CONTINUING EDUCATION

Career Preparation & Training Resource Guide

July 2018 - June 2019

skills to build your career

CCBC

ccbcmd.edu/ConEd

Call **443-840-4700**
or visit **ccbcmd.edu/coned**

CCBC SCHOOL OF CONTINUING EDUCATION
NON-CREDIT CAREER WORKFORCE TRAINING & CERTIFICATIONS

MOVING YOUR CAREER FORWARD

CCBC offers options for those who want to:

- Enter the workforce
- Retool basic skills
- Achieve a certification or get professional development

CCBC lets you explore a range of occupations:

- Building & Industrial Training
- Business & Leadership
- Computers & IT
- Health & Human Services
- Hospitality
- Transportation, Distribution & Logistics

CCBC can help you:

- Get basic education skills
- Earn a Continuing Education Workforce Training Certificate
- Choose from hundreds of degree, certification and transfer options
- Explore CCBC opportunity grants, financial assistance and payment options

CCBC connects you with Career Coach:

- Explore hundreds of educational and career pathways
- Research career interest, take a career assessment & build a resume
- Evaluate careers based on income potential and expected job growth
- Discover job possibilities specific to the Baltimore area and which companies in the region are hiring
- Explore live job postings
- Brief tutorial video on how to use Career Coach: https://youtu.be/C7KpznbPYfA
- Explore career and training opportunities through Career Coach on our website: https://ccbcmd.emsicareercoach.com/.

CCBC Additional Offerings:

- Industry-recognized credit certificates, associate degree programs, and transfer options. For details about these options, visit www.ccbcmd.edu/catalog
- For additional information or questions, please call us at 443-840-4700.

Table of Contents

BASIC SKILLS & ENGLISH LANGUAGE SERVICES

English for Speakers of Other Languages (ESOL) 5
GED - Essential Academic Skills (ASE/GED) 7
National External Diploma Program (NEDP) 9

BUILDING & INDUSTRIAL TRAINING

Automotive Safety Inspector (Maryland) 11
Certified Apartment Maintenance Technician (CAMT) 13
CNC Machine Tool 15
Computer Aided Design (CAD) 17
Construction Pre-Apprenticeship Core Curriculum & Specialties Training 19
Fab Lab Technology 22
Facility Management Professional™ 24
HVAC/Refrigeration Technician 26
Welding 28

BUSINESS & MANAGEMENT

Bookkeeper - Entry Level 30
First-Line Supervisor 32
Home Inspector Pre-License 34
Human Resources Manager 36
Non-Profit Organization Manager 38
Project Management 40
Real Estate Appraiser 42
Real Estate Salesperson 44
Small Business Basics 46
Social Media for Small Business 48
Supply Chain Manager 50

COMPUTERS & INFORMATION TECHNOLOGY

A+ Certified PC Repair Technician 52
Certified Associate in Healthcare Information & Management Systems (CAHIMS) 54
Cisco Certified Network Associate 56
Computer Programmer 59
Help Desk Technician 61
Information Security Analyst 63
Mobile Application Developer 65
Network Security Specialist *Certified Ethical Hacker* 67
Network+ Certified Technician 69
Red Hat Certified Engineer 71

Red Hat Certified System Administrator 73
VMware Systems Administrator 75

HEALTH & HUMAN SERVICES

Accelerated Alternative Delivery Surgical Technology (AAD-ST) 77
Central Service Technician 82
Child Care Provider 86
Community Health Worker 91
Delegating Nurse 95
Dental and Oral Radiography 97
Dental Assistant 100
Dental Assisting Expanded Functions 103
Dental Assisting Orthodontic Expanded Functions 105
Health Unit Coordinator 107
Medical Assistant 110
Medical Billing 116
Medical Coding 119
Medical Front Office 123
Medicine Aide 127
Nurse Refresher Series 130
Nursing Assistant 133
Patient Care Technician 137
Pharmacy Technician 140
Phlebotomist 144
Physical Therapy Tech/Aide 148
Polysomnographic (Sleep) Technologist 151
Polysomnographic (Sleep) Technologist - Accelerated 157
Surgical Technologist 162
Veterinary Assistant 169

HOSPITALITY SERVICES

Casino Dealer 172
Event Planning and Design 174
Food Service Manager 176
FoodWorks – Basic Culinary Training 178
Hotel Front Desk Clerk/Guest Service Agent 180
Professional Bartending 182
Travel Agent Training 184

INDIVIDUALS WITH DISABILITIES

Apartment Maintenance Assistant 186
Child Care 187
Child Care Assistant 189
Construction Trades Assistant 191
Infant and Toddler Provider 192
Office Skills 193
Professional Animal Workers (PAWS) 195
Security Guard 197
Warehouse Technician 199

OTHER CERTIFICATIONS

Animal Reiki Practitioner 201
Fitness Trainer: Aerobic Kickboxing 203
Fitness Trainer: Mat Pilates 205
Fitness Trainer: Personal 207
Fitness Trainer: Primary Aerobic 209
Fitness Trainer: Sports Nutrition 211
Print Design for Professionals 213
U.S. Merchant Marine Officer 215
Yoga Instructors / Practitioners 217

REGISTERED APPRENTICESHIPS

Registered Apprenticeships 218

TRANSPORTATION, DISTRIBUTION, & LOGISTICS

Certified Logistics Associate/Warehouse Distribution 220
Commerical Vehicle Operator Class A 222
Commercial Vehicle Operator Class B 224
Introduction to Basic Diesel Mechanics 226
Logistics Coordinator/Logistics Clerk 228
Logistics Manager/Logistics Leader 230
Logistics/Supply Chain Supervisor 232

PAYMENT AND FINANCIAL AID INFORMATION 234
COLLEGE POLICIES 236
REGISTRATION 238
INDEX 240

English for Speakers of Other Languages (ESOL)

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

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

Length of Training:
Standard: 10 weeks; 2 classes per week (3-hour day/night classes) *OR*
12 weeks; 2 classes per week (2.5-hour day/night classes)
Intensive: 5 weeks; 4 classes per week (2.5-hour daytime classes)
Saturday morning only: 4 weeks (4-hour class) or 15 weeks (4-hour class)

Registration Session – Mandatory for ESOL Level 1 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: http://www.ccbcmd.edu/Programs-and-Courses/Basic-Education/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 443-840-3748.

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

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

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

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
Grant Funded Courses:				
ADS 302	ESOL Level Intro – Life Skills	60	Future Intro; $37.00	$0 Grant Funded **
ADS 301	ESOL Level 1 – Life Skills	60	Future 1; $37.00	$0 Grant Funded **
ADS 303	ESOL Level 2 – Life Skills	60	Future 2; $37.00	$0 Grant Funded **
ADS 304	ESOL Level 3 – EL Civics	60	Future 3; $37.00	$0 Grant Funded **

ADS 305	ESOL Level 4 – EL Civics	60	Future 4; $37.00	$0 Grant Funded **
ADS 306	ESOL Level 5 – EL Civic Engagement	60	Future 5; $37.00	$0 Grant Funded **
ADS 133	ESOL Beginning Writing for Intermediate Speakers	60	TBD	$0 Grant Funded **
ADS 134	ESOL Expanded Reading and Writing Skills	60	TBD	$0 Grant Funded **
ADS 014	ESOL Transition Reading and Writing	60	TBD	$0 Grant Funded **
Tuition Based Courses:				
ADS 007	ESOL General English Skills	60	Textbook is provided and included in course costs	$259 T-$69/F-$190
ADS 008	ESOL English Pronunciation Skills	60	Textbook is provided and included in course costs	$279 T-$79/F-$200
ADS 990	ESOL English for Business Communication	60	Textbook is provided and included in course costs	$299 T-$89/F-$210

** This class is supported by grant funding from the Maryland Department of Labor, Licensing and Regulation

Course Objectives and Outcomes – Grant Funded Courses

Level Intro – Life Skills: Very low beginning students will learn basic English for life and work.
Level I - Life Skills: Low beginning students will learn simple English for life and work.
Level 2 - Life Skills: High beginning students will improve their simple English skills for life and work.
Level 3 - Language/EL Civics: Low intermediate students will develop English language skills and be introduced to civics concepts.
Level 4 - Language/EL Civics: Intermediate students will continue to develop English language skills and build on civics concepts.
Level 5 - Language/EL Civics: High intermediate students will continue to develop English language skills and extend civics concepts to civic engagement.
Beginning Writing for Intermediate Speakers: Students with intermediate level speaking skills will learn basic writing skills.
Expanded Reading and Writing Skills: Level 4 students will move beyond life skills reading and writing.
Transition Reading and Writing: Level 5 students will learn strategies to approach academic reading and writing tasks to better prepare for transition.

Course Objectives and Outcomes – Advanced Tuition Based Courses

ESOL General English Language Skills: Students will improve their general English skills by engaging in communicative tasks on various high-interest topics. Course integrates the development of listening, speaking, reading and writing skills with a focus on grammar and vocabulary appropriate to the language task.
ESOL English Pronunciation Skills: Students will refine their ability to communicate by learning to apply common rules in English pronunciation. Topics include self-monitoring techniques to improve vowel and consonant clarity, syllable and sentence stress, intonation patterns, and communication style.
ESOL English for Business Communication: Students will learn appropriate language for meetings, presentations, collaborations, negotiations, and social interaction. Course will help improve communication skills to better establish and maintain business relationships.

Contact Information:

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

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

GED - Essential Academic Skills (ASE/GED)

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

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

Length of Training:
The following classes are offered at CCBC Catonsville, CCBC Dundalk, CCBC Essex, CCBC Owings Mills, and CCBC Randallstown.
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
Summer follows a shortened session.

Regional Registration & Assessment Session – Mandatory for All Levels
All students must attend a regional registration and assessment session which includes orientation, an assessment process to determine skills levels in reading and math, and advisement/placement (2 to 3 hour process). Go to http://www.ccbcmd.edu/Programs-and-Courses/Basic-Education/Adult-Basic-Education-and-Essential-Skills/GED-and-Essential-Skills-Registration.aspx or assessment, regional registration information, and schedule updates.

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

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

Course Information:
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
ADS 311	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 **
ADS 312	Essential Skills II	72	Fee to cover the cost of required books and materials distributed in class is $25.	$25 T-$0/F-$25 Partially Grant Funded **
ADS 313	Essential Skills III	72	Fee to cover the cost of required books and materials distributed in class is $25.	$25 T-$0/F-$25 Partially Grant Funded **
ADS 078	GED Content Area Preparation	72	Required text included and distributed in class.	$80 T-$0/F-$80 Partially Grant Funded **

ADS 075	GED Mathematics Preparation	72	Required text included and distributed in class.	$80 T-$0/F-$80 Partially Grant Funded **
Totals:		**360**	**See Fees total.**	**$235** **T-$0/F-$235**

** This class is supported by grant funding from the Maryland Department of Labor, Licensing and Regulation.

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.

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

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

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

National External Diploma Program (NEDP)

Non-Credit Continuing Education 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. 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.*

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

Length of Training:
Self-Paced - Successful completion is required within 15 months from the date of entering the Assessment phase. The process usually takes between 4 and 12 months, depending on client motivation.

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

Requirements:
Minimum age of 18; 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, certificate of job training, current occupational license, military service, or by researching and completing a skills portfolio; computer and internet access to complete all assignments for this self-paced/independent study program's web-based format; Maryland photo ID

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

Course Information:
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
ADS 558	NEDP®: Skills Review	Varies – self-paced	None	$100 ** T-$0/F-$100
ADS 788	NEDP®: Portfolio Assessment	Varies – self-paced	None	$125** T-$0/F-$125
Course Series Totals:		**Varies – self-paced**		**$225 T-$0/F-$225**

Course Objectives and Outcomes:
As participants progress through the skill levels, they will demonstrate their educational skills in reading, writing, mathematics, oral communication, problem-solving, critical thinking, and communication technology with 100% accuracy in 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.

Contact Information:
Initial Contact: gednedp@ccbcmd.edu 443-840-3456
Coordinator: Janet Hale | jhale@ccbcmd.edu | 443-840-1279 | Essex | BESS | 100
Director: Matthew Bernardy | mbernardy@ccbcmd.edu |443-840-4765 |Catonsville | BESS | 100-F

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Automotive Safety Inspector (Maryland)

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

CCBC offers two classes to help experienced automotive technicians prepare for Maryland's written and hands-on safety inspection exams. These classes are not required for the exam, but are offered to help technicians prepare for the exams.

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

Certifying Organization: Maryland State Police Automotive Safety Enforcement Division
www.mdsp.org
Students will be prepared to apply to take the state exam to become a Maryland Safety Inspector.

Financial Aid and Payment Options:
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
3 days
Courses are usually offered on Saturdays at CCBC Catonsville.

Requirements:
Students must be experienced automotive technicians to register for classes.

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

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
ARP 294	Preparation for MD State Safety Inspection Test	6	Textbook provided in class.	$249 T-$87/F-$162
ARP 732	Maryland State Inspection Hands-On Test Preparation	16	Textbook provided in class.	$399 T-$125/F-$274
Course Series Totals:		**22**		**$648 T-$212/F-$436**

Career Opportunities:
Automotive technicians can get multiple certifications and become master technicians or world class technicians. Technicians can also become supervisors, owners, inspectors and instructors.

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

Contact Information:
Program Coordinator: Steve Ricketts | sricketts@ccbcmd.edu | 443-840-4442 | Catonsville | BESS 100
Administrative Assistant: Ollie Wright | owright@ccbcmd.edu | 443-840-4476 |Catonsville | BESS 100

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Certified Apartment Maintenance Technician (CAMT)

Non-Credit Continuing Education Program Description:
Prepare for an entry-level position in the apartment and related facilities maintenance industry. In this series of courses, students learn about the apartment business, electrical, appliance maintenance and repair, HVAC, plumbing, and maintenance and repair of the interior and exterior of apartment properties. These skills are used in a wide variety of apartment, building and facilities maintenance and repair careers. CAMT includes 100 hours of training, leading to an Apartment Maintenance Technician Continuing Education Workforce Development Certificate. Graduates will receive a letter and provisional certificate from the National Apartment Association Education Institute (NAAEI) and will be eligible for a certificate from NAAEI upon completion of one year of field work. U.S. Environmental Protection Agency (EPA) 608 Type I testing is also included.

Successful Completion:

CCBC Credential: Students will receive a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript). Graduates will receive a letter and provisional certificate from the National Apartment Association Education Institute (NAAEI) and will be eligible for a certificate from NAAEI upon completion of one year of 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.
For EPA 608 Type I certification: U.S. EPA: www.epa.gov

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

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

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

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

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA 556	Certified Apartment Maintenance Technician with HVAC	100	Textbook provided in class.	$1299 T-$409/F-$890
Course Series Totals:		**100**		**$1299 T-$409/F-$890**

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

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

Contact Information:
Coordinator: David Frey | dfrey@ccbcmd.edu | 443-840-2793 | Randallstown |Room 190
Administrative Assistant: Ollie Wright | owright@ccbcmd.edu | 443-840-4476 | Catonsville | BESS 100

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

CNC Machine Tool

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

Successful Completion:

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

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development
Pell Funding: Eligible for grants and college loans. Go to www.fafsa.gov to apply for Federal financial aid.

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

Requirements:
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.
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 other funding.

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

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

Course Information:
Students are required to attend an orientation session. Call 443-840-4700 for additional information. Students must attain a 70% or higher final grade to progress to the next module in the series. A stringent attendance policy will be enforced.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA 940	Machine Tool Short Term Training Part A	52	Book provided in class; cost is built into tuition	$974 T-$390/F-$584
VOA 941	Machine Tool Short Term Training Part B	91	Book provided in class; cost is built into tuition	$1275 T-$510/F-$765
VOA 942	Machine Tool Short Term Training Part C	91	Book provided in class; cost is built into tuition	$1275 T-$510/F-$765
VOA 943	Machine Tool Short Term Training Part D	91	Book provided in class; cost is built into tuition	$1275 T-$510/F-$765
VOA 944	Machine Tool Short Term Training Part E	93	Book provided in class; cost is built into tuition	$900 T-$360/F-$540
VOA 945	Machine Tool Short Term Training Part F	91	Book provided in class; cost is built into tuition	$900 T-$360/F-$540
VOA 946	Machine Tool Short Term Training Part G	91	Book provided in class; cost is built into tuition	$900 T-$360/F-$540
Course Series Totals:		**600**		**$7499 T-$3000/F-$4499**

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

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

Career Opportunities:
Train to work in entry-level skilled machine tool positions such as manual set-up operator, CNC mill set-up operator, maintenance machining, or machining quality inspector. Positions may be at machine shops or equipment and parts manufacturers such as aerospace and automotive facilities. Industries that use production machinery, such as pharmaceutical and food/beverage, require maintenance machining workers. Completers are in a strong position to apply for entry level employment. Once established, a student may pursue a machinist apprenticeship and/or other advanced training.

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

Gainful Employment Disclosure:
http://www.ccbcmd.edu/migrate/gainfulemployment/CNC%20Machine%20Tool.html

Contact Information:
Program Director: Jay Bouis | jbouis@ccbcmd.edu | 443-840-4428 | Catonsville | BESS 100J
Administrative Assistant: Denise Bellamy | dbellamy@ccbcmd.edu | 443-840-4712 |Catonsville | BESS 100

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Computer Aided Design (CAD)

Non-Credit Continuing Education Program Description:
Prepare for a career in Computer Aided Design by obtaining a Basic CAD certificate. CCBC Catonsville is an Autodesk Authorized Training Center and a Bentley Systems, Inc. educational partner.

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

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
70 hours; number of weeks and start dates vary

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

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
Prerequisites (if applicable):				
VOD 525	Fab Lab Introduction	2	None	$99 T-$50/F-$49
TEC 610	Blueprint Reading	14	Course materials are provided and included in the course cost.	$259 T-$125/F-$134
Prerequisite Totals **:**		**16**		**$358** **T-$175/F-$183**
Course Series:				
TEC 005	Basic AutoCAD	21	Course materials are provided and included in the course cost.	$995 T- $436/F-$559
TEC 504	Autodesk Revit Level I	35	Course materials are provided and included in the course cost.	$900 T-$491/F-$409
Course Series Totals:		***56***		***$1895*** ***T-$927/F-$968***
Course Series & Prerequisite Totals:		***72***		***$2253*** ***T-$1102/F-$1151***

Additional Offerings (if applicable):
TEC 510 - Sketchup Fundamentals
TEC 400 - Introduction to MicroStation Graphics

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

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

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

Contact Information:
Coordinator: Steve Ricketts | sricketts@ccbcmd.edu | 443-840-4442 | Catonsville | BESS 100
Administrative Assistant: Ollie Wright | owright@ccbcmd.edu | 443-840-4476 | Catonsville | BESS 100

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Construction Pre-Apprenticeship Core Curriculum & Specialties Training

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

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

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

Successful Completion:

CCBC Credential:	Students will be awarded a Continuing Education Workforce Training Certificate and will have access to a Continuing Education academic record (transcript).
External Credential	*Core:* Upon successful completion of the core classes, students will receive a Continuing Education Workforce Training Certificate and the following industry certifications: First Aid/CPR; OSHA 10 for Construction; and National Center for Construction Education and Research (NCCER). *Specialty*: Upon successful completion of the classes, students will receive a Level 1 certificate in Carpentry, Electrical or Plumbing from the National Center for Construction Education and Research (NCCER).
Certifying Organization:	*Core & Specialties:* National Center for Construction Education and Research (NCCER); www.nccer.org

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
Core Courses: 6 weeks of intensive daytime training *or* 10 weeks of part-time evening/weekend training; start dates vary at CCBC Randallstown.
Carpentry Specialty: 6 weeks of intensive daytime training *or* 10 weeks of part-time evening/weekend training
Electrical Specialty: 5 weeks of intensive daytime training or 9 weeks of part-time evening/weekend training
Plumbing Specialty: 5 weeks of intensive daytime training or 9 weeks of part-time evening/weekend training

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

Orientation Session – Mandatory:
Prospective students are required to attend an orientation session.

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Provisional Entry – Prospective students are required to attend an orientation session and pass a basic math test.

CORE COURSE INFORMATION:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
Core Courses – Must be completed before enrolling in specialty courses:				
CON 315	Construction Safety	15	Texts will be provided in class.	$250 T-$100/F-$150
APP 680	First Aid/ CPR/ AED	8	Texts will be provided in class.	$200 T-$80/F-$120
CON 316	Construction Skills I	63	Texts will be provided in class.	$474 T-$90/F-$384
CON 317	Construction Skills II	64	Texts will be provided in class.	$475 T-$90/F-$385
Core Course Series Totals:		**150**		**$1399 T-$360/F-$1039**

SPECIALTIES COURSE INFORMATION:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
Carpentry Specialty Courses:				
APP 681	Carpentry NCCER Level 1A	65	Texts will be provided in class.	$682 T-$202/F-$480
APP 682	Carpentry NCCER Level 1B	88	Texts will be provided in class.	$917 T-$302/$615
Totals for Carpentry Specialty:		**153**		**$1599 T-$504/F-$1095**
Course Series Totals: Core and Carpentry		**303**		**$2998 T-$864/F-$2134**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
Electrical Specialty Courses:				
VOA 660	Electrical NCCER Level 1A	57	Texts will be provided in class.	$699 T-$299/F-$400
VOA 661	Electrical NCCER Level 1B	57	Texts will be provided in class.	$700 T-$300/F-$400
Totals for Electrical Specialty:		**114**		**$1399 F-$599/F-$800**
Course Series Totals: Core and Electrical		**264**		**$2798 T-$899/F-$1899**

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
Plumbing Specialty Courses:				
APP 683	Plumbing NCCER Level 1A	63	Texts will be provided in class.	$699 T-$299/F-$400
APP 684	Plumbing NCCER Level 1B	60	Texts will be provided in class.	$700 T-$300/$400
Totals for Plumbing Specialty:		**123**		**$1399 T-$599/F-$800**
Course Series Totals: Core and Plumbing		**273**		**$2798 T-899$/F-$1899**

Career Opportunities:

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

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

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

Career Coach:

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

Contact Information:

Coordinator: David Frey | dfrey@ccbcmd.edu | 443-840-2793 | Randallstown | Room 190
Administrative Assistant: Denise Bellamy | dbellamy@ccbcmd.edu | 443-840-4712 | Catonsville | BESS 100

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Fab Lab Technology

Non-Credit Continuing Education Program Description:
This course series gives students information and hands-on training in specialized software and equipment used as part of the Fab Lab and "maker" movement. Students will learn about 3D printers, CNC Routers, and Laser Cutters, and the software that operates this equipment.

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

Financial Aid and Payment Options:
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
Prerequisite (classroom): One day; offered approximately once a month
Course Series (classroom): Two days (over two weeks); offered at various times each semester
Hands-on (lab): To use the Fab Lab on a membership basis (separately and in addition to course work), you must complete the Fab Lab Introduction course to learn basic safety and operating procedures. The introductory class makes you a lab member and gives you access to many of the lab resources. To use the lab as a member, students must schedule time to use the equipment during open lab sessions, and must pay appropriate fees for use and materials in order to complete projects.

Requirements:
Minimum age of 16 with parental permission
Recommended - Previous design or CAD experience is helpful, but not necessary
Not required, but a pre-registration visit to the Fab Lab can be scheduled. Contact the Fab Lab at fablabbaltimore@gmail.com to schedule a visit.

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

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
Prerequisite:				
VOD 525	Fab Lab Introduction	2	None	$99 T-$50/F-$49
Course Series:				
VOA 061	3D Printing from Solidworks	3	No textbook, but may need to purchase materials	$125 T-$50/F-$75
VOB 045	Fab Lab Laser Cutter Applications Introduction	6	No textbook, but may need to purchase materials	$159 T-$67/F-$92
VOB 044	Fab Lab CNC Router Applications Introduction	6	No textbook, but may need to purchase materials	$159 T-67/F-$92
Course Series Totals:		**15**		**$443 T-$184/F-$259**
Course Series & Prerequisite Totals:		**17**		**$542 T-$234/F-$308**

Course Substitutions:
VOB 042 - Fab Lab 3D Printer Applications Introduction may be substituted for VOA 061 3D Printing with Solidworks. TEC 009 - Design and Technology--Basic Combined Series also meets the requirements for the FAB Lab Technology Course Series.

Additional Offerings:
VOA -62 - Digitally Fabricated Circuit Board
VOA 541 - Fab Lab Circuit Boards
VOD 528 - Introduction to 3D Scanning
VOA 064 - Fab Lab CNC Plasma Cutter

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

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

Career Opportunities:
Knowledge from the Fab Lab courses, along with previously acquired manufacturing knowledge and experience, can make an individual an "additive manufacturing/ prototyping" skilled practitioner. Courses will help students further their experience as an artist, innovator, drafter, or entrepreneur.

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

Contact Information:
For program information:
Coordinator: Jay Bouis | jbouis@ccbcmd.edu | 443-840-4428 | Catonsville | BESS 100J
Administrative Assistant: Denise Bellamy | dbellamy@ccbcmd.edu| 443-840-4712 | Catonsville | BESS 100

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

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Facility Management Professional

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

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

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

Certifying Organization: International Facility Management Association (IMFA); www.imfachesapeake.org

Financial Aid and Payment Options:
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
This program consists of four 16-hour classes. One class is scheduled per month for four months. Most classes are scheduled during the day on Friday and Saturday. Courses do not have to be taken in a particular order. Courses are offered at CCBC Catonsville.

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

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Information: Courses can be taken in any order.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA 976	Operations and Maintenance for FMP	16	Texts will be provided in class.	$799 T-$275/F-$524
VOA 977	Project Management for FMP	16	Texts will be provided in class.	$799 T-$275/F-$524
VOA 978	Finance and Business Essentials for FMP	16	Texts will be provided in class.	$799 T-$275/F-$524
VOA 979	Leadership and Strategy Essentials for FMP	16	Texts will be provided in class.	$799 T-$275/F-$524
Course Series Totals:		**64**		**$3196 T-$1100/F-$2096**

Career Opportunities:
The Facility Management Professional™ (FMP™) program is best suited for people who are already working in facilities management and want to advance their careers. A college degree increases employability.

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

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

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

HVAC/Refrigeration Technician

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

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

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

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

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those eligible
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
9 months
Courses are offered at CCBC Catonsville and Dundalk.

