking background – students without this requirement must take the prerequisite course listed below.

This program is not eligible for Baltimore County Public School Blueprint funding

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: 50

Program Course Sequence:

Excellent attendance is required.

Prerequisite

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCA620 <i>or</i> PCA616 (if hybrid) Shared with credit class DCOM251	Network+ Technician Certification	50	The Official CompTIA Network+ Student Guide; CompTIA; \$65.33 CompTIA Labs for Network+ (Access Key); CompTIA; \$79 Check with Coordinator for potential text update before purchasing	\$729 T-\$219/F-\$510

Course Series

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCA594 <i>or</i> PCP777 (if hybrid) Shared with credit class DCOM258	Introduction to Information Security	37.5	The Official CompTIA Security+ Student Guide; CompTIA; \$169 CompTIA CertMaster Labs for Security+ (Access Key); CompTIA; \$88 Check with Coordinator for potential text update before purchasing	\$569 T-\$171/F-\$398

<i>Course & Prerequisite Totals:</i>		87.5	\$401.33	\$1,298 T-\$390/F-\$908
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Additional Offerings:

Students pursuing certification in Information Security often enroll in the following computer network/security related classes: A+ Certification; Network+ Certification; Cisco Certification; Windows Server Certification; and VMware Certification.

Additional Expenses:

CompTIA Security+ Certification exam = \$392

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: Tiffany Uzegbu | tuzegbu@ccbcmd.edu | 443-840-5347 | Catonsville BESS 100 L
 Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville BESS 100

Java Programmer

Technology and Engineering Pathway

Program Description:

Students can pursue a career as an entry-level Java programmer. Java programmers write, modify, and test Java code for a variety of computer applications including desktop, web, mobile, gaming, big data, and cloud based. Java programmers often work closely with developers and designers to create fully integrated programs and applications for their companies or clients.

Taking an introductory approach, this Java training program covers most Java syntax elements, concentrating on fundamental and universally useful elements, while providing an overview of many more advanced elements. Students will learn to write useful Java classes, applying Object-Oriented concepts such as inheritance, and create Java programs that work with these classes.

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

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

Program Credential:

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

Financial Aid and Payment Options:

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

Program Length:

2 months

Program Requirements:

Academic requirements:

- Prior knowledge of any programming language is helpful.

Computer requirements:

- PC: Windows 10 or later/ Mac: macOS 11.0 or later.
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.
- Java (download and installation instructions are provided in course).
- Visual Studio Code (download and installation instructions are provided in course).
- Adobe Acrobat Reader.
- Software must be installed and fully operational before the course begins.
- Email capabilities and access to a personal email account.

This program is eligible for Baltimore County Public School Blueprint funding

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
PCA799	Java Programmer	100	Included in class fees	\$995 T-\$20/F-\$975

Career Coach:

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

Program Contact Information:

Program Coordinator: Tiffany Uzegbu | tuzegbu@ccbcmd.edu | 443-840-5347 | Catonsville BESS 100 L
 Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville BESS 100

JavaScript Developer

Technology and Engineering Pathway

Program Description:

Students can pursue a career as an entry-level JavaScript Developer. JavaScript Developers develop and implement websites, web applications, and interactive web interfaces using JavaScript. They evaluate code to ensure that it is properly structured, meets industry standards, and is compatible with browsers and devices as well as optimizes website performance, scalability, and server-side code and processes.

This program teaches students the basic constructs of JavaScript, how to use JavaScript to access and change page elements and their properties, and how to test and debug JavaScript. Students are introduced to React and learn the latest React techniques to build an application. Students also learn Vue.js to create a small, but featureful math app and 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 Credentials:

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

Financial Aid and Payment Options:

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

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.

This program is not eligible for Baltimore County Public School Blueprint funding

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
PCA884	JavaScript Developer Module One	90	Included in class fees	\$1,000 T-\$20/F-\$980
PCA885	JavaScript Developer Module Two	90	Included in class fees	\$995 T-\$20/F-\$975
<i>Course Series Totals:</i>		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: Tiffany Uzegbu | tuzegbu@ccbcmd.edu | 443-840-5347 | Catonsville BESS 100 L
 Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville BESS 100

Linux+ Certification Training

Technology and Engineering Pathway

Program Description:

Possible career opportunities for those with a CompTIA® Linux+ certification include Linux Administrator, Junior Cloud Engineer, Junior DevOps Support Engineer, Technical Support Specialist, Systems Administrator, Network Administrator, Web Administrator/ Developer, Cybersecurity Engineer, Linux Engineer. Tasks associated with these positions include install, configure, and maintain computer networks; perform system monitoring; analyze network and server resource consumption and control user access; and install and upgrade software and maintain software licenses.

This program prepares students to take the CompTIA® Linux+ Certification exam and for a career in computer network support. Learn to install the Linux operating system, configure hardware and software, manage storage in a Linux environment, automate and schedule jobs, apply security best practices, and configure firewalls and logging services.

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

According to U.S. Department of Labor, overall employment of network and computer systems administrators is projected to grow 10% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 1,180. Additional career information may be found in Career Coach <https://ccbcmd.lightcastcc.com/>.

Program Credentials:

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

External Credential: Students will be prepared to take the CompTIA® Linux+ Certification exam

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

Financial Aid and Payment Options:

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

Program Length:

2 semesters (28 – 32 weeks) – not including prerequisites

Program Requirements:

Required:

- High School Diploma or GED
- Computer literate
- Strong computer skills
- Access to a computer and the Internet to complete assignments

Recommended:

- A+ courses, background or certification.

This program is not eligible for Baltimore County Public School Blueprint funding

Application Process:

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

Prior Learning Assessment:

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum, and demonstrated portfolio and/or prior occupational learning. A total of 37.5 program hours may be earned from prior learning.

Program Course Sequence:Prerequisite:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCA619 or PCA615 (if hybrid) Shared with Credit class DCOM101	Networking and Data Communications	37.5	Digital Materials	\$569 T-\$171/F-\$398

Course Series:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCA623 or PCA627 (if hybrid) Shared with Credit class DCOM142	Linux Fundamentals	37.5	The Official CompTIA Linux+ Student Guide; CompTIA; \$65.33 CompTIA Labs for Linux+ (Access Key); CompTIA; \$79	\$569 T-\$171/F-\$398
PCA891 or PCO304 (if hybrid) Shared with Credit class DCOM224	Advanced Linux Administration	50	Same as PCA 623	\$729 T-\$219/F-\$510
<i>Course Series Totals:</i>		87.5	\$144.33	\$1,298 T-\$390/F-\$908
<i>Course Series & Prerequisite Totals:</i>		125	\$144.33	\$1,867 T-\$561/F-\$1,306

Additional Expenses:

CompTIA Linux+ Certification exam = \$358

Additional Offerings:

Students pursuing certification in Linux often enroll in the following computer related classes: A+ Certification, Network+ Certification, Security+ Certification, and PenTest+ Certification.

Career Coach:

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

Program Contact Information:

Program Coordinator: Tiffany Uzegbu | tuzegbu@ccbcmd.edu | 443-840-5347 | Catonsville BESS 100 L
Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville BESS 100

Network+ Certified Technician

Technology and Engineering Pathway

Program Description:

Possible career opportunities for those with a CompTIA® Network+ certification include Computer Network Support Specialist, Network Administrator, Network Engineer, Network Specialist, Network Technician, and System Administrator. This career requires continued training and education. Tasks associated with these positions include back up network data, configure security settings or access permissions, use diagnostic testing software and equipment to identify and troubleshoot network or connectivity problems, install and configure networking hardware and software, perform routine maintenance or standard repairs to networking components, and install or repair network cables.

This program prepares students to take the CompTIA® Network+ Certification exam and for a career in computer network support. Learn how to plan, install, configure and troubleshoot a computer network. Develop the skills to install and configure network operating systems and network hardware. Implement wireless networks, install and configure TCP/IP, perform diagnostic procedures to troubleshoot network malfunctions, and implement/manage network security.

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

According to U.S. Department of Labor, overall employment of computer network support specialists is projected to grow 11% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 700. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>

Program Credentials:

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

External Credential: Students will be prepared to take the CompTIA® Network+ certification exam.

Certifying Organization: Computing Technology Industry Association (Comp TIA®) www.comptia.org

Financial Aid and Payment Options:

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

Program Length:

1 - 2 semesters (14 – 32 weeks) not including prerequisites.

Courses start in August, January, and June at CCBC Catonsville, CCBC Essex, and CCBC Owings Mills. Courses are offered in a variety of different schedules that include face-to-face, online or hybrid (a combination of the two).

Program Requirements:

Required:

- High School Diploma or GED
- Computer literate
- Strong computer skills
- Access to a computer and the Internet to complete assignments.

Recommended:

- A+ courses, background or certification.

This program is not eligible for Baltimore County Public School Blueprint funding

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: 137.

Program Course Sequence:

Excellent attendance is required.

Prerequisites:

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

Course Series:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCA 619 or PCA 615 (if hybrid) Shared with credit class DCOM 101	Networking and Data Communications	37.5	Digital materials	\$569 T-\$171/F-\$398
PCA 620 or PCA 616 (if hybrid) Shared with credit class DCOM 251	Network+ Technician Certification	50	The Official CompTIA Network+ Student Guide; CompTIA; \$65.33 CompTIA Labs for Network+ (Access Key); CompTIA; \$79 Check with Coordinator for potential text update before purchasing	\$729 T-\$219/F-\$510
<i>Course Series Totals:</i>		87.5	\$144.33	\$1,298 T-\$390/F-\$908
<i>Course Series and Prerequisite Totals:</i>		187.5	\$316.33	\$2,756 T-\$828/F-\$1,928

Additional Offerings:

Students pursuing certification in Network+ often enroll in the following computer network/security related classes: A+ Certification; Security+ Certification; Windows Server Certification; and VMware Certification.

Additional Expenses:

CompTIA Network+ Certification exam = \$358

Career Coach:

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

Program Contact Information:

Coordinator: Tiffany Uzegbu | tuzegbu@ccbcmd.edu | 443-840-5347 | Catonsville BESS 100 L
Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville BESS 100

Oracle SQL and PL/SQL Developer

Technology and Engineering Pathway

Program Description:

Students can pursue a career as an entry-level Oracle SQL Developer. SQL developers design relational databases and write code that interacts with stored data to complete functional requirements for a business.

This program teaches students how to use SQL to build applications and generate business reports, and helps them master SQL using an Oracle database. Also included is learning PL/SQL extension language to write sophisticated queries against an Oracle database. 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 developers 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 Credentials:

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

Financial Aid and Payment Options:

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

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.

This program is not eligible for Baltimore County Public School Blueprint funding

Application Process:

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

Students must register for both courses at the same time.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCA806	Oracle SQL and PL/SQL Developer Module One	60	Included in class fees	\$497 (T-\$10/F-\$487)
PCA807	Oracle SQL and PL/SQL Developer Module Two	60	Same as PCA806	\$498 (T-\$10/F-\$488)
<i>Course Series Totals:</i>		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: Tiffany Uzegbu | tuzegbu@ccbcmd.edu | 443-840-5347 | Catonsville BESS 100 L
 Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville BESS 100

PenTest+ Certification

Technology and Engineering Pathway

Program Description:

Those with a CompTIA® PenTest+ certification can pursue a career as a Penetration Tester. Penetration Testers evaluate network system security by conducting simulated internal and external cyberattacks using adversary tools and techniques. They attempt to breach and exploit critical systems and gain access to sensitive information to assess system security. This career requires continued training and education.

This program prepares students to take the Computing Technology Industry Association (CompTIA) PenTest+ certification exam. Learn how to use various tools to exploit network-based and host-based system vulnerabilities for given scenarios after conducting a vulnerability analysis. Students complete post-exploit tasks then analyze and report penetration test results for given scenarios. Students develop mitigation strategies for vulnerabilities that are discovered based on best practices.

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

According to the U.S. Department of Labor, overall employment of penetration testers is projected to grow 14% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 1,640. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>

Program Credentials:

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

External Credential: Students will be prepared to take the CompTIA® Pentest+ certification exam.

Certifying Organization: Computing Technology Industry Association (CompTIA®), www.comptia.org

Financial Aid and Payment Options:

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

Program Length:

1 semester (14-16 weeks) – not including prerequisites. Course schedules vary each semester and may be offered face-to-face, online, or hybrid (a combination of the two).

Program Requirements:

- High School Diploma or GED;
- strong computer skills;
- strong analytical skills;
- access to the Internet to complete assignments; and
- CompTIA Security+ certification.

This program is not eligible for Baltimore County Public School Blueprint funding

Prior Learning Assessment:

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum, and demonstrated portfolio and/or prior occupational learning. A maximum of 87.5 program hours may be earned from prior learning.

Application Process:

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

Program Course Sequence:Prerequisites:

Course Number	Course Title	Course Hours	Textbook Information	Costs
PCA891 or PCO304 (if hybrid) Shared with credit class DCOM224	Advanced Linux Administration	50	The Official CompTIA Linux+ Student Guide; CompTIA; \$65.33, CompTIA CertMaster Labs for Linux+ (Access Key), CompTIA, \$79.00** Check with coordinator for potential text update before purchasing.	\$729 T- \$219/F- 510
PCA 594 or PCP 777 (if hybrid) Shared with credit class DCOM 258	Introduction to Information Security	37.5	The Official CompTIA Security+ Student Guide, CompTIA, \$169; CompTIA CertMaster Labs for Security+ (Access Key), CompTIA, \$88.00 ** Check with coordinator for potential text update before purchasing.	\$569 T- \$171/F- 398
Prerequisite Totals:		87.5	\$401.33	\$1,298 T- \$390/F- \$908

Course Series:

Course Number	Course Title	Course Hours	Textbook Information	Costs
PCO 302 or PCO 303 (if hybrid) Shared with credit class DCOM 215	PenTest+ Certification	50	Official CompTIA PenTest+ Student Guide, CompTIA, \$74.67; CompTIA Labs for PenTest+, CompTIA, \$88.00 Check with coordinator for potential textupdate before purchasing.	\$729 T- \$219/F- \$510
Course Series & Prerequisites Totals:		137.5	\$564	\$2,027 T- \$609/F- \$1,418

Additional Courses:

Students pursuing certification in PenTest+ often enroll in the following computer network/security related classes: A+ Certification; Security+ Certification; Windows Server Certification; Linux+ Certification; and VMware Certification.

Additional Expenses:

CompTIA PenTest+ Certification exams - \$392

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: Tiffany Uzegbu | tuzegbu@ccbcmd.edu | 443-840-5347 | Catonsville BESS 100 L
Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville BESS 100

Python Developer

Technology and Engineering Pathway

Program Description:

Students can pursue a career as an entry-level Python programmer. Python programmers write code for various applications, including big data manipulation, web servers, program scripting, and more. You can find work in web or game development, data visualization, and analyzing data, among others. Your job duties vary based on your specialization, but they usually include working with files and extensive support libraries, creating, testing and implementing new or updated applications, and examining the code to spot problems.

This comprehensive program covers introductory through advanced methods of Python and gets students coding quickly. Students start by learning the basics of programming, how Python works, and gaining an understanding of Python's place in the wider programming world. More advanced methods are covered next, including how to work with iPhone Notebook, the Collections Module, regular expressions, databases, CSV files, JSON, and XML. Students will also learn advanced sorting, how to write object-oriented code in Python, and how to test and debug Python code. Additionally, students get a rapid introduction to NumPy, pandas, and matplotlib, which are Python libraries.

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

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

Program Credentials:

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

Financial Aid and Payment Options:

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

Program Length:

4 months

Program Requirements:

Academic Requirements:

- Prior knowledge of any programming language is helpful

Computer requirements:

- PC: Windows 10 or later or Mac: macOS 11.0 or later.
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.
- Python (download and installation instructions are provided in course).
- Software must be installed and fully operational before the course begins.
- Adobe Acrobat Reader.
- Email capabilities and access to a personal email account.

This program is eligible for Baltimore County Public School Blueprint funding

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:

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
<i>Course Series Totals:</i>		155	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:

Coordinator: Tiffany Uzegbu | tuzegbu@ccbcmd.edu | 443-840-5347 | Catonsville BESS 100 L
 Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville BESS 100

Systems Security Certified Practitioner (SSCP)

Technology and Engineering Pathway

Program Description:

The Systems Security Certified Practitioner (SSCP) is ideal for IT administrators, managers, directors and network security professionals responsible for the hands-on operational security of their organization's critical assets. Common job positions for SSCP holders include Network Security Engineer, Systems Administrator, Security Analyst, Systems Engineer, Security Administrator, Systems/Network Analyst, and Database Administrator. They implement, monitor and administer IT infrastructure using security best practices.

This program prepares students for the Systems Security Certified Practitioner (SSCP) certification exam and a career as a network or security administrator. Learn about access controls and security operations, monitoring and incident recovery, cryptography and network security, and systems and application security.

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

According to U.S. Department of Labor, overall employment of network and computer systems administrators is projected to grow 10% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 1,180. Additional career information may be found in Career Coach:

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

Program Credentials:

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

External Credential: Students will be prepared to take the (ISC)² SSCP certification exam.

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

Please note: For the SSCP certification, one year of cumulative work experience in one or more of the seven domains of the SSCP CBK is required. If you do not have the required experience, you may still sit for the exam and become an Associate of (ISC)² until you have gained the required experience. Information about the SSCP credential and exam is available on their website: <https://www.isc2.org/Certifications/SSCP>

Financial Aid and Payment Options:

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

Program Length:

2 months

Program Requirements:

Academic requirements:

- Base knowledge about computer hardware, networking, and security knowledge. Recommended that you first take CompTIA A+ and Network+ or have the equivalent of two years of experience working with computers.

Computer requirements:

- PC - Windows 10 or later or Mac - macOS 10.6 or later. Mac users are encouraged to have access to a Windows environment on their device.

- Browser - latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.
- Adobe Acrobat Reader.
- Software must be installed and fully operational before the course begins.

This program is not eligible for Baltimore County Public School Blueprint funding

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 Info	Costs
PCO 278	Systems Security Certified Practitioner (SSCP)	80	Included in course fee	\$1,595 T-\$50/F-\$1,545

Additional Expenses:

SSCP Certification exam = \$249

Career Coach:

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

Program Contact Information:

Coordinator: Tiffany Uzegbu | tuzegbu@ccbcmd.edu | 443-840-5347 | Catonsville BESS 100 L
 Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville BESS 100

VMware Systems Administrator

Technology and Engineering Pathway

Program Description:

A VMware Systems Administrator is responsible for monitoring and managing systems that operate through VMware products and services. VMware administrators ensure the security and stability of VMware networks by running technical control procedures to maintain quality standards. They enhance the network infrastructure, configure user interface, and create system designs and codes according to business requirements and client specifications.

This program prepares students to sit for the VMware VCP certification exam, and for a professional career in virtualization and cloud computing as a VMware Systems Administrator. This course teaches students to install, configure, manage, maintain and troubleshoot a virtual network infrastructure/cloud platform using VMware VSphere. Students will install and configure virtual machines, virtual networks and virtual hard disks on datacenter and cloud servers.

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

According to the U.S. Department of Labor, overall employment of network and computer systems administrators is projected to grow 10% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 1,180. Additional career information may be found in Career Coach:

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

Program Credentials:

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

External Credential: Students will be prepared to take the VMware VCP certification exams.

Certifying Organization: VMware, Inc. www.vmware.com

Financial Aid and Payment Options:

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

Program Length:

1 semester (14 - 16 weeks) not including prerequisites.

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

Program Requirements:

Required:

- High School Diploma or GED
- Computer literate
- Strong computer skills
- Access to a computer with high-speed Internet to complete course work
- Network+ certification or strong networking background - students without this requirement must take the prerequisite course listed below.

Recommended:

- A+ courses, background or certification.

This program is not eligible for Baltimore County Public School Blueprint funding

Application Process:

Provisional Entry - Students must have permission from the Coordinator before registering for this class. To apply, go to www.ccbc.md.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will then be sent with program information and any additional requirements necessary to apply for the program.

Prior Learning Assessment:

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. A maximum number of 37.5 program hours may be earned from prior learning.

Program Course Sequence:

Excellent attendance is required.

Prerequisite:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCA619 or PCA615 (if hybrid) Shared with credit class DCOM 101	Network and Data Communications	37.5	Digital Materials - Check with coordinator for potential text update before purchasing	\$569 T-\$171/F-\$398

Course:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCA614 Shared with credit class DCOM263	VMware Virtualization and Cloud Computing Certification (HYB)	50	No textbook required	\$729 T-\$219/F-\$510
<i>Course & Prerequisite Totals:</i>		87.50	TBD	\$1,298 T-\$390/F-\$908

Additional Offerings:

Students pursuing certification in VMware often enroll in the following computer network/security related

classes: A+ Certification; Network+ Certification; Security+ Certification; Windows Server Certification; and Cisco Certification.

Additional Expenses:

VMware VCP Certification exam = \$250

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: Tiffany Uzegbu | tuzegbu@ccbcmd.edu | 443-840-5347 | Catonsville BESS 100 L
Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | 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

Programming Certificate

Students will acquire the knowledge and skills needed to become an IT programmer using languages such as C++, Visual Basic, and Java

Credential: Credit Certificate. A total of 23 credits is required for this certificate

Network Technology

General Networking Certificate

In this certificate program, students acquire the knowledge and skills needed to become a well-rounded LAN Technician and pass the industry recognized A+, Network+, and Security+ certification exams, all at the same time!

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

Preparation for Cisco Certificate

This certificate program prepares students to work with Cisco routers, switches, and other networking equipment. During this program students will prepare for and take the Cisco Certified Network Associate (CCNA) certification exams.

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

Microsoft Certified Information Technology Professional (MCITP) Certificate

This certificate is designed for students who plan to design, implement, manage, maintain, and troubleshoot Microsoft Windows® 2008-based networks.

Credential: Credit Certificate. A total of 19 credits is required for this certificate

Preparation for Network+ Certificate

The program prepares students for the industry recognized CompTIA Network+ certification exam and validates the knowledge and skills of networking professionals.

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

A+ Certificate

This certificate program prepares students for CompTIA A+ certification exams and validates the skills needed by computer support professionals. The program confirms a technician's ability to perform tasks such as installation, configuration, diagnosing, preventive maintenance, and basic networking, as well as tasks related to security, safety and environmental issues, and communication and professionalism.

Credential: Credit Certificate. A total of 14 credits is required for this certificate

E-Discovery Specialist

Criminal Justice and Law Pathway

Program Description:

E-Discovery Specialists organize, assess, manage, and maintain all the electronic documents shared between parties during the discovery process of a legal proceeding. They work as part of a legal team in the pre-trial and trial phases of a legal proceeding in the overall management of electronically stored information. Electronically stored information (ESI) is the new standard in evidence in criminal and civil litigation, this program features courses that will provide students entry-level skills in the management, retention and collection of ESI in legal proceedings.

Students entering the program should have strong analytical and deductive reasoning skills, strong computer skills and be detail oriented.

E-Discovery Specialist jobs can be found in private litigation firms and large corporations with in-house counsel offices. For more information see www.indeed.com

Program Credentials:

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

Financial Aid and Payment Options:

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

Length of Training:

3 Months

Program Requirements:

- High school diploma or GED
- Good computer skills

This program is not eligible for Baltimore County Public School Blueprint funding

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
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
<i>Course Series Totals:</i>		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 | Dundalk STAT 119
 Program Assistant: Jessica Scoggins | jscoggins@ccbcmd.edu | 443-840-3678 | Dundalk STAT 118

Private Investigator

Criminal Justice and Law Pathway

Program Description:

Private Investigators are hired to do investigative work involving legal, financial, or personal matters, and offer a variety of services including background verification, locating missing persons, conducting surveillance, and more. They must have a good understanding of federal, state, and local laws, as well as legal issues affecting their work. Private investigators work in many places, depending on their assignment or case. Some spend more time in offices, doing computer searches, while others spend more time in the field, conducting interviews and performing surveillance. They may work irregular hours.

This Continuing Education Certificate prepares students for a job in the field of Private Investigation. The program will provide a combination of education and experience to assist a student in obtaining an entry-level position in a public or private organization. Students will learn the fundamentals of constitutional law and criminal law, the relationship between private investigation and the criminal justice system, including regulations, scope of operations, ethics, civil law, and legal considerations.

Students entering this program should have self-discipline, computer skills, strong interpersonal skills, strong problem-solving skills; the ability to analyze evidence; and be detail-oriented, organized, and resourceful.

Private investigator jobs can be found in the private and public sector, and in small and large organizations or companies. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>

Program Credentials:

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

Students will be prepared to begin employment with a licensed agency and must pass a criminal background check by the Federal Bureau of Investigation (FBI); the student can also apply for a Private Investigator certificate with Maryland State Police.

Certifying Organization: Maryland State Police <https://mdsp.maryland.gov>

Financial Aid and Payment Options:

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

Length of Training:

1 year

Program Requirements:

- High School Diploma or GED

This program is not eligible for Baltimore County Public School Blueprint funding

Application Process:

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

Prior Learning Assessment:

This program has potential options for waving select courses based on previous coursework or articulated coursework from an approved curriculum. A maximum of 135 program hours may be earned from prior learning.

Program Course Sequence:

Course Number	Course Title	Course Hours	Costs T=Tuition/F=Fees	Textbook Information (approximate cost; subject to change)
SSP259	Criminal Justice and the Constitution	45	\$549 T-\$165/F-\$384	Criminal Justice and the Constitution, \$22.00
SSP261	Criminal Law	45	\$549 T-\$165/F-\$384	Criminal Law Practical Workbook, \$13.05
SSP260	Private Investigation	45	\$549 T-\$165/F-\$384	Open Educational Resource, no cost
SSP262	Criminal Justice Internship	100	\$549 T-\$165/F-\$384	None required
<i>Course Series Totals:</i>		235	\$2,196 T-\$660/F:\$1,536	\$35.05

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: Greg Zuest | gzuest@ccbcmd.edu | 443-840-3037 | Dundalk STAT 119
 Program Support: Jessica Scoggins | jscoggins@ccbcmd.edu | 443-840-3678 | Dundalk STAT 118

Special Police Officer

Criminal Justice and Law Pathway

Program Description:

A special police officer must be at least 18 years old and holds a commission granted by the Governor of Maryland. A commission is granted for a specific company, institution, or municipality, and authorizes the officer to maintain order and protect life and property by enforcing local, state, or federal laws and ordinances, apprehend and arrest criminal suspects, respond to emergencies to provide assistance, maintain public order and security, prepare investigation and incident reports, and direct and control traffic on public highways and roadways in the immediate vicinity of the property described in the commission. Special Police Officers have knowledge of public safety, security, law and government.

This program features a course that is approved by the Secretary of the Maryland State Police. Students will learn the role of a Special Police Officer, criminal law and matters, crime prevention, crime control, court procedure, interpersonal interactions, first aid and CPR, and defensive tactics.

Students entering this program should have self-discipline, computer skills, strong interpersonal skills, strong problem-solving and critical thinking skills, social perceptiveness, stress tolerance, strong negotiation skills, and integrity. Students should also be organized, detail-oriented, and resourceful.

Special Police Officers work in the private and public sector, and in small and large organizations, companies, and local, state, or federal levels. Among others, Special Police Officers may work as a Corrections Officer (CO), Public Safety Officer, Deputy, Deputy Sheriff, Bailiff, Peace Officer, Campus Security Officer, Custom Protection Officer, Customer Service Security Officer, Hotel Security Officer, Loss Prevention Officer, Safety and Security Officer, Security Agent, Security Guard, or Security Officer. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>

Program Credentials:

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

Students will be prepared to begin employment with a municipal corporation, county, or other governmental body of the State, a college, university, or public school system in the State, or a business that provides security.

External Credential: Students must apply to the Maryland State Police for a Special Police Officer commission. All original SPO applications require FBI and CJIS fingerprint submissions.

Certifying Organization: Maryland State Police <https://mdsp.maryland.gov>

Financial Aid and Payment Options:

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

Length of Training:

2.5 weeks

Program Requirements:

High School Diploma or GED

This program is not eligible for Baltimore County Public School Blueprint funding

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
SSP288	Special Police Officer-Initial Training	84	All material included	\$849 T: \$255/F: \$594
<i>Course Totals</i>		84		\$849 T: \$255 F: \$594

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 | Dundalk STAT 119
 Program Assistant: Jessica Scoggins | jscoggins@ccbcmd.edu | 443-840-3678 | Dundalk STAT 118

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

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 works in hospitals and surgical centers and plays a critical role in preventing and controlling infection by sterilizing, cleaning, processing, assembling, storing, and distributing medical supplies. Central Service Technician have very little direct patient contact. Work in the sterile processing department entails cleaning and decontaminating surgical instruments where the technician is exposed to blood, bodily fluid, or harsh cleaning agents and often needs to wear personal protective equipment. The technician is tasked to carefully inspect instruments which requires a high level of concentration, and to distribute supplies throughout the facility which can involve heavy lifting.

The Central Service Technician program teaches the student the principles and methods of infection control. The student will review types of surgical instruments, their use, and how to clean and decontaminate them. They will learn how to inspect instruments, and how to assemble, package and safely transport them throughout the healthcare facility. At the end of the program the student will be eligible to sit for the national CRCST certification exam administered by the HSPA.

Students entering this program need to be dedicated to their studies, attending all in-person classes and have computer and internet access for their homework. The Central Service Technician needs to be able to stand or sit for long hours while constantly being focused on the task at hand. The technician needs to have a high level of work ethic since failure to perform according to protocol can have far-reaching consequences for the patients.

Central Service Technician have an excellent career outlook. Demand for certified technicians has been consistently high with new technologies expanding the tasks of the sterile processing department.

Program Credentials:

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

External Credential: The Central Service Technician Training Series is designed to meet the requirements of the Healthcare Sterile Processing Association (HSPA). Students will be eligible to take the 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.

Length of Training:

6-15 months

Orientation:

An Information session will be scheduled in regular intervals. Please email CEHealth@ccbcmd.edu for dates and location.

Program Requirements:

- A High School Diploma or GED is NOT required for program entry, but may be required for employment

- Computer literate
- Internet access
- 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
- Able to pass a background check

Paperwork Requirements:

- Students must have the following paperwork uploaded to <https://discover.castlebranch.com> by the end of the Central Service Technician Classroom class. Students will receive instructions on how to upload documents to CastleBranch on their first day in 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

This program is not eligible for Baltimore County Public Schools Blueprint funding.

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:

It is highly recommended that students complete Medical Terminology BEFORE starting Central Service Technician Classroom.

Registration information for the four CST Clinical classes will be distributed at the end of the Central Service Technician Classroom class.

All courses must be finished for successful completion.

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

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHE 534 Or	Medical Terminology for Health Occupations	30	Programmed Learning Approach to Medical Terminology , Third Edition	\$329 T- \$99/F - \$230

AHE124	Medical Terminology for Health Occupations ONLINE	30	ISBN-13: 9781284224825 Price is \$91.95	
AHE805	CPR for Health Care Providers	7	Textbook provided on first day of class, included in program	\$109 T- \$33/F- \$76
AHL045	Central Service Technician Classroom	72	Textbook provided on first day of class, included in program	\$769 T- \$231F- \$538
AHL046	Central Service Technician Clinical I	100		\$329 T- \$99/F- \$230
AHL047	Central Service Technician Clinical II	100		\$329 T-\$99/F-\$230
AHL048	Central Service Technician Clinical III	100		\$220 T-\$66/F-\$154
AHL049	Central Service Technician Clinical IV	100	Fee for CRCST certification exam included in class	\$110 T-\$33/F-\$77
Program Series Total:		509	\$91.95	\$2,195 T-\$660/F-\$1,535

Additional Expenses:

CastleBranch service, including drug test and background check approximate cost \$107.50. Cost of medical exam and vaccinations/titers required for clinical placement can vary widely depending on provider and insurance. These possible additional expenses could range from \$50 - \$500.

Course Substitutions:

Medical Terminology and CPR for Healthcare Provider may be waived upon providing sufficient documentation. Please contact CEHealth@ccbcmd.edu to discuss.

Career Opportunities:

Students may have the opportunity to move into a position that is more material/inventory related, specialize in certain fields (for example endoscope processor), teach, or become supervisors in central processing departments. Membership in the Healthcare Sterile Processing Association (HSPA) is recommended.

Career Coach:

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

Program Contact Information:

For more information contact CEHealthGrant@ccbcmd.edu

Technical Standards for CCBC's Central Service Technician Training Series

The primary goal of The Community College of Baltimore County's Central Service Technician Training Series is to adequately prepare students for an entry-level position in the sterile processing department functioning as a central service technician. The duties of a CS Technician require the ability to stand or sit for long hours while constantly being focused on the task at hand. They need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail oriented and to work accurately and quickly. A high level of manual dexterity, psychomotor skills, and integrity are vital.

Central Service Technicians (CSTs) are responsible for processing surgical supplies and equipment. CSTs provide support to patient care services in a health care facility. Their tasks include decontaminating, cleaning, processing, assembling, sterilizing, storing, and distributing medical devices and supplies.

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

Physical Requirements:

- A. Sufficient strength and mobility to:
 - Lift or otherwise maneuver large instrument trays weighing up to 30 pounds
 - Stand or sit in one area for long periods of time
 - Work quickly to meet deadlines and/or production requirements
- B. Fine motor coordination sufficient to perform precise tasks such as:
 - Handle delicate surgical instruments
 - Safely handle sharp instruments
 - Handle instruments and equipment that may be costly to replace if damaged
 - Perform basic repairs to instrumentation
 - Clean and assemble instrumentation
- C. Adequate vision to:
 - Read and interpret digital or paper displays on machinery
 - Adequate distinction of colors to read and interpret sterilization indicators
 - Read instruction sheets and computer screens
- D. Sufficient hearing to:
 - Hear and understand verbal instructions in person and over the telephone under noisy conditions from masked personnel
 - Hear alarms and operating noises of equipment

Interpersonal Skills and Professionalism:

- A. *Have the ability to:*
 - Work in a professional manner under sometimes extremely stressful situations
 - Pay close attention to detail and recordkeeping
 - Commitment to learning and understanding new technologies, instrumentation, and procedures
 - Commitment to following approved standards, guidelines, policies, and procedures
 - Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
 - Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
 - Maintain proper certifications required to perform the duties of the profession
 - Accurately utilize all resource material available to remain current in the profession, including attending departmental in-service training
 - Maintain a surgical conscience/professional morality in the application of infection control techniques
 - Willingness to precept (train) others
 - Commitment to working shifts as assigned, which may include on-call, holidays, and weekends
- B. Sufficient communication skills to:
 - Give and receive accurate written and verbal instructions
 - Carry out all written and verbal instructions
 - Follow proper channels of communication
 - Communicate in a calm and professional manner
 - Communicate clearly and effectively to any team members regarding issues that may be difficult to address (i.e. problem with machinery that could affect sterilization; admission of own errors, etc.)

Intellectual Ability and Emotional Stability To:

- Apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Accurately utilize all resource material available to perform the task at hand
- Work calmly and efficiently in a fast-paced, stressful environment
- Maintain calm during emergency situations
- Perform duties while exposed to communicable diseases and unpleasant sights, odors, and materials
- Accept feedback from others in an open and positive way
- Learn from mistakes

Environmental Requirements:

The central service technician profession involves risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves, and eye protection
- Working in an environment that is often noisy
- Working in an environment that exposes one to potentially hazardous materials, such as cleaning agents, chemicals, and blood-borne pathogens
- Providing proof of recent immunizations against infectious diseases such as measles, mumps, and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submitting to periodic drug screening

Child Care Provider

Education Pathway

Program Description:

Child Care Providers attend to children in schools, businesses, private households, and child care institutions. They perform a variety of tasks such as dressing, feeding, and overseeing play; are responsible for the safety and wellbeing of the children in their care; and work as part of a team.

The primary goal of The Community College of Baltimore County's Child Care series is to prepare individuals interested in working with young children, infants or pre-adolescents for an entry-level position (with room for growth) in group child care centers. CCBC offers four different course series options for students interested in this career track (see options below). The instruction in these scenarios includes skills for relating well to children and their parents or caregivers.

Students entering this program should have the ability to routinely lift children and sustain long hours of active work. They need to maintain a safe play environment for children while also supporting children's emotional and social development. Their duties also require them to have good communication skills for communicating with parents about daily activities, behaviors, and related issues.

Career Outlook: Demand for this position is high and many local daycare facilities are looking to fill positions. This training can also be the first step to pursue a career in education or social work. Without certification in Maryland, you cannot become a senior staff or director of a childcare center or run in-home daycare.

Research your career interests, explore live job postings, take a career assessment, discover which companies in the Baltimore region are hiring, and more. View a brief tutorial video on how to use Career Coach at <https://www.youtube.com/watch?v=jnKS2W3Z4k8>. Explore career and training opportunities at <https://ccbcmd.emsicareercoach.com/>

Program Credentials:

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

Students will receive their 99 hour child care certificate and be eligible for their state certification.

Certifying Organization: Maryland State Department of Education

<https://earlychildhood.marylandpublicschools.org/node/733>

Financial Aid and Payment Options:

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

Program Length:

16 to 20 weeks

Childcare courses begin monthly at the Randallstown Extension Center, Essex Campus, Catonsville Campus, and Dundalk Campus. Courses are also offered online.

Program Requirements:

Required:

- Active CPR certification.
- Computer literate

- Internet access.

Recommended:

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

This program is eligible for Baltimore County Public Schools Blueprint funding.

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, or to work in a daycare center as senior staff or director.

Course Number	Course Title	Course Hours	Textbook Information	Costs
			(approx cost- subject to change) Refer to Campus Bookstore for appropriate Textbook	T=Tuition/F=Fees
CHI019 or CHI043	Child Care 1 Growth and Development or Child Care I Growth and Development online	45	CHI 019: Child Development; G-W / Decker; ISBN# 9781685842284 \$105.00* Or CHI 043: Online Materials Provided within course, no textbook to purchase	\$319 T-\$96/F-\$223
CHI020 or CHI044	Child Care 2 Activities for Young Children or Child Care 2 Activities for Young Children Online	45	CHI 020: Working with Young Children- G-W / Herr; ISBN#9781685842116 \$99.96* or CHI 044: Online Materials Provided within course, no textbook to purchase	\$319 T-\$96/F-\$223
Child Care Provider Totals:		90	\$204.96	\$638 T-\$192 F-\$446

Child Care Family Provider:

Student objective is to open a family provider daycare in their home.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
CHI035	Family Child Care Pre-Service Module 1	4	Online Materials Provided within course, no textbook to purchase	\$55 T-\$17/F-\$38
CHI036	Family Child Care Pre-Service Module 2	4	Online Materials Provided within course, no textbook to purchase	\$55 T-\$17/F-\$38
CHI037	Family Child Care Pre-Service Module 3	4	Online Materials Provided within course, no textbook to purchase	\$55 T-\$17/F-\$38
CHI038	Family Child Care Pre-Service Module 4	4	Online Materials Provided within course, no textbook to purchase	\$55 T-\$17/F-\$38
CHI039	Family Child Care Pre-Service Module 5	4	Online Materials Provided within course, no textbook to purchase	\$55 T-\$17/F-\$38
CHI040	Family Child Care Pre-Service Module 6	4	Online Materials Provided within course, no textbook to purchase	\$55 T-\$17/F-\$38
Child Care Family Provider Totals:		24		\$330 T-\$102/F-\$228

Child Care Teacher School Age:

Student objective is to work in an after-school program for children ages 6-12.

Course Number	Course Title	Course Hours	*Textbook Information (approximate 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	Child Development; G-W / Decker; ISBN# 9781631260384 \$96.00* Or Online Materials Provided within course, no textbook to purchase	\$319 T-\$96/F-\$223

CHI015	Child Care: The School Age Child Online	45	School Age Care Environment Rating Scale; Harms; ISBN-13: 978-0807745496 OR ISBN-10: 0807745499 \$27.70*	\$319 T - \$96/F- \$223
Child Care School Age Provider Totals:		90		\$638 T-\$192 F-\$446

Child Care Infant/Toddler Provider:

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

Course Number	Course Title	Course Hours	Textbook Information	Costs
			(approx cost- subject to change) Refer to Campus Bookstore for appropriate Textbook	T=Tuition/F=Fees
CHI 019 or CHI 043	Child Care 1 Growth and Development or Child Care I Growth and Development Online	45	Child Development G-W / Decker; ISBN# 9781631260384 \$96.00* Or Online Materials Provided within course, no textbook to purchase	\$319 T-\$96/F-\$223
CHI 032	Group Care of Infants and Toddlers	45	Online supplement handouts provided in Brightspace	\$319 T-\$96/F-\$223
Child Care Infant/Toddler Provider Totals:		90	\$96.00	\$638 T-\$192 F-\$446

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

Course Number	Course Title	Course Hours	Textbook Information (approx cost- subject to change) Refer to Campus Bookstore for appropriate Textbook	Costs T=Tuition/F=Fees
CHI031	Communication Skills for Child Care Professionals	9	None	\$109 T-\$33/F-\$76

Course Substitutions:

Courses from other community colleges may be similar, but need to be reviewed by the Coordinator prior to registration.

Additional Offerings:

CPR Certification: CPS 001; childcare providers are required to maintain active CPR certification

Communication Skills Training: CHI 031; 9-hour requirement for 99-hour certification

Medication Administration: CHI 042; state-approved course meets 6-hour requirement for providers to administer medication

Credential Booster Classes - Instruction in higher Maryland Child Care Credential levels to help daycare providers be aligned with Maryland EXCELS (Excellence Counts in Early Learning and School-age Care):

- CHI 057 Age & Developmentally Appropriate Supervision
- CHI 068 Conflict Resolution Strategies
- CHI 067 Cultural Competencies and Awareness
- CHI 066 Developmentally Appropriate Practice
- CHI 065 Family and Community Partnerships
- CHI 063 Including All Children and the ADA
- CHI 054 Introduction to Environmental Rating Scale
- CHI 061 Nutrition and Active Living
- CHI 056 Observation and Assessment Birth-12
- CHI 062 Playground Safety
- CHI 058 Positive Child Guidance and Discipline Theory
- CHI 059 Resources that Guide Daily Planning
- CHI 064 Supporting Children with Disabilities
- CHI 060 Taking Learning Outside
- CHI 055 The Child Care Provider as a Professional
- CHI 031 Communication Skills

Skills for Success:

See Technical Standards at end of this document.

Career Opportunities:

Demand for this position is high and many local daycare facilities are looking to fill positions. This training can also be the first step to pursue a career in education or social work. Without certification in Maryland, you cannot become a senior staff or director of a childcare center or run in-home daycare.

Students who complete CHI 019/043 and CHI 020/044 can receive college credit for the Early Childhood Development degree if they successfully demonstrate content proficiency by scoring an 80% or better on the

Teacher Education Proficiency Exam administered by CCBC's School of Wellness, Education, Behavioral and Social Sciences.

Career Coach:

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

Program Contact Information:

Lauren Perrera, Coordinator Health & Human Services | lperrera@ccbcmd.edu
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 emotional and social development. Their duties also require them to have good communication skills for communicating with parents about daily activities, behaviors, and related issues.

Following is a partial listing of the types of skills typically required for adequate job performance:

Physical Requirements:

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

Interpersonal Skills and Professionalism:

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

Intellectual Ability and Emotional Stability To:

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

Environment Requirements:

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

Community Health Worker

Health Professions Pathway

Program Description:

Community health workers assist members of the community to maneuver through the health and human services system. Community health workers may go by other titles depending on where they work, for example: outreach worker, lay health advocate, health coach, peer counselor, and patient navigator. The CHW program covers the Maryland core competencies: advocacy and community capacity building skills, effective oral and written communication skills, cultural humility/anti-oppressive practice, knowledge of local resources and system navigation, care coordination support skills, teaching skills to promote healthy behavior change, outreach methods and strategies, and understanding of public health concepts and health literacy.

CHW students will need to be computer literate and have regular access to the internet. They will also need to be able to dedicate time outside of the classroom to study and complete assignments. Additional skills are listed in the program technical standards. To be a successful CHW, individuals must have strong communication skills, empathy, problem-solving skills, work well with the public, and a willingness to learn.

Overall employment of health education specialists and community health workers is projected to grow 12 percent from 2021 to 2031, much faster than the average for all occupations. Learn more about CHW at the US Occupational Outlook Handbook.

This program is accredited by the Maryland Department of Health (Accreditation Number: 009-2021-G). Upon successful completion, students are eligible to apply for CHW certification from the Maryland Department of Health. Additional information on the Maryland CHW certification process is available on the Maryland Department of Health website.

Program Credentials:

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

Upon successful completion, students are eligible to apply for CHW certification from the Maryland Department of Health. Certification Exam/Application Fee: \$0

Certifying Organization: Maryland Department of Health

Financial Aid and Payment Options:

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

Length of Training:

4 months

Orientation:

Prospective students are required to attend an information session prior to beginning AHL233 (Intro to CHW and Contact Tracing). Contact Claire Loeblein at cloeblein@ccbcmd.edu 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.

This program is not eligible for Baltimore County Public Schools Blueprint funding.

Application Process:

Open Entry – No screening or documentation required. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate application. Then, email CEHealth@ccbcmd.edu for information about upcoming course options.

Prior Learning Assessment:

This program has potential options for waving select courses based on previous coursework or articulated coursework from an approved curriculum, and/or successful completion of a CCBC placement or challenge exam. Maximum number of program hours that may be earned from prior learning: 38.

Program Course Sequence:

Prerequisite/Corequisite

Note: Medical Terminology may be taken at the same time as AHL233 (corequisite) with permission of the program coordinator.

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 Professionals Medical Terminology for Administrative Professionals Online	18	Handouts provided online	\$189 T-\$57/F-\$132

Course Series

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL233	Community Health and Contact Tracing	20	Foundations for Community Health Workers, 2nd Edition (2016). Timothy Berthold (Editor) ISBN:978-1-119-06081-9. Note: Textbook is provided on the first	\$229 T-\$69/F-\$160

			day of class at no cost for all students.	
AHL258	Expanded Concepts of Community Health	80	Same as Community Health and Contact Tracing	\$1,139 T-\$342/F-\$797
AHL259	Community Health Worker Practicum	40	N/A	\$329 T-\$99/F-\$230
Course Series Totals		140		\$1,697 T-\$510/F-\$1,187
Course Series & Prerequisite/Corequisite Totals:		158		\$1,886 T-\$567/F-\$1,319

Course Substitutions:

AHE 534 Medical Terminology for Health Occupations, AHE 124: Medical Terminology for Health Occupations Online, or AHL 717: Medical Terminology Challenge Exam can be substituted for AHL 149: Medical Terminology for Administrative Professionals.

Career Opportunities:

Community health worker, promotores(as) de salud, community outreach specialist, or contact tracer.

Program Contact Information:

For more information email CEHealth@ccbcmd.edu

Technical Standards for CCBC's Community Health Worker Program

The primary goal of the Community College of Baltimore County's Community Health Worker (CHW) is to adequately prepare students for an entry-level position as a frontline public health worker. CHW duties require the ability to sit for long hours and focus on the task at hand. CHWs must also have outstanding communication skills, empathy for others, and strong human relations skills. They must pay attention to detail, be computer literate, and demonstrate problem-solving skills.

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

Physical Requirements:

A. Sufficient strength and mobility to:

- Lift or otherwise maneuver papers/folders/charts/equipment up to 30 pounds
- Stand or sit in one area for long periods of time
- Perform basic keyboarding functions
- Apply infection control techniques (as needed)

B. Coordination sufficient to perform tasks such as:

- Adjust actions in relation to others' reactions
- Attend community meetings or health fairs to understand community issues and build relationships with community members
- Distribute flyers, brochures or other informational or educational documents to inform members of a specific community

C. Adequate vision and hearing to:

- Read and understand displays on computers/laptops/tablets
- Read and understand forms and communications from all entities
- Hear and understand language in person and over the telephone in a noisy environment

Interpersonal Skills and Professionalism:

A. Have the ability to:

- Work in a professional manner under sometimes extremely stressful situations
- Pay close attention to detail and recordkeeping to maintain accurate client records
- Commitment to learning and understanding new technologies, regulations, and laws
- Commitment to following approved standards, guidelines, policies, and procedures
- Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
- Maintain proper certifications required to perform the duties of the profession
- Accurately utilize all resource material available to remain current in the profession, including attending departmental in-service training
- Willingness to precept (train) others

B. Sufficient communication skills to:

- Give and receive accurate written and verbal instructions
- Carry out all written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner
- Communicate clearly and effectively to all team members

C. Intellectual ability and emotional stability to:

- Advise clients or community groups on issues related to improving general health
- Apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Accurately utilize all resource material available to perform the task at hand
- Work calmly and efficiently in a fast-paced, stressful environment
- Maintain calm during emergency situations
- Accept feedback from others

Environmental Requirements:

- Ability to work in an environment that may be noisy at times
- Providing proof of recent immunizations against infectious diseases as requested

- Submit to periodic drug screening

Delegating Nurse

Health Professions Pathway

Program Description:

A delegating nurse assigns the performance of activities or tasks related to patient care to unlicensed assistive personnel while retaining accountability for the outcome. The registered nurse cannot delegate responsibilities related to making nursing judgments.

This course provides students who are Registered Nurses (RN) with a basic foundation for delegating nursing functions in an assisted living setting. Students will learn current standards of practice of the Delegating Nurse and will be authorized to teach the Medication Administration Training Program to the Medication Technician (MT) working in the assisted living setting. Upon successful completion of the course, the student will have a Case Manager/Delegating Nurse (CM/DN) credential application submitted on his/her behalf, with the Maryland Board of Nursing (MBON).

Candidates for this program are required to be Registered Nurses in good standing with the Maryland Board of Nursing. Candidates must provide current RN documentation and complete the CCBC Continuing Education Workforce Certificate program application. This program length of training is 2 days (16 hours), typically a Friday and Saturday on the CCBC Campus. Program completers will have access to a CCBC Continuing Education academic record (transcript). External Credential of Case Manager/Delegating Nurse and will be certified through the Maryland Board of Nursing (www.mbon.org).

A successful candidate must be an active RN in good standing with the Maryland Board of Nursing, have a high level of integrity, excellent interpersonal and communication skills and be able to professionally and safely manage in an assisted living facility.

Completion of this course allows Registered Nurses working in assisted living facilities to work as a Case Manager/Delegating Nurse.

Program Credentials:

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

External Credential: Case Manager/Delegating Nurse

Certifying Organization: Maryland Board of Nursing; www.mbon.org

Financial Aid and Payment Options:

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

Length of Training:

2 days (Friday & Saturday)

Daytime cohorts start in February, May, August, and November at CCBC Essex.

Program Requirements:

- Must be a Registered Nurse in good standing with the Maryland Board of Nursing

This program is not eligible for Baltimore County Public Schools Blueprint funding.

Application Process:

Provisional Entry – Must provide current RN documentation.

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL107	RN CM/DN Training in Assisting Living	16	Supplied in Class	\$285 T-\$86/F-\$199

Career Opportunities:

Completion of this course allows Registered Nurses working in assisted living facilities to work as a Case Manager/Delegating Nurse.

Skills for Success:

See Technical Standards at the end of this document.

Career Coach:

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

Program Contact Information:

For all inquiries, please e-mail CEHealth@ccbcmd.edu

Technical Standards for CCBC's Delegating Nurse Training

The primary goal of The Community College of Baltimore County's Delegating Nurse course is to train RNs how to delegate nursing functions in an assisted living setting, including medication administration.

Nurses are required to be on their feet for long periods of time, caring for patients at the bedside, transferring and/or positioning patients. They need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to function quickly with accuracy while being detail-oriented. A high level of manual dexterity, psychomotor skills, and personal integrity are vital.

The following is a partial listing of the types of skills usually required for adequate job performance:

Physical Requirements:

- A. Sufficient strength and mobility to:
 - Work/or stand on feet for up to 12 hours
 - Lift at least 50 pounds or more and position patients
 - Move swiftly within close quarters while maintaining sterile field
 - Assist with minor procedures
- B. Adequate vision to:
 - Read patient ID bracelets for correct administration of care
 - Read instruction sheets and computer screens
 - Read medical measuring equipment, scale, thermometer, graduated cylinder, sphygmomanometer
- C. Sufficient hearing to:
 - Hear and understand verbal instructions
 - Properly use of stethoscope
 - Hear machines/equipment or room bells

Interpersonal Skills and Professionalism:

- A. Have the ability to:
 - Interact with other health professionals in a polite and professional manner
 - Respect patient confidentiality and rights
 - Adhere to all policies of CCBC and/or clinical externship facility
 - Work in a professional manner as part of a team
 - Interact in a professional manner with many personalities, attitudes, and with people from many different backgrounds
- B. Sufficient communication skills to:
 - Give and receive accurate written and verbal instructions
 - Carry out all written and verbal instructions
 - Follow proper channels of communication
 - Communicate in a calm and professional manner
 - Accurately interpret patient needs
 - Provide patient/public education related to the Delegating Nurse profession

Intellectual Ability and Emotional Stability To:

- Exercise independent judgment within the practice to properly care for patients
- Accurately identify and carry out tasks delegated by Registered Nurses
- Work calmly and efficiently in stressful situations
- Maintain calmness during an emergency situation
- Complete program requirements

Environmental Requirements:

- Wearing gowns, caps, masks, gloves, and eye protection
- Working in an environment that may be noisy at times
- Working in an environment that exposes one to potentially hazardous materials including cleaning agents and chemicals, body fluids
- Working in an environment with unpleasant odors
- Provide proof of recent immunizations against infectious diseases such as measles, mumps, rubella, varicella, and tetanus
- Receive Hepatitis B vaccinations and/or sign a waiver

Dental Assistant

Health Professions Pathway

Program Description:

Dental Assistants work in dental offices assisting dentists in providing services to patients. The majority of the work is performed for procedures that include development of impressions, assisting with treatment such as fillings and root canals, and preparation of patient operator. They may assist in reception and scheduling duties, sterilization of instruments, cleaning and disinfection of operatories, exposing radiographs, and other duties. Hours are generally standard daytime with some evening and weekend flexibility depending on the facility.

This program trains you to become a member of a dental team developing impressions, assisting with fillings and root canals and preparing patients for procedures. In addition dental assistants often assist with reception and scheduling duties, sterilization of equipment and oral radiography. As a participant students will be trained to demonstrate clinical competencies of a Radiation Health Technologist, learn how to function safely and efficiently as a member of the dental team under the supervision of the dentist, communicate effectively with patients and dental team members, and exhibit legal and ethical behavior which adheres to professional conduct standards for dentistry.