Requirements:
High School Diploma or GED; minimum age of 18

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA 969 *Shared with credit class AIRC 110*	HVAC Safety, Tools & Methods	42	Fundamentals of HVACR, 3rd edition with access code, by Stanfield & Skaves; $215 at CCBC bookstores	$459 T-$318/F-$141
VOC 975 *Shared with credit class AIRC 115*	Fundamentals of Refrigeration	49	Fundamentals of HVACR, 3rd edition with access code, by Stanfield & Skaves; $215 at CCBC bookstores	$459 T-$318/F-$141
VOC 985 *Shared with credit class AIRC 205*	Heating Systems	52	Fundamentals of HVACR, 3rd edition with access code, by Stanfield & Skaves; $215 at CCBC bookstores	$459 T-$318/F-$141

VOA 970 *Shared with credit class ELEI 101*	Basic HVAC Electricity	56	None	$630 T-$427/F-$203
VOC 953 *Shared with credit class AIRC 210*	Comfort Cooling Systems	55	Fundamentals of HVACR, 3rd edition with access code, by Stanfield & Skaves; $215 at CCBC bookstores	$459 T-$318/F-$141
VOC 044 & VOC 991 (Test)	Refrigerant Recovery Certification & Test	12.5	No materials needed.	$130 T-$66/$64 $50 T-$0/F-$50
Course Series Totals:		**266.50**	**$215**	**$2646** **T-$1765/F-$881**

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

Career Opportunities:
Entry Level HVAC Helper/Apprentice. Students can continue their education and obtain additional certificates and/or pursue an Associate of Applied Science degree in Heating, Ventilation & Air Conditioning (HVAC) and Energy Technology. Some companies prefer or require a degree for more senior positions. Criminal background checks and random drug testing are required for employment.

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

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

Contact Information:
Program Coordinator: Steve Ricketts | sricketts@ccbcmd.edu | 443-840-4442 | Catonsville | BESS 100
Administrative Assistant: Ollie Wright | owright@ccbcmd.edu | 443-840-4476 | Catonsville | BESS 100

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Welding

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

Successful Completion:

CCBC Credential: 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 the full training.

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

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those eligible
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

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

Requirements:
High School Diploma or GED; minimum age of 18

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Information:
Begin with Fundamentals of Welding and then go on to specialize in one of the three processes (Shielded Metal Arc, MIG or TIG) with Intermediate and Advanced level training.

Course Number	Course Title	Course Hours **	Textbook Information (approximate cost; subject to change)	Costs ** T=Tuition/F=Fees
VOA 926	Fundamentals of Welding	36	Book provided - cost included in tuition	$1550 T-$195/F-$1355
VOA 930	Intermediate MIG Welding	42	Book provided - cost included in tuition	$2275 T-$286/F-$1989
VOA 931	Advanced MIG Welding	48	Book provided - cost included in tuition	$2275 T-$286/F-$1989

VOA 928	Intermediate TIG Welding	48	Book provided - cost included in tuition	$2275 T-$286/F-$1989
VOA 929	Advanced TIG Welding	48	Book provided - cost included in tuition	$2275 T-$286/F-$1989
VOA 932	Intermediate Shielded Metal Arc Welding	54	Book provided - cost included in tuition	$2275 T-$286/F-$1989
VOA 927	Advanced Shielded Metal Arc Welding	48	Book provided - cost included in tuition	$2275 T-$286/F-$1989

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

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

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

Skills for Success:
Detailed-oriented, dependable, self-control, ability to follow safety rules, ability to follow directions, cooperation, integrity, persistence, manual dexterity, mechanical aptitude, mathematical aptitude, ability to stand for long periods of time, and the ability to lift 35 pounds.

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

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

Contact Information:
Coordinator: Steve Ricketts | sricketts@ccbcmd.edu | 443-840-4442 | Catonsville | BESS 100
Administrative Assistant: Ollie Wright | owright@ccbcmd.edu | 443-840-4476 | Catonsville | BESS 100

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Bookkeeper - Entry Level

Non-Credit Continuing Education Program Description:
This Continuing Education Certificate prepares students in the field of bookkeeping. Bookkeepers compute, classify, and record numerical data to keep financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining and checking the accuracy of accounting records, calculations and postings.

Successful Completion:
CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and will have access to a Continuing Education academic record (transcript).
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:
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
5–6 months
Courses start in February and September at CCBC Essex and CCBC Randallstown.

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

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Information:

Course Number	Course Title	Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
ACC 353	Accounting /Bookkeeping I	16	Included in course cost	$199 T-$45/F-$154
ACC 354	Accounting /Bookkeeping II	12	None	$159 T-$40/F-$119
ACC 356	QuickBooks For Bookkeepers	12.5	Included in course cost	$189 T-$50/F-$139
Course Series Totals:		**40.5**		**$547 T-$135/F-$412**

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

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

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

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

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

First-Line Supervisor

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

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

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
6 months
Courses start in September and February at CCBC Hunt Valley and CCBC Owings Mills.

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

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
MAN 058	The Role of the Supervisor	6	Materials provided	$139 T-$79/F-$60
MAN 909	Communication Skills & Interpersonal Interaction	6	Materials provided	$139 T-$79/F-$60
MGT 232	Managing Multiple Priorities	6	Materials provided	$139 T-$79/F-$60
WOS 055	Collaborative Outcomes: Teams and Teamwork	6	Materials provided	$139 T-$79/F-$60
COU 005	Managing Conflict and Confrontation	6	Materials provided	$139 T-$79/F-$60
MGT 634	Performance Management	6	Materials provided	$139 T-$79/F-$60
Course Series Totals:		**36**		**$834 T-$474/F-$360**

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

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

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

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

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Home Inspector Pre-License

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

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

External Credential: This course is one of several steps required to obtain a Maryland Home Inspection License. Students successfully completing this course fulfill the educational requirements for the Maryland Home Inspector License.

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

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

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

Requirements - CCBC:
High School Diploma or GED

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

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Information:
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
SBA 511	Home Inspection Pre-License	80	Principles of Home Inspection: Systems & Standards by Carson Dunlop; paperback text cost is about $100; available at CCBC bookstores	$895.00 T-$350/F-$545

Skills for Success:
Business skills and self-discipline.

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

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

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

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Human Resources Manager

Non-Credit Continuing Education 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.

Successful Completion:
CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and will have access to a Continuing Education academic record (transcript). 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:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
3 months
Courses start in June, September and February at CCBC Owings Mills and CCBC Hunt Valley.

Requirements:
High School Diploma or GED

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Information:

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-$195/F-$700

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

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

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

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

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Non-Profit Organization Manager

Non-Credit Continuing Education Program Description:
Like their for-profit counterparts, managers in non-profit organizations plan, direct, and control aspects of the organization's work to ensure the effective and efficient utilization of resources (including staff), so that the goals of the organization can be achieved and the organization can survive and thrive. They may assist in the organization's strategic planning; develop, monitor and control budgets; manage programs, staff and other resources; as well as assist with fundraising, including grant writing, and the marketing and promotion of the overall organization and/or their unit/department.

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

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

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

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

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

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

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
MGT 619	Strategic Planning for the NP Organization	6	Materials provided	$139 T-$79/F-$60
MGT 620	Financial Management for NP Organizations	6	Materials provided	$139 T-$79/F-$60
MGT 621	Managing Paid and Volunteer Staff	6	Materials provided	$139 T-$79/F-$60
MGT 623	Making Effective Presentations	6	Materials provided	$139 T-$79/F-$60
WRI 039	Grant Writing	6	Materials provided	$139 T-$79/F-$60

MGT 625	Marketing and Fundraising for NP Organizations	6	Materials provided	$139 T-$79/F-$60
Course Series Totals:		**36**		**$834** **T-$474/F-$360**

Additional Offerings:
MGT 683: Advanced Marketing for Non-Profits: Identifying Targets & Planning Campaigns
MGT 801: Developing Your Grant Proposal

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

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

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

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

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Project Management

Non-Credit Continuing Education 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. As an incumbent, they may be assigned to lead a company project. Because of the challenge of project constraints such as project scope, time and budget, they must be detail-oriented and have strong leadership and management skills. The Project Management Course Series (MAN 927) satisfies the Project Management Institute's (PMI®) educational requirement to apply to take the Project Management Professional (PMP®) Certification Exam. The Certification Exam Preparation Course, MAN 077, is appropriate for those already accepted by PMI® to sit for the exam.

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

Certifying Organization: Project Management Institute (PMI ®); www.pmi.org. 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:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
2 months
Courses start in September, February, and June at CCBC Hunt Valley and CCBC Randallstown.

Requirements:
High School Diploma or GED
To qualify to take the PMP® exam, the following is required:
A four-year degree (bachelor's or the global equivalent) and at least 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) with at least five years of project management experience, with 7500 hours leading and directing projects and 35 hours of project management education.
PMI® requires applicants to document "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:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
MAN 927	Project Management Course Series	44	Guide to the Project Management Body of Knowledge (PMBOK) – included in course price	$1995 T-$995/F-$1000

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

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

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

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

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

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Real Estate Appraiser

Non-Credit Continuing Education Program Description:
This course series prepares students to sit for the Maryland Licensed Appraiser exam. Appraisers assess residential real estate property for its current fair market value. In order to appraise the property the appraiser must go to the real estate site and take pictures and measurements of the land and/or residence. A search of local real estate records is done to establish a price comparison of like properties, and a computerized report on the findings is written up for the customer and lender.

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

Students will be prepared to begin their required apprenticeship hours and, when completed, take the licensing exam to become a Maryland Licensed Appraiser. Students may apply for Appraisal Trainee license exam after completing 75 hours of education (REA 019 and REA 020). To apply for the Licensed Real Estate Appraiser exam, students must complete 150 hours of education and 2000 hours of appraisal apprenticeship hours.

Certifying Organization: Real Estate Appraisers & Home Inspectors Commission; www.dllr.state.md.us

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those that qualify
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
6 months for the course series, plus a minimum of 2 years apprenticeship.
Courses start in September and January at CCBC Hunt Valley.

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

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Information:
Attendance is mandatory. Students must pass a final exam in each of the four courses.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
REA 019	Real Estate: Appraisal Principles & Procedures	60	Appraising Residential Properties; $80; text available at campus bookstores	$669 T- $340/F-$329

REA 173	Real Estate: Appraisal Standards & Ethics	15	Uniform Standards of Professional Appraisal Practice; $75; *and* 15 hour National USPAP course Student Manual; $35; texts available through the Appraisal Foundation	$249 T-$139/F-$110
REA 020	Real Estate: Appraisal Practices & Analysis Part I	30	Same as REA 019	$329 T-$154/F-$175
REA 021	Real Estate: Appraisal Practices & Analysis Part II	45	Same as REA 019	$399 T-$239/F-$160
Course Series Totals:		**150**	**$185**	**$1646** **T-$872/F-$744**

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

Career Opportunities:
Real estate appraiser, real property appraiser or field appraiser. Jobs are available in the real estate industry, governmental agencies and also opportunities to 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.emsicareercoac h.com/.

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

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Real Estate Salesperson

Non-Credit Continuing Education Program Description:
This course prepares students to sit for the Maryland Licensed Real Estate Salesperson exam. Real Estate Salespersons (or agents) act as intermediaries in negotiations between buyers and sellers of real estate property; typically representing one of the parties. They advise clients on market conditions, prices, and all matters related to real estate transactions. They market properties, prepare documents, show properties, and coordinate closing activities.

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

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

Financial Aid and Payment Options:
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
5 months
Courses start in September and February at CCBC Catonsville and in March and June at CCBC Hunt Valley and CCBC Owings Mills.

Requirements:
High School Diploma or GED

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Information:
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; $45; *and* The Maryland Real Estate Practice & Law; $25; available at campus bookstores	$479 T-$261/F-$218

Skills for Success:
Successful candidates need strong oral and written communication skills, strong interpersonal skills, and good problem-solving skills.

Career Opportunities:
Students will be prepared to sit for the Maryland Licensed Real Estate Salesperson exam and begin work as a Real Estate Salesperson under the supervision of a Real Estate Broker.

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

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

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Small Business Basics

Non-Credit Continuing Education Program Description:
A small business owner or entrepreneur is responsible for the growth, overall direction, and everyday operation of a business. Specific activities vary according to the business's size and industry and may include: reviewing sales reports, profit and loss statements, and other financial reports; hiring, training and managing staff; understanding federal, state and local laws; marketing; and directing activities for sales or production staff.

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

Financial Aid and Payment Options:
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
6 months
Course series offered at various CCBC sites and BCPS locations.

Requirements:
High School Diploma or GED

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
SBA 808	How to Start and Manage Your Own Small Business	10	Materials provided.	$109 T-$36/F-$73
SBA 950	Customize Your Business Plan	5	Materials provided.	$79 T-$30/F-$49
SBA 956	The A,B,C's of Small Business Funding	5	Materials provided.	$89 T-$35/F-$54
SBA 964	Small Business Marketing Strategies	6	Materials provided.	$99 T-$35/F-$64
Course Series Totals:		**26**		**$376 T-$136/F-$240**

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

Career Opportunities:
Students will be better prepared to start their own business entity or manage a small business. Careers in this field are available in a broad range of privately held companies, government agencies, and non-profit organizations.

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

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

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Social Media for Small Business

Non-Credit Continuing Education Program Description:
This program prepares students to obtain work in the field of social media in a wide variety of industries and non-profit organizations. The social media contact for a business will design and implement a company's social media marketing plan. Duties include content strategy, developing brand awareness, generating inbound traffic, and cultivating leads and sales.

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

Financial Aid and Payment Options:
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those eligible
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
6 months
This series is a combination of online and face-to-face courses.

Requirements:
High School Diploma or GED

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
SBA 959	Introduction to Social Media for Small Business	5	Materials provided.	$89 T-$35/F-$54
SBA 951	LinkedIn to Grow Your Business	5	Materials provided.	$89 T-$40/F-$49
PCP 339	YouTube for Business	16	Materials provided.	$245 T-$40/F-$205
PCP 338	Facebook for Business	16	Materials provided.	$245 T-$40/F-$205
MGT 823	Instagram for Business	16	Materials provided.	$195 T-$20/F-$175
Course Series Totals:		**58**		**$863 T-$175/F-$688**

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

Career Opportunities:
Students will be better prepared to use enhanced social media skills in a variety of business situations. 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.emsicareercoach.com/.

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

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Supply Chain Manager

Non-Credit Continuing Education Program Description:
Supply Chain Managers are involved in the group of processes that take a company's goods or products from production planning through to the end consumer. They often oversee purchasing and warehousing/logistics divisions and may be involved in activities including purchasing materials and supplies, production, warehousing and distribution of finished goods. Their primary focus is on improving production effectiveness and efficiencies.

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

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
6 months
Courses start in September and February at CCBC Owings Mills.

Requirements:
High School Diploma or GED
If a student wishes to sit for the CPSM ® exam, the following is also required: A four-year degree (bachelor's or the global equivalent) and at least three years professional supply management work experience.

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T= Tuition/F=Fees
MGT 644	Introduction to Supply Chain Management	6	"Supply Management"; $75; Campus Bookstore	$189 T-$100/F-$89
MGT 797	Fundamentals of Purchasing & Supply Management	6	Same as MGT 644	$189 T-$100/F-$89
MGT 798	Advanced Supply Management Tools & Concepts	6	Same as MGT 644	$189 T-$100/F-$89
MGT 834	Legal Considerations of Supply Management	6	Same as MGT 644	$189 T-$100/F-$89
MGT 835	Modern Negotiation Concepts & Techniques	6	Same as MGT 644	$189 T-$100/F-$89
MGT 836	21st Century Inventory Management	6	Same as MGT 644	$189 T-$100/F-$89
Course Series Totals:		**36**	**$75**	**$1134 T-$600/F-$534**

Skills for Success:
Successful candidates need strong planning, organizing and directing skills, as well as math and project management skills. Must be able to work on a team and problem-solve.

Career Opportunities:
Job opportunities include: production planner, production scheduler, materials acquisition/purchasing manager; also inventory control manager, warehouse manager and distribution manager.

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

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

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

A+ Certified PC Repair Technician

Non-Credit Continuing Education Program Description:
This course series prepares students to sit for the CompTIA® A+ exam, and for a career as a computer service technician. Learn how to identify computer problems and repair them. Develop the skills to build and configure hardware, install and update software, and maintain computer networks. Work in a variety of settings in both public and private business sectors.

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

Certifying Organization: Students will have the opportunity to sit for the CompTIA® certification exam. Computing Technology Industry Association (CompTIA®); www.comptia.org

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
1 semester (14 - 16 weeks)
Courses start in August, January, and June at CCBC Catonsville, CCBC Essex, and CCBC Owings Mills. Course schedules vary each semester and may be offered face-to-face, online, or hybrid (a combination of the two).

Requirements:
High School Diploma or GED; computer literate; strong computer skills; strong analytical skills; access to the Internet to complete assignments

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Information:
Excellent attendance is required.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs ** T=Tuition/F=Fees
PCA 644 *or* PCA 994 (if hybrid) *Shared with credit class DCOM 141*	A+ Certification PC Technician Module 1	50	PC Pro (Access Code); TestOut; ISBN 978-1-935080-52-7; $150 ** Check with coordinator for potential text update before purchasing	$645 T-$258/F-$387

PCA 645 *or* PCA 995 (if hybrid) *Shared with credit class DCOM 235*	A+ Certification PC Technician Module 2	50	Same as Module I	$645 T-$258/F-$387
Course Series Totals:		**100**	**$150**	**$1290** **T-$516/F-$774**

Additional Expenses:
2 CompTIA A+ Certification exams at $205 each.

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

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

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

Contact Information:
Coordinator: Lindsey Anderson | landerson3@ccbcmd.edu | 443-840-5793 | Catonsville | BESS | 104A
Administrative Assistant: Nancy Pittinger | npittinger@ccbcmd.edu | 443-840-4483 | Owings Mills | 302

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Certified Associate in Healthcare Information and Management Systems – CAHIMS

Non-Credit Continuing Education Program Description:
This course series prepares students to sit for the certification exam for Certified Associate in Healthcare Information & Management Systems (CAHIMS). Health IT professionals assist in the implementation and utilization of Electronic Health Records in various healthcare settings, and in achievement of "Meaningful Use" per federal guidelines. They are looked upon to analyze, improve, and implement technology and workflow solutions to improve patient care. They also support the growing use of technology throughout all aspects of healthcare.

Successful Completion:
CCBC Credential: Students will receive a Continuing Education Workforce Training Certificate and will have access to a Continuing Education academic record (transcript).
Students will be prepared to sit for the certification exam for Certified Associate in Healthcare Information & Management Systems (CAHIMS).

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

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
12 months
Courses start in the fall at CCBC Essex and in the spring at CCBC Randallstown

Information/Orientation:
Orientation sessions are held in the fall and winter. See the Continuing Education course schedule for details.

Requirements:
Degree or certification in healthcare field or IT field *or* 5 years related work experience; prior completion of AHE 534 Medical Terminology for Health Occupations *or* AHL 717 Challenge Exam for Medical Terminology; computer literate; computer access

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

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.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL 867	Foundations of Health Information Technology (online)	30	1) Health IT and EHR's: Principles & Practice, 6th ed.; $120; and *2)* Health Information Management Technology: An Applied Approach, 5th ed.; $150	$399 T-$126/F-$273
AHL 823 *or* AHE 641	Introduction to IT & Computer Science - *For students with Healthcare background* *or* Introduction to Healthcare Systems – *For students with IT background*	20	AHL 823 – None *or* AHE 641 – Introduction to Health Care; 4th Edition; $170	$199 T-$93/F-$106
AHL 819	Working in Teams (online)	6	None	$109 T-$39/F-$70
AHL 943	Health Management Information Systems	40	1) Same as AHL 867; and 2) AHIMA Virtual Lab pass; $110	$569 T-$259/F-$310
AHL 825	Quality Management (online)	12	None	$199 T-$93/F-$106
AHL 944	Information Technology Vendor Management (online)	12	None	$199 T-$93/F-$106
AHL 820	EHR Process, Design & Implementation	60	Same as AHL 867	$849 T-$335/F-$514
AHL 827	Public Health IT (online)	6	None	$109 T-$39/F-$70
Course Series Totals:		**186**	**$550**	**$2632 T-$1077/F-$1555**

Additional Expenses:
CAHIMS Certification exam: $250

Skills for Success:
Candidates must be self-motivated, independent learners, as the program is a mixture of online and hybrid (both online and classroom) courses. They need strong writing and analytical skills. In the workplace, they will need strong analytical, communication and management skills, as well as the ability to work both independently and in teams.

Career Opportunities:
Depending on prior educational and work experience, there are a range of job opportunities as Systems Analysts, Workflow Specialists, Software Specialists, and Implementation Support Specialists.

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

Contact Information:
Director: Lynette Higgins | lhiggins@ccbcmd.edu | 443-840-5716 |Owings Mills | Suite 302
Administrative Assistant: Nancy Pittinger | npittinger@ccbcmd.edu | 443-840-4483 |Owings Mills | Suite 302

Cisco Certified Network Associate

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

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

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

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

Certifying Organization: Cisco Systems; www.cisco.com

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

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

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

Requirements:
High School Diploma or GED; computer literate; strong computer skills; prior networking classes or background; access to a computer and the Internet to complete assignments
Recommended: Network+ certification

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Information:
Excellent attendance is required.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
Prerequisite:				
PCA 619 *or* PCA 615 (if hybrid) Shared with credit class DCOM 101	Network+ Part I: Network and Data Communications	37.5	Guide to Networking Essentials; Tomsho; ISBN 1-305-10543-5; $207.95 ** Check with coordinator for potential text update before purchasing	$505 T-$177/F-$328
Prerequisite Totals:		**37.5**	**$207.95**	**$505 T-$177/F-$328**
Course Series:				
PCA 596 *or* PCA 959 (if hybrid) Shared with credit class DCOM 217	Cisco I: Network Fundamentals	50	Intro to Networks V6 Companion Guide; Cisco; ISBN 1-58713-360-1; $73.35 ** Check with coordinator for potential text update before purchasing	$645 T-$258/F-$387
PCA 597 *or* PCA 960 (if hybrid) Shared with credit class DCOM 218	Cisco II: LAN Routing Protocols and Concepts	50	Routing & Switching Essentials V6 Companion Guide; Cisco; ISBN 1-58713-428-4; $73.35 ** Check with coordinator for potential text update before purchasing	$645 $258/F-$387
PCA 598 *or* PCA 961 (if hybrid) Shared with credit class DCOM 219)	Cisco III: Switching and Wireless	50	Scaling Networks V6 Companion Guide; Cisco; ISBN 1-58713-434-9; $73.35 ** Check with coordinator for potential text update before purchasing	$645 T-$258/F-$387
PCA 599 *or* PCA 962 (if hybrid) Shared with credit class DCOM 220	Cisco IV: Accessing the WAN	50	Connecting Networks V6 Companion Guide; Cisco; ISBN 1-58713-432-2; $73.35 ** Check with coordinator for potential text update before purchasing	$645 $258/F-$387
Course Series Totals:		**200**	**$293.40**	**$2580 T-$1032/F-$1548**
Course Series & Prerequisite Totals:		**237.50**	**$501.35**	**$3085 T-$1209/F-$1876**

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

Additional Expenses:
CCNA Certification exam: $250

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

Career Opportunities:
With certification students quality for entry-level positions including: Network Associate; Network Specialist; Network Administrator; Network Support Engineer; Information Technology (IT) Specialist; Local Area Network Administrator; Information Technology (IT) Manager; and Network Manager. This career requires continued education and training.

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

Contact Information:
Coordinator: Lindsey Anderson | landerson3@ccbcmd.edu | 443-840-5793 | Catonsville | BESS | 104A
Administrative Assistant: Nancy Pittinger | npittinger@ccbcmd.edu | 443-840-4483 | Owings Mills | 302

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Computer Programmer

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

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

Financial Aid and Payment Options:
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

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

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

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry: no screening required.

Course Information:

Course Number (may vary)	**Course Title**	**Hours**	**Textbook Information** (approximate cost; subject to change)	**Costs** T=Tuition/F=Fees
PCP 772	Beginning Programming	15	Coding for Beginners in easy steps; ISBN 978-1-84078-642-2; $15	$349 T-$140/F-$209
PCA 737	C++ Programming	24	Sams Teach Yourself C++ in 24 Hours; Sams; ISBN 978-0-672-33746-8; $35	$489 T-$196/F-$293
PCA 739	Java Programming	24	Sams Teach Yourself Java in 24 Hours; Sams; ISBN 978-0-672-33717-8; $35	$489 T-$196/F-$293
Course Series Totals:		**63**	**$55**	**$1327 T-$532/F-$795**

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

Career Opportunities:
With certification, students qualify for entry-level positions including Applications Developer, C++ Programmer, Computer Programmer, Java Programmer, Python Programmer, Software Developer, and Web Programmer.

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

Contact Information:

Coordinator:	Lindsey Anderson | landerson3@ccbcmd.edu | 443-840-5793 | Catonsville | BESS | 104A
Administrative Assistant:	Nancy Pittinger | npittinger@ccbcmd.edu | 443-840-4483 | Owings Mills | 302

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Help Desk Technician

Non-Credit Continuing Education Program Description:
This five-course certificate program is designed to prepare students to support a client help desk, including the performance of basic help desk assessments and functions providing technical support and troubleshooting services to end-users who need assistance with computer hardware or software. Help desk personnel may work in-house or remote assisting customers via phone and online.

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

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
9 weeks
Courses start in September and January at CCBC Catonsville.
Courses are typically offered in the evenings. Troubleshooting classes may be taken in any order.

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

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Information: Excellent attendance is required.

Course Number	Course Title	Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
PCA 772	Help Desk Technology and Customer Service	18	None	$339 T-$113/F-$226
PCA 773	Troubleshooting Microsoft Windows	9	None	$189 T-$57/F-$132
PCA 774	Troubleshooting Microsoft Word	9	None	$189 T-$57/F-$132
PCA 775	Troubleshooting Microsoft Access	9	None	$189 T-$57/F-$132
PCA 776	Troubleshooting Microsoft Excel	9	None	$189 T-$57/F-$132
Course Series Totals:		**54**		**$1095 T-$341/F-$754**

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

Career Opportunities:
Entry-level IT Help Desk positions such as: Help Desk Technician; Desktop Support Technician; Computer Support Specialist, Help Desk Analyst.