Prospective students should be detail oriented, demonstrate dexterity (good at working with hands), interpersonal skills, listening skills, and organizational skills. According to the *Bureau of Labor Statistics Employment* the number of dental assistants has been projected to grow 8% from 2021 to 2031, faster than the average for all occupations. 56,400 openings for dental assistants are projected each year, on average, over the decade.

Program Credentials

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

Students will be eligible to take the DANB Radiation Health and Safety (RHS) Exam, as well as the Infection Control Exam (ICE), and Anatomy Morphology & Physiology Exam (AMP). Collectively, the mentioned certifications would allow candidates to obtain the National Entry Level Dental Assisting certification (NELDA) as well as be prepared to gain an entry level dental assistant position.

Following successful completion of the Dental Assistant program, students may complete advanced training by enrolling in the Maryland General Expanded Functions course (conditions apply, see the Maryland General Expanded Functions listing for more details); as well as the Orthodontic Expanded Functions course (conditions apply, see the Orthodontic Expanded Functions listing for more details).

Certifying Organization: Dental Assistant National Board (DANB) www.danb.org
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.

Program Length:

16-24 weeks

Dental courses are offered at CCBC Dundalk and CCBC Randallstown.

Orientation Session - Mandatory:

Following successful completion of AHL 870 (Anatomy, Morphology, & Physiology), students are required to register for AHL 184 (Dental Assisting Application course) contact CEHealth@cCBCmd.edu for upcoming sessions.

Program Requirements:

- Prospective students must complete AHL870 (Anatomy, Morphology and Physiology (AMP)) Online prior to enrolling in the program.
- High School Diploma or GED (self-reported to DANB)
- Must be at least 18 years old
- Computer literate
- Internet Access
- Students are required to use Brightspace (an online Learning Management System) to complete assignments and assessments in the course

This program is not eligible for Baltimore County Public Schools Blueprint funding.

Paperwork must be submitted two weeks PRIOR to the start of the program:

- High School Diploma or GED (self-reported to DANB)
- Proof of minimum age
- 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 first complete AHL 870 (Anatomy, Morphology & Physiology) prior to enrolling in AHL 870 (Dental Assistant Application Course). This is an asynchronous online information session. Registration info will be sent from program area.

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

Program Course Sequence:

Prerequisite (Must be completed prior to enrolling in AHL184 Dental Assistant Application Course in order to apply for the program):

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)**	Costs T=Tuition/F=Fees
AHL275 or AHE870	Anatomy, Morphology and Physiology (AMP) for Dental Assisting or Anatomy, Morphology and Physiology (AMP) for Dental Assisting (online)	30	Handouts online	\$329 T-\$99/F-\$230

Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)**	Costs T=Tuition/F=Fees
AHL140	Essential Skills for the Healthcare Professional	20	Handouts online	\$179 T-\$54/F-\$125
AHE805	CPR for Healthcare Providers	7	Textbook provided on the first day of class; price included in course costs.	\$109 T-\$33/F-\$76
AHL938	Dental Assistant Oral Radiography	90	Bird & Robinson Modern Dental Assisting 13 th Edition; ISBN 978-0-323-62485-5 \$140.00 (same as AHL870) Bartolomucci Boyd Dental Instruments 7 th Edition; ISBN 978-0-323-67243-6; \$55.95 Dental Radiography Principles and Techniques; published by Elsevier; 6 th Edition; ISBN 978-0-323-69550-3; \$94.95	\$ 2,089 T-\$627/F-\$1,462
Course Series Totals:		147	\$290.90	\$2,697 T-\$804/F-\$1,893
Course Series and Prerequisite Totals:		177	\$290.90	\$3,026 T-\$903/F-\$2,123

Course Substitutions:

CPR for Healthcare Providers (AHE805) can be substituted with current AHA BLS Provider certification (must be completed within the last year).

Career Opportunities:

Entry level dental assistant position. Students who have completed the Dental Assistant program courses have the option to register for AHL 196 (Dental Assisting Externship Part I) and AHL 197 (Dental Assisting Externship Part II), an unpaid dental externship in order to get hands-on experience in a dental office.

Students may also enroll in AHL 754 (Maryland General Expanded Functions Online) following successful completion of AHL 938 (Dental Assistant/Oral Radiography) and securing employment in a General Dental Practice or Facility. Contact Cehealth@ccbcmd.edu or the Dental Assistant Program Director for more information.

Additional Expenses:

Expenses beyond the cost of tuition, fees, and books include any costs associated with medical paperwork (Dr. appointment, vaccinations) scrubs, exam fees (up to \$400), and miscellaneous supplies—approximately \$500.

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 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.

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:
 - Work quickly to meet deadlines and/or production requirements
 - Keep hand and arm steady while performing a task with the other hand and arm.
- B. Fine motor coordination sufficient to perform precise tasks such as:
 - Handle delicate instruments with precision
 - Safely handle sharp instruments
 - Handle instruments and equipment that may be costly to replace if damaged
 - Quickly and precisely adjust controls on equipment
 - Perform basic repairs to instrumentation
 - Clean and assemble instrumentation
- C. Adequate vision to:
 - Read and interpret digital or traditional radiographs
 - Adequate distinction of colors to read and interpret sterilization indicators
 - Read instruction sheets and computer screen

Interpersonal Skills and Professionalism:

- A. Have the ability to:
 - Work in a professional manner under sometimes stressful situations
 - Pay close attention to detail and recordkeeping
 - Commitment to learning and understanding new technologies, instrumentation, and procedures
 - Commitment to following approved standards, guidelines, policies, and procedures
 - Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
 - Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
 - Maintain proper certifications required to perform the duties of the profession
 - Accurately utilize all resource material available to remain current in the profession,
 - Maintain a conscience/professional morality in the application of infection control techniques
 - Willingness to precept (train) others
- B. Sufficient communication skills to:
 - Give and receive accurate written and verbal instructions
 - Carry out all written and verbal instructions
 - Follow proper channels of communication
 - Communicate in a calm and professional manner
 - Communicate clearly and effectively to any team members regarding issues that may be difficult to address (i.e. problem with machinery that could affect sterilization; admission of own errors, etc.)

Intellectual Ability and Emotional Stability To:

- Ability to apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Accurately utilize all resource material available to perform the task at hand
- Perform duties while exposed to communicable diseases and unpleasant sights, odors, and materials
- Accept feedback from others

Environment Requirements:

The dental assisting profession involves risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves, and eye protection
- Working in an environment that exposes one to potentially hazardous materials, such as cleaning agents and chemicals and blood-borne pathogens
- Providing proof of recent immunizations against infectious diseases such as measles, mumps, and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submitting to periodic drug screening

Dental Assisting Maryland General Expanded Functions

Health Professions Pathway

Program Description:

A Maryland General Expanded Functions Assistant is a dental assistant who may perform selected intraoral functions. An EFDA is a dental assistant who performs expanded functions. Each state has different allowable duties, but some examples of expanded functions are applying sealants, taking impressions, performing coronal polishing, applying topical anesthetic or applying topical fluoride, to name a few.

This course instructs the students in the theory and techniques used to perform general expanded functions approved by the State Board of Dental Examiners, and it prepares them to take the Maryland State Board of Dental Examiners General Expanded Functions Examination. This program includes a clinical training component. Students will complete the theory portion of the class online, but they must be employed in a general dental practice where the supervising dentist agrees to verify their clinical skills practice.

Program 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.

Program Length:

7 weeks

Program Requirements:

- High School Diploma or GED (self-report to DANB)
- Employment as a clinical dental assistant for at least one year, or provide official transcripts verifying successful completion of a Dental Assisting program at a DANB approved institution
- Employment as a clinical dental assistant in a general dental practice facility throughout the duration of the course
- Letter from your current dental employer verifying their willingness to supervise your clinical training and attest to your skills (required prior to enrolling)
- Computer literate
- Internet access

This program is not eligible for Baltimore County Public Schools Blueprint funding.

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
AHL 754	Maryland General Expanded Functions	42	Modern Dental Assisting; 13 th Edition; written by Bird & Robinson; published by Elsevier; ISBN 9780323624855; \$140.00	\$879 T-\$264/F-\$615

Skills for Success:

Detail oriented, Dexterity (good at working with hands), Interpersonal skills, Listening skills, and Organizational skills are all essential for success. See Technical Standards at the end of this document.

Career Opportunities:

Promotion to Maryland General Expanded Functions Dental Assistant.

According to the *Bureau of Labor Statistics Employment* the number of dental assistants has been projected to grow 8% from 2021 to 2031, faster than the average for all occupations. 56,400 openings for dental assistants are projected each year, on average, over the decade.

Career Coach:

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

Program Contact Information:

For more information email CEHealth@ccbcmd.edu

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.

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:

- 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.

According to the *Bureau of Labor Statistics Employment* the number of dental assistants has been projected to grow 8% from 2021 to 2031, faster than the average for all occupations. 56,400 openings for dental assistants are projected each year, on average, over the decade.

Program Credential:

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

Students will be prepared to take the Maryland Dental Assisting Orthodontic Expanded Functions Examination.

Certifying Organization: Dental Assisting National Board (DANB) www.danb.org
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.

Program Length:

7 weeks

Program Requirements:

- High School Diploma or GED (self-report to DANB)
- Employment as a clinical dental assistant for at least one year, or provide official transcripts verifying successful completion of a Dental Assisting program at a DANB approved institution
- Employment as a clinical dental assistant in 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)
- Computer literate
- Internet access.

This program is not eligible for Baltimore County Public Schools Blueprint funding.

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
AHL868	Maryland Orthodontic Expanded Functions	42	Modern Dental Assisting; 13th edition; written by Bird & Robinson; published by Elsevier; ISBN 9780323624055; \$140.00	\$879 T-\$264/F-\$615

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 Orthodontic Expanded Functions Dental Assistant.

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, psycho motor skills, and integrity are vital.

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:
 - 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 radio graphs
 - 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

Dental Assisting: Oral Radiography

Health Professions Pathway

Program Description:

Dental Assistants work in dental offices assisting dentists in providing services to patients. The majority of the work is performed for procedures that include development of impressions, assisting with treatment such as fillings and root canals, and preparation of patient operator. They may assist in reception and scheduling duties, sterilization of instruments, cleaning and disinfection of operatories, exposing radiographs, and other duties. Hours are generally standard daytime with some evening and weekend flexibility depending on the facility. This course prepares students to sit for the Dental Assisting National Board's Radiation Health and Safety Exam which is required to become a Dental Radiation Technologist in Maryland. This course is open to students who have had previous training at a dental office or facility.

According to the *Bureau of Labor Statistics Employment* the number of dental assistants has been projected to grow 8% from 2021 to 2031, faster than the average for all occupations. 56,400 openings for dental assistants are projected each year, on average, over the decade.

Program Credentials:

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

Students will be eligible to take the DANB Radiation Health and Safety (RHS) Exam.

Certifying Organization: Dental Assistant National Board (DANB) www.danb.org
Maryland State Board of Dental Examiners
<https://health.maryland.gov/dental/Pages/home.aspx>

Financial Aid and Payment Options:

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

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:

- High School Diploma or GED (self-report to DANB)
- Must be at least 18 years old
- Computer literate
- Internet access
- Students are required to use Brightspace (an online learning platform) to complete some assignments and tests in the course

Paperwork must be submitted two weeks PRIOR to the start of the program:

- High School Diploma or GED (self-report to DANB)
- Proof of minimum age
- 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

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:

For clinical dental assistants taking the standalone Oral Radiography course:

Course Number	Course Title	Course Hours	Textbook Information	Costs
			(approximate cost; subject to change)	T=Tuition/F=Fees
AHE792	Oral Radiography	45	Dental Radiography Principles and Techniques, 6 th Edition; Elsevier; ISBN 978-0-323-69550-3; \$92.75	\$715 T-\$215/F-\$500

Additional Offering:

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

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

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:

Entry level dental assistant position.

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, psycho motor 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
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 - Clean and assemble instrumentation
- C. Adequate vision to:
 - Read and interpret digital or traditional radio graphs
 - Adequate distinction of colors to read and interpret sterilization indicators
 - Read instruction sheets and computer screen

Interpersonal Skills and Professionalism:

- A. Have the ability to:
 - Work in a professional manner under sometimes stressful situations
 - Pay close attention to detail and record keeping
 - Commitment to learning and understanding new technologies, instrumentation, and procedures
 - Commitment to following approved standards, guidelines, policies, and procedures
 - Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
 - Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
 - Maintain proper certifications required to perform the duties of the profession
 - Accurately utilize all resource material available to remain current in the profession,
 - Maintain a conscience/professional morality in the application of infection control techniques
 - Willingness to precept (train) others
- B. Sufficient communication skills to:
 - Give and receive accurate written and verbal instructions
 - Carry out all written and verbal instructions
 - Follow proper channels of communication
 - Communicate in a calm and professional manner
 - Communicate clearly and effectively to any team members regarding issues that may be difficult to address (i.e. problem with machinery that could affect sterilization; admission of own errors, etc.)

Intellectual Ability and Emotional Stability To:

- Ability to apply critical thinking and problem-solving skills
- Exercise independent judgment to properly perform tasks at hand
- Accurately utilize all resource material available to perform the task at hand
- Perform duties while exposed to communicable diseases and unpleasant sights, odors, and materials
- Accept feedback from others

Environment Requirements:

The dental assisting profession involves risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves, and eye protection
- Working in an environment that exposes one to potentially hazardous materials, such as cleaning agents and chemicals and blood-borne pathogens
- Providing proof of recent immunizations against infectious diseases such as measles, mumps, and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submitting to periodic drug screening

Emergency Medical Services (EMS) Specialty Certifications (CEU)

Health Professions Pathway

CEU Courses Description:

EMS Specialty Certifications Overview

Advanced certifications make existing healthcare providers more marketable across the emergency medical services field. Emergency Medical Services (EMS) Specialty Certifications (CEU) are intended for EMTs and paramedics looking to expand their knowledge base and qualify for advanced positions.

Successful students will be eager to learn, have strong communication skills, and good interpersonal skills. Successful EMTs/paramedics work well in a fast paced, high-pressure environment, and are flexible, compassionate, and knowledgeable. Overall employment of EMTs and paramedics is projected to grow 7 percent from 2021 to 2031, about as fast as the average for all occupations. For more information about career outlook: US Occupational Outlook Handbook.

CEU Credentials:

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

External Credential: American Heart Association (AHA) certification valid for two years
National Association of Emergency Medical Technicians (NAEMT) Courses certification valid for four years

Certifying Agency: American Heart Association (AHA)
National Association of Emergency Medical Technicians (NAEMT)

Financial Aid and Payment Options:

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

Length of Training:

One to eight weeks, varies by course.
Classes offered at CCBC Essex

Application Process:

AHL218 and AHL220 students must have prior permission to register. All other courses are open for registration. Contact Katie York at kyork@ccbcmd.edu for upcoming sessions.

This program is not eligible for Baltimore County Public Schools Blueprint funding, unless the student is a current EMT.

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
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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 Katie York kyork@ccbcmd.edu

Emergency Medical Technician (EMT)

Health Professions Pathway

Program Description:

Emergency Medical Technicians (EMTs) respond to emergency calls, perform medical services, and transport patients to medical facilities. This program introduces theory and techniques of basic emergency medical care in the pre-hospital setting and pathophysiological principles related to the recognition and management of a variety of patient conditions.

Successful students will be eager to learn, have strong communication skills, and good interpersonal skills. See technical standards at end of this document for additional skills.

Successful EMTs/paramedics work well in a fast paced, high-pressure environment, and are flexible, compassionate, and knowledgeable. Overall employment of EMTs is projected to grow 7 percent from 2021 to 2031, about as fast as the average for all occupations. For more information about career outlook: US Occupational Outlook Handbook.

Program Credentials:

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

Students who successfully complete the program are also eligible to apply for certification as an EMT.

Certifying Organization: Maryland Institute for Emergency Medical Services Systems (MIEMSS) <https://www.miemss.org/home/ems-providers/initial-certification>
Certification Exam/Application Fee: \$0

National Registry of Emergency Medical Technicians (NREMT)
<https://www.nremt.org/EMT/Certification>
Certification Exam/Application Fee: \$104

Financial Aid and Payment Options:

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

Program Length:

3 months

Information/Orientation:

Prospective students must contact Katie York at kyork@ccbcmd.edu prior to registration.

Program Requirements:

- Minimum age of 16 years, or older
- Computer literate
- Internet access

This program is eligible for Baltimore County Public Schools Blueprint funding with parental permission.

Paperwork Requirements:

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 Requirements:

Field experience placement is, in part, dependent upon a criminal background check and random urine drug testing completed through CastleBranch, CCBC's only approved vendor. The cost of the test and background check is the responsibility of the student. Field experience is necessary to meet the eligibility requirements for certification.

Application Process:

Provisional Entry - prospective students should contact Katie York at kyork@ccbcmd.edu prior to registration. To apply, go to www.ccbcmed.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)	Costs T=Tuition/F=Fees
AHL282	Emergency Medical Technician (EMT)	90	BLS Provider Manual (2016), Publisher: AHA, ISBN: 9781616694074 \$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 AHL 265	\$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:

Program Coordinator: Katie York | kyork@ccbcmd.edu | 443-840-1152

For more information, email CEHealth@ccbcmd.edu

Technical Standards for CCBC's Emergency Medical Technician (EMT) Program

The primary goal of the Community College of Baltimore County's Emergency Medical Technician (EMT) program is to adequately prepare students for an entry-level position as a frontline emergency health worker. EMT duties require the ability to attend to cognitive and psychomotor tasks for extended periods of time. EMTs must also have outstanding communication and human relations skills. They must pay attention to detail and demonstrate problem-solving skills in noisy and stressful environments.

The 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

Massage Therapist

Health Professions Pathway

Program Description:

Licensed Massage Therapists provide massage and bodywork services in health care settings 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. Accredited by the Commission of Massage Therapy Association (COMTA), this program leads to a Massage Therapy Certification. Certified students will be able to sit for the national MBLEx examination and the MD Jurisprudence Exam leading to a MD License in Massage therapy.

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 a hybrid of in person and online learning, and courses will take place on the Essex Campus at CCBC. 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.

This program is a hybrid of in person and online learning, and courses will take place on the Essex Campus at CCBC.

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, click [here](#).

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.

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

For more information about funding resources and how to apply for them, please contact the CCBC Continuing Education Information Center at 443-840-4700.

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

Program Length:

14 months

2-4 cohorts offered each year

Program Requirements:

- Minimum age of 18
- High School Diploma or GED
- Computer literate
- Internet access to utilize Brightspace (online learning management system) to complete course assignments and assessments
- Able to pass a background check

This program is not eligible for Baltimore County Public Schools Blueprint funding.

Orientation – Mandatory:

Students must attend a mandatory information session before registering for classes. Check our website for updated times and dates, and meeting invite links or contact blaguerre@ccbcmd.edu

Application Process:

Provisional Entry - Students must attend a mandatory online information session prior to registration. Students must complete the program application and meet with the Director of Massage Therapy for admission.

Prior Learning Assessment:

Email CEHealth@ccbcmd.edu for information on prior learning opportunities for this program.

Program Course Sequence:

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	Mosby's Essential Sciences for Therapeutic Massage, 6 th edition ISBN 978-0-323-67229-0 (\$89.99) Trail Guide to the Body, 6 th edition ISBN 978-0-9987850-6-6 (\$82.95) Trail Guide to the Body Student Workbook, 6 th Edition ISBN 978-0-9914666-7-2 (\$32.95) The Anatomy Coloring Book (Kapit/ Elson), 4 th edition ISBN 978-0321832016 (\$23.99)	\$895 T- \$268.50/F\$626.50
AHL299	Principles of Swedish for Massage Therapy	60	Mosby's Fundamentals of Therapeutic Massage, 7 th edition ISBN 978-0-323-66183-6 (\$102.99) Trail Guide to the Body, 6 th edition ISBN 978-0-9987850-6-6 (\$82.95) (same as AHLXXX) Body Mechanics and Self-Care Manual ISBN 978-0-8385-0747-6 (\$77.00) (\$10 or less online)	\$785 T-\$235.50/F-\$549.5

AHL300	Health, Safety & Ethics for Massage Therapy	56	<p>Mosby's Fundamentals of Therapeutic Massage, 7th edition ISBN 978-0-323-66183-6 (\$102.99) (Same as XXX and XXX)</p> <p>Mosby's Essential Sciences for Therapeutic Massage, 6th edition ISBN 978-0-323-67229-0 (\$89.99) (Same as)</p> <p>Body Mechanics and Self-Care Manual ISBN 978-0-8385-0747-6 (\$77.00) (\$10 or less online)</p> <p>Communication & Ethics for Bodywork Practitioners, ISBN 978-0-8036-2404-7 (\$51.95)</p>	<p>\$785</p> <p>T-\$235.5/F-\$549.5</p>
AHL301	Intro to Touch & Joint Movement for Massage Therapy	44	<p>Mosby's Essential Sciences for Therapeutic Massage, 6th edition ISBN 978-0-323-67229-0 (\$89.99) (same as)</p> <p>Mosby's Fundamentals of Therapeutic Massage, 7th edition ISBN 978-0-323-66183-6 (\$102.99) (same as)</p>	<p>\$569</p> <p>T-\$170.70/F-\$398.3</p>
AHL302	Applied Reiki I for Massage Therapy	12	None	<p>\$169</p> <p>T-\$50.70/F-\$18.30</p>
AHL303	Principles of Chair for Massage Therapy	32	Therapeutic Chair Massage ISBN 9780781742344 (\$20 or less)	<p>\$429</p> <p>T-\$128.70/F-\$300.3</p>
AHL304	Deep Tissue Theory & Practice for Massage Therapy	28	Trail Guide to the Body, 6th edition ISBN 978-0-9987850-6-6 (\$82.95) (same as)	<p>\$359</p> <p>T-\$107.70/F-\$251.3</p>
AHL305	Anatomy & Physiology II for Massage Therapy	64	<p>Applied Anatomy & Physiology for Manual Therapists, 2nd Edition ISBN 978-0-9982663-8-1 (\$84.95)</p> <p>Applied Anatomy & Physiology for Manual Therapists Review Guide, 2nd Edition ISBN 978-0-9982663-7-4 (\$35.95)</p>	<p>\$805</p> <p>T-\$241.50/F-\$263.5</p>
AHL306	Fundamentals of Pathology for Massage Therapy	52	A Massage Therapist's Guide to Pathology: Critical Thinking and Practical Application, 7th edition ISBN 978-0-9982663-4-3 (\$85.95)	<p>\$675</p> <p>T-\$202.50/F-\$472.5</p>
AHL307	Fundamentals of Neuromuscular Therapy- Lecture & Palpation	72	The Muscle & Bone Palpation Manual, 3rd Edition ISBN 978-0-323-76136-9 (\$76.99)	<p>\$909</p> <p>T-\$222.70/F-\$363.30</p>

AHL308	Neuromuscular Therapy- Theory & Practice	72	Same as	\$909 T-\$222.70/F-\$363.30
AHL309	Spa Bodywork- A Fundamental Approach	68	The Complete Spa Book for Massage Therapists ISBN 9781418000141 (\$79.95) The Complete Guide to Lymph Drainage Massage 2 nd edition ISBN 9781439056714 (\$69.95) Pre- and Perinatal Massage Therapy: A Comprehensive Guide to Prenatal Labor, and Postpartum Practice, 2nd edition ISBN 978-1-58255-851-6 (approximately \$20)	\$855 T-\$256.50/F-\$598.50
AHL310	Applied Pharmacology for the Massage Therapist	28	Pharmacology for Massage Therapy, ISBN 9780781747981 (less than \$20)	\$359 T-\$107.70/F-\$251.30
AHL311	Principles of Business for Massage Therapy	40	Business Mastery, 5th Edition ISBN 978-188290-8-05-9 (\$43.95) Business Mastery, 5th Edition, Student Workbook (pdf) (\$0.00)	\$499 T-\$149.70/F-\$349.30
AHL312	Principles of Sports Massage	28	Sports Massage ISBN 9780736082600 (\$39.00)	\$359 T-\$107.70/F-\$251.30
AHL313	Principles of Research and Massage Therapy	24	Mosby's Fundamentals of Therapeutic Massage, 7th edition ISBN 978-0-323-66183-6 (\$102.99)	\$309 T-\$92.70/F-\$216.30
AHL314	Introduction to Myofascial Release	36	Mosby's Essential Sciences for Therapeutic Massage, 6th edition ISBN 978-0-323-67229-0 (\$89.99) Job's Body ISBN 9781581770223 (less than \$30)	\$475 T-\$142.50/F-\$332.50
AHL315	Massage Therapy Clinic	24	N/A	\$309 T-\$92.70/F-\$216.30
AHL316	Introduction to Reflexology for Massage Therapy	16	Reflexology: A Basic Guide ISBN 9780760712481 (\$10)	\$205 T-\$62.70/F-\$146.30

AHL317	MD Law, Jurisprudence & MBLEx Test Prep for Massage Therapy	16	Ascencia MBLEx: Study Guide ISBN 9781635309492 (\$30.00)	\$209 T-\$61.50/F-\$143.50
?	CPR	7		\$109 T-\$32.70/F-\$76.30

Course Substitutions:

CPR for Healthcare Providers (AHE 805) can be substituted with current AHA BLS Provider certification (must be completed within the last six months).

Additional Expenses:

The cost of a medical exam and vaccinations/titers required for job placement vary widely depending on provider and insurance. Total cost for these potential additional expenses range between \$50 and \$500. The cost of the MBLEx examination for massage therapy that qualifies one for licensure is \$265. The cost of the MD Board of Massage Therapy Examiners application for licensure in Maryland is \$300, \$150 of which is allotted for the MD Board of Massage Therapy Jurisprudence Exam.

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:

A. Sufficient strength and mobility to:

- Stand or sit in one area for extended periods of time
- Use body to perform repetitive motions
- Have stamina to withstand and endure muscular fatigue
- Lift or move tables weighing up to 40 pounds or more
- Work quickly to meet deadlines

Interpersonal Skills and Professionalism:

A. Have the ability to:

- Develop and maintain constructive, cooperative working relationships with others
- Pay close attention to detail and recordkeeping
- Provide customer and personal services, including the ability to perform customer needs assessment, meet quality standards, and evaluate customer satisfaction
- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
- Commit to following approved standards, guidelines, policies, and procedures
- Interact in a professional manner with many personalities and attitudes and with people from many diverse background

B. Sufficient communication skills to:

- Communicate with people outside of the organization and representing the organization to customers
- Give and receive accurate written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner

Intellectual Ability and Emotional Stability To:

- Apply critical thinking and problem-solving skills
- Exercise independent judgment to properly perform tasks at hand
- Accurately utilize all resource material available to perform the task at hand
- Perform duties while exposed to communicable diseases and unpleasant sights, odors
- Maintain calm during emergency situations
- Accept feedback from others in an open and positive way

Medical Assistant

Health Professions Pathway

Program Description:

The Medical Assistant course series prepares students to take the national certification exam to become a certified Medical Assistant (MA). The MA program is accredited by the Commission on Accreditation of Allied Health Education Programs, www.caahep.org, upon the recommendation of the Medical Assisting Education Review board (MAERB). Medical Assistants perform clinical duties and some administrative duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, taking EKGs, and administering medications (e.g. flu shots) as directed by a physician.

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 (2020), employment of medical assistants is projected to grow 23 percent from 2018 to 2028 - much faster than the average for all occupations. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As a result, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients.

Program Credentials:

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

Students will be prepared to take the national certification exam through National Healthcareer Association.

Certifying Organization: National Healthcareer Association www.nhanow.com

Disclosures:

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

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 the Maryland Sequence Scholarship, CCBC Opportunity Grant funding, Maryland Promise, and Baltimore County Workforce 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.

For more information about funding resources and how to apply for them, please contact the CCBC Continuing Education Information Center at 443-840-4700.

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

Program Length:

11-13 months

Courses start

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

Orientation - Mandatory:

Email CEHealth@ccbcmd.edu for information about the application process.

Program Requirements:

- Computer literate
- Internet access

NHA exam and employment requirements:

- A High School Diploma or GED is required for the National Healthcareer Association (NHA) exam and employment

This program is not eligible for Baltimore County Public Schools Blueprint funding.

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.

Selective Entry - The Medical Assistant program requires the following application and acceptance process:

1. New Students: Call CCBC Registration at 443-840-2222 or 443-840-4700 to apply for a CCBC Student Identification (ID) number. Application cost is \$10.00. After receiving your ID number, proceed to Step 2 below.
2. Go to <https://shwa.ccbcmd.edu/> to retrieve your username and create a password.
3. Go to <https://ccbcmd.brightspace.com> to access the online application.
4. Enter your Username and Password.
5. Click the "Course" tab at the top of the page. You will see the application course for your area of study on your list: Medical Assistant Series Application - AHC 381
6. Click on the application course and read the instructions on the first page.
7. You must submit the following items by the cutoff date – "Submit Admission Materials" in Brightspace- to meet all of the requirements for the application:
 - a. Application (2 pages)

- i. Must be submitted as a .doc, .docx or .rtf
 - b. Scanned copy of one or more of the following:
 - i. High School Diploma or other proof of completion
 - ii. GED
 - iii. College Transcript
 - iv. Other requirements for specific areas of study as detailed in Brightspace
- 8. You will receive an acceptance or declination email within 5 days after the closing date of the application period.
- 9. Plan to attend the mandatory orientation for your series as detailed on Brightspace.

Application timeframes:

- Course series starting in October: June 1 – August 15
- Course series starting in February: October 1 – December 15

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 for Health Occupations Online	30	Programmed Learning Approach to Medical Terminology, 3rd Edition Author: Judi Nath Publisher: Jones & Bartlett Learning ISBN: 9781284224825 Price is approximately \$87.95	\$329 T-\$99/F-\$230
AHE125	Introduction to Health	30	Core Concepts in Health; published by Insel/Roth; 13:0078028670; \$133.35	\$329 T-\$99/F-\$230
AHE641	Introduction to Health Care Systems	15	Introduction to Health Care, 4th edition; published by Mitchell and Haroun; 9781337192422; \$159.95	\$199 T-\$60/F-\$139
WOS064 or AHL217	Basic Math Skills for the Healthcare Worker Basic Math Skills for Healthcare Worker Online	10	Handouts online	\$145 T-\$44/F-\$101
AHL140	Essential Skills for the Healthcare Prof.	20	Handouts online	\$179. T-\$54/F-\$125
<i>Module I Totals:</i>		105	\$381.25	\$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	Anatomy and Physiology For Health Care Workers Online	30	The Human Body in Health & Disease; Patton & Thibodeau, Elsevier Mosby; 7th edition; 978-0-323-402118; \$74.60	\$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; \$149.65*	\$575 T-\$173/F-\$402
AHE802	Basic EKG Technician Training	20	Huszars ECG & 12 lead Interpretation, 6 th Edition; published by Elsevier; 978-0-323-03974; \$78.90	\$425 T-\$128/F-\$297
AHL929	Certified Medical Administrative Assistant	75	Same as AHE 796	\$715 T-\$215/F-\$500
<i>Module II Totals:</i>		211	\$303.15	\$2,594 T-\$781/F-\$1,813

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 7th Edition, Author: Ruth McCall Publisher: Jones & Bartlett Learning, ISBN: 9781284209945 Price is approximately \$ 90.95	\$1,099 T-\$330/F-\$769
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
<i>Module III Totals:</i>		173	\$90.95	\$3,022 T-\$908/F-\$2,114

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	3	None	\$79 T-\$24/F-\$55
<i>Module IV Totals:</i>		163	\$0	\$629 T-\$190/F-\$439
<i>Course Series Totals:</i>		652	\$775.35	\$7,426 T-\$2,235/F-\$5,191

Course Substitutions:

- Medical Terminology (AHE 534) can be substituted with: OFAD/MDAS 141 or ALHL 115 or AHL 717 or AHL149
- Anatomy and Physiology (AHE 519) can be substituted with: AHL 672 or AHE 715 or BIOL 109 or BIOL 220 and BIOL 221
- Basic Math (WOS 064) can be substituted with: AHL 716 or MATH 083
- 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. Scrubs/uniform is paid for by the students. The cost of the physical exam prior to practicum is the responsibility of the student.

NHA Certified Clinical Medical Assistant (CCMA) exam cost: \$160 is included in the tuition.

Skills for Success:

See Technical Standards at the end of this document

Career Opportunities:

The outlook for medical assistants' positions from 2021-2031 is 16% which is higher than average. Medical assistants acquire a variety of skills. Some team members have become lead certified medical assistants, master certified medical assistants, 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 Credentials:

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

Financial Aid and Payment Options:

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

Length of Training:

6-9 months

Billing courses begin in February, May, August, and November with classes once a week in the evenings.

Program Requirements:

- High School Diploma or GED recommended
- Computer literate
- Internet access

This program is eligible for Baltimore County Public Schools Blueprint funding.

Prior Learning Assessment:

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum, and successful completion of a CCBC placement or challenge exam. A maximum of 18 hours may be earned from prior learning.

Application Process:

Open Entry – No screening or documentation required. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate program application. Then, contact CEHealth@ccbcmd.edu for information about upcoming class options.

Program Course Sequence:

Contact CEHealth@ccbcmd.edu for information about upcoming course options. All courses must be finished for successful program completion.

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 \$171.00 Publisher: McGraw Hill ISBN: 9781259608551	\$899 T-\$270/F-\$629
<i>Course Series Totals:</i>		93	\$171.00	\$1088 T-\$327/F-\$761

Course Substitutions:

Medical Terminology for Administrative Healthcare Professionals can be substituted with: AHE 124 or AHE 534 or OFAD 141 or ALHL 115 or AHL 717

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 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.

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 recommended
- Computer literate
- Internet access

This program is eligible for Baltimore County Public Schools Blueprint funding.

Application Process:

Open Entry – No screening or documentation required. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Continuing Education Workforce Certificate application. Then, send an email to CEHealth@ccbcmd.edu to learn about upcoming course options.

Prior Learning Assessment:

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum, or successful completion of a CCBC placement or challenge exam. A maximum of 120 program hours may be earned from prior learning.

Program Course Sequence:

Prerequisites:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)**	Costs T=Tuition/F=Fees
AHE534 or AHE124	Medical Terminology for Health Occupations Medical Terminology Online	30	Programed Learning Approach to Medical Terminology-3rd Edition, Author: Judi L. Nath. Publisher: Wolters/Kluwer ISBN: 9781496360991 Price \$90.65 ISBN: 9781975102036 ebook	\$329 T-\$99/F-\$230
AHE519 or AHE672	Anatomy & Physiology for Health Occupations Or Anatomy & Physiology for Health Care Workers Online	30	<u>The Human Body in Health & Disease, 7th Edition</u> ISBN: 978-0-323-402118 \$74.60	\$329 T-\$99/F-\$230
<i>Prerequisite Totals:</i>		60	\$165.25	\$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	<u>Current Year ICD-10-CM For Physicians Professional Ed</u> , Buck, Publisher: Elsevier, \$105.00; <u>Current Year CPT Professional Ed</u> , American Med Assoc, Copyright Publisher: AMA, \$118.00; <u>Current Year HCPCS Level II</u> Publisher: Elsevier, \$99.95;	\$815 T-\$245/F-\$570

			Current Year <u>Step By Step Medical Coding Textbook</u> , Publisher: Elsevier, \$139.15	
AHL 905 or AHL 830	Medical Coding II Medical Coding II Online	60	Same as Medical Coding I	\$465 T-\$140/F-\$325
<i>Course Series Totals:</i>		120	\$462.10	\$1,280 T-\$385/F-\$895
<i>Course Series & Prerequisite Totals:</i>		180	\$627.35	\$1,938 T-\$631/F-\$1,307

Course Substitutions:

Medical Terminology can be substituted with: OFAD/MDAS 141, ALHL 115, AHL717, AHL149, or AHL246
Anatomy and Physiology can be substituted with: AHE715, BIOL 109, or BIOL 220 and BIOL 221

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 performs and coordinates 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. 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, imaging and urgent care centers. Healthcare workers are always needed, and the demand medical front office personnel is extremely high.

Program Credentials:

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

External Credential: Certified Medical Administrative Assistant (CMAA)

Certifying Organization: National Healthcareer Association (NHA). Exam cost, \$125 www.nhanow.com

Financial Aid and Payment Options:

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

Length of Training:

6-9 months

Classes start in January, May, and September.

Program Requirements:

A High School Diploma or GED is NOT required for program entry but may be required for employment. *All students must be computer literate and have Internet access.*

This program is eligible for Baltimore County Public Schools Blueprint funding.

Prior Learning Assessment:

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum, or successful completion of a CCBC placement or challenge exam. A maximum of 45 program hours may be earned from prior learning.

Application Process:

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

Program Course Sequence:

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 Professional (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. ISBN: 9781496302427, \$99 and Administrative Medical Assisting Study Guide, 4th Edition. ISBN: 9781496317308, \$49 Ebooks are also available.	\$819 T-\$246/F-\$573
Course Series Totals:		113	\$148	\$1,187 T-\$357/F-\$830

Course Substitutions:

- Medical Terminology AHL149 can be substituted with: AHE534, AHE124, OFAD 141, ALHL 115, or AHL717
- Essential Skills AHL140/AHL166 can be substituted with: ADS158, ADS781, or PDV 295

Additional Expenses:

FY24 CCBC School of Continuing Education Career Resource Guide – Final 7/20/23. Information on this page is subject to change. To register or get additional information, visit any CCBC campus or extension center, call 443-840-4222, or go to www.ccbcmd.edu

- NHA Study Guide \$58. NHA Practice Exams \$44.
- NHA Certification Exam: \$125

Skills for Success:

- Outstanding communication skills
- Empathy for others
- Strong human relations skills
- Attention to detail
- Ability to work well with extensive human interaction
- Ability to multi-task
- Computer literacy
- Problem solving skills

Career Opportunities:

Medical Front Office personnel work in hospitals, doctor offices, clinics, labs, imaging and urgent care centers.

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:

This Maryland Board of Nursing (MBON) approved course will train and prepare currently employed Maryland Certified Nursing Assistants (CNA) and/or Certified Geriatric Nursing Assistants (GNA) for a role in safely administering non-parenteral medications under the supervision of a licensed nurse. The medicine aide course meets MBON requirements which include instruction in both theory and the clinical setting. Focus is on all approved routes of medication administration and the scope of responsibility of the CMA.

Course Credentials:

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

Length of Training:

6 weeks

Course offerings and times vary by campus

Financial Aid and Payment Options:

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

Course Requirements:

- Effective verbal and written communication skills using the English language
- Competency in basic mathematics skills
- Current certification by the Maryland Board of Nursing (MBON) as an active CNA in good standing
- Current healthcare provider CPR certification is required

Additional MBON requirements:

- Current employment and work experience as required by the Board in a setting acceptable to the Board, including:
 - (a) Current employment and 2 years of full-time experience as a CNA in a facility licensed under 42 CFR Part 483 et seq.; or
 - (b) Current employment and 1 year of full-time experience as a GNA in a facility licensed in Maryland under COMAR 10.07.02

Recommended:

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

This program is not eligible for Baltimore County Public Schools Blueprint funding.

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:

Contact CEHealth@ccbcmd.edu for more information about upcoming course options.

Excellent attendance is required.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL169	Medicine Aide Training	70	Essentials of Pharmacology for Health Professions, 8th ed. ISBN#978-1337395892, \$99.00. Davis Drug Guide for Nurses, 16th ed. ISBN#9780803669451. \$44.95	\$949 T-\$285/F-\$664

Additional Offering:

For students to maintain Medicine Aide Certification.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL172	Medicine Aide Training Continuing Education	8	Handouts Provided in Class	\$99 T-\$30/F-\$69

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/>.

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); nursing considerations regarding: hematology, immunity, gerontology, oncology, and pain management.

Students entering this program need to be dedicated to their profession; they need to be able to be on their feet for long periods of time caring for patients at the bedside and transferring and/or positioning patients; they need to exercise safe practices while exposed to unpleasant sights, odors, materials and communicable diseases. Their duties also require them to function quickly with accuracy while being detail-oriented. A high level of manual dexterity, psychomotor skills, and personal integrity are vital.

Nurses are currently entering a job market with an abundance of open positions. More information can be found at <https://www.bls.gov/ooh/healthcare/registered-nurses.htm>

Program Credentials:

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

Students will be able to apply to the Maryland Board of Nursing for active nursing licensure.

Certifying Organization: Maryland Board of Nursing (MBON) <https://mbon.maryland.gov/Pages/default.aspx>
4140 Patterson Avenue, Baltimore, MD, 21215;
(888) 202-9861 or (410) 585-1900

Financial Aid and Payment Options:

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

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.

This program is not eligible for Baltimore County Public Schools Blueprint funding.

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 declination form
- Tetanus shot (less than 10 years)
- Health insurance card
- CPR for Healthcare Providers verification
- Drug test
- Background check
- Valid government issued picture ID
- Nurse's Professional Liability Insurance (cannot be student coverage)

Prior Learning Assessment:

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum. A maximum of 90 program hours may be earned from prior learning.

Application Process:

Provisional Entry - Students must provide verification of nursing credentials before or at the first class session.

Program Course Sequence:

Attendance is mandatory. Students may miss only three sessions during the NR Theory class. All three class of the Nurse Refresher program must be completed within 12 months from the start of the program.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
NUR 005	Nurse Refresher – Part I: Theory	90	Brunner & Suddarth's Textbook of Medical-Surgical Nursing/14 Edition by JL Hinkle, KHCheever 1496347994 97814963347992 \$172 13th edition available as free download (downloads are not CCBC endorsed)	\$725 T-\$218/F-\$507
AHE 793	Nurse Refresher Skills Lab	8	None	\$450 T-\$135/F-\$315

NUR 006	Nurse Refresher – Part II: Clinical	60	None	\$940 T-\$282/F-\$658
<i>Program Series Total:</i>		158	\$172	\$2115 T-\$635/F-\$1480

Course Substitutions:

Please contact CEHealth@ccbcmd.edu to discuss waiver requests

Additional Expenses:

CastleBranch service, including drug test and background check approximate cost \$107.50; professional liability insurance, and scrubs.

Career Opportunities:

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

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:

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

Program Credentials:

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

Students who successfully complete both the theory and clinical portions of this class, and complete the required CPR class, will be able to apply to the Maryland Board of Nursing for Certified Nursing Assistant certification.

Candidates are also eligible to sit for the state GNA certification given by the National Nurse Aide Assessment Program through Credentia.

Certifying Organization: Maryland Board of Nursing (MBON), www.mbon.org
410-585-1900. 4140 Patterson Avenue Baltimore, MD 21215

MBON Certified Nursing Assistant application fee: \$20 (a credit card or bankcard with Visa or Mastercard logo, electronic passport size photo, and fingerprint documentation listing a tracking number is required to complete the online application)

Maryland GNA testing body: NNAAP (National Nurse Aide Assessment Program)
Fee for Oral or Written Exam & Skills Evaluation is currently \$130, payable to "Credentia". Applications can now be submitted online at <https://credentia.com/test-takers/maryland>

Financial Aid and Payment Options:

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

Length of Training:

3+ months

Prerequisite courses start regularly at a variety of CCBC locations.

Orientation:

Orientation/Information Sessions will be held monthly at CCBC Essex Campus. Students will be oriented to the program, allowing for immediate answers to questions, and clarification of program requirements, such as health documentation, vaccination requirements, criminal background checks and fingerprinting necessary for clinical placement. Please contact Registration for information at 443-840-2222.

Program 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)
- Proof of COVID-19 vaccine(s) (Vaccine card)

This program is eligible for Baltimore County Public Schools Blueprint funding.

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
- Copy of Health Insurance Card-front and back
- 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)

Employment Requirements:

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.

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.

Prerequisite:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHE805	CPR for Health Care Providers	7	Book provided in class AHA Basic Life Support Manual	\$109 T-\$33/F-\$76

Course Series:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL170	Certified Nursing Assistant Theory	60	Text included with the course: Hartman's Nursing Assistant Care: The Basics, 6th ed. ISBN 9781604251418	\$1,150 T-\$345/F-\$805
AHL171	Nursing Assistant Clinical	40	Text included with the course: Workbook for Hartman's Nursing Assistant Care: The Basics 6th ed. ISBN 9781604251425	\$650 T-\$195/F-\$455
<i>Course Series Totals:</i>		100	\$0	\$1,800 T-\$540/F-\$1,260
<i>Course Series & Prerequisites Total:</i>		107	\$0	\$1,909 T-\$573/F-\$1,336

Additional Expenses:

- Castle Branch Medical Document Repository-\$107.50 + additional medical expense of physical exam, vaccines (or updates/titers), TB test, and other possible medical expenses.
- Maryland Board of Nursing Assistant Certification (Application Fee \$20)
- CJIS Fingerprinting (Fee \$75)
- GNA Testing Credential (Fee \$130)
- Uniform- Scrubs, skid proof shoes, analog watch with second hand (Varies)

Additional Offerings:

AHE640: GNA Exam Review; 4 hours; \$65 (T-\$20/F-\$45)

Skills for Success:

See Technical Standards at the end of this document.

Career Opportunities:

Nursing assistants may provide care in a hospital setting, long-term care facilities, or in private homes through nursing agencies. According to the U.S. Bureau of Labor and Statistics, 2018, patient preferences and shifts in federal and state funding are increasing demand for home and community-based long-term care, which should lead to increased opportunities for nursing assistants working in home health and community rehabilitation services.

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

Operating Room Registered Nurse

Health Professions Pathway

Program Description:

The Operating Room (OR) Registered Nurse (RN) prepares the surgical suite, attends to & provides care for the surgical patient, circulates during the surgical procedure, and documents the care of the patient during surgery. They perform patient skin preparation, urinary catheter insertion, patient positioning, collect and present sterile supplies to the surgical team in a sterile manor, and document vital patient information pertaining to the performed surgical procedure.

Existing RNs are prepared to function as an integral member of the surgical team. RNs are trained in sterile techniques to allow them to create, establish and maintain the sterile surgical field before, during and after surgery. Surgical procedures, instruments, equipment and supplies will be presented, discussed and manipulated to prepare the RN to be successful in the OR acting in the circulator role or surgical scrub role.

Students entering this program should have a strong sense of self-discipline, patient commitment, resiliency & flexibility, while being attentive and detail oriented. Additionally, OR team members typically work in a fast-paced environment, requiring adaptability, teamwork, communication, and accountability to be successful. OR RNs can work in hospital operating rooms, surgical centers for outpatient procedures, surgeon's offices, in an educational role, an administrative/management role, and in a teaching role for Colleges.

Program Credentials:

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

Financial Aid and Payment Options:

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

Program Length:

18 weeks

Orientation:

Contact CEHealth@ccbcmd.edu for more information.

Program Requirements:

- Licensed registered nurse (RN)

This program is not eligible for Baltimore County Public Schools Blueprint funding.

Application Process:

Selective admissions process - Contact CEhealth@ccbcmd.edu for upcoming classes.

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL221	Perioperative Nursing I	95	Alexander's care of the patient in surgery, 16 th edition \$285.00	\$1,400 T-\$420/F-\$980
AHL222	Perioperative Nursing II	95	Same as AHL221	\$1,600 T-\$480/F-\$1,120
AHL225	Surgical Procedures I for the Operating Room Registered Nurse	95	Same as AHL221	\$1,180 T-\$354/F-\$826
AHL223	Perioperative Nursing III	95	Same as AHL221	\$1,600 T-\$480/F-\$1,120
AHL226	Surgical Procedures II for the Operating Room Registered Nurse	95	Same as AHL221	\$1,180 T-\$354/F-\$826
<i>Course Series Totals:</i>		499	\$345	\$6,960 T-\$2,088/F-\$4,872

Additional Expenses:

Scrubs, protective eye wear

Career Opportunities:

Employment in the operating room setting in hospitals, surgi-centers, and doctor's offices.

Program Contact Information:

Contact CEhealth@ccbcmd.edu for more information.

Technical Standards for CCBC Operating Room Registered Nurse Series

The duties of an operating room registered nurse (RN) require the ability to stand for long hours at a time while constantly being focused on the task at hand. RNs must exercise safe practices while exposed to unpleasant sights, orders, materials, and communicable diseases. Their duties also require them to function quickly with accuracy, while being detail oriented. A high level of manual dexterity, psychomotor skills, and integrity are vital.

Physical Requirements

- A. Sufficient strength and mobility to:
 - Lift and position anesthetized patients
 - Move swiftly within close quarters while maintaining the sterile field
 - Lift large instrument trays weighing up to 30 pounds
 - Stand in one small area for long periods of time
- B. Fine motor coordination sufficient to perform precise and delicate tasks such as:
 - Handle delicate surgical instruments
 - Safely handle surgical and hypodermic needles
 - Manipulate instruments while attached to body tissues
- C. Adequate vision to:
 - Visualize and control fine surgical needles and suture
 - Identify fine microsurgical instruments
 - Read medication labels at least one foot away
 - Visualize the operative field in detail
 - Read instruction sheets and computer screens
- D. Sufficient hearing to:
 - Hear and understand verbal instructions under noisy conditions from masked personnel
 - Hear alarms and operating noises from machines and equipment

Interpersonal Skills and Professionalism

- Work in a professional manner as a member of the surgical team under extremely stressful situations
- Maintain composure during emergency, life and death situations
- Adequately deal with many personalities and attitudes of other team members
- Respect and protect patient rights, especially confidentiality
- Interact with other health professionals in a polite and professional manner
- Maintain a surgical conscience
- Adhere to the policies and standards of specific medical facilities
- Maintain proper certifications required to perform the duties of the profession (ex., RN, CPR)

Communication Skills

- Give and receive accurate written and verbal instructions
- Carry out written and verbal instructions
- Communicate through proper channels
- Communicate in a calm and professional manner
- Accurately interpret the patient's needs
- Communicate clearly and effectively to any team members regarding breaches in sterile technique

Intellectual Ability and Emotional Stability

- Exercise independent judgment to properly care for the surgical patient
- Accurately utilize all resource material available to prepare for the surgical procedure
- Accurately identify, calculate dosage, and transfer medications
- Work calmly and efficiently in stressful situations
- Maintain calmness during emergency situations
- Perform duties while exposed to communicable diseases and unpleasant sights, odors, and materials
- Complete Series requirements

Technical Requirements

- Adequately operate a computer system
- Perform entry level computer tasks such as sending and receiving correspondence through email

- Competently able to navigate & operate machines and equipment in the operating room
- Sufficiently complete basic computer processing tasks in order to remain current with competencies and other hospital requirements.
- Remain current on technological advancements in the field of surgical technology
- Manipulate, organize, & operate equipment required for robotic surgery

Environment Requirements

Operating room work involves risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves, and eye protection (and other personal protective equipment as required)
- Providing proof of recent immunizations against infectious diseases such as measles, mumps, and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submitting to periodic drug screening
- Receiving Flu shot annually
- Remain composed and focused when exposed to unpleasant sights, odors, sounds, and communicable diseases.

Patient Care Technician

Health Professions Pathway

Program Description:

The Patient Care Technician (PCT) is the next step in the career path of a CNA. The PCT works mostly in hospitals and collaborates closely with the healthcare team to ensure that every patient receives the direct and proper care they need. The PCT performs delegated nursing functions that require a higher level of technical ability and skill. In addition to the normal CNA tasks the PCT performs venipuncture, specimen collection, basic EKG, as well as catheter, ostomy, tracheostomy, and wound care.

The Patient Care Technician program builds on the skills learned during CNA training. It trains the student in advanced nursing skills, for example venipuncture and EKG in a lab setting as well as in an actual hospital setting during the clinical portion of the program. It provides the student with a broad overview of the rules and policies in healthcare, human anatomy and physiology, and basic and advanced nursing skills. At the end of the program the student will be eligible to sit for the national CPCT/A certification exam administered by the National Healthcareer Association (<https://www.nhanow.com>).

Students entering this program need to be dedicated to their studies, attend all in-person classes and have computer and internet access for their homework. The Patient 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 a large portion of healthcare support staff has been leaving the field during and after the Covid-19 pandemic.

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.

Length of Training:

Cohorts Timeframe subject to change

Cohort Timeframe	Location	Class Timeframe	Cohort Length
March to July	Essex	Evening	4 months
June to October	Randallstown	Daytime	4 months

September to February	Essex	Evening	4 months
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Program Requirements:

- Active CNA license with the Maryland Board of Nursing (MBON)
- CPR (BLS) for Healthcare Providers with the American Heart Association (AHA) or the American Red Cross
- High School Diploma or GED is required for the National Healthcareer Association (NHA) exam and employment
- Computer literate
- Internet access

Paperwork Requirements:

Students must have the following paperwork uploaded to <https://discover.castlebranch.com> prior to the start of Part II: Clinical. Students will receive instructions on how to upload their documents to CastleBranch on their first day in class.

- Copy of active CNA license
- Medical Exam Report signed by your physician
- N95 Mask Questionnaire signed by your physician
- Negative Tuberculosis test (PPD or blood test) or negative chest x-ray (not older than one year)
- Measles, mumps, rubella, varicella vaccination or positive titer
- Current flu vaccination
- Hep B vaccination or declination form
- Tetanus shot (less than 10 years)
- Covid-19 vaccination
- Health insurance card
- CPR (BLS) for Healthcare Providers verification
- Drug test
- Background check
- Valid government issued picture ID

This program is not eligible for Baltimore County Public Schools Blueprint funding.

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
AHL 936	Patient Care Technician Theory and Skills	92	Fundamental Concepts and Skills for the Patient Care Technician by Townsend, 2nd edition Textbook - ISBN: 978-0-323-79485-5, \$100.99 Workbook - ISBN: 978-0-323-83128-4, \$41.99	\$1,320 T-\$396/F-\$924

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL937	Patient Care Technician Clinical	59	None	\$825 T-\$248/F-\$577
AHL940	PCT Exam Review	8	None	\$110 T-\$33/F-\$77
<i>Program Series Total:</i>		159	\$142.98	\$2,255 T-\$677/F-\$1,578

Additional Expenses:

Students are responsible for the cost of screenings, medical testing, scrubs and miscellaneous supplies. The service of CastleBranch including the background check and drug test is \$107.50 94.50.

The fee for the CPCT/A certification exam is \$160.

Career Opportunities:

Most hospitals in the metropolitan areas of Maryland and Washington D.C. hire patient care technicians.