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

Contact Information:

Coordinator:	Lindsey Anderson | landerson3@ccbcmd.edu | 443-840-5793 | Catonsville | BESS | 104A
Administrative Assistant:	Nancy Pittinger | npittinger@ccbcmd.edu | 443-840-4483 | Owings Mills | 302

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Information Security Analyst

(Security+ Certification)

Non-Credit Continuing Education Program Description:
This course series prepares students for the Computing Technology Industry Association's (CompTIA®) Security+ certification exam, and for a career as an Information Security Analyst. Gain an introduction to the Information Security field and explore how it relates to other IT areas and specialized security fields. Students learn current security essentials; common security threats and ramifications; developing secure information security strategies; common attacks and how to safeguard against them; cryptography basics; physical security; disaster recovery; business continuity; the role of computer forensics in information security; and ethical behavior appropriate to security-related technologies.

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

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

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

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

Requirements:
High School Diploma or GED; computer literate; strong computer skills; access to a computer and the Internet to complete assignments
Recommended: Persons pursuing Security+ certification typically have A+ and Network+ classes and background or Network+ certification.

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Information:
Excellent attendance is required.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
Prerequisite:				
PCA 620 *or* PCA 616 (if hybrid) Shared with credit class DCOM 251	Network+ Part 2: Network+ Technician Certification	50	CompTIA Network+ N10-006 Certification Guide; Barker; ISBN 978-0-7897-5408-0; $49.99 ** Check with coordinator for potential text update before purchasing	$645 T-$258/F-$387
Course:				
PCA 594 *or* PCA 997 (if hybrid) Shared with credit class DCOM 258	Introduction to Information Security	37.5	CompTIA Security+ SYO – 401 Authorized Certification Guide; Prowse; ISBN 978-0-7897-5363-2; $80 ** Check with coordinator for potential text update before purchasing	$505 T-$177/F-$328
Course & Prerequisite Totals:		**87.5**	**$129.99**	**$1150 T-$435/F-$715**

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

Additional Expenses:
CompTIA Security+ Certification exam: $320

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

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

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

Contact Information:
Coordinator**:** Lindsey Anderson | landerson3@ccbcmd.edu | 443-840-5793 | Catonsville | BESS| 104A
Administrative Assistant: Nancy Pittinger | npittinger@ccbcmd.edu | 443-840-4483 | Owings Mills | 302

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Mobile Application Developer

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

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

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

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

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

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Information: Excellent attendance is required.

Course Number (may vary)	**Course Title**	**Course Hours**	**Textbook Information** (approximate cost; subject to change)	**Costs** T-=Tuition/F=Fees
PCP 755 *Shared with credit class CSIT 166*	Introduction to Mobile Application Development	50	Learning Mobile App Development - A Hands on Guide to Building Apps with iOS & Android; Addison-Wesley; ISBN: 978-0321947864; $75	$645 T-$258/F-$387
PCP 758 *Shared with credit class CSIT 267*	iOS Application Development	50	TBD	$645 T-$258/F-$387

PCP 756 *Shared with credit class CSIT 268*	Android Application Development	50	Sams Teach Yourself Android Application Development in 24 Hours; Sams; ISBN: 978-0321673350; $30	$645 T-258/$387
PCP 757 *Shared with credit class CSIT 269*	Mobile Application Security	50	Hacking Exposed: Mobile Security Secrets & Solutions; McGraw-Hill; ISBN: 978-0-07-181701-1; $50	$645 T-258/$387
Course Series Totals:		**200**	**$155**	**$2580** **T-$1032/$1548**

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

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

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

Contact Information:
Coordinator: Lindsey Anderson | landerson3@ccbcmd.edu | 443-840-5793 | Catonsville | BESS | 104 A
Administrative Assistant: Nancy Pittinger | npittinger@ccbcmd.edu | 443-840-4483 | Owings Mills | 302

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Network Security Specialist (Certified Ethical Hacker)

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

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

Students will be prepared to sit for the EC-Council Certified Ethical Hacker (CEH) certification exam.

Certifying Organization: EC-Council, International Council of E-Commerce Consultants; www.eccouncil.org

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
6 weeks - not including prerequisites
Courses start in August, January, and June at CCBC Catonsville and CCBC Essex. Usually offered during a six-week period, but are occasionally spread across a semester. Course schedules vary each semester and may be offered face-to-face, online or hybrid (a combination of the two).

Requirements:
High School Diploma or GED; computer literate; strong computer skills; access to a computer and the Internet to complete assignments; Network+ certification or strong networking background - students without this requirement must take the prerequisite course listed below.

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Information: Excellent attendance is required.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
Prerequisite:				
PCA 619 *or* PCA 615 (if hybrid) Shared with credit course DCOM 101	Network+ Part 1: Network and Data Communications	37.5	Guide to Networking Essentials; Tomsho; ISBN1-305-10543-5; $207.95 ** Check with coordinator for potential text update before purchasing	$505 T-$177/F-$328

Course:				
PCA 593 Shared with credit course DCOM 215	Ethical Hacking and Systems Defense	50	Certified Ethical Hacker (CEH); Gregg; ISBN 978-0-7897-5127-0; $59.99	$645 T-$258/F-$387
Course & Prerequisite Totals:		**87.50**	**$267.94**	**$1150** **T-$435/F-$715**

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

Additional Expenses:
Certified Ethical Hacker (CEH) certification exam = $950

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

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

The CEH certification enables individuals to apply for security positions in the government IT sector. The National Security Agency (NSA), the Committee on National Security Systems (CNSS), and the Department of Defense (DOD), use this certification in their process for clearing contractors and employees to access sensitive information.

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

Contact Information:
Coordinator**:** Lindsey Anderson | landerson3@ccbcmd.edu | 443-840-5793 | Catonsville | BESS | 104A
Administrative Assistant**:** Nancy Pittinger | npittinger@ccbcmd.edu | 443-840-4483 |Owings Mills | 302

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Network+ Certified Technician

Non-Credit Continuing Education Program Description:
This course prepares students to take the CompTIA® Network+ Certification Exam, and for a career as a network technician. Learn how to plan, install, configure and troubleshoot a computer network. Develop the skills to install and configure network operating systems and network hardware. Implement wireless networks, install and configure TCP/IP, perform diagnostic procedures to troubleshoot network malfunctions, and implement/manage network security.

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

Students will have the opportunity to sit for the CompTIA® Network+ certification exam.

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

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
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).

Requirements:
High School Diploma or GED; computer literate; strong computer skills; access to a computer and the Internet to complete assignments
Recommended: A+ courses, background or certification

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Information: Excellent attendance is required.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
Prerequisites:				
PCA 644 *or* PCA 994 (if hybrid) Shared with credit class DCOM 141	A+ Certification PC Technician Module 1	50	PC Pro (Access Code); TestOut; ISBN 978-1-935080-52-7; $150 ** Check with coordinator for potential text update before purchasing	$645 T-$258/F-$387

PCA 645 *or* PCA 995 (if hybrid) Shared with credit class DCOM 141	A+ Certification PC Technician Module 2	50	Same as Module 1	$645 T-$258/F-$387
Prerequisite Totals:		**100**	**$150**	**$1290 T-$516/F-$774**
Course Series:				
PCA 619 *or* PCA 615 (if hybrid) Shared with credit class DCOM 101	Network+ Part 1: Network and Data Communications	37.5	Guide to Networking Essentials; Tomsho; ISBN 1-305-10543-5; $207.95	$505 T-$177/F-$328
PCA 620 *or* PCA 616 (if hybrid) Shared with credit class DCOM 251	Network+ Part 2: Network+ Technician Certification	50	CompTIA Network+ N10-006 Certification Guide; Barker; ISBN 978-0-7897-5408-0; $49.99	$645 T-$258/F-$387
Course Series Totals:		**87.5**	**257.94**	**$1150 T-$435/F-$715**
Course Series and Prerequisite Totals:		**187.5**	**$407.94**	**$2440 T-$951/F-$1489**

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

Additional Expenses:
CompTIA Network+ Certification exam: $294

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

Career Opportunities:
With certification, students will qualify for entry-level positions as a Network Service Technician; Network Installer; IT Cable Installer; Computer Technician; Field Service Technician; Computer Support Specialist; and Technical Support Specialist. This career requires continued training and education.

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

Contact Information:
Coordinator**:** Lindsey Anderson | landerson3@ccbcmd.edu | 443-840-5793 | Catonsville | BESS | 104A
Administrative Assistant: Nancy Pittinger | npittinger@ccbcmd.edu | 443-840-4483 | Owings Mills | 302

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Red Hat Certified Engineer

Non-Credit Continuing Education Program Description:
This course prepares students and professionals to sit for the highly valued Red Hat Certified Engineer (RHCE) certification exam, and for a career as a Red Hat Certified Engineer. This course is designed for IT students and professionals who are users of Linux that want to build skills in Systems Engineering on Red Hat Enterprise Linux to a level where they can set up and configure Red Hat Linux Enterprise servers. Learn hardware and installation requirements; required command lines; controlling security using firewalls; accessing control lists; file permissions; file system maintenance, including logical volumes, storage encryption and partitions; start-up essentials; managing users and groups; and administration tasks.

Successful Completion:
CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and will have access to a Continuing Education academic record (transcript).
Students will be prepared to sit for the RHCE certification exam.
Certifying Organization: Red Hat, Inc.; www.redhat.com

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
1 semester (14 - 16 weeks) - not including prerequisites
The RHCE certification course is typically an online class that starts in August, January, and June. Course schedules vary each semester and may be held face-to-face, online or hybrid (a combination of the two).

Requirements:
High School Diploma or GED; highly computer literate; proficient computer skills; access to a computer and the Internet to complete assignments; Red Hat Certified System Administrator (RHCSA) certification – students without this certification must take the prerequisite courses listed below.

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.
Provisional Entry - Students must have permission from the Coordinator before registering for this class. Please contact Lindsey Anderson, 443-840-5793 or landerson3@ccbcmd.edu.

Course Information: Excellent attendance is required.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
Prerequisites:				
PCA 623 *or* PCA 627 (if hybrid) Shared with credit course DCOM 142	Linux Fundamentals	37.50	Linux Essentials; Breshahan & Blum; ISBN 978-1-119-09206-3; $40 ** Check with coordinator for potential text update before purchasing	$505 T-$177/F-$328

PCA 624 *or* PCA 628 (if hybrid) Shared with credit course DCOM 244	Red Hat Enterprise Linux Systems Administration I	37.50	Online materials included in course costs. *Optional:* Red Hat RHCSA/RHCE 7 Certification Guide: Red Hat Enterprise Linux 7 (EX200 and EX300); ISBN 978-0789754059; $50	$505 T-$177/F-$328
PCA 625 *or* PCA 629 (if hybrid) Shared with credit course DCOM 259	Red Hat Enterprise Linux Systems Administrator II	50	Same as PCA 624	$645 T-$258/F-$387
Prerequisite Totals:		**125**	**$40 - $90**	**$1655** **T-$612/F-$1043**
PCA 626 *or* PCA 530 (if hybrid) Shared with credit class DCOM 260	Red Hat Enterprise Linux Systems Administrator III	50	Same as PCA 624	$645 T-$258/F-$387
Course and Prerequisite Totals:		**175**	**$40 - $90**	**$2300** **T-$870/F-$1430**

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

Additional Expenses:
Red Hat Certified Engineer Certification exam: $400

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

Career Opportunities:
With certification, students qualify for mid-level positions, and upper level positions with experience, including: Red Hat Certified Engineer; RHCE Linux Administrator; System Engineer; Linux Engineer; Linux Administrator; System Architect; IT Specialist – Systems Administrator; and Technical Support Engineer. This career requires continued training and education.

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

Contact Information:
Coordinator**:** Lindsey Anderson | landerson3@ccbcmd.edu | 443-840-5793 | Catonsville | BESS | 104A
Administrative Assistant**:** Nancy Pittinger | npittinger@ccbcmd.edu | 443-840-4483 |Owings Mills | 302

Red Hat Certified System Administrator

Non-Credit Continuing Education Program Description:
This course series prepares students to sit for the RHCSA certification exam, and for a career as a Red Hat Certified System Administrator (RHCSA). This course teaches students about the Red Hat Enterprise Linux environment, procedures, processes, commands and tools needed to become a RHEL systems administrator. Students learn the essentials of creating and securing networks and network services, keeping files secure and organized, creating and overseeing users and groups, and how to attach and configure a workstation on an existing network, as well as set up, configure and troubleshoot Red Hat Linux Enterprise servers.

Successful Completion:
CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and will have access to a Continuing Education academic record (transcript).
Students will be prepared to sit for the RHCSA certification exam.
Certifying Organization: Red Hat, Inc.; www.redhat.com

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
1 semester (14 - 16 weeks) - not including prerequisite. Course series starts in August and January at CCBC Catonsville. Course schedules vary each semester and may be face-to-face, online or hybrid.

Requirements:
High School Diploma or GED; computer literate with strong computer skills; access to a computer and the Internet to complete assignments
Recommended: A+ background or certification; Windows Server background or Microsoft Technology Associate (MTA) certification; experienced professionals can contact the coordinator to request a waiver for the prerequisite course.

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.
Provisional Entry - Students must have permission from the coordinator before registering for this class. Please contact Lindsey Anderson at 443-840-5793 or landerson3@ccbcmd.edu.

Course Information: Excellent attendance is required.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
Prerequisite:				
PCA 623 *or* PCA 627 (if hybrid) Shared with credit class DCOM 142	Linux Fundamentals	37.5	Linux Essentials; Bresnahan & Blum; ISBN 978-1-119-09206-3; $40 ** Check with coordinator for potential text update before purchasing	$505 T-$177/F-$328

Course Series:				
PCA 624 *or* PCA 628 (if hybrid) Shared with credit course DCOM 244	Red Hat Enterprise Linux Systems Administration I	37.5	Online materials included in course costs. *Optional:* Red Hat RHCSA/RHCE 7 Certification Guide: Red Hat Enterprise Linux 7 (EX200 and EX300); ISBN 978-0789754059; $50	$505 T-$177/F-$328
PCA 625 *or* PCA 629 (if hybrid) Shared with credit class DCOM 259	Red Hat Enterprise Linux Systems Administrator II	50	Same as PCA 624	$645 T-$258/F-$387
Course Series Totals:		**87.50**	**$40 - $90**	**$1150** **T-$435/F-$715**
Course Series & Prerequisite Totals:		**125**	**$40 - $90**	**$1655** **T-$612/F-$1043**

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

Additional Expenses:
RHCSA Certification exam: $400

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

Career Opportunities:
With RHCSA certification, students qualify for entry-level to mid-level positions that include: Red Hat Certified System Administrator, RHCSA Linux Administrator, IT Specialist-Systems Administrator, Systems Engineer, System Architect and Linux Engineer. This career requires continued training and education.

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

Contact Information:
Coordinator**:** Lindsey Anderson | landerson3@ccbcmd.edu | 443-840-5793 | Catonsville | BESS | 104A
Administrative Assistant: Nancy Pittinger | npittinger@ccbcmd.edu | 443-840-4483 | Owings Mills | 302

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

VMware Systems Administrator

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

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

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

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
1 semester (14 - 16 weeks) - not including prerequisites.
This course series begins in August, January, and June at CCBC Catonsville. Course schedules vary each semester and may be held face-to-face, online or hybrid (a combination of the two).

Requirements:
High School Diploma or GED; computer literate; strong computer skills; access to a computer with high-speed Internet to complete course work; Network+ certification or strong networking background - students without this requirement must take the prerequisite course listed below.
Recommended: A+ courses, background or certification

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Provisional Entry - Students must have permission from the Coordinator before registering for this class. Please contact Lindsey Anderson at 443-840-5793 or landerson3@ccbcmd.edu.

Course Information:
Excellent attendance is required.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
Prerequisite:				
PCA 619 *or* PCA 615 (if hybrid) Shared with credit class DCOM 101	Network+ Part I: Network Data Communications	37.5	Guide to Networking Essentials; Tomsho; ISBN; 1-305-10543-5; $207.95 ** Check with coordinator for potential text update before purchasing	$505 T-$177/F-$328
Course:				
PCA 614 Shared with credit class DCOM 263	VMware Virtualization and Cloud Computing Certification (HYB)	50	None	$645 T-$258/F-$387
Course & Prerequisite Totals:		**87.50**	**$207.95**	**$1150 T-$435/F-$715**

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

Additional Expenses:
VMware VCP Certification exam: $250

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

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

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

Contact Information:
Coordinator**:** Lindsey Anderson | landerson3@ccbcmd.edu | 443-840-5793 | Catonsville | BESS | 104A
Administrative Assistant**:** Nancy Pittinger | npittinger@ccbcmd.edu | 443-840-4483 |Owings Mills | 302

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Accelerated Alternative Delivery Surgical Technology (AAD-ST)

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

Successful Completion:
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 national certification exam to become a certified surgical technologist.

Certifying Organization: National Board of Surgical Technology and Surgical First Assisting (NBSTSA); http://nbstsa.org/
Accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP); 25400 US Highway 19 North, Clearwater FL 33756 www.caahep.org; 727-210-2350; FAX: 727-210-2354.

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

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

Requirements:
Computer; Internet access; computer skills to navigate the online classroom

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

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

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

1. You must be a current CCBC student. If you are not an existing student with a username, ID, & CCBC email account, please call Continuing Education registration at 443-840-4700 or go to their website at http://www.ccbcmd.edu/Programs-and-Courses/Schools-and-Academic-Departments/School-of-Continuing-Education/How-to-Register.aspx to become a CCBC student**.** Once you are a student with a username, ID & CCBC email account, please proceed to step 2.
2. You must register for the application class on Blackboard where you will submit all required documents. To complete this step, email aflagler@ccbcmd.edu, or call 443-840-1887 or 443-840-2774, to obtain the correct CRN for the application class in order to register.
3. Once you have received the CRN number, call Continuing Education at 443-840-4700 to register for the application class. There is a $10 application fee required at the time of registration.
4. After you have registered, you will have access to the online application class through Blackboard.
5. Log into Blackboard and click the "Course" tab at the top of the page. You will see the application course for your area of study on your list: Accelerated Alternate Delivery for Surgical Technology Series Application - AHL 116.
6. Click on the application course and read the instructions on the first page.
7. You must submit the following items located in the tab 'Submit Admissions Material' in Blackboard by the admission deadline in order to meet all of the requirements for the application:
    - Application (2 pages)
        - Must be submitted as a .doc, .docx or .rtf
    - Essay
        - Topic listed in Blackboard
        - Must be submitted as a .doc, .docx or .rtf
    - Scanned copy of the following:
        - Signed Academic and Professional Integrity form
        - Signed Surgical Technology Program Technical Standards form
        - Transcripts showing successful completion (a grade of "C+ or better) of program prerequisites as outlined in this information packet
        - Two letters of recommendation from current or former supervisors attesting to competency in surgical technology
        - Official documentation of ST training *Or* official documentation reflecting successful completion of a non-CAAHEP accredited surgical technology program as described in this information packet.
        - Employment Verification form.

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

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

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

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

Course Number	Course Title	Course Hours	Costs T=Tuition/F=Fees	Textbook Information (approximate cost; subject to change)
Module 1:				
AHL 728	Pharmacology for AAD-ST	35	$540 T-$210/F-$330	Pharmacology for the Surgical Technologist, 4th edition; ISBN: 978-0-323-34083-0; published by Elsevier; $98.95
AHL 727	Microbiology for AAD-ST	35	$580 T-$205/F-$375	Microbiology for Surgical Technologists, 2nd edition; published by Delmar; ISBN: 978-1-111-30666-3; $174.95
Module I Totals:		**70**	**$1120** **T - $420/F-$700**	
Module II:				
AHL 726	Surgical Technology Theory for AAD-ST	40	$580 T-$210/F-$370	Surgical Technology for the Surgical Technologist, 4th edition; published by Delmar; ISBN: 978-1-111-03756-7 or 1-111-03756-6; $211.80; and Surgical Technology for the Surgical Technologist Study Guide and Lab Manual, 4th edition; published by Delmar; ISBN: 978-1-111-03758-1 or 1-111-03758-2, $47.90
AHL 725	Surgical Technology in Practice for AAD-ST	40	$580 T-$210/F-$370	Same as above
AHE 715	Technological Sciences for the Surgical Technologist	18	$250 T-$86/F-$164	Same as above
Module II Totals:		**98**	**$1410** **T-$506/F-$904**	
Module III:				
AHL 729	Surgical Technology Capstone for AAD-ST	18	$210 T-$100/F-$110	
AHL 724	Surgical Portfolio Review for AAD-ST	6	$299 T-$100/F-$199	
Module III Totals:		**24**	**$509** **T-$200/F-$309**	
Course Series Totals:		**192**	**$3039** **T-$1126/F-$1913**	**$533.60**

Skills for Success:
This program is completely online so, on a scale of 1 to 5, students should have computer skills at the 2 to 3 level (basic to medium) to navigate the online instructional environment. Due to the accelerated pace of the program, students should be prepared to dedicate a substantial amount of time to reading, studying, preparing assignments, online discussions, and taking assessments.

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

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

The primary goal of the AAD program is to provide an accelerated route for on-the-job trained STs or non-CAAHEP accredited program graduates to become eligible to take the national certification exam administered by the NBSTSA

As a graduate requirement of the program, all students must take the CST exam within 30 days of the expected graduation date before they are awarded a certificate indicating successful completion of the program. The CST exam cost is covered in the cost of the AAD - ST program.

Program Objectives:
At the completion of the AAD-ST Distance Learning Program, the graduate will be able to:

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

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

Contact Information:
AAD-ST Program Instructor: Amy Flagler | aflagler@ccbcmd.edu | 443-840-2774
Administrative Assistant: 443-840-1887

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Technical Standards for Accelerated Alternate Delivery Surgical Technology (AAD-ST):

The duties of a ST require the ability to stand for long hours while constantly being focused on the task at hand. They need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail oriented and to work accurately and quickly. A high level of manual dexterity, psychomotor skills, and integrity are vital. The following is a *partial* listing of the types of skills usually required for adequate job performance.

Physical Requirements

A. Sufficient strength and mobility to:

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

B. Fine motor coordination sufficient to perform precise and delicate tasks such as:

- Handle delicate surgical instruments
- Safely handle surgical and hypodermic needles
- Manipulate instruments while attached to body tissues

C. Adequate vision to:

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

D. Sufficient hearing to:

- Hear and understand verbal instructions under noisy conditions from masked personnel
- Hear alarms and operating noises of surgical equipment

Interpersonal Skills and Professionalism

A. Have the ability to:

- Work in a professional manner as a member of the surgical team under extreme stressful situations
- Remain calm and perform as trained during emergency and life & 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 judgements
- Maintain proper certifications required to perform the duties of the profession
- Maintain a surgical conscience
- Willingness to precept others
- Commitment to working shifts as assigned, which may include on-call, holidays, and weekends

B. Sufficient communication skills to:

- Give and receive accurate written and verbal instructions
- Carry out all written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner
- Accurately interpret the patient's needs
- Communicate clearly and effectively to any team member regarding breaches in sterile technique
- Provide patient/public education related to the profession of surgical technology

C. Intellectual ability and emotional stability to:

- Exercise independent judgement to properly care for the surgical patient
- Accurately utilize all resources material available to prepare for a surgical procedure
- Accurately identify, calculate dosage, and transfer medications
- Work calmly and efficiently in stressful situations
- Maintain calm during emergency situations
- Perform duties while exposed to communicable diseases and unpleasant sights, odors, and materials
- Accept feedback from others
- Complete Requirements

Environment Requirements

Surgical technology work involves risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves, and eye protection
- Providing proof of recent immunizations against infectious diseases such as measles, mumps, and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submitting to periodic drug screening

Central Service Technician

Non-Credit Continuing Education Program Description:
Central Service Technicians decontaminate, disinfect, package, sterilize and distribute surgical instruments, equipment and soft good products. This is a critical support role in surgical areas.

Successful Completion:

CCBC Credential: Students will earn a CCBC Workforce Training 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 International Association of Healthcare Central Service Materials Management (IAHCSMM). Students will be prepared to take the national certification exam to become a Certified Registered Central Service Technician (CRCST). Cost of exam is included the course series costs.

Certifying Organization: International Association of Health Care Central Service Material Management (IAHCSMM); www.iahcsmm.org

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship: http://www.central-scholarship.org/

Length of Training:
6-8 months; 2-3 cohorts offered each year

Orientation Session - Mandatory:
Students are required to attend an orientation session prior to registering for classes. The next orientation session is scheduled for Thursday, August 23, 2018, at 5:00 p.m. at CCBC Hunt Valley. For additional dates and information, please contact Nancy Laubach at nlaubach@ccbcmd.edu or 443-840-1819.

Requirements:
High School Diploma or GED; computer literate; Internet access

Students must have the following paperwork turned in to the coordinator PRIOR to first class:

- Negative PPD (six months) or negative chest x-ray less than one year old
- Positive titer or proof of vaccination/immunity for measles, mumps, rubella and varicella
- Current Flu vaccination
- Hepatitis B vaccination or declination form
- Tetanus shot (less than ten years)
- Copy of health insurance card
- Copy of high school diploma or GED
- Clinical eligibility partly dependent on a criminal background check and random urine drug testing. Cost of testing is the responsibility of the student. Go to http://precheck.com/ for more information.

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Provisional Entry – Prospective students are required to attend an orientation session prior to registration.

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

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

Course Number	Course Title	Course Hours	Costs T=Tuition/F=Fees	Textbook Information (approximate cost; subject to change)
AHE 534 *or* AHE 124	Medical Terminology for Health Occupations *or* Medical Terminology for Health Occupations ONLINE	30	$329 T-$147/F-$182 *or* $339 T-$147/F-$192	Medical Terminology – A Short Course in Medical Terminology; 3rd edition; published by Wolters Kluwer; Author - C. Edward Collins; ISBN 978-1-4511-7606-3; $67.75
AHE805	CPR for Health Care Providers	7	$109 T-$52/F-$57	Provided on the first day of class and included in course costs.
AHL 045	Central Service Technician Classroom	72	$769 T-$405/F-$364	Included in course cost; provided first day of class
AHL 046	Central Service Technician Clinical I	100	$329 T-$214/F-$115	None
AHL 047	Central Service Technician Clinical II	100	$329 T-$214/F-$115	None
AHL 048	Central Service Technician Clinical III	100	$220 T-$104/F-$116	None
AHL 049	Central Service Technician Clinical IV	100	$110 T-$60/F-$50	None
Course Series Totals:		**509**	**$2195 - $2205 T-$1196/F-$999-$1009**	**$65.99**

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

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

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

Contact Information:
Program Coordinator: Kerry Cleaver | kcleaver@ccbcmd.edu | 443-840-2768 |Essex | HTEC | 013
Administrative Assistant: Nancy Laubach | nlaubach@ccbcmd.edu | 443-840-1819 | Essex | HTEC | 001

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

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.