Career Coach:

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

Program Contact Information:

For further information please e-mail CEHealth@ccbcmd.edu

Technical Standards for CCBC's Nursing Support/Patient Care Technician Training Series

The primary goal of The Community College of Baltimore County's Nursing Support Technician Training is to adequately prepare students for a position as a Nursing Support Technician at the bedside under the direct supervision of a registered nurse in an acute care hospital or in a physician's office, urgent care center, ambulatory care facility, long-term care center or other health care facility.

Nursing Support Technicians are required to be on their feet for long periods of time, caring for patients at the bedside, transferring and/or positioning patients. They need to exercise safe practices while exposed to unpleasant sights, odors, materials and communicable diseases. Their duties also require them to function quickly with accuracy while being detail-oriented. A high level of manual dexterity, psychomotor skills, and personal integrity are vital.

The following is a partial listing of the types of skills usually required for adequate job performance:

Physical Requirements:

A. Sufficient strength and mobility to:

- Work/or stand on feet for up to 12 hours
- Lift at least 50 pounds or more and position patients
- Move swiftly within close quarters while maintaining sterile field
- Assist with minor procedures

B. Adequate vision to:

- Read patient ID bracelets for correct administration of care
- Read instruction sheets and computer screens
- Read medical measuring equipment, scale, thermometer, graduated cylinder, sphygmomanometer

C. Sufficient hearing to:

- Hear and understand verbal instructions
- Properly use of stethoscope
- Hear machines/equipment or room bells

Interpersonal Skills and Professionalism:

A. Have the ability to:

- Interact with other health professionals in a polite and professional manner
- Respect patient confidentiality and rights
- Adhere to all policies of CCBC and/or clinical externship facility
- Work in a professional manner as part of a team
- Interact in a professional with many personalities and attitudes and with people from many different backgrounds

B. Sufficient communication skills to:

- Give and receive accurate written and verbal instructions
- Carry out all written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner
- Accurately interpret patient needs
- Provide patient/public education related to the Nurse Support Technician profession

Intellectual Ability and Emotional Stability To:

- Exercise independent judgment within the practice to properly care for patients
- Accurately identify and carry out tasks delegated by registered nurses
- Work calmly and efficiently in stressful situations
- Maintain calmness during an emergency situation
- Complete program requirements

Environmental Requirements:

- Wearing gowns, caps, masks, gloves, and eye protection
- Working in an environment that may be noisy at times
- Working in an environment that exposes one to potentially hazardous materials including cleaning agents and chemicals, body fluids
- Working in an environment with unpleasant odors

- Provide proof of recent immunizations against infectious diseases such as measles, mumps, rubella, varicella, and tetanus
- Receive Hepatitis B vaccinations and/or sign a waiver

Pharmacy Technician

Health Professions Pathway

Program Description:

The primary goal of The Community College of Baltimore County's Pharmacy Technician Training Series is to adequately prepare students for an entry-level position in the pharmacy profession functioning as a Certified Pharmacy Technician in a variety of employment settings including retail, hospital, and long term care and government facilities. They are typically involved in customer interactions, insurance claim processing, maintaining inventories and filling prescriptions.

This program features a course series that prepares students to take the national PTCB certification exam to become a Certified Pharmacy Technician. Upon passing the PTCB exam, students can register with the Maryland Board of Pharmacy as a Pharmacy Technician.

Students entering this program must have the ability to communicate with patients, family, and health care providers concerning inventory, insurance, medications, and the human body. Efficient computer, basic math, study skills, and test taking skills are desirable. Being multi-lingual is useful.

In a retail pharmacy setting, Pharmacy Technicians can advance through different levels of responsibility that vary by employer. In an institutional pharmacy setting, Pharmacy Technicians can be selected for additional training in specialized areas such as medication history reconciliation or compounding sterile preparations.

A criminal history background check and registration with the state board of pharmacy are usually required for employment.

Program Credentials:

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

Students will be prepared to take the national certification exam through PTCB- Pharmacy Technician Certifying Board to become a Certified Pharmacy Technician. Certification exam cost: First exam attempt is covered in course fees. Any additional attempts for the exam are \$129.00

Certifying Organization: Pharmacy Technician Certifying Board (PTCB) www.ptcb.org

Financial Aid and Payment Options:

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

Length of Training:

15-24 weeks

Program Requirements:

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

This program is not eligible for Baltimore County Public Schools Blueprint funding.

Prior Learning Assessment:

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum or demonstrated portfolio and/or prior occupational learning. A maximum of 60 program hours may be earned from prior learning.

Application Process:

Open Entry – No screening or documentation required. To apply, go to www.ccbcmd.edu/apply 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	PTCB Exam Review Course	15	Same as AHE 739	\$229 T-\$24/F-\$205
<i>Course Series Totals:</i>		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

Skills for Success:

See Technical Standards at the of this document.

Career Coach:

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

Program Contact Information:

For more information email CEHealth@ccbcmd.edu

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 regularly access to the internet. They will also need to dedicate time outside of the classroom to study and complete assignments. See technical standard 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.

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). Certification exam cost: \$125

Certifying Organization: National Healthcareer Association 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.

Length of Training:

Four months (approximately)

Courses are offered at CCBC Essex, CCBC Hunt Valley, and CCBC Randallstown.

Orientation Session - Mandatory:

Prospective students are required to attend an orientation session prior to registration. Contact Claire Loeblein at cloeblein@ccbcmd.edu or 443-840-1389 for information on upcoming orientation sessions.

Program Requirements:

- Computer literate
- Internet access.
- Students must consent to having blood drawn by their classmates during training.

This program is not eligible for Baltimore County Public Schools Blueprint funding.

Paperwork Requirements:

Students must submit the following paperwork via CastleBranch by the second session of Phlebotomy (AHE 126). Details regarding this paperwork will be presented at the 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
- Proof of current American Heart Association BLS Provider certification
- COVID-19 vaccine or approved waiver

Clinical Requirements:

- Clinical eligibility is, in part, dependent upon a criminal background check and random urine drug testing completed through CastleBranch, CCBC's only approved vendor. The cost of the test and background check is the responsibility of the student. Clinical is necessary to meet the eligibility requirements to sit for the national certification examination.

Prior Learning Assessment:

This program has potential options for waiving select courses based on previous coursework or articulated coursework from an approved curriculum, or successful completion of a CCBC placement or challenge exam. A maximum of 37 hours may be earned from prior learning.

Application Process:

Provisional Entry – Prospective students are required to attend an orientation session prior to registration. To apply, go to www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. Then, email CEHealth@ccbcmd.edu for information about upcoming course options.

Program Course Sequence:

All courses must be finished for successful program completion.

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.

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 \$87.95	\$329 T-\$99/F-\$230
AHE805 or AHL250	CPR for Health Care Providers BLS Provider	7	Included in course cost and provided during class.	\$109 T-\$33/F-\$76
AHE126	Phlebotomy	60	Phlebotomy Essentials, Enhanced 7th Edition, Author: Ruth McCall, Publisher Jones & Bartlett Learning ISBN 9781496387073	\$1,099 T-\$330/F-\$769

			Price is approximately \$90.95	
AHL674	Venipuncture and Specimen Collection Clinical	80	None	\$329 T-\$99/F-\$230
<i>Program Series Totals:</i>		177	\$178.90	\$1,866 T-\$561/F-\$1,305

Course Substitutions:

- Medical Terminology AHE 534 can be substituted with OFAD/MDAS 141, or ALHL 115, or AHL 717, or AHE 124.
- CPR for Healthcare Providers (AHE 805) can be substituted with current AHA BLS Provider certification (must be completed within the last year).
- Other course substitutions must be approved by the program coordinator.

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 email CEHealth@ccbcmd.edu

Technical Standards for CCBC's Phlebotomy Training Series

The primary goal of The Community College of Baltimore County's Phlebotomy Training program is to adequately prepare students for an entry-level position as a certified phlebotomy technician in a hospital/clinical laboratory, doctor's offices, or out-patient healthcare settings.

The duties of a phlebotomist require the ability to safely draw blood and other specimens from patients in medical settings in a proper, safe, reliable, consistent, and skillful manner using various techniques and devices. They need to be able to perform a variety of blood collection methods and procedures using proper techniques and precautions including: vacuum collection devices, capillary skin puncture, butterfly needles, and blood culture specimen collection. The phlebotomist must place emphasis on safety precautions, infection prevention/control, proper patient identification, proper labeling of specimens, and quality assurance. Their duties also require them to be detail-oriented, accurate, precise and focused, and flexible physically, mentally, and emotionally.

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

Physical Requirements:

A. Sufficient strength and mobility to:

- Move freely in the office and support/move patients
- Ability to maneuver in the laboratory, around instruments, in confined spaces, and in patient rooms
- Move freely and quickly from place to place
- Support and transfer patients safely from bed to stretcher, bed to wheelchair, and modify patient position in bed or on radiographic table.
- Lift and/or carry 50 lbs. to waist level unassisted
- Move objects in excess of 100 lbs. without restriction
- Ability to work while remaining in a standing position for long periods of time
- Reach above shoulder height to manipulate equipment
- Reach below waist level to manipulate equipment
- Perform duties that require good hand/eye/foot coordination
- Perform repetitive tasks

B. Fine motor coordination sufficient to perform precise and delicate tasks:

- Keen sense of touch
- Steady arm and hand movements while manipulating objects or assisting others
- Operate and manipulate instruments and equipment such as, but not limited to, pipettes, microscopes, centrifuges, and blood glucose monitors
- Ability to manipulate small objects with fingertips or control adaptive devices
- Identify venipuncture sites by palpation
- Detect changes in skin/tissue temperature and integrity
- Interpret tactile sensations such as texture, mobility, firmness, strength, and temperature

C. Adequate vision to:

- Observe, monitor, and/or assess patient
- Read fine print on monitors, devices, and gauges
- Read written instructions
- Acquire information from documents such as charts, radiographs, computer images, and other modes of delivery
- Differentiate colors
- See and differentiate between varieties of visual equipment alarms

D. Sufficient hearing to:

- Assess/monitor patients
- Follow verbal instructions
- Use a stethoscope to hear blood pressure and heart sounds
- Detect and differentiate between sounds of normal conversation
- Hear sounds of a variety of equipment alarms

Interpersonal and Professional Skills:

A. Have the ability to:

- Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds

- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
 - Remain calm and perform as trained during stressful situations
 - Display flexibility and adapt to changing environments
 - Demonstrate compassion, integrity, and concern for others
 - Recognize emergencies and be able to take appropriate action
 - Accept constructive criticism and respond appropriately by modifying behavior
 - Tolerate physically taxing workloads and function effectively under stress
- B. Sufficient communication skills to:
- Give and receive accurate written and verbal instructions in English
 - Use correct grammar, punctuation, and spelling
 - Read and comprehend written material in English at a minimum of the 9th grade level
 - Observe and interpret non-verbal communication
 - Chart/write in medical records and record client data
 - Perceive pertinent detail in verbal or tabular material

Intellectual Ability and Emotional Stability To:

- Learn, measure, calculate, reason, analyze, integrate, synthesize, and use data/information
- Interpret, problem solve, and demonstrate critical thinking
- Comprehend three-dimensional and spatial relationships
- Respond to emergencies by processing information consistently, accurately, and quickly
- Possess the ability to self-evaluate
- Interpret instructions furnished in oral, written, diagrammatic, or schedule form
- Carry out detailed written or oral instructions
- Analyze, compile, copy, and compare data standards for Phlebotomy Technicians.
- Perform complex tasks

Environmental Requirements:

- Work indoors around moving machinery
- Work in confined spaces
- Wear appropriate safety equipment, such as gowns, caps, masks, gloves, lead aprons, and eye protection
- Work in environment that may include exposure to toxic or caustic chemicals, blood and other body fluids, noise, and radiation
- Able to tolerate unpleasant odors related to human waste, secretions, infections, etc.

Polysomnographic (Sleep) Technician (Online Option)

Health Professions Pathway

Program Description:

This course series prepares students to sit for the board certification exam to become a Registered Polysomnographic Technologist or RPSGT. Sleep Technologists work overnight and collect data using polysomnograms that measure bioelectrical sleep activity. They acquire and analyze signals from electroencephalograms (EEG), electrocardiograms (EKG), electromyograms (EMS), respiratory flow, and effort sensors.

This program provides courses that will fortify the knowledge of the student and allow the student to perform 420 clinical hours at a sleep laboratory while in the program. This academic knowledge and clinical experience allow the student to pass the board exam certification, which will qualify the student to work as a sleep technician in the workforce.

Students entering this program must have a high school diploma or GED. Some experience with college courses is a plus. Students must be prepared to set aside 20 + hours per week for study outside of time in class. This is a challenging program that requires dedication and motivation to complete.

Currently, sleep laboratories in Maryland and throughout the United States are short-staffed and are looking for certified and qualified Sleep Technicians. Many labs are offering a signing bonus or incentives to graduates who are looking for employment. The national average start pay is between \$22-\$28/per hour to start.

For additional information, contact Rachel Newman Waddy at rnewmanwaddy@ccbcmd.edu

Program Credentials:

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

Students will be prepared to take the national certification exam through the Board of Registered Polysomnographic Technologists. Board of Registered Polysomnographic Technologist exam cost is \$450. The cost for the first registry test is included in the course series cost.

Certifying Organization: Commission on Accreditation of Allied Health Education Programs (CAAHEP)

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, 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.

Program Length:

12-15 months

Orientation - Mandatory:

Students are required to attend an online orientation after provisional acceptance into this course series. Contact CEHealth@ccbcmd.edu for more information about application process.

Program Requirements:

- High School Diploma or GED
- Computer literate
- Internet access

This program is not eligible for Baltimore County Public Schools Blueprint funding.

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.

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.ccbcmed.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 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.ccbcmed.edu/> to retrieve your username and create a password.
3. Go to <http://ccbcmed.brightspace.com/> to access the online application.
4. Enter your Username and Password.
5. Click the "Course" tab at the top of the page. You will see the application course for your area of study on your list: 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, GED, or other proof of completion
 - ii. College Transcript
 - iii. Other requirements for specific areas of study as detailed in Brightspace
 - iv. 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

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 Health Care Professional	20	Handouts and Online	\$179 T-\$54/F-\$125
AHE124	Medical Terminology for Health Occupations	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	20	Handouts	\$329 T-\$99/F-\$230
AHE106	Clinical Observation	40	None	\$369 T-\$111/F-\$258
AHL180	Basic Math for Health Care Workers	10	Handouts online	\$145 T-\$44/F-\$101
AHE805	CPR for Healthcare Providers	7	None	\$109 T-\$33/F-\$76
<i>Module I Totals:</i>		160	Approximately \$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 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 Training	20	ECG Interpretation Made Incredibly Easy!; Jessica Shank Coviello; ISBN: 9871975148263 \$49	\$425 T-\$128/F-\$297

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL182	Polysomnographic Technology Training (includes 5 practicum classes)	55.8	1) Essentials of Polysomnography Bundle; 3rd Edition ISBN 9781284172218; \$86.00; Lisa M. Endee; and 2) Fundamentals of Sleep Technology 3rd Edition; Teofilo, Lee-Chiong & Mattice; ISBN 9781975111625; \$110	\$1089 T-\$327/F-\$762
AHL102	Sleep Clinical Internship – NPSG	100	Online materials	\$549 T-\$165/F-\$384
<i>Module II Totals:</i>		226	\$295	\$2,667 T-\$894/F-\$1,773

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	\$610 T-\$183/F-\$427
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
<i>Module III Totals:</i>		204	\$0	\$2,238 T-\$672/F-\$1,566

Module IV:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL098	Sleep Staging & Scoring Guidelines	40	Online materials	\$479 T-\$144/F-\$335
AHL713	Polysomnographic Clinicals	80	None	\$866 T-\$260/F-\$606
AHL104	Sleep Clinical Internship – Titration	100	None	\$549 T-\$165/F-\$384
AHL134	BRPT Board Exam Preparation for CAAHEP	40	None	\$439 T-\$132/F-\$307
<i>Module IV Totals:</i>		260	\$0	\$2,333 T-\$701/F-\$1,632
<i>Course Series Totals:</i>		857	\$359	\$8,997 T-\$2,797 F-\$6,200

Course Substitutions:

- Medical Terminology AHE 124 can be substituted with OFAD/MDAS 141, or ALHL 115, or AHL717 or AHE534
- Anatomy and Physiology AHE 519 can be substituted with AHE672, or AHL715, or BIOL 109, or BIOL 220 and BIOL 221.
- Basic Math WOS 064 can be substituted with AHL716 or MATH083.

Additional Expenses:

Course Series - Students are responsible for the cost of all medical testing, background check, drug screening, and scrubs/uniforms. These expenses total approximately \$800.

BRPT National Exam Certification - CCBC will pay for the student's first attempt at the Certification Test at a cost of \$450.

Post-Course Series - Licensure is obtained through the Maryland Board of Physicians at a cost of \$200. This cost includes registration of your certification and license as an Allied Health Care provider through the Department of Health and Mental Hygiene. Sleep Technologists must be certified and licensed to work in the State of Maryland.

Skills for Success:

See the Technical Standards at the end of this document.

Career Opportunities:

There is currently a large shortage of sleep technologists in the state of Maryland due to certification and licensure regulations. Regulations currently state you must participate in a CAAHEP accredited program to

receive certification in MD. Students who complete the program and receive their certification can receive credits toward an Associate of Applied Science in Allied Health through the School of Health Professions.

Student 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.

Program Contact Information:

For more information email CEHealth@ccbcmd.edu

Technical Standards for CCBC's Sleep (Polysomnographic) Technologist Training Series

The primary goal of The Community College of Baltimore County's Polysomnographic Technologist Series is to adequately prepare students for an entry-level position in the sleep medicine field. Sleep Technicians are critical staff in preparing for and conducting the actual sleep studies. They also play a vital role in the reading and scoring of studies before they are reported to physicians.

The duties of a sleep tech require the ability to stay focused on a variety of patients/equipment during ten to twelve hour night shifts. They need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail oriented and to have strong human relation skills. A high level of manual dexterity, psychomotor skills, and integrity are vital.

Following is a partial listing of the types of skills usually required for adequate job performance:

Physical Requirements:

A. Sufficient strength and mobility to:

- Lift and position patients as needed.
- Move swiftly within close quarters
- Lift up to 50 pounds without assistance
- Move quickly among tasks in different areas of the sleep center
- Sit for long periods of time
- Stand for periods of one hour or more

B. Fine motor coordination sufficient to perform precise and delicate tasks such as:

- Set up equipment such as EKG and EEG machines requiring excellent manual dexterity in both hands
- Perform a variety of tasks requiring strong eye-hand coordination
- Record medical information into an electronic record system

C. Adequate vision to:

- Read physician or lab orders
- Read small numbers on thermometers, sphygmomanometers, or other equipment
- Read printouts (electronic or paper) of sleep equipment
- Recognize patterns on EEG/EKG and other machines/equipment
- Read small print as found on medication labels
- Read instruction sheets and computer screens

D. Sufficient hearing to:

- Hear and understand verbal instructions under noisy conditions from masked personnel
- Sufficiently record breaths, heart rate or other sounds in noisy conditions
- Hear equipment sounds that indicate need for attention (beeps, buzzers)
- Respond to audible alerts from patients

Interpersonal Skills and Professionalism:

A. Have the ability to:

- Work in a professional manner as a member of a medical team in stressful situations
- Remain calm and perform as trained during emergency and life and death situations
- Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
- Maintain proper certifications required to perform the duties of the profession
- Work shifts as assigned, which may include on-call, holidays, and weekends
- Respond professionally to patients, colleagues and physicians in all circumstances
- Demonstrate a strong work ethic (reliable, dependable, strong attendance)
- Demonstrate ability to be detail oriented and work with little direct supervision

B. Sufficient communication skills to:

- Give and receive accurate written and verbal instructions
- Carry out all written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner
- Accurately interpret the patient's needs

- Communicate clearly and effectively to any team member
- Provide patient/public education

Intellectual Ability and Emotional Stability To:

- Exercise independent judgment to properly care for patients
- Accurately utilize all resource material available to perform tasks assigned
- Accurately identify, calculate dosage, and transfer medications
- Work calmly and efficiently in stressful situations
- Maintain calm during emergency situations
- Perform duties while exposed to communicable diseases and unpleasant sights, odors, and materials
- Accept feedback from others
- Complete program requirements
- Competently operate computers and medical equipment used in sleep medicine

Environment Requirements:

Sleep Technician work involves risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves, and eye protection
- Providing proof of recent immunizations against infectious diseases such as measles, mumps, and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submitting to periodic drug screening
- Being exposed to bio-hazardous materials (blood) on rare occasions

Polysomnographic (Sleep) Technologist

Health Professions Pathway

Program Description:

This course series prepares students to sit for the board certification exam to become a Registered Polysomnographic Technologist or RPSGT. Sleep Technologists work overnight and collect data using polysomnograms that measure bioelectrical sleep activity. They acquire and analyze signals from electroencephalograms (EEG), electrocardiograms (EKG), electromyograms (EMS), respiratory flow, and effort sensors.

This program provides courses that will fortify the knowledge of the student and allow the student to perform 420 clinical hours at a sleep laboratory while in the program. This academic knowledge and clinical experience allow the student to pass the board exam certification, which will qualify the student to work as a sleep technician in the workforce.

Students entering this program must have a high school diploma or GED. Some experience with college courses is a plus. Students must be prepared to set aside 20 + hours a week for study outside of time in class. This is a challenging program that requires dedication and motivation to complete.

Currently, sleep laboratories in Maryland and throughout the United States are short-staffed and are looking for certified and qualified Sleep Technicians. Many labs are offering a signing bonus or incentives to graduates who are looking for employment. The national average start pay is between \$22-\$28/per hour to start.

For additional information, contact Rachel Newman Waddy at newmanwaddy@ccbcmd.edu

Program Credentials:

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

Students will be prepared to take the national certification exam through the Board of Registered Polysomnographic Technologists. Board of Registered Polysomnographic Technologist exam cost is \$450. The cost for the first registry test is included in the course series cost.

Certifying Organization: Commission on Accreditation of Allied Health Education Programs (CAAHEP)

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, 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.

Program Length:

12-15 months

Cohorts start in the spring, summer, and fall. All classes are either online, evenings, and weekends. A cohort starts on July 1st that is exclusively online and is geared toward students who live out of state.

Orientation– Mandatory:

Mandatory: Students are required to attend an orientation after provisional acceptance into this course series.

Program Requirements:

- High School Diploma or GED
- Computer literate
- Internet access.

This program is not eligible for Baltimore County Public Schools Blueprint funding

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.cbcbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. Then, send an email to CEHealth@cbcbcmd.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.cbcbcmd.edu/> to retrieve your username and create a password.
3. Go to <http://cbcbcmd.brightspace.com/> to access the online application.
4. Enter your Username and Password.
5. Click the "Course" tab at the top of the page. You will see the application course for your area of study on your list: 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, GED, or other proof of completion
 - ii. College Transcript
 - iii. Other requirements for specific areas of study as detailed in Brightspace
 - iv. 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.

If you need any help, please contact newmanwaddy@cbcbcmd.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 affect 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 Health Care Workers	10	Handouts online	\$145 T-\$33/F-\$76
AHE805	CPR For Healthcare Providers	7	None	\$109 T-\$44/F-\$101
<i>Module I Totals:</i>		160	\$87.95*	\$1,759 T-\$530/F-\$1,229

Module 2:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
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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 (includes 5 practicum classes)	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	\$1,089 T-\$327/F-\$762
AHL102	Clinical Internship – NPSG	100	Online materials	\$549 T-\$165/F-\$384
<i>Module II Totals:</i>		226	\$295	\$2,667 T-\$802/F-\$1,865

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	\$610 T-\$183/F-\$427
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

<i>Module III Totals:</i>		204	\$0	\$2,238 T-\$672/F-\$1,566
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Module IV:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL098	Sleep Staging & Scoring Guidelines	40	Online materials	\$479 T-\$144/F-\$335
AHL713	Polysomnographic Clinical	80	None	\$866 T-\$260/F-\$606
AHL104	Clinical Internship – Titration	100	None	\$549 T-165/F-\$384
AHL277	Board of Registered Polysomnographic Technologist Review	40	None	\$439 T-\$132/F-\$307
<i>Module IV Totals:</i>		260	\$0	\$2,333 T-\$701/F-\$1,632
<i>Course Series Totals:</i>		857	\$359	\$8,997 T-\$2,705 F-\$6,292

Course Substitutions:

- Medical Terminology AHE 124 can be substituted with OFAD/MDAS141, or ALHL115, or AHL717 or AHE534
- Anatomy and Physiology AHE 519 can be substituted with AHE672, or AHL715, or BIOL109, or BIOL220 and BIOL221
- Basic Math WOS 064 can be substituted with AHL716 or MATH083.

Additional Expenses:

Course Series - Students are responsible for the cost of all medical testing, background check, drug screening, and scrubs/uniforms. These expenses total approximately \$800.

BRPT National Exam Certification - CCBC will pay for the student's first attempt at the Certification Test at a cost of \$450.

Post-Course Series - Licensure is obtained through the Maryland Board of Physicians at a cost of \$200. This cost includes registration of your certification and license as an Allied Health Care provider through the Department of Health and Mental Hygiene. Sleep Technologists must be certified and licensed to work in the State of Maryland.

Skills for Success:

See the Technical Standards at the end of this document.

Career Opportunities:

There is currently a large shortage of sleep technologists in the state of Maryland due to certification and licensure regulations. Regulations currently state you must participate in a CAAHEP accredited program to receive certification in MD.

Students who complete the program and receive their certification can receive credits toward an Associate of Applied Science in Allied Health through the School of Health Professions.

Student 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

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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
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- 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 is 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 often times hired at the site where they completed their clinical hours. The Occupational Information Network, O*NET, is an online database of occupations, job descriptions and wages for career paths sponsored by the U.S. Dept. of Labor. This information is free to the public at www.onetonline.org; enter 31-9096.00 for Veterinary Assistant Information

Program Credential:

CCBC Credential: Students will be awarded a Continuing Education Workforce Certificate, and will have access to a Continuing Education academic record (transcript). Students will be prepared to work in an entry level position in animal care.

Financial Aid and Payment Options:

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

Length of Training:

16-20 weeks

Veterinary Assistant is offered at the Essex Campus and also requires an online component. The program is offered three times per year in January, June, and September.

Program Requirements:

- Must be 18 years or older by the time you reach VET IV Externship
- Computer literate
- Internet access

This program is eligible for Baltimore County Public Schools Blueprint funding.

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

Application Process:

Open Entry – No screening or documentation required. To apply, go to www.ccbcmed.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 I	30	Handouts online	\$440 T-\$132/F-\$308
AHE753	Veterinary Assistant II	30	Handouts online	\$330 T-\$99/F-\$231
AHE754	Veterinary Assistant III	30	Handouts online	\$330 T-\$99/F-\$231
AHE755	Veterinary Assistant IV (Clinical)	45	None	\$220 T-\$66/F-\$154
<i>Course Series Totals:</i>		135		\$1,320 T-\$396/F-\$924

Additional Expenses:

Students are responsible for the cost of medical expenses, background checks, uniforms and other miscellaneous expenses totaling approximately \$300.

Skills for Success:

See Technical Standards at the end of this document.

Credit for Prior Learning:

Students who complete the Veterinary Assistant Program (AHE752, AHE753, AHE754, AHE755) will be eligible to sit for the Departmental Exam for VETT 106. Students must score 70% or higher to receive 2 credits for VETT 106. Veterinary Assistant students will receive additional points on their application when applying for the Veterinary Technician Program at CCBC.

Program Contact Information:

For more information email CEHealth@ccbcmed.edu or Lauren Perrera | Coordinator Health & Human Services | lperrera@ccbcmed.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.

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 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

Environmental 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.

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.

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 Credentials:

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

Financial Aid and Payment Options:

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

Length of Training:

Casino Poker Dealer: 8 weeks; 2 days per week; 5-hour classes

Orientation:

Information sessions are offered monthly. Check the CCBC Continuing Education Schedule of Classes for locations, dates, and times.

Program Requirements:

- High School Diploma or GED (preferred for job placement)
- Minimum age of 18
- Good mental math skills

This program is not eligible for Baltimore County Public School Blueprint funding

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.cbcemd.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:

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 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.

Length of Training:

Approximately 100 hours.

Students will have 6 months to complete the course.

Program Requirements:

Academic requirements:

- High School Diploma or GED recommended
- Basic high school level competencies
- Basic liberal arts knowledge

Computer requirements:

- PC or Mac with a high-speed Internet connection (DSL or cable)
- PC: Windows 10 or later/Mac: macOS 10.6 or later
- Basic understanding of computers and how to navigate the Internet
- E-mail capability
- Microsoft Outlook 2007 software should be installed prior to beginning this program
- Program is compatible with the following browsers: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.

This program is eligible for Baltimore County Public School Blueprint funding

Application Process:

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

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Program Assistant: Kristal Parker | kparker3@ccbcmd.edu | 443-840-4483 | Owings Mills 302

Certified COVID Hospitality Compliance Officer

Business Pathway

Program Description:

Hospitality leaders are responsible for many aspects of the business, including the health and safety of staff and customers. The CHCO is instrumental in making sure restaurants, venues, and anyone planning events can re-open and keep their customers and staff safe from the spread of COVID-19.

This program will introduce the fundamentals of what COVID-19 is, the symptoms and methods of mitigation, and the roles and responsibilities of a COVID Hospitality Compliance Officer (CHCO). Students will learn Center for Disease Control and World Health Organization regulations, as well as federal, state, and local regulations, and how to enforce these regulations with both customers and staff.

Students entering this program should have outstanding communication skills, strong organizational skills, excellent customer service skills, the ability to understand and follow safety protocols and regulations, and knowledge and/or experience in hospitality-related fields is helpful. Since this course is delivered completely online, students need the self-discipline to complete all required material.

COVID Hospitality Compliance Officer jobs can be found in hotels, restaurants, resorts, and other hospitality-related industries. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>

Program Credentials:

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

External Credential: Certified COVID Hospitality Compliance Officer (CHCO)

Certifying Organization: Academy for Hospitality Arts (<https://ahaexcellence.com>)

Length of Training:

Approximately 100 hours

Students will have 6 months to complete the course

Program Requirements:

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

This program is not eligible for Baltimore County Public School Blueprint funding

Application Process:

Open Entry – No screening or documentation required. To apply, go to www.cbcemd.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
HSL110	Certified COVID Hospitality Compliance Officer: Module 1	50	Included with course cost.	\$1,000 T-\$25/F-\$975
HSL111	Certified COVID Hospitality Compliance Officer: Module 2	50	Included with course cost.	\$995 T-\$25/F-\$970
<i>Course Series Totals:</i>		100		\$1,995 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:

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Corporate Event Planner

Business Pathway

Program Description:

The job of a corporate event planner involves a wide variety of duties. They meet with clients to assess their needs, design the event, negotiate with contractors, communicate with event staff, and monitor the event as it progresses to ensure that everything goes according to plan. Corporate events span all industries and are planned for a variety of occasions and celebrations.

This program features courses that will provide the entry level skills needed to start a career as a corporate event planner. Students will learn how to plan, design, and execute a successful corporate event, and how to charge for corporate event planning services. Upon successful completion of the program, students will be awarded a Certified Corporate Event Planner certificate from the Wedding Planning Institute.

Students entering this program should have outstanding people skills, professional appearance, ability to work independently, good math skills, and knowledge and/or experience in hospitality-related fields helpful. Since this program is delivered completely online, students will need to have the self-discipline to complete all required material.

This program prepares students to work as a corporate event planner for business or organization, convention center or venue event planner, or have their own corporate event planning business. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>

Program Credentials:

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

External Credential: Certified Corporate Event Planner

Certifying Organization: Wedding Planning Institute www.weddingplanninginstitute.com

Financial Aid and Payment Options:

We offer financial aid by packaging public and private funding options to those who qualify, in select Continuing Education courses and programs. Additional opportunities for financial support include partial payment options through Nelnet Business Solutions and tuition waivers for those who qualify. Resources outside 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 240 hours

Students may work up to 6 months to complete the online course work.

Program Requirements:

- This program is offered entirely online and can be taken on either a Mac or PC:
 - Mac: MacOS 10.6 or later
 - PC: Windows 8 or later
- Internet connection
- Email capabilities
- Adobe Acrobat Reader is required for this course.
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.

This program is eligible for Baltimore County Public School Blueprint funding

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
HSL071	Corporate Event Planner - Module 1	100	Included with course cost.	\$515 (T-\$10/F-\$505)
HSL075	Corporate Event Planner - Module 2	70	Included with course cost.	\$235 (T-\$10/F-\$225)
HSL076	Corporate Event Planner - Module 3	70	Included with course cost.	\$245 (T-\$30/F-\$215)
<i>Course Series Totals:</i>		240		\$995 (T-\$50/F-\$945)

Career Coach:

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

Program Contact Information:

Program 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

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 Credentials:

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

Financial Aid and Payment Options:

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

Length of Training:

Approximately 300 hours.

Students may take up to 6 months to complete the online course work.

Program Requirements:

Academic requirements:

- High School Diploma or GED recommended
- Basic high school level competencies
- Basic liberal arts knowledge
- Understanding of, and interest in, different cultures

Computer requirements:

- PC or Mac with a high-speed Internet connection (DSL or cable)
- Basic understanding of computers and how to navigate the Internet
- E-mail capability
- Microsoft Outlook 2007 software should be installed prior to beginning this program
- Program is compatible with these browsers: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible

This program is eligible for Baltimore County Public School Blueprint funding

Application Process:

Open Entry – No screening or documentation required. To apply, go to www.ccbc.md.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
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
<i>Course Series Totals:</i>		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://ccbc.md/emsicc.com/>.

Program Contact Information:

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

Food Service Manager

Business Pathway

Program Description:

Food service managers are responsible for the daily operation of restaurants or other establishments that prepare and serve food and beverages. Food service managers are typically employed by restaurants, fast-food chains, hotels, cafeterias, and similar establishments to manage all food service operations. They hire and train food service employees, manage staff schedules, resolve customer complaints, comply with regulations, and budget for supplies.

The ManageFirst® Professional (MFP), created by the National Restaurant Association Educational Foundation (NRAEF) and managed nationally by National Restaurant Association Solutions, is a management development program that equips students with the key competencies they need to begin or advance their management careers in the demanding food service industry. This course series prepares students for the ManageFirst® Professional (MFP) credential and ServSafe® Food Safety certification.

Students entering this program should have a strong communication and conflict management skills, strong customer service skills, attention to detail, be well organized, be proactive, manage time well, and have the ability to work in a team environment.

Food Service Manager roles can be found in different types of venues including restaurants, hotels, and institutional organizations such as arenas, hospitals, and schools. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>

Program Credentials:

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

Successful completion of the course series recognizes students as having the academic and practical knowledge needed to succeed in the restaurant, food service, and hospitality industry. *To earn the MFP credential, students must also complete 800 service hours in the food service industry.*

External Credential: Students will receive a ManageFirst® Professional credential and a ServSafe® Food Safety certification.

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.

Length of Training:

Varies based on 4 required courses and 1 of 2 electives: 4 weeks (1 day/week) per course and 2 days for ServSafe (16 hours)

Courses are offered at CCBC Owings Mills. Program cohorts start two times each year in the fall and spring. This program is offered in a blended format: The first day and last day of the class are held face-to-face; the rest are flexible distance learning to accommodate students' busy schedules.

Orientation:

Information sessions are offered monthly. Check the CCBC Continuing Education Schedule of Classes for locations, dates, and times.

Program Requirements:

Required:

- High School Diploma or GED recommended
- 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)

This program is eligible for Baltimore County Public School Blueprint funding

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: 5

Program Course Sequence:

Courses can be taken in any order

Core Courses:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
HSL059	ManageFirst® Controlling Food Costs	35	Text(s), certification exams, and materials provided and included in course costs.	\$519 T-\$156/F-\$363
HSL057	ManageFirst® Hospitality and Restaurant Management	35	Text(s), certification exams, and materials provided and included in course costs.	\$519 T-\$156/F-\$363
HSL038	ManageFirst® Hospitality Human Resource 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	35	Text(s), certification exams, and materials provided and included in course costs.	\$529 T-\$159/F-\$370
<i>Course Series Totals:</i>		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 Credentials:

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

External Credential: ServSafe Manager Certification.

Certifying Organization: National Restaurant Educational Foundation <https://restaurant.org/>

Financial Aid and Payment Options:

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

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.

This program is eligible for Baltimore County Public School Blueprint funding

Application Process:

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

Prior Learning Assessment:

This program has potential options for waiving select courses based on current certification. Maximum number of program hours that may be earned from prior learning: 16 (ServSafe class hours).

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 Operators6	6	Materials provided	\$159 T-\$48/F-\$111
SBA808	How to Start and Manage Your Own Small Business	10	Materials provided	\$149 T-\$45/F-\$104
HSL016	ServSafe® Food Safety Training and Certification	16	Text, certification exam, and materials provided	\$209 T-\$63/F-\$146
Core Series Totals:		38		\$676 T-\$204/F-\$472

Program Contact Information:

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 Program Assistant: Kristal Parker | kparker3@ccbcmd.edu | 443-840-4483 | Owings Mills 302

FoodWorks: Basic Culinary Training

Business Pathway

Program Description:

Cooks are responsible for the detail and presentation of each order. They prepare ingredients by following recipes; slicing, cutting, mincing, stirring, whipping, and mixing ingredients; adding seasonings; verifying taste; plating meals; receiving deliveries; maintaining a sanitary kitchen. Entry level food preparation jobs are found in a variety of facilities.

This 12-week workforce development program is designed to give students interested in the food service industry on-the-job training experience in the Maryland Food Bank's Bauer Community Kitchen, a state-of-the-art culinary facility. The unique program teaches an array of cooking techniques, including knife cuts, recipe conversions, and commercial equipment use, as well as food safety and sanitation standards. As part of their real world experience, students will use donated food and locally-grown fresh ingredients to prepare a variety of meals from scratch for Maryland Food Bank Kids Supper Club and Summer Club programs, which are served daily in afterschool and summer enrichment programs

Students entering this program should have good communication skills, good problem-solving skills, attention to detail, ability to follow written and oral instructions and safety rules and regulations; ability to work with others as part of a team, and the ability to complete assigned tasks on time.

Jobs as cooks, sous chef, line cook, prepcook, and kitchen staff are found at restaurants, caterers, institutional facilities and other hospitality venues. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>.

Program Credentials:

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

External Credential: Students will receive two certifications of ServSafe Food Handler and ServSafe Food Safety Manager.

Certifying Organization: National Restaurant Association, www.restaurant.org. 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.

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

This program is eligible for Baltimore County Public School Blueprint funding

Application Process:

Provisional Entry - Students must contact the Program Coordinator to apply for acceptance into this program - email hospitalitycareers@ccbcmd.edu for further direction. After provisional acceptance, students must complete a drug screening and background check. Prospective students must apply at least 2 weeks prior to the start of the course series.

To apply, go to www.ccbc.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
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:		420		\$5240 T-\$1,572/F-\$3,668
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Skills for Success:

Punctual, prompt and prepared to work; maintains a well-groomed professional appearance; accepts responsibility willingly; ability to follow written and oral instructions and safety rules and regulations; ability to interact with others in a courteous and tactful manner; ability to complete assigned tasks on time.

Career Opportunities:

The FoodWorks program prepares students for entry level cooking and food preparation for restaurants, caterers, institutional facilities and other hospitality venues.

Career Coach:

Research 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: 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, 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.

Bartending jobs can be found at restaurants, hotels, motels, resorts, casinos, and catering companies. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>

Program Credentials:

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

External Credential: Students will qualify to take the T.I.P.S certification exam. The exam is included on the last day of this class.

Certifying Organization: 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.

Length of Training:

1 month - 10 evening sessions (3 hours per class; 2 days/week)

Courses are offered at CCBC Owings Mills. Evening classes are offered during CCBC's fall, winter, spring and summer sessions.

Program Requirements:

Required:

- Minimum age of 21

Recommended:

- High School Diploma or GED

This program is not eligible for Baltimore County Public School Blueprint funding

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:

The T.I.P.S. 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/Mixology	30	T.I.P.S. – 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 - T.I.P.S. (Training for Intervention Procedures) - certification only

Skills for Success:

Outstanding people skills, punctual and prepared to work, well-groomed professional appearance, willing acceptance of responsibility, ability to follow written and oral instructions, ability to follow safety rules and regulations, ability to interact with others in a courteous and tactful manner, and the ability to complete tasks on time.

Career Opportunities:

This course prepares students for positions in restaurants, hotels, motels, resorts, casinos, and catering companies as a Bartender or Server. The hospitality, restaurant, and casino industries have many opportunities for internal and fast promotion up the career ladder for those seeking advancement.

Career Coach:

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

Program Contact Information:

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

Travel Agent Training

Business Pathway

Program Description:

A travel agent is a professional who is passionate about travel and helping others. They are focused on creating the best possible experiences, directly catered to their clients. They work with hotels, airlines, and other vendors to create travel packages and experiences that their clients will love. Travel agents can work with large groups, individuals, families, professional organizations, and others to help create seamless travel experiences that help create memories.

This program features courses that will provide the foundational knowledge to start a travel career. The course series enables the student to learn about the airline industry, ground transportation, hotels and resorts, cruises, tours, international and domestic travel, reservations and pricing, specialty travel, and more.

Students entering this program should have strong organizational skills, excellent customer service skills and telephone manner, and strong communication and sales skills. Since this course is delivered completely online, students need to have the self-discipline to complete all required material on their own.

Some travel agents work for travel agencies, and many others are self-employed. Many specialize in a specific type or region of travel. Additional career information may be found in Career

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

Program Credentials:

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

External Credential: Travel Agent Proficiency (TAP) Certification

Certifying Organization: Travel Institute (formerly ICTA). www.thetravelinstitute.com

Financial Aid and Payment Options:

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

Program Length:

Students may work up to six months to complete the online course work (approximately 100 hours).

Program Requirements:

Computer Requirements:

- Online program can be taken on either a Mac or a PC
- PC: Windows 8 or later/Mac: macOS 10.6 or later
- Internet connection and email capability
- Adobe Flash Player and Adobe Acrobat Reader
- Program is compatible with these browsers: The latest version of Google Chrome or Mozilla Firefox. Microsoft Edge and Safari are also compatible.

This program is eligible for Baltimore County Public School Blueprint funding

Application Process:

Open Entry – No screening or documentation required. To apply, go to www.cbcmd.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
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
<i>Course Series Totals:</i>		100	\$0	\$2,245 T-\$50/F-\$2,195

Skills for Success:

Organizational skills, excellent customer service skills and telephone manner, 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.

Career Opportunities:

Travel Agent selling and booking travel for everything from family vacations to honeymoons to corporate travel, catering aspects of trips to their clients' needs. As a Travel Agent advances in their career, they can specialize in a specific type or region of travel.

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 and will have an opportunity to put the new skills to work in an optional internship.

Students entering this program should have outstanding people skills, professional appearance, ability to work independently, good math skills, and knowledge and/or experience in hospitality-related fields is helpful. Since this course is delivered completely online, students will need to have the self-discipline to complete all required material.

This program prepares students to work as a Wedding Planner at a venue or event planning business or be ready to start their own business. Additional career information may be found in Career Coach:

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

Program Credentials:

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

External Credential: Certified Wedding Planner

Certifying Organization: Wedding Planning Institute www.weddingplanninginstitute.com

Financial Aid and Payment Options:

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

Length of Training:

Approximately 340 hours

Students may work up to 9 months to complete the online course work.

Orientation:

Information sessions are offered monthly. Check the CCBC Continuing Education Catalog for locations, dates, and times.

Program Requirements:

- This program is offered entirely online and can be taken on either a Mac or PC.
 - Mac: macOS 10.6 or later
 - PC: Windows 8 or later
- Internet connection
- Email capabilities.
- Adobe Acrobat Reader are required for this course.
- Browsers: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.

This program is eligible for Baltimore County Public School Blueprint funding

Application Process:

Open Entry – No screening or documentation required. To apply, go to www.ccbc.md.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
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)
<i>Course Series Totals:</i>		340		\$1,595 (T-\$165/F-\$1,430)

Skills for Success:

Outstanding people skills, professional appearance, ability to work independently, good math skills. Knowledge and/or experience in hospitality-related fields helpful.

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

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://ccbc.md.edu/emsicc/>.

Program Contact Information:

Program Coordinator: Yumi Kim | hospitalitycareers@ccbc.md.edu | 443-840-5840 | Owings Mills 305D
 Program Assistant: Kristal Parker | kparker3@ccbc.md.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, social-emotional growth and development of children in their care who are usually toddler and preschool aged children. Lead teachers work with parents, administrators and other teachers to improve students' experience and meet teaching objectives. Additionally, lead teachers plan, evaluate and improve the physical environment of the classroom to create opportunities that meet the changing needs of the developing child.

This program prepares students with learning differences or disabilities for work as lead teacher or assistant in a day care or preschool. Students learn the theories of human development and physical growth along with family and diversity issues. Topics include applying theory to practical situations, major development in physical and psychological growth, and developmentally appropriate practice. Students will learn how to develop a unit plan, develop a lesson plan, create an effective classroom environment, and understand the cognitive and behavioral differences in stages of early childhood. This track provides instruction that is multisensory, multimodal, personalized, and incorporates elements of universal design for learning. Classes are taught with a low student-teacher ratio to better meet the needs of individual learners.

Students entering this program should have a desire to work with young children, strong verbal communication skills, strong interpersonal skills, and be able to give and take direction well.

Lead teacher jobs can be found with for-profit and non-profit organizations. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>

Program Credentials:

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

External Credential: First Aid/CPR Certifications

Certifying Organization: Maryland State Department of Education (Maryland State 99 Childcare Certification), www.marylandpublicschools.org
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.

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

This program is eligible for Baltimore County Public Schools Blueprint funding.

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	None	\$744 T-\$90/F-\$654
CHI073	Single Step Childcare Internship I	90	None	\$1,354 T-\$170/F-\$1,184
CHI074	Single Step Childcare Internship II	90	None	\$1,354 T-\$170/F-\$1,184
CCT584	Early Childhood Methods and Materials	45	None	\$744 T-\$90/F-\$654
CHA050	Skills and Concepts for Employment	44	None	\$689 T-\$85/F-\$604
CHI070	Communication for Childcare Workers	9	None	\$163 T-\$20/F-\$143
<i>Course Series Totals:</i>		323	\$0	\$5,048 T-\$625/F-\$4,423

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: Jennifer Cabana | jcabana@ccbcmd.edu | 443-840-3451 | Dundalk MASH105
 Administrative Assistant: Gennifer Toich | gtoich@ccbcmd.edu | 443-840-3262 | Dundalk MASH104

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 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, 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, the ability to follow directions, and the ability to learn routines.

Child care assistant/classroom aide jobs can be found with for-profit and non-profit organizations. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>

Program Credentials:

CCBC Credential: Students will earn a CCBC Workforce 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.

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

This program is eligible for Baltimore County Public Schools Blueprint funding.

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	None	\$744 T-\$90/F-\$654

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
CHA050	Skills and Concepts for Employment	44	None	\$689 T-\$85/F-\$604
CHI073	Single Step Childcare Internship	90	None	\$1,354 T-\$170/F-\$1,184
<i>Course Series Totals:</i>		179	\$0	\$2,787 T-\$345/F-\$2,442

Career Opportunities:

Assistant in a day care or preschool.

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: Jennifer Cabana | jcabana@ccbcmd.edu | 443-840-3451 | Dundalk MASH105
 Administrative Assistant: Gennifer Toich | gtoich@ccbcmd.edu | 443-840-3262 | Dundalk MASH104

Infant and Toddler Provider - Individuals with Disabilities

Program Description:

A lead teacher in a preschool or day care setting is responsible for the academic, 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 to work with infants and young toddlers, building upon the work done for the 90-hour Maryland Child Care Certification. This track provides instruction that is multisensory, multimodal, personalized, and incorporates elements of universal design for learning. Classes are taught with a low student-teacher ratio to better meet the needs of individual learners.

Students entering this program should have a desire to work with young children, strong verbal communication skills, strong interpersonal skills, and be able to give and take direction well.

Lead teacher jobs can be found with for-profit and non-profit organizations. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>

Program Credentials:

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

External Credential: Maryland State Infant and Toddler Certificate

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.

Length of Training:

10 weeks

Program Requirements:

- Prior completion of the Maryland State Childcare Certificate

This program is eligible for Baltimore County Public Schools Blueprint funding.

Application Process:

Selective Entry – Please call 443-840-3262 to schedule an interview and assessment. To apply, go to www.ccbcmed.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	Costs
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			(approximate cost; subject to change)	T=Tuition/F=Fees
CHI049	Theory and Practice in Infant and Toddler Care	45	None	\$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: Jennifer Cabana | jcabana@ccbcmd.edu | 443-840-3451 | Dundalk MASH105
 Administrative Assistant: Gennifer Toich | gtoich@ccbcmd.edu | 443-840-3262 | Dundalk MASH104

Office Skills - Individuals with Disabilities

Program Description:

Clerical assistants and receptionists interact with customers and clients, answer phones, schedule appointments, main 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, 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 in an office environment, strong communication and interpersonal skills, basic computer skills, and be detail-oriented.

Entry level office jobs can be found with for-profit and non-profit organizations. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com>

Program Credentials:

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

Financial Aid and Payment Options:

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

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

This program is eligible for Baltimore County Public Schools Blueprint funding.

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	None	\$687 T-\$83/F-\$604
CHA031	Vocational Readiness	20	None	\$368 T-\$45/F-\$323
CHA277	Office Applications 1	24	None	\$368 T-\$45/F-\$323
CHA278	Office Applications 2	26	None	\$518 T-\$65/F-\$453
CHA199	Office Skills Internship	50	None	\$615 T-\$86/F-\$529
<i>Course Series Totals:</i>		208	\$0	\$3,243 T-\$407/F-\$2,836

Career Opportunities:

Receptionist or clerical assistant
Education/Career Pathway: Microsoft Certification

Career Coach:

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

Program Contact Information:

Program Coordinator: Jennifer Cabana | jcabana@ccbcmd.edu | 443-840-3451 | Dundalk MASH105
Administrative Assistant: Gennifer Toich | gtoich@ccbcmd.edu | 443-840-3262 | Dundalk MASH104

Professional Animal Workers (PAWS) - Individuals with Disabilities

Program Description:

Entry level animal workers are employed in kennels, animal day care centers, groomers, and other animal-centered businesses. They perform duties including basic animal care, feeding, and clean up, as well as routine clerical tasks like answering phones, greeting customers, scheduling appointments, and correspondence.

This program features courses that will provide students with learning differences or disabilities entry level skills to effectively care for, work with, and identify the needs of animals in a safe, calm, and sensitive manner in a professional setting. Students will also learn essential skills for employment. Internships are arranged and provided by program staff. This program provides instruction that is multisensory, multimodal, 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 animals of all types and breeds, basic computer skills, and be detail-oriented.

Entry level animal care jobs can be found with for-profit and non-profit organizations. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com>

Program Credentials:

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

External Credential: Canine and Feline First Aid and CPR Training (Pet Emergency Education)

Financial Aid and Payment Options:

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

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.

This program is eligible for Baltimore County Public Schools Blueprint funding.

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	None	\$687 T-\$83/F-\$604
CHA115	Basic Animal Studies II	44	None	\$687 T-\$83/F-\$604
CHA080	Skills and Concepts for Clerical Work	44	None	\$687 T-\$83/F-\$604
CHA031	Vocational Readiness	24	None	\$368 T-\$45/F-\$323
CHA277	Office Applications 1	24	None	\$368 T-\$45/F-\$323
CHA267	Professional Animal Workers Practicum	50	None	\$859 T-\$175/F-\$684
<i>Course Series Totals:</i>		230	\$0	\$3,656 T-\$514/F-\$3,142

Career Opportunities:

Assistant/caregiver and front office worker at an animal rescue, animal day care center, veterinary clinic, kennel, or groomer.

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: Jennifer Cabana | jcabana@ccbcmd.edu | 443-840-3451 | Dundalk MASH105
Administrative Assistant: Gennifer Toich | gtoich@ccbcmd.edu | 443-840-3262 | Dundalk MASH104

Security Guard - Individuals with Disabilities

Program Description:

Security officers secure premises and personnel by patrolling property, monitoring surveillance equipment, and access points. They investigate security breaches, incidents, and other concerning behaviors, and complete reports by recording observations, information, occurrences, and surveillance activities.

This program teaches students with learning differences or disabilities how to perform the duties of a security guard. Topics include surveillance, patrol, observation, and reporting. Instruction includes the following skills: completing a report, surveillance techniques, self-defense, and de-escalation. This 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 strong sense of self-discipline, good interpersonal skills, and be detail-oriented.

Security officer jobs can be found with for-profit and non-profit organizations. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>

Program Credentials:

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

Financial Aid and Payment Options:

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

Length of Training:

9 weeks

Courses are offered in October and March at CCBC Dundalk.

Program Requirements:

- 6th Grade Reading Level - according to an assessment that will be administered during an intake interview

This program is not eligible for Baltimore County Public Schools Blueprint funding.

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
CHA085	Basic Security Guard Training A	66	None	\$1,009 T-\$125/F-\$884
CHA083	Basic Security Guard Practicum A	66	None	\$1,009 T-\$125/F-\$884
CHA086	Basic Security Guard Training B	66	None	\$1,009 T-\$125/F-\$884
CHA084	Basic Security Guard Practicum B	66	None	\$1,009 T-\$125/F-\$884
<i>Course Series Totals:</i>		264	\$0	\$4,036 T-\$500/F-\$3,536

Career Opportunities:

Students can seek opportunities as a customer service security officer, hotel security officer, or in a loss prevention office.

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: Jennifer Cabana | jcabana@ccbcmd.edu | 443-840-3451 | Dundalk MASH105
Administrative Assistant: Gennifer Toich | gtoich@ccbcmd.edu | 443-840-3262 | Dundalk MASH104

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.

Objectives:

Upon completion of these courses, students should 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.

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

This program is not eligible for Baltimore County Public Schools Blueprint funding.