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

Environment Requirements:
The central service technician profession involves risks and/or discomforts that require special safety precautions including, but not limited to:
- Wearing gowns, caps, masks, gloves, and eye protection
- Working in an environment that is often noisy
- Working in an environment that exposes one to potentially hazardous materials, such as cleaning agents and chemicals and blood-borne pathogens
- Providing proof of recent immunizations against infectious diseases such as measles, mumps, and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submitting to periodic drug screening

Child Care Provider

Child Care Provider/Child Care Teacher Preschool
Child Care Family Provider
Child Care Teacher School Age Provider
Child Care Infant/Toddler Provider

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

CCBC offers four different course series options for students interested in this career track (see options below). The instruction in these scenarios includes skills for relating well to children and their parents or caregivers.

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

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

Certifying Organization: Maryland State Department of Education; http://marylandpublicschools.org

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship: http://www.central-scholarship.org/

Length of Training:
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.

Requirements:
Computer literate; Internet access
All childcare providers are required to maintain active CPR certification.
Recommended: A High School Diploma or GED is not required for program entry, but may be required for employment.

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Option 1: *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	Costs T=Tuition/F=Fees	Textbook Information (Approximate cost; subject to change; contact a CCBC campus bookstore for the current textbook)
CHI 019 *or* CHI 043	Child Care 1 Growth and Development *or* Child Care 1 Growth and Development Online	45	$365 T-$171/F-$194 *or* $385 T-$171/F-$214	Child Development G-W/ Decker; ISBN# 9781631260384; $96.00
CHI 020 *or* CHI 044	Child Care 2 Activities for Young Children *or* Child Care 2 Activities for Young Children Online	45	$255 T-$171/F-$84 *or* $275 T-$182/F-$93	Working with Young Children G-W/ Herr; ISBN#9781631260247; $106.65
CHI 031	Communication Skills for Child Care Professionals	9	$109 T-$43/F-$66	None
Child Care Provider Totals:		**99**	**$729- $769 T-$385-$396 F-$344-$373**	**$202.65**

Option 2: Child Care Family Provider:
Student objective is to open a family provider daycare in their home.

Course Number	Course Title	Course Hours	Costs T=Tuition/F=Fees	Textbook Information (Approximate cost; subject to change; contact a CCBC campus bookstore for the current textbook)
CHI 035	Family Child Care Pre-Service Module 1	4	$55 T-$32/F-$23	None
CHI 036	Family Child Care Pre-Service Module 2	4	$55 T-$32/F-$23	None
CHI 037	Family Child Care Pre-Service Module 3	4	$55 T-$32/F-$23	None
CHI 038	Family Child Care Pre-Service Module 4	4	$55 T-$32/F-$23	None
CHI 039	Family Child Care Pre-Service Module 5	4	$55 T-$32/F-$23	None
CHI 040	Family Child Care Pre-Service Module 6	4	$55 T-$32/F-$23	None
Child Care Family Provider Totals:		**24**	**$330 T-$192/F-$138**	

Option 3: 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	Costs T = Tuition/F = Fees	Textbook Information (Approximate cost; subject to change; contact a CCBC campus bookstore for the current textbook)
CHI 019 *or* CHI 043	Child Care 1 Growth and Development *or* Child Care I Growth and Development Online	45	$365 T-$171/F-$194 *or* $385 T-$171/F-$214	Child Development; G-W / Decker; ISBN# 9781631260384 $96.00
CHI 033 *or* CHI 015	Child Care: The School Age Child *or* Child Care: The School Age Child Online	45	$280 T-$139/F-$141 *or* $295 T-$131/F-$164	School Age Care Environment Rating Scale; Harms; ISBN#9780807755099; $26.60; and Caring for School-Age Children; Click; SBN#9781111298135; $150.00
CHI 031	Communication Skills for Child Care Professionals	9	$109 T-$43/F-$66	None
Child Care School Age Provider Totals:		**99**	**$754-$789** **T-$353-$345** **F-$401-$444**	**$272.60**

Option 4: Child Care Infant/Toddler Provider:
Student objective is to acquire certification to work with infants and toddlers.

Course Number	Course Title	Course Hours	Costs T=Tuition/F=Fees	Textbook Information (Approximate cost; subject to change; contact a CCBC campus bookstore for the current textbook)
CHI 019 *or* CHI 043	Child Care 1 Growth and Development *or* Child Care I Growth and Development Online	45	$365 T-$171/F-$194 *or* $385 T-$171/F-$214	Child Development G-W / Decker; ISBN# 9781631260384 $96.00
CHI 032	Group Care of Infants and Toddlers	45	$280 T-$139/F-$141	Online supplement handouts provided in Blackboard
CHI 031	Communication Skills for Child Care Professionals	9	$109 T-$43/F-$66	None
Child Care Infant/Toddler Provider Totals:		**99**	**$754-$774** **T-$353-$353** **F-$401-$421**	**$96.00**

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.emsicareercoach.com/.

Contact Information:

Coordinator**:**	Lauren Perrera | lperrera@ccbcmd.edu | 443-840-1160 | Essex | HTEC | 013
Administrative Assistant**:**	Maria Buttion | mbuttion@ccbcmd.edu | 443-840-1866 |Essex | HTEC | 005

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

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

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

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship: http://www.central-scholarship.org/

Length of Training:
10-12 weeks

Requirements:
A High School Diploma or GED is not required for program entry, but may be required for employment.

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

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

Course Number	Course Title	Course Hours	Textbook Information (Approximate cost; subject to change; contact a CCBC campus bookstore for the current textbook)	Costs T=Tuition/F=Fees
AHL 140	Essential Skills for the Health Care Professional	20	Handouts online	$179 T-$90/F-$89
AHE 985	Heartsaver First Aid/ CPR/ AED Training	7	Book provided and included in course costs	$99 T-$39/F-$60
AHL 932	Mental Health First Aid	8	Book provided and included in course costs	$130 T-$55/F-$75
AHL 920	Community Health Worker Training	60	Foundation for the Community Health worker by Tim Berthold, Alma Avila, and Jennifer Miller; Jossey Bass; ISBN#9780470179970; $78	$475 T-$22/F-$453
Course Series Totals:		**95**	**$78**	**$ 843 T-$206/F-$647**

Additional Expenses:
Membership in the American Public Health Association is recommended: $200 per year

Career Opportunities:
Community Health Worker

Skills for Success:
See technical standards at end of this document.

Contact Information:
Coordinator: Kerry Cleaver | kcleaver@ccbcmd.edu | 443-840-2768 | Essex | HTEC | 013
Administrative Assistant: Claire Loeblein | cloeblein@ccbcmd.edu | 443-840-1389

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Technical Standards for CCBC's Community Health Worker Training:

The primary goal of CCBC's Community Health Worker training is to adequately prepare students for an entry-level position as a Community Health Worker (CHW). The duties of a CHW require the ability to conduct home visits and interview clients. Following is a partial listing of the types of skills typically required for adequate job performance:

Physical Requirements:

A. Coordination sufficient to perform tasks such as:
- Adjust actions in relation to others' reactions
- Attend community meetings or health fairs to understand community issues or build relationships with community members
- Distribute flyers, brochures or other informational or educational documents to inform members of a targeted community

B. Adequate vision to:
- See details at close range (within a few feet of the person)
- Read instruction sheets and computer screens

C. Sufficient hearing to:
- Perform active listening, giving full attention to what other people are saying, and asking questions as appropriate

D. Sufficient speech clarity to:
- Speak clearly so others can understand you
- Identify and understand the speech of another person

E. Apply infection control techniques (as needed)

Interpersonal Skills and Professionalism:

A. Have the ability to:
- Perform for or work directly with the public, including receiving clients or guests.
- Identify and/or contact, in person, by phone, or in writing, members of high-risk or otherwise targeted groups, including members of minority populations, low-income populations, or pregnant women, to ensure they have completed required or recommended actions
- Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
- Be attuned to potential problems; able to recognize when something is wrong or is likely to go wrong

B. Sufficient communication skills to:
- Give and receive accurate written and verbal instructions
- Carry out all written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner
- Communicate clearly and effectively to any team members regarding issues that may be difficult to address
- Read and understand information and ideas presenting in writing
- Communicate information and ideas when speaking so others will understand
- Communicate information and ideas in writing so others will understand
- Read and understand information and ideas presented in writing
- Interpret the meaning of information for others — translate or explain what information means and how it can be used

C. Establish and maintain interpersonal relationships:
- Develop and maintain constructive and cooperative working relationships with others

D. Sufficient professional skills to:
- Develop specific goals and plans to prioritize, organize, and accomplish your work
- Communicate with supervisors, peers, and/or subordinates, providing information by telephone, in writing, e-mail, and/or in person
- Pay close attention to detail and recordkeeping
- Document information - enter, transcribe, record, store, and maintain information in written or electronic/magnetic form
- Work with computers and computer systems, using hardware and software, to set up functions, enter data, and/or process information
- Accurately utilize all resource material available to remain current in the profession, including attending departmental in-service training

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

Delegating Nurse

Non-Credit Continuing Education Program Description:
This course instructs students who are Registered Nurses (RN) in a basic foundation for delegating nursing functions, including medication administration, in an assisted living setting. Topics include: overview of regulations that relate to the responsibilities of an RN case manager/delegating nurse; case management principles; overview of the medication technician training program; and adult learning and communication.

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

External Credential: Case Manager/Delegating Nurse

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

Financial Aid and Payment Options:
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship: http://www.central-scholarship.org/

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

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

Application Process:
Provisional Entry – Must provide RN documentation.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL 107	RN CM/DN Training in Assisting Living	16	Supplied in class	$285 T-$82/F-$203

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

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.emsicareercoach.com/.

Contact Information:
Program Coordinator: Shauna Bullard | sbullard@ccbcmd.edu | 443-840-1180 |Essex | HTEC | 001
Administrative Assistant: Nancy Laubach | nlaubach@ccbcmd.edu | 443-840-1819 | Essex | HTEC | 001

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 being 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. 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 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 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 and Oral Radiography

Non-Credit Continuing Education Program Description:
Dental office staff often need the capability and knowledge to take oral radiographs. This course is part of the Dental Assistant training, but can also be taken on its own if all requirements are met. Criteria for taking the Oral Radiography stand-alone course: currently employed as a clinical Dental Assistant (employer verification required) or prior completion of a Dental Assistant program (proof of completion required). Please note that in order to take radiographs in the State of Maryland you must be 18 years of age and pass the Dental Assistant National Board (DANB) Radiation Health and Safety (RHS) exam.

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

Students will be eligible to take the Radiography certification exam. Students will be prepared to gain an entry level dental assistant position, and can challenge the Dental Assistant exam with one year's experience.

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

Financial Aid and Payment Options:
Partial Payment Option (through Nelnet Business Solutions)
Continuing Education Opportunity Grant
Tuition Waiver for those who qualify
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship: http://www.central-scholarship.org/

Length of Training:
Oral Radiography course: 6-8 weeks
Radiation Safety Update course: 3 weeks
Courses are offered at CCBC Dundalk.

Requirements:
High School Diploma or GED; minimum age of 18; currently employed as a clinical Dental Assistant (employer verification required) or prior completion of a Dental Assistant program (proof of completion required).

Clinical eligibility is in part dependent upon a criminal background check and urine drug testing. Cost of the test is the responsibility of the student.

Students are required to use Blackboard (an online learning platform) to complete some assignments and tests during the course, so they must be computer literate and have Internet access.

Students must turn in the following paperwork to the program director prior to the start of the clinical:
- 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
- Hepatitis B vaccination or declination form
- Proof of Tetanus shot (less than ten years)

Application Process:
Provisional Entry – Prospective students are required to attend an orientation session prior to registration.

Course Information:
For students without an oral radiography certification:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHE 792	Oral Radiography	45	Dental Radiography Principles and Techniques, 5th Edition; Elsevier; ISBN 032397420; $92.75	$715 T-$330/F-$385

Additional Offering:
For students whose oral radiography certification has expired that want to be reinstated.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL 826	Radiation Safety Update	9	None	$219 T-$76/F-$143

Skills 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.emsicareercoach.com/.

Contact Information:
Coordinator**:** Beverley Davidson | bdavidson2@ccbcmd.edu | 443-840-2773 | Randallstown
Administrative Assistant**:** 443-840-1887 | Randallstown

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Technical Standards for CCBC's Dental and Oral Radiographic Course:

The primary goal of The Community College of Baltimore County's Dental Assistant Training Series is to adequately prepare students for an entry-level position as a chair side dental assistant in a dental office. The duties of a dental assistant require the ability to stand or sit for long periods of time, in sometimes awkward positions, while constantly being focused on the task at hand. Dental assistants need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail oriented and to work accurately and quickly. A high level of manual dexterity, psychomotor skills, and integrity are vital. Following is a partial listing of the types of skills typically required for adequate job performance:

Physical Requirements:

A. Sufficient strength and mobility to:
   - Work quickly to meet deadlines and/or production requirements
   - Keep hand and arm steady while performing a task with the other hand and arm.

B. Fine motor coordination sufficient to perform precise tasks such as:
   - Handle delicate instruments with precision
   - Safely handle sharp instruments
   - Handle instruments and equipment that may be costly to replace if damaged
   - Quickly and precisely adjust controls on equipment
   - Perform basic repairs to instrumentation
   - Clean and assemble instrumentation

C. Adequate vision to:
   - Read and interpret digital or traditional radiographs
   - Adequate distinction of colors to read and interpret sterilization indicators
   - Read instruction sheets and computer screen

Interpersonal Skills and Professionalism:

A. Have the ability to:
   - Work in a professional manner under sometimes stressful situations
   - Pay close attention to detail and recordkeeping
   - Commitment to learning and understanding new technologies, instrumentation, and procedures
   - Commitment to following approved standards, guidelines, policies, and procedures
   - Interact in a professional manner with people of different personalities, attitudes, and 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 Assistant

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

Successful Completion:

CCBC Credential: Students will have access to a Continuing Education academic record (transcript). Students will be awarded a Continuing Education Workforce Training Certificate as required to sit for the oral radiography certification.

Students will be eligible to take the radiography certification exam, and prepared to gain an entry level dental assistant position. Upon employment students may complete advanced training by enrolling in the Maryland General Expanded Functions course.

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

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship: http://www.central-scholarship.org/

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

Orientation Session - Mandatory:
Students are required to attend an orientation session prior to registering for classes. Orientations are scheduled for June 22nd, and August 3rd (Dundalk), and September 11, 2017 (Randallstown) at 6:00 pm. For additional information, please call Carole Parlett at 443-840-1887.

Requirements:
High School Diploma or GED; computer literate; Internet access

Clinical eligibility is in part dependent upon a criminal background check and urine drug testing. Cost of the test is the responsibility of the student.

Students must have the following paperwork turned in to the coordinator PRIOR to the start of clinical:

- 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
- Hepatitis B vaccination or declination form
- Tetanus shot (less than ten years)
- Copy of high school diploma or GED
- Current flu vaccination
- Background check

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

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

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

CPR (For Health Care Providers) 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	Costs T=Tuition/F=Fees	Textbook Information (approximate cost; subject to change)
AHL 140	Essential Skills for the Healthcare Professional	20	$179. T-$90/F-$89	Handouts online
AHE 805	CPR for Healthcare Providers	7.5	$109 T-$52/F-$57	Textbook provided on the first day of class; included in course costs
AHL 938	Dental Assistant Oral Radiography	90	$ 2089 T-$990/F-$1099	1. Torres & Ehrilich Modern Dental Assisting (Bundle); 12th Edition; ISBN 978-0-323-49588; $229.95; *and* 2. Dental Radiography Principles and Techniques; published by Elsevier; 5th Edition; ISBN 032397420; $92.75
Course Series Totals:		117.50	**$2377** **T-$1132/F-$1245**	**$180.76**

Course Substitutions:
HIPAA AHC 360 can be substituted with: AHL 719 or AHC 356

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

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.emsicareercoach.com/.

Contact Information:
Coordinator**:** Beverley Davidson | bdavidson2@ccbcmd.edu | 443-840-2773 | Randallstown
Administrative Assistant**:** | 443-840-1887 | Randallstown

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Technical Standards for CCBC'S Dental Assistant Training Series:

The primary goal of The Community College of Baltimore County's Dental Assistant Training Series is to adequately prepare students for an entry-level position as a chair side dental assistant in a dental office. The duties of a dental assistant require the ability to stand or sit for long periods of time, in sometimes awkward positions, while constantly being focused on the task at hand. Dental assistants need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail oriented and to work accurately and quickly. A high level of manual dexterity, psychomotor skills, and integrity are vital. Following is a partial listing of the types of skills typically required for adequate job performance:

Physical Requirements:

A. Sufficient strength and mobility to:
   - Work quickly to meet deadlines and/or production requirements
   - Keep hand and arm steady while performing a task with the other hand and arm

B. Fine motor coordination sufficient to perform precise tasks such as:
   - Handle delicate instruments with precision
   - Safely handle sharp instruments
   - Handle instruments and equipment that may be costly to replace if damaged
   - Quickly and precisely adjust controls on equipment
   - Perform basic repairs to instrumentation
   - Clean and assemble instrumentation

C. Adequate vision to:
   - Read and interpret digital or traditional radiographs
   - Adequate distinction of colors to read and interpret sterilization indicators
   - Read instruction sheets and computer screen

Interpersonal Skills and Professionalism:

A. Have the ability to:
   - Work in a professional manner under sometimes stressful situations
   - Pay close attention to detail and recordkeeping
   - Commitment to learning and understanding new technologies, instrumentation, and procedures
   - Commitment to following approved standards, guidelines, policies, and procedures
   - Interact in a professional manner with people of different personalities, attitudes, and 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 Expanded Functions

Non-Credit Continuing Education Program Description:
This course instructs the students in the theory and techniques used to perform general expanded functions approved by the State Board of Dental Examiners, and it prepares them to take the Maryland State Board of Dental Examiners General Expanded Functions Examination. All theory is taught in the classroom. All clinical training must be signed off by the student's employing dentist.

Successful Completion:
CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and will have access to a Continuing Education academic record (transcript).
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:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship: http://www.central-scholarship.org/

Length of Training:
7 weeks

Requirements:
High School Diploma or GED; computer literate; Internet access; employment as a dental assistant 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

Application Process:
Provisional Entry – Verification of dental office experience and current dentist's agreement to supervise clinical training.

Course Information:

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; 12th Edition; written by Bird & Robinson; published by Elsevier; ISBN 9780323430302; $103.07	$879 T-$330/F-$549

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

Contact Information:
Coordinator**:** Beverley Davidson | bdavidson2@ccbcmd.edu | 443-840-2773 | Randallstown
Administrative Assistant**:** 443-840-1887 | Randallstown

Technical Standards for CCBC'S Dental Assistant Training Series:

The primary goal of The Community College of Baltimore County's Dental Assistant Training Series is to adequately prepare students for an entry-level position as a chair side dental assistant in a dental office. The duties of a dental assistant require the ability to stand or sit for long periods of time, in sometimes awkward positions, while constantly being focused on the task at hand. Dental assistants need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail oriented and to work accurately and quickly. A high level of manual dexterity, psychomotor skills, and integrity are vital. Following is a partial listing of the types of skills typically required for adequate job performance:

Physical Requirements:

A. Sufficient strength and mobility to:
   - Work quickly to meet deadlines and/or production requirements
   - Keep hand and arm steady while performing a task with the other hand and arm.

B. Fine motor coordination sufficient to perform precise tasks such as:
   - Handle delicate instruments with precision
   - Safely handle sharp instruments
   - Handle instruments and equipment that may be costly to replace if damaged
   - Quickly and precisely adjust controls on equipment
   - Perform basic repairs to instrumentation
   - Clean and assemble instrumentation

C. Adequate vision to:
   - Read and interpret digital or traditional radiographs
   - Adequate distinction of colors to read and interpret sterilization indicators
   - Read instruction sheets and computer screen

Interpersonal Skills and Professionalism:

A. Have the ability to:
   - Work in a professional manner under sometimes stressful situations
   - Pay close attention to detail and recordkeeping
   - Commitment to learning and understanding new technologies, instrumentation, and procedures
   - Commitment to following approved standards, guidelines, policies, and procedures
   - Interact in a professional manner with people of different personalities, attitudes, and 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

Non-Credit Continuing Education Program Description:
This course prepares current dental assistants to learn expanded orthodontic dental assisting functions as approved by the Maryland State Board of Dental Examiners (MBDE) and prepares them to take the Maryland Dental Assisting Expanded Orthodontic Functions Examination. These expanded functions are advanced tasks that require increased skill and responsibility. Students must be employed in an orthodontic office where their orthodontist will sign off on their clinical skills. Course topics include: preparing, fitting and cementing orthodontic bands; placing and removing arch wires; and isolating, etching, bonding and placing brackets.

Successful Completion:
CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and will have access to a Continuing Education academic record (transcript).
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 Board of Dental Examiners; https://health.maryland.gov/dental/Pages/home.aspx

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship: http://www.central-scholarship.org/

Length of Training:
7 weeks

Requirements:
High School Diploma or GED; letter from your current dental employer stating their willingness to supervise and assess your skills

Application Process:
Provisional Entry - Verification from current dentist agreeing to supervise and perform skills assessment.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHL 868	Orthodontic Expanded Functions	42	Modern Dental Assisting;12th edition; written by Bird & Robinson; published by Elsevier; ISBN 9780323430302; $103.07	$879 T-$330/F-$549

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

Contact Information:
Program Coordinator**:** Beverley Davidson | bdavidson2@ccbcmd.edu | 443-840-2773 | Randallstown
Administrative Assistant**:** | 443-840-1887 | Randallstown

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Technical Standards for CCBC'S Dental Assistant Training Series:

The primary goal of The Community College of Baltimore County's Dental Assistant Training Series is to adequately prepare students for an entry-level position as a chair side dental assistant in a dental office. The duties of a dental assistant require the ability to stand or sit for long periods of time, in sometimes awkward positions, while constantly being focused on the task at hand. Dental assistants need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail oriented and to work accurately and quickly. A high level of manual dexterity, psychomotor skills, and integrity are vital. Following is a partial listing of the types of skills typically required for adequate job performance:

Physical Requirements:

A. Sufficient strength and mobility to:
- Work quickly to meet deadlines and/or production requirements
- Keep hand and arm steady while performing a task with the other hand and arm.

B. Fine motor coordination sufficient to perform precise tasks such as:
- Handle delicate instruments with precision
- Safely handle sharp instruments
- Handle instruments and equipment that may be costly to replace if damaged
- Quickly and precisely adjust controls on equipment
- Perform basic repairs to instrumentation
- Clean and assemble instrumentation

C. Adequate vision to:
- Read and interpret digital or traditional radiographs
- Adequate distinction of colors to read and interpret sterilization indicators
- Read instruction sheets and computer screen

Interpersonal Skills and Professionalism:

A. Have the ability to:
- Work in a professional manner under sometimes stressful situations
- Pay close attention to detail and recordkeeping
- Commitment to learning and understanding new technologies, instrumentation, and procedures
- Commitment to following approved standards, guidelines, policies, and procedures
- Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
- Maintain proper certifications required to perform the duties of the profession
- Accurately utilize all resource material available to remain current in the profession,
- Maintain a conscience/professional morality in the application of infection control techniques
- Willingness to precept (train) others

B. Sufficient communication skills to:
- Give and receive accurate written and verbal instructions
- Carry out all written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner
- Communicate clearly and effectively to any team members regarding issues that may be difficult to address (i.e. problem with machinery that could affect sterilization; admission of own errors, etc.)

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

Environment Requirements:
- The dental assisting profession involves risks and/or discomforts that require special safety precautions including, but not limited to:
- Wearing gowns, caps, masks, gloves, and eye protection
- Working in an environment that exposes one to potentially hazardous materials, such as cleaning agents and chemicals and blood-borne pathogens
- Providing proof of recent immunizations against infectious diseases such as measles, mumps, and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submitting to periodic drug screening

Health Unit Coordinator

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

Successful Completion:
CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and have access to a Continuing Education academic record (transcript).
Students will be eligible to sit for certification through the National Association of Health Unit Coordinators.

Certifying Organization: National Association of Health Unit Coordinators; http://www.nahuc.org/

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship: http://www.central-scholarship.org/

Length of Training:
6-9 months
Courses start on a regularly occurring basis. Check the Continuing Education Schedule of Classes for more information.

Requirements:
High School Diploma or GED; computer literate; Internet access

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Recommended Course Sequence:
Health Unit Coordinator is an online course delivered by WEAREONLINE.

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

Course Number	Course Title	Course Hours	Costs T=Tuition/F=Fees	Textbook Information (approximate cost; subject to change)
AHE 805	CPR for Health Care Providers	7	$109 T-$52/F-$57	Included in course cost

AHL 138	Health Unit Coordinator	60	$720 T-$300/F-$420	LaFleur Brooks' Health Unit Coordinating; Gillingham and Seibel, ISBN # 978-1455707201; $78.00
Course Series Total:		**67**	**$829** **T-$352/F-$477**	**$78.00**

Additional Expenses
Certification exam cost: $205.00 for non-members of NAHUC
$150.00 for members of NAHUC

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

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

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

Contact Information:
Program Coordinator: Shauna Bullard | sbullard@ccbcmd.edu | 443-840-1180 | Essex | HTEC | 001
Administrative Assistant: Maria Buttion | mbuttion@ccbcmd.edu | 443-840-1866 | Essex| HTEC | 005

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

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

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

- Outstanding communication skills
- Empathy for others
- Strong human relations skills
- Attention to detail
- Ability to work well with moderate human interaction
- Ability to multi-task
- Computer literacy
- Problem solving skills

Following is a partial 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, perhaps under noisy and stressful conditions

Interpersonal Skills and Professionalism:
A. Have the ability to:

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

B. Sufficient communication skills to:

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

Intellectual Ability and Emotional Stability To:

- Ability to apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Accurately utilize all resource material available to perform the task at hand
- Work calmly and efficiently in a face-paced, stressful environment
- Maintain calm during emergency situations
- Accept feedback from others

Medical Assistant

Non-Credit Continuing Education Program Description:
This 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) on 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.

Successful Completion:

CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and will have access to a Continuing Education academic record (transcript).
Students will be prepared to take the national certification exam through National Healthcareer Association.

Certifying Organization: National Healthcareer Association; www.nhanow.com**;** Medical Assistant exam cost is $155 (approx.); Venipuncture exam cost (optional) is $115 (approx.)

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship: http://www.central-scholarship.org/
Pell Funding: Eligible for grants and college loans. Go to www.fafsa.gov to apply for Federal financial aid.