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
ADS073	Reading Intensive 1	44	Materials included in the course cost	\$575 T-\$125/F-\$450
ADS074	English 1 - Literacy	44	Materials included in the course cost	\$575 T-\$125/F-\$450
ADS079	English 1 - Communications	44	Materials included in the course cost	\$575 T-\$125/F-\$450
ADS080	English 2 - Literacy	44	Materials included in the course cost	\$575 T-\$125/F-\$450
ADS081	English 2 - Communications	44	Materials included in the course cost	\$575 T-\$125/F-\$450
ADS082	English 3 - Literacy	44	Materials included in the course cost	\$575 T-\$125/F-\$450
ADS085	English 3 - Communications	44	Materials included in the course cost	\$575 T-\$125/F-\$450
CHA040	Beginning Literacy for Special Learners	40	Materials included in the course cost	\$635 T-\$76/F-\$559

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	\$175 T-\$50/F-\$125
ADS055	English II: Exploration of Literacy Refresher	9	Materials included in the course cost	\$175 T-\$50/F-\$125
ADS056	English III: Master of Literacy Refresher	9	Materials included in the course cost	\$175 T-\$50/F-\$125
ADS057	Reading Intensive I Refresher	9	Materials included in the course cost	\$175 T-\$50/F-\$125
ADS058	Multilevel Math Refresher	9	Materials included in the course cost	\$175 T-\$50/F-\$125

Academic Preparation - Mathematics Courses:

Course Number	Course Title	Course Hours	Textbook Information	Costs
ADS086	Math 1 - Whole Number Operations	44	Materials included in the course cost	\$575 T-\$125/F-\$450
ADS087	Math 2: Fractions and Graphing	44	Materials included in the course cost	\$575 T-\$125/F-\$450
ADS088	Math 2: Decimals and Percents	44	Materials included in the course cost	\$575 T-\$125/F-\$450
ADS089	Math 2: Ratios and Probability	44	Materials included in the course cost	\$575 T-\$125/F-\$450

ADS090	Math 3: Pre-Algebra	44	Materials included in the course cost	\$575 T-\$125/F-\$450
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Academic Preparation - Additional Courses:

Course Number	Course Title	Course Hours	Textbook Information	Costs
CHA114	Foundations of Video Game Design	55	Materials included in the course cost	\$629 T-\$125/F-\$504
CHA127	Foundations of Video Game Design II	44	Materials included in the course cost	\$629 T-\$125/F-\$504
CHA149	Video Game Animation	44	Materials included in the course cost	\$629 T-\$125/F-\$504

Program Contact Information:

Program Coordinator: Jennifer Cabana | jcabana@ccbcmd.edu | 443-840-3451 | Dundalk MASH105
 Administrative Assistant: Gennifer Toich | gtoich@ccbcmd.edu | 443-840-3262 | Dundalk MASH104

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, 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 animals of all types and follow direction well.

Veterinary assistant jobs can be found with for-profit and non-profit organizations. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>

Program Credentials

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

Financial Aid and Payment Options:

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

Length of Training:

16 weeks (daytime classes)

Courses start in January/February and August at CCBC Dundalk.

Program Requirements:

- Minimum 8th Grade Reading Level - according to an assessment administered during an intake interview
- Minimum 5th Grade Math Level - according to an assessment administered during an intake interview
- Ability to lift 50 lbs.

This program is not eligible for Baltimore County Public Schools Blueprint funding.

Prerequisite:

- Successful completion of the Single Step Professional Animals Workers (PAWS) program.

Internships Requirement:

- Internships may require a criminal background check and urinalysis (additional fee).

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	None	\$260 T-\$31/F-\$229
CHA209	Introduction to Veterinary Assisting	20	None	\$335 T-\$41/F-\$294
CHA210	Veterinary Assisting I	27	None	\$445 T-\$55/F-\$390
CHA211	Veterinary Assisting II	36	None	\$615 T-\$73/F-\$542
CHA212	Biology and Disease for Veterinary Assistants	42	None	\$710 T-\$86/F-\$624
<i>Course Series Totals:</i>		140	\$0	\$2,365 T-\$286/F-\$2,079

Additional Expenses:

If an optional internship is elected, students are responsible for the cost of a criminal background check and urinalysis.

Career Opportunities:

Veterinary assistant and entry-level staff at veterinary offices and other animal care related businesses.

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: Jennifer Cabana | jcabana@ccbcmd.edu | 443-840-3451 | Dundalk MASH105
Administrative Assistant: Gennifer Toich | gtoich@ccbcmd.edu | 443-840-3262 | Dundalk MASH104

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 inputs 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, 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 communication and math skills and be detail oriented.

Warehouse technician jobs can be found with for-profit and non-profit organizations. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>

Program Credentials:

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

External Credential: First Aid/CPR certification
Lift Truck Operator 3 (forklift)

Certifying Organization: American Red Cross
National Safety Council www.nsc.org
Coaching Systems LLC www.coachingsystems.com

Financial Aid and Payment Options:

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

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.

This program is eligible for Baltimore County Public Schools Blueprint funding.

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	None	\$368 T-\$45/F-\$323
MTP132	Reading and Writing for the Warehouse	24	None	\$368 T-\$45/F-\$323
PWE391	Warehouse Technician Practicum	60	None	\$924 T-\$115/F-\$809
VOA364	Methods and Safety in Warehousing	33	None	\$501 T-\$63/F-\$438
VOA382	Forklift Operator Training	15	None	\$313 T-\$40/F-\$273
CHA031	Vocational Readiness	23	None	\$368 T-\$45/F-\$323
<i>Course Series Totals:</i>		179	\$0	\$2,842 T-\$353/F-\$2,489

Career Opportunities:

Forklift Operator; Warehouse Technician

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: Jennifer Cabana | jcabana@ccbcmd.edu | 443-840-3451 | Dundalk MASH105
Administrative Assistant: Gennifer Toich | gtoich@ccbcmd.edu | 443-840-3262 | Dundalk MASH104

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 skills and critical thinking, and have soft skills.

Continue employment as an animal Reiki practitioner and pursue options to maintain the Animal Reiki Alliance Certification, and healer or holistic veterinarian.

Program Credentials:

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

External Credential: Successful students will receive certification from the Animal Reiki Alliance for each level of completion.

Certifying Organization: Animal Reiki Alliance www.animalreikialliance.com

Financial Aid and Payment Options:

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

15 hours

Courses are offered at CCBC Catonsville.

Program Requirements:

- High School Diploma or GED
- Computer literate
- Internet access

This program is not eligible for Baltimore County Public Schools Blueprint funding

Application Process:

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

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.	\$139 T-\$20/F-\$119
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.	\$169 T-\$20/\$149
<i>Course Series Totals:</i>		15		\$308 T-\$40/F-\$268

Skills for Success:

Detail-oriented; dependability; self-control; ability to follow safety rules; ability to follow directions; cooperation with others; integrity; persistence; manual dexterity; mechanical aptitude; mathematical aptitude; ability to stand for long periods of time; ability to lift 35 pounds; ability to work with a variety of animals.

Career Opportunities:

This program prepares students for entry-level Animal Reiki Practitioner animal care positions in shelters, kennels and animal day care facilities.

Career Coach:

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

Program Contact Information:

Director: Michelle McCallum | mmccallum@ccbcmd.edu | 443-840-1925 | Essex | BESS | 117

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 US 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.

Program Credentials:

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

Financial Aid and Payment Options:

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

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
-

This program is not eligible for Baltimore County Public Schools Blueprint funding

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:

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

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
ADS186	TESOL Practicum IA (must be taken with ADS184)	6	N/A	\$58 T-\$15/F-\$43
ADS189	TESOL Methods: Principles in Practice	20	N/A	\$195 T-\$59/F-\$136
ADS191	TESOL Practicum IB (must be taken with ADS189)	6	N/A	\$58 T-\$15/F-\$43
ADS185	TESOL Methods: Classroom & Curriculum	40	N/A	\$325 T-\$98/F-\$227
ADS187	TESOL Practicum II (must be taken with ADS185)	12	N/A	\$98 T-\$28/F-\$70
ADS188	English Grammar Pedagogy	20	N/A	\$195 T-\$59/F-\$136
ADS192	TESOL Practicum IC (must be taken with ADS188)	6	N/A	\$58 T-\$15/F-\$43
<i>Course Series Totals:</i>		130		\$1,182 T-\$350/F-\$832

Course Substitutions:

- Credit course EDTR268 for ADS184, ADS186, ADS189, and ADS191.
- Credit course EDTR269 for ADS 185 and ADS192.

Career Opportunities:

The program is designed for adults seeking a career change or meaningful volunteer opportunities, students seeking an introduction to the field of TESOL, or educators or other professionals seeking to work more effectively with non-native speakers of English. Please note that many English teaching opportunities in the US require a bachelor's degree. This program is not designed to provide credentialing for K-12 or for teaching ESL for college credit.

Career Coach:

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

Program Contact Information:

Director: Michelle McCallum | mmccallum@ccbcmd.edu | 443-840-1925 | Essex | BESS 117

Fitness Trainer: Personal

Social Sciences Pathway

Program Description:

Personal Fitness Trainers coach or instruct groups or individuals in exercise activities. They demonstrate techniques and form, observe participants, and explain corrective measures necessary to improve participants' skills. Design and execute individual and small group fitness goals in a healthy and safe manner and conduct screenings and assessments to understand the needs of the client.

This program features entry-level skills needed to work in athletic centers, gyms, senior centers, recreation centers, and private clients' homes. Maintain a level of client confidentiality, personal integrity, and professional standards.

Meet the eligibility requirements to be certified as a personal fitness instructor through AAI/ISMA.

Bureau of Labor Statistics expects a projected growth of 11% or higher. Employment trends represent the estimated change in total employment from 2021-2031.

Program Credentials:

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

External Credential: Successful completer will receive a fitness certification from the American Aerobic Association International/International Sports Medicine Association (AAAI/ISMA)

Certifying Organization: American Aerobic Association International/International Sports Medicine Association (AAAI/ISMA) www.aaai-ismafitness.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:

7 hours per course to complete the class and written exam.

Courses are offered at CCBC Catonsville, CCBC Essex, CCBC Owings Mills, and online.

Program Requirements:

- Current CPR, Automated External Defibrillator (AED) and First Aid certifications
- Computer literate
- Internet access

This program is eligible for Baltimore County Public Schools Blueprint funding

Recommended:

- High School Diploma or GED
- Prior experience and/or interest in fitness and nutrition

Application Process:

Provisional Entry – Verification of required certifications.

Program Course Sequence:

A stringent attendance policy will be enforced. Students who earn a minimum score of 80% on the written exam and a passing grade of "CC" for completing the course will receive their certification.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
FIT627	Personal Fitness Trainer Certification	7	Studies in Exercise Science and Personal Fitness Trainer Supplement; \$44 for both. <i>Both study guides must be purchased and read prior to the start of class.</i>	\$144 T-\$44/F-\$100
FIT745	Personal Fitness Trainer: Phase II (Master Personal Trainer)	7	Advanced Personal Fitness Training by Joe Cannon; \$29. <i>This study guide must be purchased and read prior to the start of class.</i>	\$144 T-\$44/F-\$100
<i>Course Series Totals:</i>		14	\$73	\$288 T-\$88/F-\$200

Skills for Success:

Previous work-related skill, knowledge or experience in health and fitness is required for fitness trainer occupations. Employees in these positions usually need one or two years of training that involve both on-the-job experience and informal training with experienced personal trainers or fitness instructors.

Detail-oriented; dependability; self-control; ability to follow safety rules; ability to follow directions; cooperation; integrity; persistence; manual dexterity; mechanical aptitude; mathematical aptitude; ability to stand for long periods of time; ability to lift 35 pounds; excellent communication and customer service skills.

Career Opportunities:

Train to work in entry-level skilled positions such as Personal Fitness Trainer, Aerobics Instructor, Fitness Instructor, Group Fitness Instructor, Group Exercise Instructor, Fitness Coordinator, Fitness Director, Fitness Technician, Fitness Trainer and Private Trainer.

Career Coach:

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

Program Contact Information:

Director: Michelle McCallum | mmccallum@ccbcmd.edu | 443-840-1925 | Essex | BESS | 117

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. Conduct client assessments, maintain a level of client confidentiality, personal integrity, and professional standards, and develop and build customer loyalty, and 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 at a number of beauty businesses that provide the skills needed to start a successful hair braiding business or work in a beauty salon.

Program Credentials:

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

There is currently no license required to become a hair braider in Maryland. Students who have completed program requirements should contact program staff to verify completion and request a certificate.

Financial Aid and Payment Options:

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

Length of Training:

70 hours to complete the courses and written exams.

Courses are offered at CCBC Catonsville, CCBC Essex, CCBC Owings Mills, and online.

Program Requirements:

Required:

- PDV 320 Braiding Hair Basics or if the student can demonstrate a strong knowledge of the techniques for cornrows, plaits, and braids
- Computer literate
- Internet access

Recommended:

- High School Diploma or GED
- Prior experience and/or interest in the beauty industry.
- Minimum age of 15
- Reading and math levels should be Grade-12 English and Grade-10 for Applied Math.

This program is eligible for Baltimore County Public Schools Blueprint funding

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.

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	The Hair Braiding Kit includes a mannequin head and a stand. Included in course cost and provided during class.	\$249 T-\$75/F-\$174
PDV317	Hair Braiding Professional Level II	17.5	Included in course cost and provided during class.	\$249 T-\$75/F-\$174
PDV318	Hair Braiding Professional Level III	17.5	Included in course cost and provided during class.	\$249 T-\$75/F-\$174
PDV319	Hair Braiding Professional Level IV	17.5	Included in course cost and provided during class.	\$249 T-\$75/F-\$174
<i>Program Series Totals:</i>		70		\$996 T-\$300/F-\$696

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 Opportunities:

Train to work in entry-level skilled positions in the natural hair care industry such as Hair Dresser, Hair Stylist, Manager Stylist, and Master Stylist who cares for natural hair, create braids, plaits, and other techniques.

Career Coach:

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

Program Contact Information:

Director: Michelle McCallum | mmccallum@ccbcmd.edu | 443-840-1925 | BESS 117

Lifeguard

Business Pathway

Program Description:

Lifeguard Training provides progressive techniques and practices of advanced water safety, rescue, and resuscitation methods; emphasizes lifeguarding techniques and swimming pool operation. Provides the knowledge and skills to prevent, recognize and respond to aquatic emergencies and to provide care for breathing and cardiac emergencies, injuries, and sudden illnesses.

This program features courses that will provide the entry-level skills to become an American Red Cross Certified Lifeguard. Current CPR, Automated External Defibrillator (AED), and First Aid certifications.

Students entering this program should have a strong sense of self-discipline, assist and care for others, and critical thinking skills and crisis intervention.

Lifeguard jobs can be found in several recreational areas, such as pools, beaches, and sports facilities. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>

Program Credentials:

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

External Credential: Successful completer will qualify for the American Red Cross Lifeguard Training certification (testing is done in class).

Certifying Organization: American Red Cross www.redcross.org

Length of Training:

37 hours per course to complete the class and written exam
Courses are offered at CCBC Catonsville, CCBC Dundalk, and online.

Program Requirements:

Required:

- Current CPR, Automated External Defibrillator (AED), and First Aid certifications
- Computer literate
- Internet access
- Students must pass a pre-course swimming skills test prior to taking lifeguarding courses. In order to participate in the Lifeguard certificate classes, participants must be at least 16 years of age by the end of the course.

Recommended:

- High School Diploma or GED;
- Prior experience and/or interest in swimming

This program is eligible for Baltimore County Public Schools Blueprint funding

Application Process:

Provisional Entry - Verification of required certifications. To apply, go to www.ccbcmed.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
FIT129	Lifeguard Training	37	<i>The textbook is included in the cost of the course.</i>	\$609 T-\$183/F-\$426

Skills for Success:

Demonstrating competency in performing swimming skills tests. Previous work-related skills, knowledge, or experience in lifeguarding or swimming occupations.

Detail-oriented; dependability; self-control; ability to follow safety rules; ability to follow directions; cooperation; integrity; persistence; manual dexterity; mechanical aptitude; mathematical aptitude; ability to stand for long periods of time; ability to lift 35 pounds; excellent communication and customer service skills.

Career Opportunities:

Monitor recreational areas, such as pools, or beaches, to provide assistance and protection to participants. Beach Attendant, Beach Lifeguard, Lifeguard, Marine Safety Officer, Ocean Lifeguard, Ocean Lifeguard Specialist, Pool Attendant, Pool Lifeguard.

Career Coach:

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

Program Contact Information:

Director: Michelle McCallum | mmccallum@ccbcmd.edu | 443-840-1925 | Essex | BESS | 117

Makeup Artistry Professional

Business Pathway

Program Description:

Makeup Artist professionals are in the beauty industry working with individuals providing beauty services to enhance the natural beauty of a client for everyday or special occasions using advanced make-up techniques.

This program features courses to understand how to apply makeup and build your customer base. Learn makeup applications for basic symmetry, contouring and highlighting, color theory, hygiene, blend foundations, develop your portfolio, and provide excellent customer service. Conduct client assessments, maintain a level of client confidentiality, and develop and build customer loyalty, and income opportunities.

The student entering the program should have a strong sense of self-discipline, professionalism, honesty, integrity, and caring for others.

Makeup Artist jobs can be found at several profit and non-profit organizations. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>

Program Credentials:

CCBC Credential: Students will be awarded a Continuing Education Workforce Certificate and 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.

Length of Training:

32 hours to complete the courses and written exams.

Courses are offered at CCBC Catonsville, CCBC Essex, CCBC Owings Mills, and online.

Program Requirements:

- Computer literate
- Internet access

Recommended:

- High School Diploma or GED
- Prior experience and/or interest in the beauty industry
- Minimum age of 15
- Reading and math levels should be Grade-12 English and Grade-10 for Applied Math

Application Process:

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

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		\$559 T-\$168/F-\$391

Skills for Success:

Previous work-related skill, knowledge, or experience in makeup artistry 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 Opportunities:

Professional makeup artists are service providers in the beauty industry. Career opportunities include Commercial Makeup Artist, Hair and Makeup Designer, Makeup Artist, Prosthetic Makeup Design, Special Effects Makeup Artist, Special Makeup Effects Artist.

Career Coach:

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

Program Contact Information:

Director: Michelle McCallum | mmccallum@ccbcmd.edu | 443-840-1925 | BESS 117

Water Safety Instructor

Social Sciences Pathway

Program Description:

Water Safety Instructor certification prepares students for a professional career as an American Red Cross swimming and water safety instructor. Students learn appropriate methods of teaching water safety and basic swimming strokes including how to plan, conduct, and evaluate swimming and water safety courses.

This program features courses that will provide the skills to become an American Red Cross Certified Water Safety Instructor, current CPR, Automated External Defibrillator (AED), and First Aid certifications.

Students entering this program should have a strong sense of self-discipline, assisting and caring for others, leadership skills, critical thinking skills, and crisis intervention.

Water Safety Instructor jobs can be found at several profit and non-profit organizations. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>

Program Credentials:

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

External Credential: Successful completer will qualify for the American Red Cross Water Safety Instructor (WSI) certification (testing is done in class).

Certifying Organization: American Red Cross www.redcross.org

Financial Aid and Payment Options:

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

Length of Training:

40 hours per course to complete the class and written exam.
Courses are offered at CCBC Catonsville, CCBC Essex, and online.

Program Requirements:

- Current Red Cross Emergency Water Safety or Red Cross Lifeguard Certificate
- Competency in performing 25-yard backstroke, front crawl/freestyle, breaststroke, sidestroke, and elementary backstroke and 15-yard butterfly stroke and floating and treading water for one minute each.
- Current CPR, Automated External Defibrillator (AED), and First Aid certifications
- Computer literate
- Internet access
- In order to participate in Water Safety Instructor certification classes, participants must be at least 18 years of age by the end of the course

Recommended:

- High School Diploma or GED
- Prior experience and/or interest in lifeguard or swimming

This program is eligible for Baltimore County Public Schools Blueprint funding

Application Process:

Provisional Entry - Verification of required certifications.

Program Course Sequence:

A stringent attendance policy will be enforced. Students who earn a minimum score of 80% on the written exam and a passing grade of "CC" for completing the course will receive their certification.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
FIT128	Water Safety Instructor	40	Textbook is included in the cost of the course.	\$609 T-\$183/F-\$426

Skills for Success:

Demonstrating competency in performing 25 yards of the backstroke, front crawl/freestyle, breaststroke, sidestroke, and elementary backstroke and 15 yards of the butterfly stroke and floating and treading water for 1 minute each. Previous work-related skills, knowledge, or experience in lifeguarding or advanced swimming occupations.

Detail-oriented; dependability; self-control; ability to follow safety rules; ability to follow directions; cooperation; integrity; persistence; manual dexterity; mechanical aptitude; mathematical aptitude; ability to stand for long periods of time; ability to lift 35 pounds; excellent communication and customer service skills.

Career Opportunities:

Train to work in entry-level skilled positions such as Advanced Level Swim Instructor, Aquatic Fitness Instructor, Safety Trainer for Swim Coach, Lifeguard and Water Rescue Professionals, Group Swim Instructor, Aquatic Fitness Coordinator, Aquatic Director, Aquatic Trainer and Private Trainer.

Career Coach:

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

Program Contact Information:

Director: Michelle McCallum | mmccallum@ccbcmd.edu | 443-840-1925 | Essex BESS 117

Yoga Instructors / Practitioners

Social Sciences Pathway

Program Description:

Yoga Teacher Training Certification provides instruction to students in the art and science of Yoga to become an RYT200 certified yoga instructor. They demonstrate the fundamentals of classical yoga practices and Asana, and Vinyasa (Flow) Yoga techniques, observe participants, make modifications, and explain corrective measures needed for participants to improve their skills and avoid injuries.

This program features courses that will deepen their vinyasa yoga practice, 3-5 practices/week, learn the anatomy of yoga, alignment, and modifications for 40+ postures, and yoga teaching skills including effective cues, hands-on assists, and classroom management.

Students entering this program should have a strong sense of self-discipline, 1 year of yoga experience as a student, assisting, and caring for others, and critical thinking skills.

Yoga Instructors and Yoga Practitioner jobs can be found at several profit and non-profit organizations. Additional career information may be found in Career Coach: <https://ccbcmd.emsicc.com/>

Program Credentials:

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

External Credential: Students will receive a Yoga Teacher Certificate. Students will be eligible to apply for the RYT200 registration with Yoga Alliance; www.yogaalliance.org

Certifying Organization: MaKa Movement www.makamovement.com

Financial Aid and Payment Options:

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

Length of Training:

4 months; Courses are held two evenings and on Saturdays.

Program Requirements:

- Current CPR, Automated External Defibrillator (AED) and First Aid certifications.

This program is eligible for Baltimore County Public Schools Blueprint funding

Preferred

- Prior yoga experience

Application Process:

Provisional Entry – Verification of required certifications

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information	Costs
			(approximate cost; subject to change)	T=Tuition/F=Fees
FIT035	Yoga Teacher Training – Part 1	100	Instructional tools and materials cost approximately \$85.00 and include: 1) American Yoga Teacher Manual: A Comprehensive Guide for Teachers & Practitioners by Melisa Uchida, instructional handouts, 2) The Four Agreements by Miguel Ruiz, ISBN 10 9781878424310, 3) The Key Muscles of Yoga by Ray Long, ISBN 10 1607432382, 4) Yoga Sutras, Interpretation by Swami Satchidananda, ISBN 10 1938477073, and 5) The Bhagavad Gita-A Walkthrough for Westerners, Interpretation by Jack Hawley, ISBN 13:9781608680146	\$1,504 T-\$100/F-\$1,404
FIT036	Yoga Teacher Training – Part 2	100	None	\$1,504 T-\$100/F-\$1404
<i>Course Series Totals:</i>		200	\$85.00	\$3,008 T-\$200/F-\$2,808

Additional Certifications:

- FIT 118 Yoga Asanas and the Eight Limbs, \$249, T-\$75/F-\$174
- FIT 124 Intuitive Yoga Assisting, \$99, T\$30/F\$69

Skills for Success:

Prior work-related skills, knowledge, and/or experience in health and fitness is required for yoga occupations. Employees in these occupations usually need one or two years of training that includes both on-the-job experience and informal training with experienced yoga teacher trainers and yoga practitioners.

Detail-oriented; dependability; self-control; ability to follow safety rules; ability to follow directions; cooperative attitude; integrity; persistence; manual dexterity; mechanical aptitude; mathematical aptitude; ability to stand for long periods of time; ability to lift 35 lbs.; good balance; physically strong; excellent communication skills; and excellent customer service skills.

Career Opportunities:

Potential positions include: Adaptive Yoga Instructor; Chair Yoga Instructor; Private Yoga Instructor; RYT200 Yoga Instructor; RYT300 Yoga Instructor; RYT800 Yoga Instructor; Yoga Instructor; Yoga Practitioner; and Yoga Therapist.

Career Coach:

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

Program Contact Information:

For further information call our CCBC Information Center at 443-840-4222

Other Credit Certificates

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

For further information on Credit Certificates, see the CCBC website, or call our 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 21 credits is required for this certificate

Digital Media Production

Digital Media Production Certificate

The Digital Media Production Certificate prepares students to work in all aspects of pre-production and post-production. Through hands-on projects, students learn how to analyze and understand the media around them, how to create media in many different formats, and how to manage the business and technology requirements of working in the media industry.

Credential: Credit Certificate. A total of 21 credits is required for this certificate

Interior Design

Interior Design Certificate

Interior designers combine problem solving skills and artistic vision to create environments that are safe, functional, sustainable, creative, aesthetically pleasing and enhance the human experience.

Credential: Credit Certificate. A total of 42-46 credits is required for this certificate

Interpreter Preparation

Interpreter Preparation Certificate

The Interpreter Preparation Program is designed to provide students with entry-level skills in sign language interpreting. The program is intended for students who are already proficient in ASL. The mission of the program is to prepare students for employment as American Sign Language/English interpreters working with deaf and hard of hearing communities.

Credential: Credit Certificate. A total of 38 credits is required for this certificate

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 35 credits is required for this certificate.

Kinesiology

Personal Trainer Certificate

Students in this certificate program learn to conduct physical and health risk assessments, interpret assessment results, design exercise programs, provide fitness instruction and supervise fitness facilities.

Credential: Credit Certificate. A total of 16 credits is required for this certificate.

Registered Apprenticeships

Technology and Engineering Pathway

Program Description

This program listing focuses on registered apprenticeships in building and construction trades, often referred to as traditional apprenticeships. (Note there are also non-traditional apprenticeships in industry sectors such as manufacturing and health care that are associated with other program listings.) Apprentices in this program listing gain an opportunity to work in well-paying jobs such as a sheet metal worker, operating engineer, electrician, plumber and steamfitter, carpenter and other skilled construction trade occupations.

Work full-time as an apprentice and take a structured series of courses which 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. Apprentices apply through and are selected by the apprenticeship sponsor / committee. When apprentices are accepted into the program, they begin taking classes through CCBC and working full-time under the supervision of a trained journeyperson. It is not necessary to be employed when applying; sponsors will dispatch apprentices to a participating employer once they are selected for admission and begin their apprenticeship. Students entering this program should have a strong sense of self-discipline; good math skills; reading and spatial relations skills; enjoy variety; and like to use their hands and mind.

Journey-level tradespeople have the opportunity to work all over the country or the world. They can also become supervisors, owners, inspectors and instructors. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

Program Credentials

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

External Credential: Students will receive a journey certificate from the Maryland Department of Labor.

Note: Many apprenticeship programs in construction trades have additional certifications, such as OSHA 10 or 30, First Aid/CPR, and other trade-specific certifications. Some programs also require passing a state licensing exam, depending on the trade.

Certifying Organization: Maryland Department of Labor

This program is not eligible for Baltimore County Public Schools Blueprint funding.

Apprenticeship Sponsors:

To apply, go to 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.abcbbaltimore.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

5-year program; 180 hours/year in Years 1 & 2; 200 hours/year for Years 3-5; 960 hours total

Heat & Frost Insulators and Allied Workers, Local 24

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: *Ed Hersl* or *Joe Harber*, 800-470-3013 or 301-621-9545

4-year program; 165 hours/year of related instruction

Ironworkers Local Union #568

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

Machinists (Various employers)

www.ccbcmd.edu

Contact: *John Lyons*, 443-840-5424

3-year program; 135-180 hours/year of related instruction

Maryland Plumbing, Heating & Cooling Contractors

www.phccmd.org

Contact: *Diane Kastner*, 410-461-5977

4-year program; 165 hours/year of related instruction

Mid-Atlantic Carpenters Training Centers Local Union #101

www.mactc.net

Contact: *Robert Eaton*, 301-736-1696

Carpenters 4-year program; 160 hours/year of related instruction

Pile Driving 4-year program; 160 hours/year of related instruction

Trade Show 3-year program; 160 hours/year of related instruction

Operating Engineers Local Union #37

www.iuoe37.org

Contact: *Mike Funk*, 443-242-6280 or *Stacey Brown*, 410-254-2030

3-year program; 268 hours/year of related instruction

Plumbers & Steamfitters Local Union #486

www.getpiping.com

Contact: *Ronald Schell*, 410-866-5313

5-year program; average of 250 per year; 1257 hours total

Sheet Metal Workers Local Union #100

www.Smart100.org

Contact: *John Wilson*, 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; Heat & Frost Insulators and Allied Workers; Ironworkers; Mid-Atlantic Carpenters; Plumbers & Steamfitters; 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 Maryland Plumbing, Heating, & Cooling Contractors; Independent Electrical Contractors; and Operating Engineers:

Coordinator: Larry Kovacs | lkovacs@ccbcmd.edu | 443-840-4171 | Catonsville BESS 100K
Administrative Assistant: Jackie Gibson | jgibson2@ccbcmd.edu | 443-840-4561 | Catonsville BESS 100

Automotive Safety Inspector (Maryland)

Business Pathway

Program Description:

Maryland Safety Inspectors work in an automotive repair or service facility. They inspect and monitor transportation equipment, vehicles or systems to ensure compliance with state regulations and safety standards. Automotive technicians can get multiple certifications and become master technicians or world-class technicians. Technicians can also become supervisors, owners, inspectors and instructors.

CCBC offers two classes to help experienced automotive technicians prepare for Maryland's written and hands-on safety inspection exams. These classes are not required for the exam but are offered to help technicians prepare for the exams.

Skills for success include high work ethic, attention to detail, ability to work with heavy machinery, and mechanical aptitude.

Career Outlook - According to the U.S. Department of Labor, overall employment of automotive service technicians and mechanics is projected to decline 2% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 1,240. Additional career information may be found in Career Coach <https://ccbcmd.lightcastcc.com/>

Program Credentials:

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

Students will be prepared to apply to take the state exam to become a Maryland Safety Inspector.

Certifying Organization: Maryland State Police Automotive Safety Enforcement Division www.mdsp.org

Financial Aid and Payment Options:

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

Program Length:

3 days

Courses are usually offered on Saturdays at CCBC Catonsville.

Program Requirements:

- Students must be experienced automotive technicians to register for classes

This program is not eligible for Baltimore County Public Schools Blueprint funding.

Application Process:

Open Entry – No screening or documentation required. To apply, go to www.ccbcmed.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
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: Larry Kovacs | lkovacs@ccbcmd.edu | 443-849-4171 | Catonsville BESS 100K
Administrative Assistant: TBA

Certified Forklift Technician

Business Pathway

Program Description:

Specialists in forklift repair diagnose, adjust, repair, or overhaul mobile mechanical, hydraulic, and pneumatic equipment, such as forklifts, but also cranes, bulldozers, graders, and conveyors, used in construction, logging, and mining. Some job titles include equipment mechanic, equipment technician, field service technician, and mobile heavy equipment mechanic.

This program is designed to enable the student to learn the basics of repairing and maintaining various types of basic forklifts. Topics include safety, engine, hydraulics, brakes, electric systems, masts, attachments, cooling systems, fuel systems, steering, transmissions, and diesel operations.

Students must have attention to detail, problem-solving, and mechanical aptitude.

Entry-level forklift technician positions can be found in warehouses, factories and distribution centers of all sizes. Forklift technicians are also employed by equipment dealers. Industries that require material handling employ forklift technicians. According to the U.S. Department of Labor, overall employment of forklift repair technicians, including mobile heavy equipment mechanics is projected to grow 12% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 370. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>

Program Credentials:

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

Successful completers will have the opportunity to demonstrate proficiency through certification from the Manufacturing Skill Standards Council (MSSC), Certified Forklift Technician.

Certifying Organization: Manufacturing Skill Standards Council <https://www.msscusa.org/log-in-2/>
Course costs include the fee for the MSSC test 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.

Length of Training:

6-8 weeks

This program is not eligible for Baltimore County Public Schools Blueprint funding.

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:

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
VOA781	Certified Forklift Technician- Part 1	50	Course Materials Included	\$1,075 T-\$323/F-\$752
VOB075	Certified Forklift Technician- Part 2	75	Course Materials Included	\$1,075 T-\$323/F-\$752
VOB076	Certified Forklift Technician- Part 3	75	Course Materials Included	\$1,075 T-\$323/F-\$752
<i>Course Series Totals:</i>		200		\$3,225 T-\$969/F-\$2,256

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: Larry Kovacs | lkovacs@ccbcmd.edu | 443-849-4171 | Catonsville BESS 100K
Administrative Assistant: TBA

Transportation, Distribution, and Logistics

Certified Logistics Associate/Warehouse Distribution

Business Pathway

Program Description:

Workers in the logistics, warehouse, and distribution fields typically move freight and other materials, pick and pack orders, prepare shipments for outbound and receiving processes, operate material handling equipment, and process related documentation. Career seekers will be applying for jobs such as laborers, freight stockers, material movers, receiving and traffic clerks, forklift operators, customer support representatives, logistics specialists, freight handlers, billing clerks and logistic technicians. Long-term career opportunities include logistics manager, logistics supervisor, and logistics technician.

This training prepares individuals to work in higher skilled, frontline material handling roles at a variety of supply chain facilities such as factories, warehouses, distribution centers, and transporters. Areas of specialized training include entry level forklift operations, warehouse and logistics safety knowledge, and basic logistics and distribution operations.

The physical duties of working in the logistics field vary by position. All positions require attention to detail and dependability. They may involve walking, pushing, pulling, lifting, and carrying objects in the case of laborers, freight stockers, and material movers. Skills include active listening, critical thinking, and monitoring. A clerk position may involve any of these physical activities but also sitting or standing for long periods of time. Skills include reading comprehension, active listening, critical thinking, and time management.

According to the U.S. Department of Labor, overall employment of warehouse and logistics specialists is projected to grow 12% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 6,630. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com>

Program Credentials:

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

External Credential: Certified Logistics Associate; OSHA 10-Hour General Industry

Certifying Organization: Manufacturing Skill Standards Council (MSSC); www.msscusa.org
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.

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.

This program is eligible for Baltimore County Public Schools Blueprint funding.

Application Process:

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

Prior Learning Assessment:

This program has potential options for waiving select courses based on demonstrated portfolio and/or prior occupational learning. A maximum of 28 program hours may be earned from prior learning.

Program Course Sequence:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA515	Certified Logistics/Warehouse Distribution Associate	28	Text and online material cost included	\$799 T-\$240/F-\$559
VOA605	Forklift Operator Training	12	Textbook included in costs	\$199 T-\$60/F-\$139
VOA834	OSHA 10-Hour General Industry	10	Course materials included	\$269 T-\$81/F-\$188
Course Series Totals:		50		\$1,267 T-\$381/F-\$886

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://ccbc.md/emsicc.com/>.

Program Contact Information:

Program Coordinator: Larry Kovacs | lkovacs@ccbc.md.edu | 443-849-4171 | Catonsville | BESS 100K
Administrative Assistant: Ollie Wright | owright@ccbc.md.edu | 443-840-4476 | Catonsville | BESS | 100

Transportation, Distribution, and Logistics

Certified Supply Chain Professional (CSCP)

Business Pathway

Program Description:

This program prepares students for entry level management positions in Supply Chain Management. The work consists of directing or coordinating production, purchasing, warehousing, distribution, or financial forecasting services or activities to limit costs and improve accuracy, customer service, or safety. It also includes examining existing procedures or opportunities for streamlining activities to meet product distribution needs as well as directing the movement, storage, or processing of inventory. Career opportunities include supply chain technician, planning manager, and supply chain director.

This program helps prepare for the Certified Supply Chain Professional (CSCP) exam. Translate the connection between the areas of planning, sourcing, manufacturing, and delivering into an integrated supply chain. After completing the courses, you will have a firm understanding of mitigation strategies, operationalize risk management practices, and implementation cost reduction measures.

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

According to the U.S. Department of Labor, overall employment of supply chain managers is projected to grow 15% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 270. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>

Program Credentials:

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

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.

Program Length:

Approximately 120 hours / 6 months to complete

Program Requirements:

Computer requirements:

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

This program is not eligible for Baltimore County Public Schools Blueprint funding.

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. 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
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)
<i>Course Series Totals:</i>			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:

Director: Kipp Snow | ksnow@ccbcmd.edu | 443-840-3034 | Dundalk STAT 114
Administrative Assistant: TBA

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 may 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, logging, and accident reporting. The Maryland MVA's CDL-A licensing exam is taken at the end of the course. The exam includes pre-trip inspections, range maneuvers, and completion of a road test of 14+ miles.

Successful candidates enjoy travel and the independence of the open road, but because drivers interact with many people (such as other drivers, clients, and fleet managers) communication skills are important. An interest in safe driving, problem solving, and understanding regulations is helpful.

According to the U.S. Department of Labor, overall employment of heavy and tractor-trailer truck drivers is projected to grow 6% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 3,370. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>

Program Credentials:

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

Students will be prepared to take the Maryland Commercial Driver's License exam. Students will be awarded various CDL certificates (e.g. Defensive Driving and New Driver Training).

Licensing Organization: CDL A: Maryland Motor Vehicle Administration (MVA) - upon successfully completing the MVA final licensing exam www.mva.maryland.gov

Financial Aid and Payment Options:

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

Program Length:

CDL- A: 280 hours

Full-time class meets Monday -Friday from 8:00 am to 4:00 pm for 8 weeks.

Weekend class meets Saturday and Sunday from 8:00 am to 4:00 pm for 20 weeks.

Evening class meets Monday - Friday from 5:00 pm to 10:00 pm for 12 weeks

Program Requirements:

- Minimum age of 18 (commercial drivers must be 21 years of age to drive across state lines)
- Able to pass a Department of Transportation (DOT) drug screen & physical
- Possess a valid Maryland Driver's License (regular Class C)
- Maintain zero points for drug/alcohol violations

Recommended:

- High School Diploma or GED (highly preferred, but not required)

This program is not eligible for Baltimore County Public Schools Blueprint funding

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.

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
VOA553	Learner Permit and Pre-Trip Introduction	98	none	\$1,995 T-\$399/F-\$1,596
VOA554	CDL Class A – Maneuvers and Road Skill Basics	91	none	\$1,700 T-\$340/F-\$1,360
VOA555	CDL-A Road and Advanced Safety Skills	91	none	\$1,500 T-\$300/F-\$1,200
Course Series Totals:		280	NA	\$5,195 T-\$1,039/F-\$4,156

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

Transportation, Distribution, and Logistics

Commercial Vehicle Operator B Class

Business Pathway

Program Description:

Commercial vehicle operation is an important component of the Transportation, Distribution and Logistics industry. Commercial vehicle operators with Class B commercial licenses may support either the passenger transportation industry or the distribution of goods and materials.

The hospitality industry requires CDL-B drivers, with a "P" - Passenger endorsement, to transport passengers to hotels and airports, and operate a charter bus or tour bus. A CDL-B driver may operate heavy straight trucks (over 26,000 lbs.), such as dump and non-trailer box vans. CDL-B operators conduct pre-trip vehicle inspections, report safety and equipment issues to the dispatcher, and must conform to USDOT rules and regulations, including the accurate updating of logs and records.

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.

According to the U.S. Department of Labor, overall employment of heavy and tractor-trailer truck drivers is projected to grow 6% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 3,370. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>.

Program Credentials:

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

Students will be awarded various CDL certificates (e.g. Defensive Driving and New Driver Training).

External Credential: Maryland Commercial Driver's License B Class (CDL-B)

Licensing Organization: Maryland Motor Vehicle Administration (MVA) - upon successfully completing the MVA final licensing exam. www.mva.maryland.gov

Financial Aid and Payment Options:

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

Program Length:

CDL-B: 103 hours

Full time class meets Monday - Friday from 8:00 am to 4:00 pm for 3 weeks.

Program Requirements:

- Minimum age of 18 (commercial drivers must be 21 years of age to drive across state lines)
- Able to pass a Department of Transportation (DOT) drug screen & physical
- Possess a valid Maryland Driver's License (regular Class C)

- Maintain zero points for drug/alcohol violations

Recommended:

- High School Diploma or GED (highly preferred, but not required)

This program is not eligible for Baltimore County Public Schools Blueprint funding

Application Process:

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.

Selective Entry – Please call 443-840-2222 to schedule a CDL information session.

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	\$2,195 T-\$439/F-\$1,756
Course Series Totals:		103		\$3,043 T - \$609/F - \$2,434

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

Transportation, Distribution, and Logistics

Marine Engine Maintenance Repair

Business Pathway

Program Description:

This course is intended to provide entry-level technicians with a fundamental understanding of the marine industry and marine service careers including outboard systems.

Marine technicians are essential components in a rapidly growing industry. Throughout this program students will be exposed to numerous marine mechanical systems. Features in the program will provide the entry-level marine technician with hands-on training. That 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 sense of understanding how mechanical systems work.

Marine technician jobs are in demand. Positions can be found in nearly all marinas and boat dealerships throughout the area.

Program Credentials:

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

After successful completion of the program, students will be prepared to work in an entry level position in outboard engine repair and maintenance and to take the Yamaha exam on Introduction to Outboard Systems.

Financial Aid and Payment Options:

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

Program Length:

79 hours of instruction over a 5 week period.

Program Requirements:

- Ability to lift 40 pounds

This program is eligible for Baltimore County Public Schools Blueprint funding

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	\$854 T-\$256 /F-\$598
<i>Course Series Totals:</i>		79		\$944 T-\$283/F-\$661

Skills for Success:

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

Career Opportunities:

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:

For further information contact our call center at 443-840-2222.

Procurement & Purchasing Management

Business Pathway

Program Description:

Buyers and purchasing agents buy products and services for organizations to use or to resell. These professionals consider factors such as budget, price, availability, demand, logistics, reliability of suppliers, and technical support. Purchasing managers oversee the work of buyers and purchasing agents. In addition, they must be able to accurately report on activity and forecast future events. Career opportunities include Procurement Director or Manager, Purchasing Supervisor, Procurement Clerk, and Supply Chain Manager.

The Procurement & Purchasing Management program will introduce you to the basics of the supply chain process, management, purchasing, and contracting issues to provide you with the skills you need for a successful career. It is designed for anyone working in or interested in working in purchasing, logistics, or procurement.

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

Career Outlook - According to the U.S. Department of Labor, overall employment of purchasing managers is projected to grow 9% from 2020 to 2030 in Maryland. Projected annual job openings in Maryland are 170. Additional career information may be found in Career Coach: <https://ccbcmd.lightcastcc.com/>

Program Credentials:

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

Financial Aid and Payment Options:

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

Program Length:

Approximately 6 months to complete

Program Requirements:

Computer requirements:

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

This program is not eligible for Baltimore County Public Schools Blueprint funding

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
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
<i>Course Series Totals:</i>		270		\$2,295 (T-\$120/F-\$2,175)

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: Kipp Snow | ksnow@ccbcmd.edu | 443-840-3034 | Dundalk | STAT 114
Administrative Assistant: TBA

Transportation, Distribution, and Logistics

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 Drive Train Specialist Certificate

Students successfully completing this certificate will be ready for employment opportunities in the automotive repair industry as powertrain technician specialists.

Credential: Credit Certificate. A total of 28 credits is required for this certificate

Automotive Electrical and Electronic Specialist Certificate

Individuals successfully completing this certificate are ready for employment opportunities in the automotive repair industry as electrical or electronic systems technicians.

Credential: Credit Certificate. A total of 29 credits is required for this certificate

Automotive Engine Specialist Certificate

Individuals successfully completing this certificate are ready for employment opportunities in the automotive repair industry as engine repair and performance specialists.

Credential: Credit Certificate. A total of 29 credits is required for this certificate

Aviation Technology

Air Traffic Control Certificate

The Air Traffic Control certificate is designed to prepare students for employment as Air Traffic Control support specialists working in airport control towers, Terminal Radar Approach Control (TRACON) facilities, and Air Route Traffic Control Centers (ARTCC). These professionals are also qualified to work in an airport, corporate, government, or airline flight operations center.

Students considering applying for this program should read the information available on the CCBC website at www.cbcmd.edu/aviation.

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

Aviation Management Certificate

The Aviation Management prepares students to enter airline or airport operations, terminal and airport ramp management, airport security and aviation support functions.

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

Flight Training Certificate

The Flight Training certificate prepares students for employment as professional pilots with regional and major airlines, corporate flight departments, charter or cargo operators, agricultural flying, flight schools, or with a government agency or military service. Non-flying positions are also available with the Federal Aviation Administration or other federal, state and local aviation agencies. A valid FAA second class medical certificate is required. Students considering applying for this program should read the information available on the CCBC website at www.cbcmd.edu/aviation.

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

Flight Attendant Certificate

The Flight Attendant Certificate prepares students for employment as flight attendants in corporate, business or airline operations. Flight Attendants are FAA licensed crew members who play a vital role in the efficient operation of the flight. They are responsible for the safety and comfort of passengers and are trained in emergency procedures, first aid, conflict management, aircraft systems, and safety equipment.

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

Transportation, Distribution, and Maritime Logistics

Transportation, Distribution, and Maritime Logistics Certificate

The certificate program prepares students seeking employment in freight transportation and supply chain management and for those who are already employed and who wish to upgrade their skills. Graduates of this program cover Logistics, Domestic and International Transportation, Supply Chain Management, and Logistics Technology.

Registration & Payment Information

Disclaimer

Information listed in this publication and on CCBC online media is subject to change. The college regrets any discrepancies or typographical errors. This resource publication should not be regarded as an irrevocable contract between the student and the college.

How to Register

Students may register in person, by telephone, online, or by mail. Payment is required at the time of registration. Students who are recipients of continuing education (non-credit) financial aid should register via phone at 443-840-2222, to ensure financial aid is properly applied.

In Person:

Bring registration form and payment to the nearest CCBC campus or extension center. Hours vary occasionally due to holidays and peak registration periods. Extended hours are available prior to the start of the fall and spring semesters. For the most up-to-date hours, please visit Student Services on our website www.ccbcmd.edu/Resources-for-Students/Campus-Hours.aspx.

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	<p><i>CCBC Catonsville</i> 800 S. Rolling Road Student Services Center Catonsville, MD 21228</p> <p><i>CCBC Dundalk</i> 7200 Sollers Point Road Student Services Center Baltimore, MD 21222</p> <p><i>CCBC Essex</i> 7201 Rossville Boulevard Student Services Center Baltimore, MD 21237</p>	<p><i>CCBC Hunt Valley</i> 11101 McCormick Road Room 100 Hunt Valley, MD 21031</p> <p><i>CCBC Owings Mills</i> 10300 Grand Central Avenue 4th Floor Owings Mills, MD 21117</p> <p><i>CCBC Randallstown</i> 3637 Offutt Road CCBC Records & Registration Randallstown, MD 21133</p>

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

Financial Aid for Continuing Education

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 the Continuing Education Information Center at ceed@ccbcmd.edu, call or check out the Continuing Education Financial Aid information page at www.ccbcmd.edu/cefinaid.

Baltimore County Public Schools Blueprint Funding

BCPS' Tuition Free Program allows currently enrolled BCPS students to access Workforce Development and Personal Enrichment coursework tuition, fee free and to get books for the courses for free.

Here is the link to the most up to date information:

<https://www.ccbcmd.edu/programs-and-courses/early-college-access-programs/tuition-free-program>

Third-Party Registration and Funding

Division of Rehabilitation Services (DORS):

Individuals with disabilities seeking funding may contact a representative from the Maryland State Department of Education at 410-412-7090.

Employer/Sponsor Paid Tuition:

Students must present written proof at the time of registration (purchase order; tuition assistance form; letter on company letterhead with employer's authorization to bill for registration) at the time of registration. In the event the employer does not pay the bill, the student will be responsible for all tuition and fees.

Workforce Investment Act (WIOA) Training Funds:

People that are unemployed, or employees/employers who want to upgrade their skills, can contact the Baltimore County Department of Economic and Workforce Development (DEWD), or the Mayor's Office of Economic Development (OED), Baltimore City. Staff at these One-Stop Centers can provide you with information needed to qualify for federal WIOA job training funds:

- | | |
|------------------------------------|--------------|
| ▪ DEWD Eastpoint Center | 410-288-9050 |
| ▪ DEWD Hunt Valley Center | 410-887-7940 |
| ▪ DEWD Randallstown Liberty Center | 410-887-8912 |
| ▪ Baltimore City OED | 410-396-3009 |

Tuition Payments

Course tuition and associated fees may be paid by personal or third party check, money order, credit card (Visa, MasterCard, Discover, American Express) or cash (depending on location and method of registration chosen).

Partial Payment

Through Nelnet Business Solutions, you can have monthly payments automatically deducted from a checking, savings, or credit card account. Call 443-840-4700 for more information.

Additional Enrollment Information

Room Assignments

CCBC Locations:

For courses held on CCBC campuses and extension centers, call 443-840-2222 three days prior to the first day of class to obtain or confirm room assignments.

Off-Site Locations:

For courses held at off-site locations, room assignments will be posted at the sites when classes begin.

Textbook Information

Some courses require a textbook(s). Contact a campus bookstore for information or shop online at www.ccbcmd.edu/bookstore. Ask about CCBC's price-match guarantee.

- CCBC Catonsville Bookstore: 443-840-4320
- CCBC Dundalk Bookstore: 443-840-3670
- CCBC Essex Bookstore: 443-840-1561

CCBC bookstores partner with Barnes & Noble. In addition to textbooks for CCBC courses, they carry a wide variety of CCBC merchandise, convenience items, coffee, and snacks.

Class Cancellations

When a class is cancelled or rescheduled, students will be notified by phone, email, or postal mail. Students are responsible for ensuring the college has accurate contact information on file.

Refunds, Adding, or Dropping a Course

To receive a refund or drop/add a course, call 443-840-4700 *at least one day prior to the start of the course*. Refunds are issued by check. No refunds are issued when a student chooses to withdraw on or after the start date of the course.

Prior Learning Assessment (PLA)

Students may be able to reduce the number of required courses in a program by demonstrating successful skills obtained through prior learning. The number of hours in a program that may be waived for PLA varies and may not exceed 75% of the total program hours.

Prior learning options include:

- Previous coursework or articulated coursework from an approved curriculum
- Successful completion of a CCBC placement or challenge exam
- Demonstrated portfolio and/or prior occupation learning

Inclement Weather, Emergency Closings & Late Starts

Please check the college website, www.ccbcmd.edu, or call the inclement weather line, 443-840-1711, for updates on all campuses and extension centers. The college also alerts local media about weather-related opening and closing updates.

In the event the college, or just a specific campus or site, opens late due to weather-related or other emergency conditions, classes will begin at the announced opening time and resume the normal schedule for the remainder of the day. Students and faculty engaged in field placement programs, such as clinical placements and internships, should discuss the handling of weather-related and emergency situations at the beginning of the placement period.

When Baltimore County Public Schools (BCPS) are closed, CCBC classes held at BCPS facilities are cancelled. Go to <https://www.bcps.org/> for complete BCPS closing information.

Student Resources

Student Success Center

CCBC offers free tutoring assistance, primarily in math and science. Students who need help with math or science skills in a course can schedule a virtual appointment with a tutor by contacting a CCBC Student Success Center:

- ❖ Catonsville Campus 443-840-2750
- ❖ Dundalk Campus 443-840-3666
- ❖ Essex Campus 443-840-1820
- ❖ Email virtualtutor@ccbcmd.edu

For more information, go to the Student Success Center at <https://www.ccbcmd.edu/resources-for-students/tutoring-and-academic-coaching>.

Student Support Services

CCBC understands that students sometimes struggle to complete their programs of study due to academic or life challenges. The college provides support services to help you achieve your goals both inside and outside the classroom

Support and connections to college and community resources include:

- ❖ Academic Advisement
- ❖ Tutoring/Academic Coaching
- ❖ Disability Programs and Services
- ❖ Career Services
- ❖ Student Food Pantry
- ❖ Homeless Shelters
- ❖ Parenting Resources
- ❖ Childcare Services
- ❖ Clothing Assistance
- ❖ Domestic Abuse Prevention
- ❖ Free/Low Cost Medical Clinics
- ❖ Legal Aid Providers
- ❖ Substance Abuse/Addiction Counseling

For questions, more information, or to request assistance, please contact a Continuing Education Student Success Counselor at CESuccess@ccbcmd.edu or 443-840-4415.

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 the Continuing Education Information Center by phone, 443-840-2222, or email at ceed@ccbcmd.edu.

CCBC Campus Alert System

Campus Alert is a free messaging service that allows users to receive emergency announcements distributed by the college via text message to mobile phones, voice calls to any phone, and email notification. This flexible system is ideal for students, parents, faculty, staff, and community members who use CCBC facilities. The college uses the system for emergency college alerts only and does not share your contact information. To opt out of automatic alert messaging, go to www.ccbcmd.edu/campusalert or email Continuing Education at ceed@ccbcmd.edu.

Policies

Accommodations for People with Disabilities:

CCBC is committed to providing educational for all students. Any person with a documented disability who wants to enroll in a non-credit class should contact the Continuing Education Information Center, 443-840-4700, at least two weeks prior to the start of the course. CCBC will coordinate assistance, such as reader assistance, instructional accommodations, note takers, and sign language interpreters.

Equal Opportunity and Affirmative Action Statement:

The Community College of Baltimore County practices equal opportunity in education and employment, and is actively committed to diversity in the college community.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act:

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by Congress in November 1999, requires colleges and universities to publish and distribute an annual security report. This report includes campus crime statistics for the previous three years, policy statements concerning drug use, crime prevention, and procedures following reports of sexual assault offenses. The Act also provides for the timely notice to the campus of crimes considered threats to safety, and maintenance of a public log of all reported crimes. Interested parties may obtain a paper copy of the report at the Department of Public Safety office on each CCBC campus. The report 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 2020-2021 Catalog at www.ccbcmd.edu/catalog.

Other Policy Information:

Additional information and enrollment policies, definitions, and procedures are available in the CCBC 2023-2024 Catalog at <http://catalog.ccbcmd.edu/index.php>.