Length of Training:
11-13 months
Courses start in July at CCBC Hunt Valley (daytime; moves slightly faster than the weekend/evening sessions), in October at CCBC Randallstown (evening/weekend) and CCBC Essex campus (daytime), and in February at CCBC Essex (evening/weekend).

Requirements:
High School Diploma or GED; computer literate; Internet access

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

- Negative PPD (six months) or negative chest x-ray less than one year old
- Positive titer or proof of vaccination/immunity for measles, mumps, rubella and varicella
- Current Flu vaccination
- Hepatitis B vaccination or declination form
- Tetanus shot (less than ten years)
- Copy of health insurance card
- Copy of high school diploma or GED

Clinical eligibility is in part dependent upon a criminal background check and random urine drug testing. Cost of testing is the responsibility of the student. Go to http://precheck.com/ for more info.

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

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.
2. Go to https://shwa.ccbcmd.edu/ to retrieve your user name and create a password.
3. Go to https://ccbcmd-bb.blackboard.com/ to access the online application.
4. Enter your User Name and Password.
5. Click the "Course" tab at the top of the page. You will see the application course for your area of study on your list: 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 – 'Assignments' in Blackboard - to meet all of the requirements for the application:
    - Application (2 pages) :
        - Must be submitted as a .doc, .docx or .rtf
    - Essay :
        - Topic listed in Blackboard
        - Must be submitted as a .doc, .docx or .rtf
    - Scanned copy of one or more of the following:
        - High School Diploma or other proof of completion
        - GED
        - College Transcript
        - Other requirements for specific areas of study as detailed in Blackboard
8. Check the Blackboard "Gradebook" for admissions decision approximately 10 days after the submission deadline.
9. Plan to attend the mandatory orientation for your series as detailed on Blackboard.

Application timeframes:

Course series starting in July:	March 1 – April 15
Course series starting in September:	June 1 – July 15
Course series starting in February:	October 1 – November 15
For more information:	Contact Claire Loeblein at 443-840-1389

Course Information:
HIPAA Training, 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	Costs T=Tuition/F=Fees	Textbook Information (approximate cost; subject to change)
Module I:				
AHE 125	Introduction to Health	30	$329 T-$141/F-$188	Core Concepts in Health; published by Insel/Roth; 13:0078028670; $133.35
AHE 641	Introduction to Health Care Systems	15	$199 T-$93/F-$106	Introduction to Health Care, 4th edition; published by Mitchell and Haroun; 9781337192422; $159.95
WOS 064	Basic Math for Health Care Workers	10	$145 T-$55/F-$90	Handouts online

AHL 140	Essential Skills for the Healthcare Professional	20	$179.00 T-90/F-$89	Handouts online
Module I Totals:		**105**	**$1181** **T-$526/F-$655**	**$359.29**
Module II:				
AHE 672	Anatomy and Physiology For Health Care Workers Online	30	$355 T-$159/F-$196	The Human Body in Health & & Disease; Patton & Thibodeau; Elsevier Mosby; 7th edition; 978-0-323-402118; $74.60
AHE 577	Pharmacology	18	$275 T-$119/F-$156	Essentials of Pharmacology for Health Occupations 13; 7th ed; published by Woodrow/ Colbert/ Smith; 9781285077888; $112.95
AHE 528	Medicine Administration	18	$275 T-$119/F-$156	Same as AHE 577
AHE 796	Basic Patient Intake	50	$575 T-$385/F-$190	Comprehensive Medical Assisting Text & Study Guide Package; Lippincott, Williams & Wilkins; $149.65*
AHE 802	Basic EKG Technician Training	20	$425 T-$220/F-$205	Huszars ECG & 12 lead Interpretation, 5th Edition; published by Elsevier; 978-0-323-03974; $78.90
AHL 929	Certified Medical Administrative Assistant	75	$715 T-$247/F-$468	Same as AHE 796
Module II Totals:		**211**	**$2620** **T-$1250/F-$1370**	**$416.10**
Module III:				
AHE 126	Phlebotomy	60	$1099 T-$371/F-$728	Phlebotomy Essentials, 6th Edition; published by Wolter's Kluwer, Lippincott Williams & Wilkins; 9781451194524; $90.35
AHE 578	Intermediate Patient Intake	70	$935 T-$550/F-$385	Same as CMAA AHL 929
AHL 721	Introduction to Laboratory Techniques	36	$879 T-$330/F-$549	Same as CMAA AHL 929
AHE 805	CPR for Healthcare Providers	7	$109 T-$52/F-$57	Books brought to class; $15.20.
Module III Totals:		**173**	**$3022** **T-$1303/F-$1719**	**$105.55**
Module IV:				
AHE 122	Medical Assisting Practicum I	80	$275 T-$93/$182	None
AHE 123	Medical Assisting Practicum II	80	$275 T-$93/$182	None
AHL 097	Medical Assisting Certification Review	3	$79 T-$39/F-$40	None
Module IV Totals:		**163**	**$629** **T-$225/F-$404**	**$0**
Course Series Totals:		**652**	**$7452** **T-$3304/F-$4148**	**$880.94**

Course Substitutions:
Medical Terminology (AHE 534) can be substituted with OFAD 141, or ALHL 115, or AHL 717, or AHE 124.

Anatomy and Physiology (AHE 519) can be substituted with AHL 672, or AHE 715, or BIOL 109, or BIOL 220 and BIOL 221.

Basic Math (WOS 064) can be substituted with AHL 716 or MATH 083.

Additional Courses:
A study guide and practice exam for the MA national certification exam, which provides an additional method of exam preparation, is available on www.nhanow.com.

Students may choose to take an optional Venipuncture Clinical (AHL 674) to become eligible to sit for the national certification exam to become a Certified Phlebotomist (CPT).

Additional Expenses:
The cost of all medical testing, background check, drug screening, scrubs/uniforms, is paid by the students. An estimate of these costs is $850.

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

Career Opportunities:
The outlook for medical assistants' positions from 2016-2026 is 29% which is higher than average. Medical assistants acquire a variety of skills. Some team members have become lead certified medical assistants, master certified medical assistants, back office supervisors.

Graduates from our program who become nationally certified can receive up to 60 credits toward the AAS (Associate of Applied Science) degree in Medical Assisting 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.emsicareercoach.com/.

Gainful Employment Disclosure:
http://www.ccbcmd.edu/migrate/gainfulemployment/medical%20assistant.html

Contact Information:
Program Coordinator**:** Donna Rowan | drowan@ccbcmd.edu | 443-840-2028 | Essex | HTEC | 013
Administrative Assistant: Claire Loeblein | cloeblein@ccbcmd.edu | 443-840-1389 | Essex | HTEC | 005

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

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 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

Non-Credit Continuing Education Program Description:
Medical Billers are responsible for making sure patients are billed correctly. This involves interaction with patients, government agencies, and insurance companies. Medical billers need to know how to read a medical invoice, understand some medical coding language, and have strong human relations skills. This is a good job for someone who wants to balance interaction between people and analyzing invoices and data.

Successful Completion

CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and will have access to a Continuing Education academic record (transcript).
Students will be prepared to take the national certification exam to become a Billing/Coding Specialist.

External Credential: Certified Billing and Coding Specialist (CBCS)

Certifying Organization: National Healthcareer Association (NHA); www.nhanow.com; exam cost: $115

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship: http://www.central-scholarship.org/

Length of Training:
4-6 months
Courses start in February and August at CCBC Essex, and in May and November at CCBC Randallstown.

Requirements:
High School Diploma or GED; computer literate; Internet access

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Recommended Course Sequence:

Course Number	Course Title	Course Hours	Costs T=Tuition/F=Fees	Textbook Information (approximate cost; subject to change)
AHL149	Medical Terminology for Administrative Healthcare Professionals	18	$159 T-$80/F$79	Handouts provided online
AHE130	Comprehensive Medical Billing	75	$849 T-$224/F-$625	Medical insurance. A revenue cycle approach; 7-E; ISBN: 978-0-07-784027-3; $181.26
Course Series Totals:		**93**	**$1008 $304-$704**	**$181.26**

Course Substitutions:
Medical Terminology AHE 534 can be substituted with OFAD 141, or ALHL 115, or AHL 717.

Additional Expenses:
NHA Study Guide & Practice Exam:$56
NHA Exam: $115

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

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

See Technical Standards at the end of this document.

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.emsicareercoach.com/.

Contact Information:
Coordinator: Ruth Burke | rburke2@ccbcmd.edu | 410-679-3020 | Essex | HTEC | 013
Administrative Assistant: Claire Loeblein | cloeblein@ccbcmd.edu | 443-840-1389 | Essex | HTEC | 005

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Technical Standards for CCBC's Medical Billing Training Series:

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

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

Following is a partial 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, perhaps under noisy conditions

Interpersonal Skills and Professionalism:

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

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

Intellectual Ability and Emotional Stability To:
- Apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Accurately utilize all resource material available to perform the task at hand
- Work calmly and efficiently in a fast-paced, stressful environment
- Maintain calm during emergency situations
- Accept feedback from others

Medical Coding

Non-Credit Continuing Education Program Description:
This course series prepares students to take the national certification exam to become a Certified Professional Coder. Medical Coders typically work in large physician practices, hospitals or coding companies. They must use federal diagnostic (ICD) and procedure (CPT) codes to express medical services provided. This coding of services provides the basis for billing and collection of money for services. Accurate medical coding is essential to the delivery of quality health care and efficient health care administration.

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

External Credential: Certified Professional Coder (CPC)

Certifying Organization: American Academy of Professional Coders (AAPC); www.aacp.com; exam cost: $350

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship: http://www.central-scholarship.org/

Length of Training:
10-15 months
Coding courses begin in January at CCBC Randallstown, in May at CCBC Essex, and online in August.

Requirements:
High School Diploma or GED; computer literate; Internet access

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Number	Course Title	Course Hours	Costs T=Tuition/F=Fees	Textbook Information (approximate cost; subject to change)
Prerequisites:				
AHE 534 *or* AHE 124	Medical Terminology for Health Occupations *or* Medical Terminology Online	30	$329 T-$147/F-$182 *or* $339 T-$147/F-$192	A Short Course In Medical Terminology; 3rd Edition; Author C. Edward Collins; Publisher: Lippencott; ISBN: 978-1-4511-7606-3; $65.99

AHE 519 *or* AHE 672	Anatomy and Physiology *or* Anatomy and Physiology Online	30	$329 T-$147/F-$182 *or* $355 T-$159/$F196	The Human Body in Health & Disease, 7th Edition; ISBN: 978-0-323-402118 $55.95
Prerequisite Totals:		**60**	**$658-$694** **T$294-$306/F$364-$388**	**$121.94**
Course Series:				
AHL 904 *or* AHL 829	Medical Coding I *or* Medical Coding I Online	60	$815 T-$440/F-$375 *or* $835 T-$462/F-$373	1) Current Year ICD-10-CM for Physicians Professional Ed; Buck; ISBN 0323279767; published by Saunders, $106.00*;* 2) Current Year CPT Professional Ed; American Medical Association; ISBN 1622022041; Copyright 15; published by AMA; $116.95*;* 3) Current Year HCPCS Level II Expert,Optum/Insight; ISBN 1601519133; published by Optum, $83.95*;* 4) Current year Step By Step Medical Coding Pkg. Txt & Wkbk; Buck; ISBN 0323393829; Elsevier; Kit/Set/Package; $146.95
AHL 905 *or* AHL 830	Medical Coding II *or* Medical Coding II Online	60	$465 T-$269/F-$196 *or* $490 T-$396/F-$94	Same as Medical Coding I
Course Series Totals:		**120**	**$1280 - $1325** **T-$709 – 858/F-$467-$571**	**$453.85**
Course Series & Prerequisite Totals:		**180**	**$1938 - $2019** **T-$1003- $1164** **F-$855- $935**	**$575.79**

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

Additional Expenses:
AAPC Practice Exam: $99; AAPC Membership: $80; AAPC Certification Exam: $380

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

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.emsicareercoach.com/.

Contact Information:
Program Coordinator: Ruth Burke | rburke2@ccbcmd.edu | 410-679-3020 | Essex | HTEC | 013
Program Support**:** Claire Loeblein | cloeblein@ccbcmd.edu | 443-840-1389 | Essex | HTEC | 005

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Technical Standards for CCBC's Medical Coding Training Series:
The primary goal of the Community College of Baltimore County's Medical Coding Series is to adequately prepare students for an entry-level position in a medical facility as a Medical Coder. The duties of a Medical Coder require the ability to sit for long hours and focus on the task at hand.

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

Following is a partial 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, perhaps under noisy conditions

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

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

Intellectual Ability and Emotional Stability To:
- Ability to apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Accurately utilize all resource material available to perform the task at hand
- Work calmly and efficiently in a fast-paced, stressful environment
- Maintain calm during emergency situations
- Accept feedback from others

Medical Front Office

Non-Credit Continuing Education 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 workplace. They store, retrieve and integrate information for dissemination to staff, patients and clients. MFO personnel often register patients, schedule appointments, process communications, and enter data into Electronic Health Records systems.

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

External Credential: Certified Medical Administrative Assistant (CMAA)

Certifying Organization: National Healthcareer Association (NHA); www.nhanow.com; exam cost: $115

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship: http://www.central-scholarship.org/

Length of Training:
4-6 months
Classes start in January at CCBC Randallstown, in May at CCBC Essex, and in October at CCBC Hunt Valley.

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

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

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

Course Number	Course Title	Course Hours	Costs T=Tuition/F=Fees	Textbook Information (Approximate cost; subject to change; contact a CCBC campus bookstore for the current textbook)
AHL 149	Medical Terminology for Administrative Healthcare Professionals	18	$159 T-$80/F-$79	Handouts provided online

AHL140	Essential Skills for the Healthcare Professional	20	$179 T-$90/F-$89	Handouts provided online
AHL 929	Certified Medical Administrative Assistant	75	$715 T-$247/F-$468	Administrative Medical Assisting w/Study guide; 4th Edition; ISBN 1496331748; published by LWW; $131.20
AHE 805	CPR for Health Care Providers	7	$109.00 T-$52/F-$57	Book provided in class
Course Series Totals:		**120**	**$1162** **T-$469/F$693**	**$131.20**

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

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

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

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

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

Contact Information:
Program Coordinator**:** Ruth Burke | rburke2@ccbcmd.edu | 410-679-3020 | Essex | HTEC | 106
Administrative Assistant**:** Claire Loeblein | cloeblein@ccbcmd.edu | 443-840-1389 | Essex | HTEC | 005

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Technical Standards for CCBC's Medical Front Office Training Series:

The primary goal of The Community College of Baltimore County's Medical Front Office course series is to adequately prepare students for an entry-level position in a medical facility as a Medical Front professional. The duties of a Medical Front Office professional require the ability to sit for long hours and focus on the task at hand.

Their duties also require them to have:

- Outstanding communication skills
- Empathy for others
- Strong human relations skills
- Attention to detail
- Ability to work well with moderate human interaction
- Ability to multi-task
- Computer literacy
- Problem solving skills

Following is a partial 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, perhaps under noisy and stressful conditions

Interpersonal Skills and Professionalism:

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

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

Intellectual Ability and Emotional Stability To:

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

Environment Requirements:

The medical office profession may involve risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves and eye protection
- Working in an environment that may be noisy at times
- Working in an environment that exposes one to potentially hazardous materials, such as cleaning agents and chemicals, cytotoxic agents, radiopharmaceuticals and blood borne pathogens
- Providing proof of recent immunizations against infectious diseases such as measles, mumps and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submit to periodic drug screening
- Complete any blood borne pathogen, universal and standard precautions training as needed

Medicine Aide

Non-Credit Continuing Education Program Description:
This Maryland Board of Nursing (MBON) approved course will train and prepare currently employed Maryland Certified Nursing Assistants (CNA) and/or Certified Geriatric Nursing Assistants (GNA) for a role in safely administering non-parenteral medications under the supervision of a licensed nurse. The medicine aide course meets MBON requirements which include instruction in both theory and the clinical setting. Focus is on all approved routes of medication administration and the scope of responsibility of the CMA.

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

Financial Aid and Payment Options:
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship: http://www.central-scholarship.org/

Length of Training:
6-8 weeks
Course offerings and times vary by campus.

Requirements:
High School Diploma or GED; able to read, speak, and write English; show competency in basic mathematics skills; current certification by the Maryland Board of Nursing (MBON) as an active CNA in good standing; possess a healthcare provider CPR certification

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 1year of full-time experience as a GNA in a facility licensed in Maryland under COMAR 10.07.02

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 to be provided to course coordinator prior to registration.

Course Information:
Excellent attendance is required.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
AHE 169	Medicine Aide Training	70	Essentials of Pharmacology for Health Professions, 8th ed.; ISBN#978-1337395892 $82.50	$949 T-$341/F-$608

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.emsicareercoach.com/.

Contact Information:
Program Coordinator: Sharone Stewart | sstewart3@ccbcmd.edu | 443-840-2035 | Essex | HTEC | 001
Administrative Assistant**:** Nancy Laubach | nlaubach@ccbcmd.edu | 443-840-1819 | Essex | HTEC | 013

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

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.

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 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

Non-Credit Continuing Education Program Description:
In the Nurse Refresher Series students will be provided with instruction that updates a nurse's knowledge on the current practice of medical-surgical nursing in the acute care setting.

Topics covered include: patient safety; infection control; healthcare trends; electronic healthcare documentation; nursing roles; nursing process; pharmacology and dosage calculation; body systems (neurological, cardiovascular, respiratory, gastrointestinal, renal, endocrine, musculoskeletal, and reproductive); nursing considerations regarding: hematology, immunity, gerontology, oncology, and pain management.

Successful Completion:

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

Students will be able to apply to the Maryland Board of Nursing for active nursing licensure.

Certifying Organization: Maryland Board of Nursing (MBON); 4140 Patterson Avenue, Baltimore, MD, 21215; 410-585-1900; www.mbon.org

Financial Aid and Payment Options:
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for Senior Citizens and Individuals with Disabilities
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship: http://www.central-scholarship.org/

Length of Training:
4-6 months

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

Students must have the following paperwork turned in to the coordinator prior to the start of class:

- 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)
- Copy of health insurance card
- Completion of physician medical exam report
- Copy of high school diploma or GED
- Current flu vaccination

Application Process:
Provisional Entry - Prospective students must provide verification of nursing credentials, and must meet with the Program Coordinator prior to registration.

Course Information:

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	Medical-Surgical Nursing (Single Vol. Ed. w/CC); Brunner & Suddarth; Lippincott, Williams & Wilkins; $165; 9781451130607; and Nursing 2018 Drug Handbook; Lippincott, Williams & Wilkins; $45 9781496353597	$725 T-$451/F-$274
AHE 793	Nurse Refresher Skills Lab	8	None	$450 T-$203/F-$247
NUR 006	Nurse Refresher – Part II: Clinical	60	None	$940 T-$605/F-$335
Course Series Totals:		**158**	**$210**	**$2115 T-$1259/F-$856**

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

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

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

Contact Information:
Program Coordinator: Shauna Bullard | sbullard@ccbcmd.edu | 443-840-1180 | Essex | HTEC | 001
Administrative Assistant: Nancy Laubach | nlaubach@ccbcmd.edu | 443-840-1819 | Essex | HTEC | 001

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

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.

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
- Remain calm during an emergency situation
- Complete 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

Non-Credit Continuing Education 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 (e.g. pulse rate or blood pressure).

Successful Completion:

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

Students who successfully complete both the theory and clinical portions of this class will be able to apply to the Maryland Board of Nursing for Certified Nursing Assistant certification.

Candidates are also eligible to sit for the state GNA certification given by the National Nurse Aide Assessment Program through Pearson VUE.

Certifying Organization: Maryland Board of Nursing (MBON), www.mbon.org; 410-585-1900, 4140 Patterson Avenue Baltimore, Maryland, 21215; MBON Certified Nursing Assistant application fee: $20 (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: National Nurse Aide Assessment Program (NNAAP); current $105 fee for Oral or Written Exam & Skills Evaluation, payable to Pearson VUE

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

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

Orientation Session – Mandatory:
Students are required to participate in an online or face-to-face orientation session prior to registering for classes. The in-person session allows for immediate answers to questions and clarification of requirements such as health documentation necessary for clinical placement. For information about the online orientation and dates for the in-person sessions, please contact Nancy Laubach, nlaubach@ccbcmd.edu.

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

Preferred: To increase the potential for employment upon successful completion of the program, a High School Diploma or GED is preferred prior to registration. For potential students without a diploma or GED, concurrent enrollment in a course to meet this requirement is highly recommended; notification of course coordinator is required prior to enrolling in CNA course.

Students must have the following paperwork prepared for submission to the coordinator on the first day/night of class:

- Completion of physician medical exam report (PMER) provided by college documenting the following:
  - 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
  - Signature of healthcare provider documenting students ability to participate in all physical aspects of training required by program
- Additional documents:
  - Copy of health insurance Card-front and back
  - High School Diploma or GED (if obtained)
  - Copy of current healthcare provider CPR card front and back (must remain current for course duration)

Prior to clinical placement students will be required to complete a background check with the current CCBC vendor that may be viewed by CCBC clinical partners; in some certain instances clinical partners may require a urine drug screen for illicit drugs.

Upon program completion, 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, unless otherwise indicated.*

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Provisional Entry – Prospective students must participate in an orientation session prior to registration

Course Information:
Students are required to maintain a 75% average in theory, obtain at least a 75 on the final exam, and perform satisfactorily in the clinical environment for successful program completion. *Students arriving late to theory or clinical will be required to makeup missed time. Habitual lateness is disruptive to the learning environment and could potentially impact safe patient care. Students found consistently violating the CCBC student code of conduct could be dismissed from the program without refund of tuition or fees.*

Course Number	Course Title	Course Hours	Costs T=Tuition/F=Fees	Textbook Information (approximate cost; subject to change)
Prerequisites:				
AHE 805	CPR for Health Care Providers	7	$109 T-$52/F-$57	Book provided in class
Prerequisite Totals:		**11**	**$109** **T-$52/F-$57**	**$0**
Course Series:				
AHL 639	Nursing Assistant Theory	92	$1155 T-$605/F-$550	Text included with the course: Hartman's Nursing Assistant Care: Long-Term Care; 3rd edition
AHL 638	Nursing Assistant Clinical	52	$880 T-$660/F-$220	None
Course Series Totals:		**144**	**$2035** **T-$1265/F-$770**	**$0**
Course Series & Prerequisites Totals:		**151**	**$2144** **T-$1317/F-$827**	**$0**

Additional Offerings:
AHE 640: GNA Exam Review; 4 hours; $59.00 (T-$34/F-$25)

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

Career Opportunities:
Nursing assistants may provide care in a hospital setting, long-term care facilities, or in private homes through nursing agencies. According to the U.S. Bureau of Labor and Statistics, 2018, patient preferences and shifts in federal and state funding are increasing demand for home and community-based long-term care, which should lead to increased opportunities for nursing assistants working in home health and community rehabilitation services.

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

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

Contact Information:
Program Coordinator**:** Sharone Stewart | sstewart3@ccbcmd.edu | 443-840-2035 | Essex | HTEC | 001
Administrative Assistant**:** Nancy Laubach | nlaubach@ccbcmd.edu | 443-840-1819 |Essex | HTEC | 001

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

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.

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 requirements

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

Patient Care Technician

Non-Credit Continuing Education Program Description:
This course series prepares students to take the national certification exam for Patient Care Technician. Patient Care Technicians (PCT) perform delegated nursing functions that require a higher level of technical ability and skill, including: venipuncture, specimen collection, IV therapy, basic EKG, and advanced CNAs skills. PCTs can work in a hospital setting or urgent care facility.

Successful Completion:
CCBC Credential: Students will receive a Continuing Education Workforce Training 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: $155

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship: http://www.central-scholarship.org/

Length of Training:
4 months; cohort timeframes are subject to change.

Cohort Timeframe	Location	Class Timeframe
January to April	CCBC Essex	Evening
April to August	CCBC Randallstown	Evening
November to March	CCBC Essex	Daytime

Orientation Session – Mandatory:
Students are required to participate in an online orientation session prior to registering for classes. Please contact sbullard@ccbcmd.edu for instructions to access the online orientation information.

Requirements:
High School Diploma or GED; CNA/GNA in good standing with the Maryland Board of Nursing; computer literate; and Internet access. 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. Clinical is necessary to meet the eligibility requirements to sit for the national certification examination. *Students must consent to having blood drawn by their classmates during training.*

Students must have the following paperwork turned in to the coordinator prior to the start of the Patient Care Technician Theory and Skills class:

- Proof of current Maryland CNA or GNA certification
- 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)
- Copy of health insurance card
- Copy of high school diploma or GED
- Current flu vaccine

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Provisional Entry - Prospective students must provide verification of CNA/GNA with the Maryland Board of Nursing and complete the mandatory online orientation session.

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

Course Number	Course Title	Course Hours	Costs T=Tuition/F=Fees	Textbook Information (approximate cost; subject to change)
AHL 936	Patient Care Technician Theory and Skills	92	$1320 T-$330/F-$990	Fundamental Concepts and Skills for the Patient Care Technician by Townsend; Text/WB Package; ISBN: 9780323523639; $110.42
AHL 937	Patient Care Technician Clinical	59	$825 T-$330/F-$495	None
AHL 940	PCT Exam Review	8	$110 T-$55/F-$55	None
Course Series Totals:		**159**	**$2255** **T-$715/F-$1540**	**$110.42**

Additional Expenses:
Students are responsible for the cost of screenings, medical testing, scrubs, and miscellaneous supplies.
Pre-check background and drug screen cost: $95.00

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

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.emsicareercoach.com/.

Contact Information:
Program Coordinator**:** Shauna Bullard | sbullard@ccbcmd.edu | 443-840-1180 | Essex | HTEC | 001
Administrative Assistant: 443-840-1887 | Randallstown Campus

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

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.

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 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

Non-Credit Continuing Education Program Description:
This course series prepares students to take the national PTCB certification exam to become a Certified Pharmacy Technician. Pharmacy Technicians assist pharmacists in hospitals or freestanding pharmacies. They are typically involved in customer interactions, insurance claim processing, maintaining inventories and filling prescriptions.

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

Students will be prepared to take the national certification exam through PTCB-Pharmacy Technician Certifying Board to become a Certified Pharmacy Technician.

Certifying Organization: Pharmacy Technician Certifying Board (PTCB); www.ptcb.org
Certification exam cost: $129.00

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship: http://www.central-scholarship.org/

Length of Training:
40-70 weeks
Prerequisites begin monthly at various campuses. Pharmacy Technician training begins in October at CCBC Essex (Thursday evenings) and CCBC Randallstown daytime on Fridays).

Requirements:
High School Diploma or GED; computer literate; Internet access

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

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

HIPAA Training, 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	Costs T=Tuition/F=Fees	Textbook Information (approximate cost; subject to change)
AHE 739	Pharmacy Tech I	60	$1295 T-$687/F-$608	3-Pack: The Pharmacy Technician, 6th; Workbook for the Pharmacy Technician, 6th; and Pharmacy Calculations, 5th; published by Morton; 2016; soft cover: 9781617316029; $166.52

AHE 740	Pharmacy Tech II	60	$685 T-$440/F-$245	Same as AHE 739
AHL 913	PTCB Exam Review	15	$79 T-$28/F-$51	Same as AHE 739
Course Series Totals:		**325**	**$2059** **T-$1155/F-$904**	**$166.52**

Additional Course Offerings:
Available as an advanced skill: AHL 096 - Compounding Sterile Preparation - 30 hours; $935 (T-$383/F-$552)
Text: Sterile Processing for Pharmacy Technician, 1st; Karen Davis; published by Elsevier; 2014; ISBN 9781455711277 (soft cover); $53.95

Students who have completed the Pharmacy Technician program courses have the option to apply for an unpaid Pharmacy Technician externship in order to get hands-on experience. Contact the Pharmacy Program Director for more information.

Career Opportunities:
In a retail pharmacy setting, Pharmacy Technicians can advance through different levels of responsibility which 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.*

Students who complete the program and receive their certification can receive credits toward an associate of applied science degree in Allied Health through the School of Health Professions.

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

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

Contact Information:
Coordinator: Kerry Cleaver | kcleaver@ccbcmd.edu | 443-840-2768 | Essex | HTEC | 013

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Technical Standards for CCBC's Pharmacy Technician Training Series:

The primary goal of the Community College of Baltimore County's Pharmacy Technician Training Series is to adequately prepare students for an entry-level position in the pharmacy profession functioning as a Certified Pharmacy Technician in a variety of employment settings including retail, hospital, and long term care and government facilities.
They must have the ability to communicate with patients, family, and health care providers concerning inventory, insurance, medications, and the human body. Efficient computer, basic math, study skills, and test taking skills are desirable. Being multi-lingual is useful.

The duties of a Pharmacy Technician require the ability to stand or sit for long hours while constantly being focused on the task at hand. They need to exercise safe practices while exposed to a work environment that may include unpleasant sights, odors, materials and communicable diseases. Their duties also require them to be detail oriented, to work accurately, quickly and 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.

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

Environment Requirements:

The Pharmacy Technician profession may involve risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves and eye protection
- Working in an environment that may be noisy at times
- Working in an environment that exposes one to potentially hazardous materials, such as cleaning agents and chemicals, cytotoxic agents, radiopharmaceuticals and blood borne pathogens
- Providing proof of recent immunizations against infectious diseases such as measles, mumps and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submit to periodic drug screening
- Complete any blood borne pathogen, universal and standard precautions training as needed

Phlebotomist

Non-Credit Continuing Education Program Description:
This course series prepares students to sit for the national certification exam to become a Certified Phlebotomist (CPT). Phlebotomists typically draw blood and collect other specimens such as urine, throat cultures and stool cultures. They may also carry out other related clerical and routine lab tasks (Clinical Laboratory Improvement Amendments waived) and enter results into the computer.

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

Students will be prepared to take the national certification exam to become a Certified Phlebotomist (CPT).

Certifying Organization: National Healthcareer Association; www.nhanow.com; certification exam cost: $115

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship: http://www.central-scholarship.org/

Length of Training:
18-24 weeks
Courses start in the fall at CCBC Essex and CCBC Hunt Valley and in the spring at CCBC Essex and CCBC Randallstown.

Orientation Session – Mandatory:
Prospective students are required to attend an orientation session prior to registration.

Requirements:
High School Diploma or GED; computer literate; and Internet access. 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. Clinical is necessary to meet the eligibility requirements to sit for the national certification examination.
Students must consent to having blood drawn by their classmates during training.

Students must submit the following paperwork at specified times. Completing items too early can result in students having to redo the clinical tests or drug tests. Details and dates regarding this paperwork will be presented at the orientation:

- Negative PPD (six months) or negative chest x-ray less than one year old
- Positive titer or proof of vaccination/immunity for measles, mumps, rubella and varicella
- Current flu vaccine
- Hepatitis B vaccination or declination form
- Tetanus shot (less than ten years)
- Copy of health insurance card
- Copy of American Heart Association CPR card for Healthcare Providers
- Copy of high school diploma or GED
- Clinical eligibility is, in part, dependent upon a criminal background check and random urine drug testing. Cost of testing is the responsibility of the student. Go to http://precheck.com/ for more information.

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Provisional Entry – Prospective students are required to attend an orientation session prior to registration.

Recommended 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.

Course Number	Course Title	Course Hours	Costs T=Tuition/F=Fees	Textbook Information (approximate cost; subject to change)
AHE 534 *or* AHE 124	Medical Terminology for Health Occupations *or* Medical Terminology Online	30 30	$329 T-$147/F-$182 *or* $ 339 T-$147/F-$192	Medical Terminology – A Short Course in Medical Terminology; 3rd edition; published by Wolters Kluwer; Author - C. Edward Collins; ISBN 978-1-4511-7606-3; $65.99
AHE 805	CPR for Health Care Providers	7	$109 T-$52/F-$57	Included in course cost and provided during class.
AHE 126	Phlebotomy	60	$1099 T-$371/F-$728	Phlebotomy Essentials; 6th Edition; published by Wolters Kluwer; Lippincott Williams & Wilkins; ISBN 978-1-4511-9452-4; $ 90.35
AHL 674	Venipuncture Clinical	80	$329 T-$65/F-$264	None
Course Series Totals:		**177**	**$1866 - $1876** **T-$635/** **F-$1231-$1241**	**$156.34**

Course Substitutions:
Medical Terminology AHE 534 can be substituted with OFAD 141, or ALHL 115, or AHL 717, or AHE 124. Other course substitutions must be approved by the program coordinator.

Additional Expenses:
Students are responsible for screenings, medical testing, scrubs and miscellaneous supplies that cost approximately $750.

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.emsicareercoach.com/.

Contact Information:
Coordinator: Kerry Cleaver | kcleaver@ccbcmd.edu | 443-840-2768
Administrative Assistant: Claire Loeblein | cloeblein@ccbcmd.edu | 443-840-1389

Technical Standards for CCBC's Phlebotomy Training Series:

The primary goal of the Community College of Baltimore County's Phlebotomy Training Series is to adequately prepare students for an entry-level position as a certified phlebotomy technician in a hospital/clinical laboratory, doctor's offices, or out-patient healthcare setting. The duties of a phlebotomist require the ability to safely draw blood and other specimens from patients in medical settings in a proper, safe, reliable, consistent, and skillful manner using various techniques and devices. They need to be able to perform a variety of blood collection methods and procedures using proper techniques and precautions including: vacuum collection devices, capillary skin puncture, butterfly needles and blood culture specimen collection.

The phlebotomist must place emphasis on safety precautions, infection prevention/control, proper patient identification, proper labeling of specimens, and quality assurance. Their duties also require them to be detail-oriented, accurate, precise and focused, and flexible physically, mentally, and emotionally.

Following is a partial list of the types and skills usually required for adequate job performance:

Physical Requirements:

A. Sufficient strength and mobility to:
- Move freely in the office and support/move patients
- Ability to maneuver in the laboratory, around instruments, in confined spaces, and in patient rooms
- Move freely and quickly from place to place
- Support and transfer patients safely from bed to stretcher, bed to wheelchair, and modify patient position in bed or on radiographic table
- Lift and/or carry 50 lbs. to waist level unassisted
- Move objects in excess of 100 lbs. without restriction
- Work remaining in a standing position long periods of time
- Reach above shoulder height to manipulate equipment
- Reach below waist level to manipulate equipment
- Perform duties that require good hand/eye and hand/eye/foot coordination
- Perform repetitive tasks

B. Fine motor coordination sufficient to perform precise and delicate tasks:
- Keen sense of touch
- Steady arm and hand movements while manipulating objects or assisting others
- Operate and manipulate instruments and equipment such as, but not limited to, pipettes, microscopes, centrifuges, and blood glucose monitors
- Ability to manipulate small objects with fingertips or control adaptive devices
- Identify venipuncture sites by palpation
- Detect changes in skin/tissue temperature and integrity
- Interpret tactile sensations such as texture, mobility, firmness, strength, and temperature

C. Adequate vision to:
- Observe, monitor, and/or assess patient
- Read fine print on monitors, devices, and gauges
- Read written instructions
- Acquire information from documents such as charts, radiographs, computer images, and other modes of delivery
- Discriminate colors
- See and discriminate between varieties of visual equipment alarms

D. Sufficient hearing to:
- Assess/monitor patients
- Follow verbal instructions
- Use a stethoscope to hear blood pressure and heart sounds
- Detect and discriminate between sounds of normal conversation
- Hear sounds of a variety of equipment alarms

Interpersonal and Professional Skills:

A. Have the ability to:
- Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
- Remain calm and perform as trained during stressful situations
- Display flexibility and adapt to changing environments
- Demonstrate compassion, integrity, and concern for others
- Recognize emergencies and be able to take appropriate action
- Accept constructive criticism and respond appropriately by modifying behavior
- Tolerate physically taxing workloads and function effectively under stress

B. Sufficient communication skills to:
- Give and receive accurate written and verbal instructions in English
- Use correct grammar, punctuation, and spelling
- Read and comprehend written material in English at a minimum of the 9th grade level
- Observe and interpret non-verbal communication
- Chart/write in medical records and record client data
- Perceive pertinent detail in verbal or tabular material

Intellectual Ability and Emotional Stability To:
- Learn, measure, calculate, reason, analyze, integrate, synthesize, and use data/information
- Interpret, problem solve, and demonstrate critical thinking
- Comprehend three-dimensional and spatial relationships
- Respond to emergencies by processing information consistently, accurately, and quickly
- Possess the ability to self-evaluate
- Interpret instructions furnished in oral, written, diagrammatic, or schedule form
- Carry out detailed written or oral instructions
- Analyze, compile, copy, and compare data standards for Phlebotomy Technicians.
- Perform complex tasks

Environment Requirements:
- Work indoors around moving machinery
- Work in confined spaces
- Wear appropriate safety equipment, such as gowns, caps, masks, gloves, lead aprons, and eye protection
- Work in environment that may include exposure to toxic or caustic chemicals, blood and other body fluids, noise, and radiation
- Able to tolerate unpleasant odors related to human waste, secretions, infections, etc.

Physical Therapy Tech/Aide

Non-Credit Continuing Education Program Description:
The Physical Therapy Tech/Aide works under the close supervision of a physical therapist or physical therapy assistant to perform only delegated, selected, or routine tasks in specific situations. These duties include preparing the patient and the treatment area. They can work in a variety of settings including long-term care facilities, hospitals, rehabilitation centers and home/community-based settings.

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

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship: http://www.central-scholarship.org/

Length of Training:
12-20 weeks

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

Students must have the following paperwork turned in to the coordinator PRIOR to first class:

- 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
- Clinical eligibility is in part dependent upon a criminal background check and random urine drug testing. Cost of testing is $95.00 and is the responsibility of the student. Go to http://precheck.com/ for more information.

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Recommended Course Sequence:
CPR 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	Costs T=Tuition/F=Fees	Textbook Information (approximate cost; subject to change)
AHE 534 *or* AHE124	Medical Terminology for Health Occupations *or* Medical Terminology Online	30	$329 T-$147/F-$182 *or* $339 T-$147/F-$192	Medical Terminology – A Short Course in Medical Terminology; 3rd edition; published by Wolters Kluwer; Author - C. Edward Collins; ISBN 978-1-4511-7606-3; $65.99
AHE 805	CPR for Health Care Providers	7	$109 T-$52/F-$57	Included in courses cost
AHL 912	Becoming a Physical Therapy Aide	24	$149 T-$28/F-$121	Handouts online
AHL 809	Physical Therapy Aide/Tech Clinical	40	$249 T-$22/F-$227	None
Course Series Totals:		**101**	**$836 - $846** **T-$249/F-$587-$597**	**$65.99**

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

Additional Expenses:
Students are responsible for the cost of all medical testing, background check, drug screening, and uniforms. Estimated cost: $600

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

Career Opportunities:
This is an entry level career in a physical therapy practice, rehabilitation facility, or physical/occupational therapy department in a hospital. Further education provides the opportunity for promotion within the field.

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

Contact Information:
Program Coordinator: Shauna Bullard | sbullard@ccbcmd.edu | 443-840-1180 | Essex | HTEC | 001
Administrative Assistant: Maria Buttion | mbuttion@ccbcmd.edu | 443-840-1866 | Essex | HTEC | 005

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Technical Standards for CCBC'S Physical Therapy Aide/Tech Training Series:

The primary goal of the Community College of Baltimore County's Physical Therapy Aide/Tech Training Series is to adequately prepare students for an entry-level position as a physical therapy tech in a physical therapy practice or hospital. The duties of a PT Aide/Tech require the ability to assist in the lifting of patients or setting up supplies and equipment for PT sessions. PT Aides/Techs need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail-oriented and work accurately and quickly. A high level of manual dexterity, psychomotor skills, and integrity are vital. 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

- Lift 50 pounds
- Move equipment that is sometimes awkward or heavy

B. Fine motor coordination sufficient to perform precise tasks such as:

- Handle delicate instruments with precision
- Handle instruments and equipment that may be costly to replace if damaged
- Quickly and precisely adjust controls on equipment
- Clean and assemble PT equipment

C. Adequate vision to:

- Read and interpret written directions from PT or PT Assistant
- Read instruction sheets and computer screen

Interpersonal Skills and Professionalism:

A. Have the ability to:

- Work in a professional manner under sometimes stressful situations
- Pay close attention to detail and recordkeeping
- Commitment to learning and understanding new technologies, instrumentation and procedures
- Commitment to following approved standards, guidelines, policies and procedures
- Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
- Maintain proper certifications required to perform the duties of the profession
- Accurately utilize all resource material available to remain current in the profession,
- Maintain a conscience/professional morality in the application of infection control techniques
- Willingness to precept (train) others

B. Sufficient communication skills to:

- Give and receive accurate written and verbal instructions
- Carry out all written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner
- Communicate clearly and effectively with any team members regarding issues that may be difficult to address (i.e. problem with machinery that could affect sterilization; admission of own errors, etc.)

Intellectual Ability and Emotional Stability To:

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

Environment Requirements:

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

- Working in an environment that has a minimal risk of exposure to potentially hazardous materials, such as cleaning agents and chemicals and blood-borne pathogens
- Providing proof of recent immunizations against infectious diseases such as measles, mumps, and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submitting to periodic drug screening

Polysomnographic (Sleep) Technologist

Non-Credit Continuing Education 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.

Successful Completion:

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

Students will be prepared to take the national certification exam through the Board of Registered Polysomnographic Technologists.

Certifying Organization: Commission on Accreditation of Allied Health Education Programs (CAAHEP); www.caahep.org; 727-210-2350; 25400 U.S. Highway 19 North, Suite 158, Clearwater, Florida, 33763

Board of Registered Polysomnographic Technologist exam cost is $450. The cost for the first registry test is included in the course series cost.

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship: http://www.central-scholarship.org/
Pell Funding: Eligible for grants and college loans. Go to www.fafsa.gov to apply for Federal financial aid.

Length of Training:
12-15 months
Courses start in July at CCBC Hunt Valley (evenings and weekends), in September/October at CCBC Essex (evenings and weekends), and in February at CCBC Randallstown (evenings and weekends).

Orientation Sessions - Mandatory
Students are required to attend an orientation after provisional acceptance into this course series.

Requirements:
High School Diploma or GED; computer literate; Internet access

Students must have the following paperwork turned in to the coordinator PRIOR to clinicals:

- Negative PPD (six months) or negative chest x-ray less than one year old
- Positive titer or proof of vaccination/immunity for measles, mumps, rubella and varicella
- Current Flu vaccination
- Hepatitis B vaccination or declination form
- Tetanus shot (less than ten years)
- Copy of health insurance card
- Copy of high school diploma or GED
- Clinical eligibility is in part dependent upon a criminal background check and random urine drug testing. Cost of testing is the responsibility of the student. Go to **http://precheck.com/** for more information.

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

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.
2. Go to https://shwa.ccbcmd.edu/ to retrieve your user name and create a password.
3. Go to https://ccbcmd-bb.blackboard.com/ to access the online application.
4. Enter your User Name and Password.
5. Click the "Course" tab at the top of the page. You will see the application course for your area of study on your list: Sleep Technology Series Application - AHC 379
6. Click on the application course and read the instructions on the first page.
7. You must submit the following items by the cutoff date – 'Assignments' in Blackboard - to meet all of the requirements for the application:
    - Application (2 pages):
        - Must be submitted as a .doc, .docx or .rtf
    - Scanned copy of one or more of the following:
        - High School Diploma or other proof of completion
        - GED
        - College Transcript
        - Other requirements for specific areas of study as detailed in Blackboard
        - Sign the Technical Standards document for the Program
8. Check the Blackboard "Gradebook' for admissions decision approximately 10 days after the submission deadline.
9. Plan to attend the mandatory orientation for your series as detailed on Blackboard.

Application timeframes:

Course series starting in July:	March 1 – May 1
Course series starting in September/October:	June 1 – August 1
Course series starting in February:	October 1 – December 1

Course Information:
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	Costs T=Tuition/F=Fees	Textbook Information (approximate cost; subject to change)
Module 1:				
AHL 140	Essential Skills for the Health Care Professional	20	$179 T-$90/F-$89	Handouts and Online
AHE 534	Medical Terminology for Health Occupations	30	$329 T-$147/F-$182	A Short Course In Medical Terminology; 3rd Edition; 9781451176063; $59.09
AHL 133	Introduction to Polysomnography	40	$299 T-132/F-$167	Handouts
AHL 101	Sleep Patient Intake Skills	20	$329 T-$147/F-$182	Handouts
AHE 106	Clinical Observation	40	$369 T-$110/F-$259	None
WOS 064	Basic Math for Health Care Workers	10	$145 T-$55/F-$90	Handouts online

AHE 805	CPR For Health Care Providers	7	$109 T-$52/F-$57	None
Module I Totals:		**167**	**$1759** **T-$733/F-$1026**	**$59.09**
Module II:				
AHE 672	Anatomy and Physiology Online	30	$355 T-$159/F-$196	The Human Body in Health and Disease; 6th (or latest) edition; Patton & Thibodeau; Elsevier (soft cover); ISBN 9780023101243; $70.35
AHE 577	Pharmacology	20	$275 T-$119/F-$156	Essentials of Pharmacology for Health Occupations; 7th; 9781285077881; $103.95
AHE 802	Basic EKG Training	20	$425 T-$220/F-$205	Hussar's Basic Dysrhythmias and Acute Coronary Syndromes; Fourth Edition; 9780323039741; $75.70
AHL 099	Polysomnographic Technology Training (includes 5 practicum classes)	56	$1089 T-$110/F-$979	1) Essentials of Polysomnography Bundle; ISBN 9781284059595; $180; and 2) Fundamentals of Sleep Technology; ISBN 978145133208; $165
AHL 102	Sleep Clinical Internship – NPSG	100	$549 T-$220/F-$329	Online materials
Module II Totals:		**226**	**$2693** **T-$828/F-$1865**	**$595.00**
Module III:				
AHL 702	Neuromuscular Anatomy and Pathophysiology	32	$610 T-$220/F-$390	Online materials
AHL 703	Cardiorespiratory Anatomy and Pathophysiology	32	$610 T-$220/F-$390	Online materials
AHL 100	Positive Airway Pressure Techniques	40	$469 T-$165/F-304	Handouts online
AHL 103	Clinical Internship - Day/Scoring	100	$549 T-$220/F-$329	Online materials
Module III Totals:		***204***	**$2238** **T-$825/F-$1413**	**$0**
Module IV:				
AHL 098	Sleep Staging & Scoring Guidelines	40	$479 T-$165/F-$314	Online materials
AHL713	Polysomnographic Clinicals	80	$866 T-$220/F-$646	None
AHL 104	Sleep Clinical Internship – Titration	100	$549 T-220/F-$329	None
AHL 134	BRPT Board Exam Preparation for CAAHEP	40	$439 T-$198/F-$241	None
Module IV Totals:		**260**	**$2222** **T-$803/F-$1419**	**$0**
Course Series Totals:		**857**	**$8912** **T-$3189/F-$5723**	**$654.09**

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

Additional Expenses:
Course series: Students are responsible for the cost of all medical testing, background check, drug screening, and scrubs/uniforms. These expenses total approximately $800.

Post-course series: Licensure is obtained through the Maryland Board of Physicians at a cost of $200. This cost includes registration of your certification and license as an Allied Health Care provider through the Department of Health and Mental Hygiene. Sleep Technologists must be certified and licensed to work in the State of Maryland.

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

Career Opportunities:
There is currently a large shortage of sleep technologists in the state of Maryland due to certification and licensure regulations. Regulations currently state you must participate in a CAAHEP accredited program to receive certification in MD. Students who complete the program and receive their certification can receive credits toward an Associate of Applied Science in Allied Health through the School of Health Professions.

Student Placement Outcome:
The Polysomnography program achieved 100% positive placements for its students in 2016 and 2017.

Gainful Employment Disclosure:
http://www.ccbcmd.edu/migrate/gainfulemployment/polysomnographic%20technician.html

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

Contact Information:
Coordinator: Rachel Newman Waddy | rnewmanwaddy@ccbcmd.edu | 443-840-1655 | Essex | HTEC | 013B
Administrative Assistant**:** Nancy Laubach | nlaubach@ccbcmd.edu | 443-840-1819 | Essex | HTEC | 001

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

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 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 - Accelerated

Non-Credit Continuing Education Program Description:
Sleep Technologists work overnight and collect data using polysomnograms that measure bioelectrical sleep activity. They acquire and analyze signals from electroencephalograms (EEG), electrocardiograms (EKG), electromyograms (EMS) and respiratory flow and effort sensors. This accelerated program option is for allied health care workers or Sleep Technicians who already have their RPSGT certification and need coursework for the Board of Physicians State Licensure.

Successful Completion:

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

Students will be prepared to take the national certification exam through the Board of Registered Polysomnographic Technologists (BRPT). BRPT exam cost is $450 - the initial registry test is included in the course series cost.

Certifying Organization: Commission on Accreditation of Allied Health Education Programs (CAAHEP); www.caahep.org; 727-210-2350
25400 U.S. Highway 19 North, Suite 158, Clearwater, Florida, 33763

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship: http://www.central-scholarship.org/
Pell Funding: Eligible for grants and college loans. Go to www.fafsa.gov to apply for Federal financial aid.

Length of Training:
12-15 months
Courses start in July at CCBC Hunt Valley (evenings and weekends), in September/October at CCBC Essex (evenings and weekends), and in February at CCBC Randallstown (evenings and weekends).

Orientation Sessions - Mandatory
Students are required to attend an orientation after provisional acceptance into this course series.

Requirements:
High School Diploma or GED; computer literate; and Internet access. Students must submit documentation to confirm BRPT Certification, and of prior coursework as necessary.

Students must have the following paperwork turned in to the coordinator PRIOR to clinicals:

- Negative PPD (six months) or negative chest x-ray less than one year old
- Positive titer or proof of vaccination/immunity for measles, mumps, rubella and varicella
- Current Flu vaccination
- Hepatitis B vaccination or declination form
- Tetanus shot (within 10 years)
- Copy of health insurance card
- Copy of high school diploma or GED
- Clinical eligibility is partly dependent on a criminal background check and random urine drug testing. Cost of testing is the responsibility of the student. Go to http://precheck.com/ for more information.

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

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.
2. Go to https://shwa.ccbcmd.edu/ to retrieve your user name and create a password.
3. Go to https://ccbcmd-bb.blackboard.com/ to access the online application.
4. Enter your User Name and Password.
5. Click the "Course" tab at the top of the page. You will see the application course for your area of study on your list: Sleep Technology Series Application - AHC 379
6. Click on the application course and read the instructions on the first page.
7. You must submit the following items by the cutoff date – 'Assignments' in Blackboard - to meet all of the requirements for the application:
    - Application (2 pages):
        - Must be submitted as a .doc, .docx or .rtf
    - Scanned copy of one or more of the following:
        - High School Diploma or other proof of completion
        - GED
        - College Transcript
        - Other requirements for specific areas of study as detailed in Blackboard
8. Check the Blackboard "Gradebook' for admissions decision approximately 10 days after the submission deadline.
9. Plan to attend the mandatory orientation for your series as detailed on Blackboard.

Application timeframes:

Course series starting in July:	March 1 – May 1
Course series starting in September/October:	June 1 – August 1
Course series starting in February:	October 1 – December 1

Course Information:
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	Costs T=Tuition/F=Fees	Textbook Information (approximate cost; subject to change)
Module I:				
AHL 133	Introduction to Polysomnography	40	$299 T-132/F-$167	Handouts
Module I Totals:		**40**	**$299** **T-132/F-$167**	**$0**
Module II:				
AHL 099	Polysomnographic Technology Training (includes 5 practicum classes)	56	$1089 T-$110/F-$979	1) Essentials of Polysomnography Bundle; ISBN 9781284059595; $180; and 2) Fundamentals of Sleep Technology; ISBN 978145133208; $165

AHL 102	Sleep Clinical Internship – NPSG	100	$549 T-$220/F-$329	Online materials
Module II Totals:		**156**	**$1638** **T-$330/F-$1308**	**$345.00**
Module III:				
AHL 702	Neuromuscular Anatomy and Pathophysiology	32	$610 T-$220/F-$390	Online materials
AHL 703	Cardiorespiratory Anatomy and Pathophysiology	32	$610 T-$220/F-$390	Online materials
AHL 100	Positive Airway Pressure Techniques	40	$469 T-$165/F-304	Handouts online
AHL 103	Clinical Internship - Day/Scoring	100	$549 T-$220/F-$329	Online materials
Module III Totals:		**204**	**$2238** **T-$825/F-$1413**	**$0**
Module IV:				
AHL 098	Sleep Staging & Scoring Guidelines	40	$479 T-$165/F-$314	Online materials
AHL713	Polysomnographic Clinicals	80	$866 T-$220/F-$646	None
AHL 104	Sleep Clinical Internship – Titration	100	$549 T-220/F-$329	None
AHL 134	BRPT Board Exam Preparation for CAAHEP	40	$229 T-$99/F-$130	None
Module IV Totals:		**260**	**$2333** **T-$803/F-$1530**	**$0**
Course Series Totals:		**660**	**$6508** **T-$2090/F-$4418**	**$345.00**

Additional Expenses:
Course series: Students are responsible for the cost of all medical testing, background check, drug screening, and scrubs/uniforms. These expenses total approximately $800.
Post-course series: Licensure is obtained through the Maryland Board of Physicians at a cost of $200. This cost includes registration of your certification and license as an Allied Health Care provider through the Department of Health and Mental Hygiene. Sleep Technologists must be certified and licensed to work in the State of Maryland.

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

Career Opportunities:
There is currently a large shortage of sleep technologists in the state of Maryland due to certification and licensure regulations. Regulations currently state you must participate in a CAAHEP accredited program to receive certification in MD.

Gainful Employment Disclosure:
http://www.ccbcmd.edu/migrate/gainfulemployment/polysomnographic%20technician.html

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

Contact Information:
Coordinator: Rachel Newman Waddy | rnewmanwaddy@ccbcmd.edu | 443-840-1655 | Essex | HTEC | 013B
Administrative Assistant: Nancy Laubach | nlaubach@ccbcmd.edu | 443-840-1819 | Essex | HTEC | 001

Technical Standards for CCBC's Sleep (Polysomnographic) Technologist Training Series:

The primary goal of the Community College of Baltimore County's Polysomnographic Technologist Series is to adequately prepare students for an entry-level position in the sleep medicine field. Sleep Technicians are critical staff in preparing for and conducting the actual sleep studies. They also play a vital role in the reading and scoring of studies before they are reported to physicians.

The duties of a sleep tech require the ability to stay focused on a variety of patients/equipment during ten to twelve hour night shifts. They need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail oriented and to have strong human relation skills. A high level of manual dexterity, psychomotor skills, and integrity are vital.

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 Requirements
- Competently operate computers and medical equipment used in sleep medicine

Environment Requirements:

Sleep Technician work involves risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves, and eye protection
- Providing proof of recent immunizations against infectious diseases such as measles, mumps, and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submitting to periodic drug screening
- Being exposed to bio-hazardous materials (blood) on rare occasions

Surgical Technologist

Non-Credit Continuing Education Program Description:
This course series prepares students to take the national certification exam to become a certified surgical technologist. Surgical technologists play an integral role in the surgical team within the operating room at hospitals, physicans' offices, and surgi-centers. Surgical technologists prepare the operating room and sterile field; they set up surgical equipment, supplies & solutions. During surgery surgical technologists pass instruments, fluids and supplies to the surgeon while simultaneously managing the sterile field and specimens. They are also responsible for performing a count of instruments, sponges, and other supplies to prevent foreign retained objects (www.ast.org).

Successful Completion:

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

Students will be prepared to take the national certification exam administered by the National Board of Surgical Technologists and Surgical Assisting (NBSTSA) to become a certified surgical technologist (CST). Taking the exam is a graduation requirement of all program participants and is included in the cost of the program. (Students are not required to pass the exam for graduation.)

Certifying Organization: National Board of Surgical Technology and Surgical Assisting (NBSTA)
Accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP); www.caahep.org; 727-210-2350
25400 US Highway 19 North, Suite 158 Clearwater, Florida, 33763

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship: http://www.central-scholarship.org/
Pell Funding: Eligible for grants and college loans. Go to www.fafsa.gov to apply for Federal financial aid.

Length of Training:
13 - 18 months
Courses start in February and July at CCBC Randallstown.

- The February cohort has classes on Mondays and Wednesdays (times vary) for Modules I – III. Module IV consists of hospital clinicals, Monday through Wednesday from 7:00 a.m. to 3:30 p.m., and class on Thursdays from 9:00 a.m. to 1:00 p.m.
- The July cohort has classes on Tuesdays and Thursdays (times vary) for Modules I – III. Module IV consists of hospital clinicals, Monday through Wednesday from 7:00 a.m. to 3:30 p.m., and class on Thursdays from 9:00 a.m. to 1:00 p.m.
- Specific cohort schedules are distributed during the orientation session.

Information Session:
An information session for interested students will be held at CCBC Randallstown on September 26, 2018, from 4:30 to 7:30 p.m.

Orientation Session – Mandatory:
All students who are selected for the program will receive a conditional acceptance letter that includes the date and time of the orientation session they are required to attend at CCBC Randallstown.

Requirements:
Computer literate; Internet access; valid CCBC email account to view correspondence from the program coordinator

Students must have the following paperwork turned in to the coordinator PRIOR to the end date of Module I (do not submit with application):

- Negative PPD (six months) or negative chest x-ray less than one year old
- Positive titer or proof of vaccination/immunity for measles, mumps, rubella and varicella
- Current Flu vaccination
- Hepatitis B vaccination or declination form
- Tetanus shot (less than ten years)
- Copy of health insurance card
- Copy of high school diploma or GED
- Clinical eligibility is in part dependent upon a criminal background check and random urine drug testing. Cost of testing is the responsibility of the student. More information will be provided in Module I.

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

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

1. You must first be a current CCBC student. If you are not an existing student with a username, ID, & CCBC email account, please call Continuing Education registration at 443-840-4700, or visit their website at http://www.ccbcmd.edu/Programs-and-Courses/Schools-and-Academic-Departments/School-of-Continuing-Education/How-to-Register.aspx to become a CCBC student. Once you are a student with a username, ID and CCBC email account, proceed to step 2.
2. Students must then register for the application class on Blackboard (which is where you will submit all required documents). To do this, students must email aflagler@ccbcmd.edu, or call 443-840-1887 or 443-840-2774, to obtain the correct CRN for the application class to register.
3. Once you have the CRN number, you then call registration at 443-840-4700 to register for the application class. There is a $10 application fee required at the time of registration.
4. After you have registered you will have access to the online application class through Blackboard.
5. Once in Blackboard, click the "Course" tab at the top of the page. You will see the application course for your area of study on your list: Surgical Technology Series Application - AHC 380
6. Click on the application course and read the instructions on the first page.
7. You must submit the following items located in the tab 'Submit Admissions Material' in Blackboard by the admission deadline in order to meet all of the requirements for the application:
    - Application (2 pages):
        - Must be submitted as a .doc, .docx or .pdf
    - Admissions Essay (guidelines & topic are available in Blackboard):
        - Must be sumitted as a .doc, .docx or .pdf
    - Scanned copy of the following:
        - College Transcript (unless you have completed your prerequisites at CCBC)
        - High school diploma or GED
        - Other requirements for specific areas of study as detailed in Blackboard (CPR card from another agency)
        - ***All required prerequisites must be successfully completed before the application deadline in order to apply.***
8. In addition to the requirements above, all applicants will have to take an admissions exam at a CCBC testing center before the application deadline. Further instructions can be found under the tab 'Admissions Exam' in the application class in Blackboard.
9. All applicants will be notified via CCBC student email and mail regarding the admission decision approximately 10 business days after the application deadline.
10. If selected, please plan to attend the mandatory orientation as detailed in your conditional acceptance letter.

Application timeframes:
Course series starting in February: November 1 - December 15
Course series starting in July: April 1 - May 15

Course Information:
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	Costs T=Tuition/F=Fees	Textbook Information (approximate cost; subject to change)
Prerequisites (not covered by Pell funding):				
AHE 534 or AHE124	Medical Terminology for Health Occupations or Medical Terminology for Health Occupations Online	30	$329 T-$147/F-$182 $339 T-$147/F $192	Medical Terminology – A Short Course in Medical Terminology; 3rd edition; published by Wolters Kluwer; Author - C. Edward Collins; ISBN 978-1-4511-7606-3; $65.99
AHE 519 *or* AHE 672	Anatomy and Physiology *or* Anatomy and Physiology Online	30	$329 T-$147/F-$182 *or* $355 T-$159/F-$196	Anatomy & Physiology – The Human Body in Health & Disease; 7th edition; published by Elsevier; Author - Patton & Thibodeau; ISBN 978-0-323-402118; $74.60
WOS 064	Basic Math for Health Care Workers	10	$145 T-$55/F-$90	Handouts online
AHE 805	CPR For Health Care Providers	7	$109 T-$52/F-$57	Handouts provided
AHL 140	Essential Skills for the Healthcare Professional	20	$179.00 T-90/F-$89	Handouts Provided
Prerequisite Totals:		**97**	**$1,091 - $1,127** **T-$491 - $503** **F-$600 - $624**	**$140.59**
Module I:				
AHL 160	Introduction to Surgical Technology	65	$1020 T-$368/F-$652	Surgical Technology for the Surgical Technologist bundled with Study Guide/Lab Manual; must be 5th edition; published by Delmar; 9781337759793; $260.00
AHL 846	Introduction to Suture and Surgical Instrumentation	36	$550 T-$237/F-$313	Surgical Instrumentation: An Interactive Approach; 2nd edition; Renee Nemitz; published by Elsevier; ISBN 1455707195; $85.00
AHL 161	Microbiology for Surgical Technology	36	$660 T-$237/F-$423	Microbiology for Surgical Technologists; published by Delmar; 2nd ed.; ISBN 9781111306663; $157.00
Module I Totals:		**137**	**$2,230** **T-$842/F-$1388**	**$502.00**
Module II:				
AHL 849	Surgical Anatomy and Pathology I	48	$770 T-$237/F-$533	Same as AHL 160 & AHL 846

AHL 851	Surgical Pathology and Procedures I	48	$770 T-$237F-$533	1) Same as AHL 160 & AHL 846; and 2) Pocket Guide to the Operating Room; published by FA Davis; 0803612265; $54.00
AHL 165	Surgical Technology II	48	$770 T-$237/F-$533	Same as AHL 845
Module II Totals:		**144**	**$2,310** **T-$711/F-$1599**	**$54.00**
Module III:				
AHL 854	Introduction to the Hospital Setting	63	$660 T-$247/F-$413	Same as AHL 845 & AHL 846
AHL 855	Surgical Technology Skills Laboratory	94	$770 T-$325/F-$445	Same as AHL 845 & AHL 846
AHL 850	Surgical Anatomy and Pathology II	48	$550 T-$220/F-$330	Same as AHL 845 & AHL 846
AHL 852	Surgical Pathology and Procedures II	48	$550 T-$220/F-$330	Same as AHL 845 & AHL 846
Module III Totals:		**253**	**$2,530** **T-$1012/F-$1518**	**$0**
Module IV:				
AHL 856 AHL 857 AHL 858 AHL 859	Surgical Technology Clinical A-D (100 hours each; $610 per course)	400	$2440 T-$768/F-$1672	Same as AHL 851
AHE 714	Surgical Technology Capstone	48	$230 T-$110/F-$120	Surgical Technology Exam Review
Module IV Totals:		**448**	**$2,670** **T-$878/F-$1792**	**$0**
Course Series Totals:		**982**	**$9,740** **T-$4534/F-$5206**	**$556**
Course Series & Prerequisite Totals:		**1079**	**$10,831-$10,867** **T-$3934-$3946** **F-$6897-$6921**	**Estimated total $ 697.00***

Course Substitutions:
Medical Terminology AHE 534 can be substituted with OFAD 141, or ALHL 115, or AHL 717, or AHE 124.
Anatomy and Physiology AHE 519 can be substituted with AHE 672, or AHL 715, or BIOL 109, or BIOL 220 and BIOL 221.
Basic Math WOS 064 can be substituted with AHL 716 or MATH 083.
Current CPR certification can be substituted for the CPR requirement.

Additional Expenses:
Students are responsible for the cost of all medical testing, background check, drug screening, and scrubs/uniforms requirements. An estimate of these costs is $600.

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

Career Opportunities:
Students may be able to move into a position of surgical first assistant with extra training at a CAAHEP or ABHES accredited institution. They can also teach, become supervisors in the surgical department, or pursue a career in the medical device industry.

Additional information is available on the Association of Surgical Technologists website: http://www.ast.org/

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.

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

Gainful Employment Disclosure:
http://www.ccbcmd.edu/migrate/gainfulemployment/surgical%20technology.html

Contact Information:
Coordinator: Amy Flagler | aflager@ccbcmd.edu | 443-840-2774 | Randallstown | Room 192
Administrative Assistant: 443-840-1887 | Randallstown Campus

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Technical Standards for CCBC's Surgical Technology Training Series:

The primary goal of the Community College of Baltimore County's Surgical Technology Series is to adequately prepare students for an entry-level position in the operating room functioning as a surgical technologist. The duties of a surgical technologist require the ability to stand for long hours while constantly being focused on the task at hand. They need to exercise safe practices while exposed to unpleasant sights, odors, materials, and communicable diseases. Their duties also require them to be detail oriented and to work accurately and quickly. A high level of manual dexterity, psychomotor skills, and integrity are vital.

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

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

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

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

Interpersonal Skills and Professionalism:

A. Have the ability to:
- Work in a professional manner as a member of the surgical team under extremely stressful situations
- Remain calm and perform as trained during emergency and life and death situations
- Interact in a professional manner with many personalities and attitudes and with people from many different backgrounds
- Respect and protect patient rights and confidentiality without regard to personal beliefs and judgments
- Maintain proper certifications required to perform the duties of the profession
- Maintain a surgical conscience
- Willingness to precept others
- Commitment to working shifts as assigned, which may include on-call, holidays, and weekends

B. Sufficient communication skills to:
- Give and receive accurate written and verbal instructions
- Carry out all written and verbal instructions
- Follow proper channels of communication
- Communicate in a calm and professional manner
- Accurately interpret the patient's needs
- Communicate clearly and effectively to any team members regarding breaches in sterile technique
- Provide patient/public education related to the profession of surgical technology

Intellectual Ability and Emotional Stability to:

- Exercise independent judgment to properly care for the surgical patient
- Accurately utilize all resource material available to prepare for a surgical procedure
- Accurately identify, calculate dosage, and transfer medications
- Work calmly and efficiently in stressful situations
- Maintain calm during emergency situations
- Perform duties while exposed to communicable diseases and unpleasant sights, odors, and materials
- Accept feedback from others
- Complete Requirements

Environment Requirements:

A. Surgical technology work involves risks and/or discomforts that require special safety precautions including, but not limited to:

- Wearing gowns, caps, masks, gloves, and eye protection
- Providing proof of recent immunizations against infectious diseases such as measles, mumps, and rubella
- Receiving Hepatitis B vaccine and annual testing for exposure to tuberculosis
- Submitting to periodic drug screening
- Being exposed to bio-hazardous materials (blood)

Veterinary Assistant

Non-Credit Continuing Education Program Description:
Veterinary Assistants assist in kennel care, assist veterinary technicians during exams of animals and provide support throughout the veterinary office. They are employed at animal shelters, animal emergency centers and veterinary practices.

Successful Completion:
CCBC Credential: Students will be awarded a Continuing Education Workforce Training Certificate and will have access to a Continuing Education academic record (transcript). Students will be prepared to work in an entry level position in animal care.

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development
Students may apply for a career training scholarship through Central Scholarship: http://www.central-scholarship.org/

Length of Training:
16-20 weeks
The course series starts three times a year at CCBC Essex in January/February, June, and September.

Requirements:
Minimum age of 18; computer literate; and Internet access. 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. Go to http://precheck.com/ for more information. A High School Diploma or GED is NOT required for program entry but may be required for employment.

Students must have the following paperwork turned in to the Coordinator PRIOR to the start of Veterinary Assistant III:
- Tetanus shot (less than ten years)
- Copy of health insurance card

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Number	Course Title	Course Hours	Costs T=Tuition/F=Fees	Textbook Information (approximate cost; subject to change)
AHE 752	Veterinary Assistant I	30	$440 T-$275/F-$165	Handouts online
AHE 753	Veterinary Assistant II	30	$330 T-$165/F-$165	Handouts online
AHE 754	Veterinary Assistant III	30	$330 T-$165/F-$165	Handouts online

AHE 755	Veterinary Assistant IV Clinical	45	$220 T-$82/F-$138	None
Course Series Totals:		**135**	**$1320** **T-$687/F-$633**	

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.

Career Opportunities:
Veterinary offices are always looking for entry level staff. Students are often hired at the site where they complete their clinical hours.

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

Contact Information:
Coordinator: Lauren Perrera | lperrera@ccbcmd.edu |443-840-1160 |Essex | HTEC | 013
Administrative Assistant: Maria Buttion | mbuttion@ccbcmd.edu | 443-840-1866 | Essex | HTEC | 005

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Technical Standards for CCBC's Veterinary Assistant Training Program:

The primary goal of The Community College of Baltimore County's Veterinary Assistants training program is to prepare individuals interested in working with animals in an entry-level position in animal shelters, animal emergency centers and veterinary practices. The duties of a Veterinary Assistant require the ability to routinely lift animals and sustain long hours of active work. They need to clean and disinfect cages and work areas, and sterilize laboratory and surgical equipment. Assistants may provide routine post-operative care, and administer medication orally or topically, or prepare samples for laboratory examination under the supervision of veterinary or laboratory animal technologists or technicians or veterinarians.

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

Physical Requirements:

A. Sufficient strength and mobility to:
- Lift or move animals up to 50 pounds or more
- Ability to use your abdominal and lower back muscles to support part of the body continuously over time without giving out

B. Fine motor coordination sufficient to perform precise tasks such as:
- Ability to make precise movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
- Ability to keep your arm and hand steady
- Ability to bend, stretch, twist, or reach with your body, arms, and/or legs

C. Adequate vision to:
- See details at a distance

D. Sufficient hearing to:
- Hear and give verbal instructions in person under noisy conditions
- Identify and understand the speech of another person

Interpersonal Skills and Professionalism:

A. Have the ability to:
- Develop constructive and cooperative working relationships with others and maintain them over time
- Provide customer and personal services, including the ability to perform customer needs assessment, meet quality matters standards, and evaluate customer satisfaction
- Maintain proper certifications required to perform the duties of the profession

B. Sufficient communication skills to:
- Provide information to supervisors, coworkers, and subordinates by telephone, written form, email, and in person
- Communicating with people outside of the organization and representing the organization to customers
- Communicate in a calm and professional manner

Intellectual Ability and Emotional Stability To:
- Apply critical thinking and problem solving skills
- Exercise independent judgment to properly perform tasks at hand
- Work calmly and efficiently in a fast-paced, stressful environment
- Maintain calm during emergency situations

Environment Requirements:
- Working in an environment that is often noisy
- Working in an often times stressful and fast paced environment
- Working in an environment with unpleasant odors (feces)

Casino Dealer

Non-Credit Continuing Education Program Description:
Casino Dealer Training at CCBC is designed to train individuals for a career as a casino table games or poker dealer. There are two pathways in the Casino Dealer Training at CCBC:

Casino Poker Dealer at Owings Mills offers the 80-hour course that prepares students to be new casino poker dealers. After completion of this course, students will be prepared to audition to be a Casino Poker Dealer.

Casino Dealer - Blackjack Academy at Horseshoe Baltimore is provided in partnership with Caesars International. The 100-hour course prepares students to be a new casino table games dealer. After completion of this course, students are prepared to audition to be a Casino Table Games Dealer at Horseshoe Casino Baltimore.

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

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:

Casino Poker Dealer:	8 weeks; 2 days per week; 5-hour classes
Casino Dealer - Blackjack Academy:	4 or 6 weeks; Monday through Friday; 8 or 4 hours per day

Information & Assessment Session:
Required for Casino Dealer – Blackjack Academy: Interested students apply for the training by attending an Information & Assessment Session. Successful applicants will register for classes at the session.

Optional for Casino Poker Dealer: Advanced screening is not required, but applicants are welcome to attend the monthly Hospitality Information sessions.

Information on upcoming Information & Assessment sessions is available in the CCBC Continuing Education Catalog, on our website at www.ccbcmd.edu/casinodealer, by phone at 443-840-5840, and by email to CCBCCasinoDealerAcademy@ccbcmd.edu.

Requirements:
High School Diploma or GED (preferred for job placement); minimum age of 18; good mental math skills
Must pass a drug test and criminal background check to be licensed as a casino dealer.

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry: Casino Poker Dealer
Provisional Entry: Casino Dealer – Blackjack Academy (see Information & Assessment Session)

Course Information:

Casino Dealer – Blackjack Academy:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
HSL 035	Casino Dealer - Blackjack	100	Included in course costs.	$0 ** $0/$0

*** This class is funded through CCBC's partnership with Caesars International.*

Casino Poker Dealer:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
HSL 092	Casino Poker Dealer	80	Included in course cost.	$645 T-$50/F-$595

Skills for Success:
Outstanding people skills, including the ability to interact with others with courtesy and tact; punctual and prepared to work; well-groomed, professional appearance; willingness to accept responsibility; ability to follow written and oral instructions; ability to follow safety rules and regulations; ability to complete assigned tasks on time; good math skills.

Career Opportunities:
Legalization of gambling in the State of Maryland has provided employment opportunities in the gaming industry, including positions for Casino Table Game Dealers. Casinos require an individual to be certified in two casino dealer games to be job-ready for a casino table position.

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

Contact Information:
Director: Evelyn Weaver | eweaver@ccbcmd.edu | 443-840-5840 | Owings Mills | 305D
Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu |443-840-4925 | Catonsville | BESS | 100

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Event Planning and Design

Non-Credit Continuing Education Program Description:
The Event Management and Design online training program will equip students with the knowledge to advance in the field if they have already working in special events, or it will prepare them to enter the profession with an understanding of the industry. Students build a foundation that they can use to build a career in special events or start their own special event business.

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

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Options (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
Approximately 300 hours to complete.
Students may work up to 6 months to complete the online course work.

Requirements:
Academic requirements:
- High School Diploma or GED
- Basic high school level competencies
- Basic liberal arts knowledge
- Understanding of and Interest in different cultures

Computer requirements:
- PC or a Mac with a high-speed Internet connection (DSL or cable)
- Basic understanding of computers and how to navigate the Internet
- E-mail capability
- Microsoft Outlook 2007 software should be installed prior to beginning this program. This program is compatible with the Windows XP and later operating systems and IE 7 and later browsers.

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Information:

Course Number	Course Title	Course Hours	Costs T=Tuition/F=Fees	Textbook Information (approximate cost; subject to change)
Course Series:				
HSL 025	Event Management and Design Module I	100	$895 T-$20/F-$875	Art of the Event, by James C. Monroe, CMP, CSEP; and Special Events: Creating and Sustaining a New World for Celebration; 7th Edition; by Dr. Joe Goldblatt, CSEP; costs included in the class fees
HSL 026	Event Management and Design Module 2	100	$550 T-$20/F-$530	Same as HSL 025
HSL 027	Event Management and Design Module 3	100	$550 T-$20/F-$530	Same as HSL 025
Course Series Totals:		**300**	**$1,995 T-$60/F-$1,935**	**Included in class fees**

Skills for Success:
Outstanding people skills, professional appearance, ability to work independently, good math skills. Knowledge and/or experience in hospitality-related fields helpful.

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

Career Opportunities:
Event planning small business owner; event planner for business or organization; wedding planner; or convention center or venue event planner.

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

Contact Information:
Director: Evelyn Weaver | eweaver@ccbcmd.edu | 443-840-5840 | Owings Mill | 305D
Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-480-4925 | Catonsville | BESS | 100

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Food Service Manager

Non-Credit Continuing Education Program Description:
The ManageFirst® Program (MFP), created by the National Restaurant Association Educational Foundation (NRAEF), and managed nationally by National Restaurant 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 credential and ServSafe® Food Safety certification.

Successful Completion:
Successful completion of the course requirements recognizes students as having the academic and practical knowledge needed to succeed in the restaurant, food service and hospitality industry. *To earn the MFP credential, students must also complete 800 service hours in the food service industry.***

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

External Credential: Students will receive a ManageFirst® Professional credential and a ServSafe® Food Safety certification.**

Certifying Organization: ManageFirst® Professional, www.managefirst.restaurant.org

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
Varies based on electives: 3 to 4 weeks (5 days/week) or 18 to 22 weeks (1 day/ week).
Program cohorts start three times each year in the fall, winter, and summer.
Courses are offered at CCBC Owings Mills.

Requirements:
High School Diploma or GED; minimum age of 18
Recommended: Prior food service background is helpful, but not required.
External credential requirement: Must have completed 800 service hours in the food industry (not required for class registration).

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Information:
Students can take course(s) in any order.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
Core Courses:				
HSL 010	ManageFirst® Controlling Food Costs	30	Text(s), certification exams and materials provided and included in course costs.	$519 T-$50/F-$469
HSL 011	ManageFirst® Hospitality and Restaurant Management	30	Text(s), certification exams and materials provided and included in course costs.	$519 T-$50/F-$469
HSL 012	ManageFirst® Hospitality Human Resource Management	30	Text(s), certification exams and materials provided and included in course costs.	$519 T-$50/F-$469
HSL 016	ServSafe® Food Safety Training and Certification	16	Text(s), certification exams and materials provided and included in course costs.	$199 T-$40/F-$159
Core Course Series Totals:		**106**		**$1756 T-$190/F-$1566**
Elective Courses:				
HSL 006	ManageFirst® Customer Service	15	Text(s), certification exams and materials provided and included in course costs.	$265 T-$50/F-$215
HSL 015	ManageFirst® Principles of Food & Beverage	30	Text(s), certification exams and materials provided and included in course costs.	$519 T-$50/F-$469
Course Series & Electives Totals:		**121-151**		**$2,021 - $2,275 T-$240/F-$1781-$2035**

Skills for Success:
Punctual, prompt, and prepared to work; well-groomed professional appearance; accepts responsibility willingly; ability to follow written and oral instructions and safety rules and regulations; ability to interact with others in a courteous and tactful manner; ability to complete assigned tasks on time.

Career Opportunities:
Food Service Manager

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

Contact Information:
Director: Evelyn Weaver | eweaver@ccbcmd.edu | 443-840-5840 | Hunt Valley | Room 305D
Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville, BESS 100

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

FoodWorks – Basic Culinary Training

Non-Credit Continuing Education Program Description:
The ManageFirst® Program (MFP), created by the National Restaurant Association Educational Foundation (NRAEF), and managed nationally by National Restaurant 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 credential and ServSafe® Food Safety certification.

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

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
12 weeks – 297 academic hours plus 183 on-the-job training hours
Monday through Friday; 8:00 a.m. to 4:30 p.m.
This course series is offered 4 times a year with starts in January, April, July, and October.

Information & Orientation Session – Mandatory:
Students are required to attend an Information and Orientation session when registering for this program. For available dates and times, please contact Evelyn Weaver at eweaver@ccbcmd.edu or 443-840-5840.

Requirements:
Minimum age of 18
Preferred: High School Diploma or GED

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Provisional Entry - Students must contact the program director to apply for acceptance into this program: Evelyn Weaver, 443-840-5840 or eweaver@ccbcmd.edu. Prospective students must apply at least 2 weeks prior to the start of the course series. After provisional acceptance, students must complete a drug screening and background check.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
HSL 087	Culinary Foundations I	87	Textbooks, uniforms, and supplies are provided and included in the course costs.	$1525 T-$45/F-$1480
HSL 088	Culinary Foundations II	87	Textbooks, uniforms, and supplies are provided and included in the course costs.	$1525 T-$45/F-$1480
HSL 089	Culinary Foundations III	87	Textbooks, uniforms, and supplies are provided and included in the course costs.	$1525 T-$45/F-$1480
HSL 090	Culinary Job Readiness	36	Textbooks, uniforms, and supplies are provided and included in the course costs.	$665 T-$45/F-$620
Course Series Totals:		**297**		**$5,240 T-$180/F-$5,060**

Skills for Success:
Punctual, prompt, and prepared to work; 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.emsicareercoach.com/.

Contact Information:
Director: Evelyn Weaver | eweaver@ccbcmd.edu | 443-840-5840 | Owings Mills |305D
Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville | BESS | 100

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Hotel Front Desk Clerk/Guest Service Agent

Non-Credit Continuing Education Program Description:
Guest Service Agents/Front Desk Clerks accommodate hotel, motel and resort patrons by registering and assigning rooms to guests. These positions are highly guest-focused and require outstanding people skills. Key tasks include: issuing room keys; transmitting and receiving messages; keeping records of occupied rooms and guests' accounts; making and confirming reservations; and presenting statements to and collecting payments from departing guests.

Successful Completion:

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

External Credential: Students will earn the Certified Front Desk Representative designation from the Educational Institute of the American Hotel & Lodging Association (AH&LA EI). Students will be awarded the Certified Guest Service Professional (CGSP) designation from AH&LA EI and a CCBC MICROS OPERA training certificate.

Certifying Organization: American Hotel & Lodging Association Educational Institute (AH&LA EI); www.ahla.com

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
Just over 5 weeks - 6 hours per day; 5 days per week
Courses are offered at CCBC Owings Mills.
Three cohorts per year starting in fall, winter, and summer.

Requirements:
High School Diploma or GED needed to start a career in hospitality, but students can take this program while they are in high school.

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
HSL 005	Guest Service GOLD Certified Guest Service Professional	5	Text, certification exam, and materials provided and included in course costs.	$149 T-$30/F-$119

HSL 013	Guest Service Agent/Hotel Front Desk: Part One	60	Text and materials provided and included in course costs.	$1049 T-$50/F-$999
HSL 014	Guest Service Agent/Hotel Front Desk: Part Two	90	Text, certification exam, and materials provided and included in course costs.	$1289 T-$50/F-$1239
Course Series Totals:		**155**		**$2,487** **T-$130/F-$2,357**

Additional Course Information:
Students will take the Certified Guest Service Professional Certification exam at the end of the HSL 005 course. Students will take the Certified Front Desk Representative exam at the end of the HSL 014 course. Cost for the exams is already included in the course fees.

Skills for Success:
Outstanding people skills; punctual and prepared to work; well-groomed professional appearance; accept responsibility willingly; ability to follow written and oral instructions; ability to follow safety rules and regulations; interacts with others in a courteous, tactful manner; ability to complete assigned tasks on time.

Career Opportunities:
This program prepares students for positions at a hotel, motel or resort as a Front Desk Clerk or Guest Service Agent.

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

Contact Information:
Director: Evelyn Weaver | eweaver@ccbcmd.edu | 443-840-5840 | Owings Mills | 305D
Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville | BESS | 100

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Professional Bartending

Non-Credit Continuing Education Program Description:
This course enables the student to learn the essentials of professional bartending and qualify to take the National Restaurant Association's advanced exam for alcohol service in order to earn an alcohol service certificate for Maryland. Topics include bar preparation, beverage recipes and customer service, as well as understanding alcohol laws and responsibilities, evaluating intoxication levels, checking identifications, and dealing with difficult situations. It will prepare the student to: discuss liquor liability issues and state liquor laws; demonstrate the use of bartending equipment and tools; identify various glassware utilized in a bar operation; recognize brands of liquor and relate brands to type of liquor; and practice customer service skills and sale of drinks using a point of sale system.

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

Students will qualify to take the T.I.P.S certification exam which is included on the last day of this class.

Certifying Organization: Health Communications, Inc.; www.gettips.com

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
5 daytime sessions (6 hours per class) or 10 evening sessions (3 hours per class)
The course is offered at CCBC Owings Mills during the fall, winter, and summer sessions.

Information Sessions:
Offered monthly. Check the CCBC Continuing Education Catalog for locations, dates, and times.

Requirements:
Minimum age of 21
Recommended: High School Diploma or GED

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
HSL 103	Professional Bartending/Mixology	30	T.I.P.S. – Training for Intervention Procedures Certification books, exam, and certification costs provided and included in courses costs.	$519 T-$40/F-$479

Skills for Success:
Outstanding people skills; punctual and prepared to work; well-groomed professional appearance; willing acceptance of responsibility; ability to follow written and oral instructions; ability to follow safety rules and regulations; ability to interact with others in a courteous and tactful manner; ability to complete tasks on time.

Career Opportunities:
This course prepares students for positions in restaurants, hotels, motels, resorts, casinos and catering companies as a Bartender or Server. The hospitality, restaurant and casino industries have many opportunities for internal and fast promotion up the career ladder for those seeking advancement.

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

Contact Information:
Director: Evelyn Weaver | eweaver@ccbcmd.edu | 443-840-5840 | Owings Mills | 305D
Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville | BESS | 100

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Travel Agent Training

Non-Credit Continuing Education Program Description:
The Travel Agent online training course series will teach you all you need to know to start a travel career. You will learn about the airline industry, ground transportation, hotels and resorts, cruises, tours, international and domestic travel, reservations and pricing, specialty travel, and more. This program is for you if you want to enhance your travel industry knowledge or jump-start your career in the travel industry.

This online program consists of three modules. First, you will first participate in a travel career development program, which will teach you the basics of the travel industry, followed by a second module in which you will study geography for travel professionals, focusing on destinations all over the world that you are most likely to recommend and sell to your clients. In the third module, you will choose the GDS computer reservation system you want to study. Your facilitator will help you select the proper GDS system to best achieve your career goals.

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

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
Up to six months.

Information Sessions:
Hospitality Career information sessions are held monthly.
Check the CCBC Continuing Education Catalog for locations, dates, and times.

Requirements:
Computer (Mac or PC) with Internet access, email capability, Adobe Flash Player, and Adobe Acrobat Reader. This online program is compatible with the Windows XP and later operating systems and IE 7 and later browsers.

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Information:

Course Number	Course Title	Course Hours	Costs T=Tuition/F=Fees	Textbook Information (approximate cost; subject to change)
HSL 022	Travel Agent Training Module I	60	$795 T-$20/F-$775	Choice of textbooks depending on which ticketing system the student chooses: Travel Career Development and workbook, Exploring the World, Geography for the Travel Professional and workbook, Sabre or Apollo Format Guide, or Introduction to Apollo Cost is included in the program fees.
HSL 023	Travel Agent Training Module 2	60	$500 T-$20/F-$480	
HSL 024	Travel Agent Training Module 3	80	$500 T-$20/F-$480	
Course Series Totals:		**200**	**$1795** **T-$60/F-$1735**	

Skills for Success:
This online course requires students to have the self-discipline needed to complete all required material on their own. A course facilitator will be available to assist students with questions and to lead online activities during the course of the class.

Organizational skills, excellent customer service skills, including telephone manner; strong communication and sales skills.

Career Opportunities:
Careers as a travel agent selling and booking travel for everything from family vacations, to honeymoons, to corporate travel. It's their job to cater aspects of the trip to their clients' needs. As you advance your career, you can even specialize in a specific type or region of travel.

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

Contact Information:
Director: Evelyn Weaver | eweaver@ccbcmd.edu | 443-840-5840 | Owings Mills | 305D
Administrative Assistant: Danielle Bennett | dbennett@ccbcmd.edu | 443-840-4925 | Catonsville |BESS 100

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Apartment Maintenance Assistant

Non-Credit Continuing Education Program Description:
This program provides training in the skills necessary to make minor repairs to, and report and track the needs of, rental properties, especially apartment complexes.

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

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
8 weeks

Requirements:
Minimum 6th grade math level

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Selective Entry – Please call 443-840-3262 to schedule an interview and TABE assessment.

Course Information:

Course Number	Course Title	Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA 567	Apartment Maintenance Assistant	88	None	$1594 T-$100/F-$1494

Skills for Success:
Ability to follow directions, remember and retain processes, and perform basic mathematics.

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

Contact Information:
Coordinator: Trish Alvey | palvey@ccbcmd.edu | 443-840-3262 | Dundalk | MASH | 109
Administrative Assistant: Jennifer Cabana | jcabana@ccbcmd.edu | 443-840-3262 | Dundalk | MASH | 104

Child Care

Non-Credit Continuing Education Program Description:
This program prepares students for work as an assistant in a daycare or preschool. Students learn the theories of human development and physical growth along with family and diversity issues. Topics include applying theory to practical situations, major development in physical and psychological growth and developmentally appropriate practice. Students will learn how to develop a unit plan, develop a lesson plan, create an effective classroom environment, and understand the cognitive and behavioral differences in stages of early childhood.

This career and academic track is designed for students with learning differences or disabilities which impact learning. This track provides instruction that is multisensory, multimodal, personalized, and incorporates elements of universal design for learning. Classes are taught with a 6 to 1 student-teacher ratio to better meet the needs of individual learners.

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

Certifying Organization: Maryland State 99 Childcare Certification; www.marylandpublicschools.org

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
30 weeks
Courses start in August 2018 at CCBC Dundalk.

Requirements:
Minimum 6th grade reading level according to TABE (Tests of Adult Basic Education) – assessment to be administered during an intake interview; and minimum 5th grade math level.

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Selective Entry – Please call 443-840-3262 to schedule an interview and assessment.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
CCT 580	Growth and Development in Early Childhood	35	Textbook provided.	$1120 T-$224/F-$896
CCT 582	Childcare Internship – 1st Semester	90	None	$525 T-$120/F-$405

CCT 582	Childcare Internship – 2nd Semester	90	None	$525 T-$120/F-$405
CCT 584	Early Childhood Methods and Materials	30	None	$1120 T-$224/F-$896
CHA 050	Skills and Concepts for Employment	44	None	$405 T-$61/F-$344
CHA 048	Interpersonal Communication	27.5	None	$370 T-$50/F-$320
Course Series Totals:		**316.50**		**$4065** **T-$799/F-$3266**

Career Opportunities:
Assistant in a daycare 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.emsicareercoach.com/.

Contact Information:
Coordinator: Trish Alvey | palvey@ccbcmd.edu | 443-840-3262 | Dundalk | MASH | 104
Administrative Assistant: Jennifer Cabana | jcabana@ccbcmd.edu | 443-840-3262 | Dundalk |MASH | 104

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Child Care Assistant

Non-Credit Continuing Education Program Description:
This program prepares students to work as classroom aides in early childhood education. Classroom aides assist the lead teacher in preparation for lessons, caring for the nutritional, safety, and social needs of young children.

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

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
15 weeks

Requirements:
Minimum 4th grade reading level

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Selective Entry - Contact Single Step office to schedule an interview and TABE assessment.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
CCT 580	Growth and Development in Early Childhood	45	Textbook provided.	$1130 T-$224/F-$906
CHA 050	Skills and Concepts for Employment	44	None	$415 T-$61/F-$354
CCT 582	Childcare Internship	60	None	$535 T-$120/F-$415
Course Series Totals:		**149**		**$2080 T-$405/F-$1675**

Skills for Success:
Strong verbal communication skills, strong interpersonal skills, ability to follow directions, and the ability to learn routines.

Career Opportunities:
Assistant in a daycare 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.emsicareercoach.com/.

Contact Information:
Coordinator: Trish Alvey | palvey@ccbcmd.edu | 443-840-3262 | Dundalk | MASH | 104
Administrative Assistant**:** Jennifer Cabana | jcabana@ccbcmd.edu | 443-840-3262 | Dundalk | MASH | 104

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Construction Trades Assistant

Non-Credit Continuing Education Program Description:
This program prepares students to work as assistants or helpers to plumbers, carpenters, electricians, and in HVAC.

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

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
8 weeks

Requirements:
Minimum 6th grade math level

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Selective Entry - Contact our office to schedule an interview and TABE assessment.

Course Number	Course Title	Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA 568	Construction Trades Assistant Methods and Safety	88	None	$1594 T-$100/F-$1494

Skills for Sucess:
Retention of processes, attention to detail, and the ability to follow directions.

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

Contact Information:
Coordinator: Trish Alvey | palvey@ccbcmd.edu | 443-840-3262 | Dundalk | MASH | 104
Administrative Assistant: Jennifer Cabana | jcabana@ccbcmd.edu | 443-840-3262 | Dundalk | MASH | 104

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Infant and Toddler Provider

Non-Credit Continuing Education Program Description:
This program provides students with preparation to work with infants and toddlers in early childhood education.

Successful Completion:
CCBC Credential: Students will earn a CCBC Workforce Training Certificate and will 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:
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
10 Weeks

Requirements:
Completion of Maryland State Childcare Certificate

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Selective Entry – Please contact our office to schedule an interview.

Course Information:

Course Number	Course Title	Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
CHI 049	Theory and Practice in Infant and Toddler Care	60	None	$600 T-$50/F-$550

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

Contact Information:
Coordinator: Trish Alvey | palvey@ccbcmd.edu | 443-840-3262 | Dundalk | MASH | 104
Administrative Assistant: Jennifer Cabana | jcabana@ccbcmd.edu | 443-840-3262 | Dundalk | MASH | 104

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Office Skills

Non-Credit Continuing Education Program Description:
Individualized instruction for adults with learning challenges is used to present basic office technology and methods used in general office practices. Utilizing materials encountered in everyday business employment, topics include effective customer service techniques, business processes, use of office technology, and management of time and workload. Students will learn skills that include: professional standard typing speed; active listening; oral expression; customer service and telephone skills; and written comprehension. Internships are arranged and provided by program staff.

This career and academic track is designed for students with learning differences or disabilities that impact learning. This track provides instruction that is multisensory, multimodal, personalized, and incorporates elements of universal design for learning. Classes are taught with a 6 to 1 student-teacher ratio to better meet the needs of individual learners.

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

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
15 weeks – daytime classes
Courses start in August and February at CCBC Dundalk.

Requirements:
Minimum 6th grade reading level according to TABE (Tests of Adult Basic Education); assessment will be administered during an intake interview.

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Selective Entry – Please call 443-840-3262 to schedule an interview and assessment.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
CHA 023	Basic Keyboarding	44	None	$410 T-$50/F-$360
CHA 080	Skills and Concepts for Clerical Work	44	None	$604 T-$150/F-$454
CHA 031	Vocational Readiness	24	None	$465 T-$75/F-$380

CHA 037	Microsoft Office Applications for Special Learners	24	None	$455 T-$68/F-$387
CHA 043	Clerical Internship	24	None	$634 T-$104/F-$530
Course Series Totals:		**160**		**$2568** **T-$447/F-$2121**

Career Opportunities:
Students can find opportunities as a 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.emsicareercoach.com/.

Contact Information:
Program Coordinator: Trish Alvey | palvey@ccbcmd.edu | 443-840-3262 | Dundalk | MASH | 104
Administrative Assistant: Jennifer Cabana | jcabana@ccbcmd.edu 443-840-3262 |Dundalk | MASH | 104

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Professional Animal Workers (PAWS)

Non-Credit Continuing Education Program Description:
This one semester program prepares students to work with animals in kennels, doggie daycare centers, groomers, and other animal-centered businesses. It prepares students to effectively care for, work with, and identify the needs of animals in a safe, calm, and sensitive manner in a professional setting. Students will also learn soft skills for employment. Internships are arranged and provided by program staff.

This career and academic track is designed for students with learning differences or disabilities that impact learning. This track provides instruction that is multisensory, multimodal, personalized, and incorporates elements of universal design for learning. Classes are taught with a 6 to 1 student-teacher ratio to better meet the needs of individual learners.

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

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
15 weeks – daytime classes
Courses start in August and February at CCBC Dundalk.

Requirements:
Minimum 6th grade reading level according to TABE (Tests of Adult Basic Education); assessment will be administered during an intake interview

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Selective Entry – Please call 443-840-3262 to schedule an interview and assessment.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
CHA 081	Basic Animal Studies	44	None	$604 T-$150/F-$454
CHA 115	Basic Animal Studies II	44	None	$663 T-$150/F-$513
CHA 080	Skills and Concepts for Clerical Work	44	None	$604 T-$150/F-$454

CHA 031	Vocational Readiness	24	None	$465 T-$75/F-$390
CHA 037	Microsoft Office Applications for Special Learners	24	None	$455 T-$68/F-$387
CHA 070	Afternoon Internship	60	None	$574 T-$104/F-$470
Course Series Totals:		**240**		**$3365** **T-$697/F-$2668**

Career Opportunities:
Veterinary assistant at an animal rescue, doggie 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.emsicareercoach.com/.

Contact Information:
Coordinator: Trish Alvey | palvey@ccbcmd.edu | 443-840-3262 | Dundalk | MASH | 109
Administrative Assistant: Jennifer Cabana | jcabana@ccbcmd.edu | 443-840-3262 | Dundalk | MASH | 104

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Security Guard

Non-Credit Continuing Education Program Description:
This course teaches students how to perform the duties of a security guard. Topics include surveillance, patrol, observation and reporting. Instruction includes the following skills: completing a report; surveillance techniques; self-defense; and de-escalation.

This career and academic track is designed for students with learning differences or disabilities that impact learning. This track provides instruction that is multisensory, multimodal, personalized, and incorporates elements of universal design for learning. Classes are taught with a 6 to 1 student-teacher ratio to better meet the needs of individual learners.

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

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
9 weeks
Courses are offered at CCBC Dundalk starting in November and March.

Requirements:
Minimum 6th grade reading level according to TABE (Tests of Adult Basic Education); assessment will be administered during an intake interview

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Selective Entry – Please call 443-840-3262 to schedule an interview and assessment.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
CHA 085	Basic Security Guard Training A	66	None	$760 T-$50/F-$710
CHA 083	Basic Security Guard Practicum A	66	None	$760 T-$50/F-$710
CHA 086	Basic Security Guard Training B	66	None	$760 T-$50/F-$710
CHA 084	Basic Security Guard Practicum B	66	None	$760 T-$50/F-$710
Course Series Totals:		**264**		**$3040 T-$200/F-$2840**

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.emsicareercoach.com/.

Contact Information:
Coordinator: Trish Alvey | palvey@ccbcmd.edu | 443-840-3262 | Dundalk | MASH | 104
Administrative Assistant: Jennifer Cabana | jcabana@ccbcmd.edu | 443-840-3262 |Dundalk | MASH | 104

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Warehouse Technician

Non-Credit Continuing Education Program Description:
This program teaches students how to perform warehouse work and the safety requirements of working in a warehouse. Topics include shipping, receiving, stock picking, inventory management, basic safety and OSHA regulations, and forklift operation. Students will learn the following skills: forklift operation; shipping and receiving; understanding OSHA regulations; safety practices; and soft skills for employment.

This career and academic track is designed for students with learning differences or disabilities that impact learning. This track provides instruction that is multisensory, multimodal, personalized, and incorporates elements of universal design for learning. Classes are taught with a 6 to 1 student-teacher ratio to better meet the needs of individual learners.

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

Certifying Organization: National Safety Council; www.nsc.org; www.coachingsystems.com

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
9 weeks
Courses are offered at CCBC Dundalk starting in in October.

Requirements:
Minimum 5th grade reading level according to TABE (Tests of Adult Basic Education); assessment will be administered during an intake interview, and minimum 5th grade math level.

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Selective Entry – Please call 443-840-3262 to schedule an interview and assessment.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
MTP 131	Mathematics for the Warehouse	23	None	$465 T-$75/F-$390
MTP 132	Reading and Writing in the Warehouse	23	None	$465 T-$75/F-$390

VOA 363	Warehouse Technician Practicum	45	None	$465 T-$75/F-$390
VOA 363	Warehouse Technician Practicum (additional hours)	45	None	$465 T-$75/F-$390
VOA 364	Methods and Safety in Warehousing	33	None	$465 T-$75/F-$390
VOA 382	Forklift Operator Training	15	None	$445 T-$75/F-$370
CHA 031	Vocational Readiness	23	None	$465 T-$75/F-$390
Course Series Totals:		**207**		**$3235** **T-$525/F-$2710**

Career Opportunities:
Forklift operator and 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.emsicareercoach.com/.

Contact Information:
Coordinator: Trish Alvey | palvey@ccbcmd.edu | 443-840-3262 | Dundalk | MASH | 104
Administrative Assistant: Jennifer Cabana | jcabana@ccbcmd.edu | 443-840-3262 | Dundalk | MASH | 104

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Animal Reiki Practitioner

Non-Credit Continuing Education Program Description:
Animal Reiki Practitioners are animal service providers – veterinarians, animal trainers/behaviorists, animal acupuncturists, pet groomers, dog kennel staff, and animal daycare staff - who use Reiki to help in the physical, mental/emotional, and spiritual healing of animals. Reiki is a non-invasive Japanese holistic energy healing system used to support energy balance, harmony and 'hands-on' healing. This may include using client intake, consent, session and consent forms, and working with different breeds of animals.

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

External Credential: 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:
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
6 - 12 months
Courses are offered at CCBC Catonsville.

Requirements:
High School Diploma or GED; computer literate; Internet access

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

Course Information:
Students must successfully complete Animal Reiki I, II, and III before moving to the next course module in the series. A stringent attendance policy will be enforced for Animal Reiki Certification Training Levels II and II, completing the internship, and passing the written exam.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
FIT 760	Animal Reiki I	7.5	Reiki Source Shoden and Animal Reiki Training: The Basics; textbook provided and included in the course costs.	$129 T-$20/F-$109
FIT 761	Animal Reiki II	7.5	Same as FIT 760	$159 T-$20/$139
FIT 773	Animal Reiki III	7.5	Same as FIT 760	$284 T-$20/F-$264
FIT 769	Animal Reiki Certification Training Level II	25	Same as FIT 760	$349 T-$20/F-$329
FIT 770	Animal Reiki Certification Training Level III	35	Same as FIT 760	$409 T-$20/F-$389
Course Series Totals:		**82.5**		**$1330 T-$100/F-$1230**

Skills for Success:
Detail-oriented; dependability; self-control; ability to follow safety rules; ability to follow directions; ability to cooperate 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.emsicareercoach.com/.

Contact Information:
Coordinator: LaVerne Robertson | lrobertson@ccbcmd.edu | 443-840-1253 | Essex | BESS |124
Director: Michelle McCallum | mmccallum@ccbcmd.edu | 443-840-1925 | Essex | BESS | 117

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Fitness Trainer: Aerobic Kickboxing

Non-Credit Continuing Education Program Description:
Aerobic Kickboxing Fitness Trainers coach or instruct groups or individuals in exercise activities. They demonstrate techniques and form, observe participants, and explain corrective measures necessary to improve participant's skills. They work in athletic centers, gyms, senior centers, recreation centers, and private clients' homes.

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

External Credential: Successful completers will receive a fitness certification from AAAI/ISMA

Certifying Organization: American Aerobic Association International/ International Sports Medicine Association (AAAI/ISMA); www.aaai-ismafitness.com

Financial Aid and Payment Options:
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
7 hours
Course is offered at CCBC Catonsville, CCBC Essex, and CCBC Owings Mills.

Requirements:
Current CPR, Automated External Defibrillator (AED) and First Aid certifications; computer literate; Internet access
Recommended: High School Diploma or GED, and prior experience and/or interest in fitness and nutrition.

Application Process:
Provisional Entry – Students must provide verification of the required certifications.

Course Information:
A stringent attendance policy will be enforced.
Students who earn a minimum score of 80% to pass the written exam and a passing grade of "CC" for completing the course will receive their certification.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
FIT 663	Aerobic Kickboxing Instructor Certification	7	Kickboxing and Kickboxing Supplement; $24 - *This study guide must be purchased and read prior to the start of class.*	$134 T-$20/F-$114

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.emsicareercoach.com/.

Contact Information:
Coordinator: LaVerne Robertson | lrobertson@ccbcmd.edu | 443-840-1253 | Essex | BESS | 124
Director: Michelle McCallum | mmccallum@ccbcmd.edu | 443-840-1925 | Essex | BESS | 117

Fitness Trainer: Mat Pilates

Non-Credit Continuing Education Program Description:
Mat Pilates Phase I Fitness Trainers coach or instruct groups or individuals in exercise activities. They demonstrate techniques and form, observe participants, and explain corrective measures necessary to improve participant's skills. They work in athletic centers, gyms, senior centers, recreation centers and private clients' homes.

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

External Credential: Successful completers will receive a fitness certification from AAAI/ISMA.

Certifying Organization: American Aerobic Association International/ International Sports Medicine Association (AAAI/ISMA); www.aaai-ismafitness.com

Financial Aid and Payment Options:
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
7 hours
Courses are offered at CCBC Catonsville, CCBC Essex, and CCBC Owings Mills.

Requirements:
Current CPR, Automated External Defibrillator (AED) and First Aid certifications; computer literate; Internet access
Recommended: High School Diploma or GED and prior experience and/or interest in fitness and nutrition

Application Process:
Provisional Entry – Students must provide verification of the required certifications.

Course Information:
A stringent attendance policy will be enforced.
Students who earn a minimum score of 80% to pass the written exam and a passing grade of "CC" for completing the course will receive their certification.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
FIT 662	Mat Pilates Phase I Instructor Certification	7	The Pilates Body by Brooke Siler; $29 - *This study guide must be purchased and read prior to the start of class.*	$134 T-$20/F-$114

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.emsicareercoach.com/.

Contact Information:
Coordinator: LaVerne Robertson | lrobertson@ccbcmd.edu | 443-840-1253 | Essex | BESS | 124
Director: Michelle McCallum | mmccallum@ccbcmd.edu | 443-840-1925 | Essex | BESS | 117

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Fitness Trainer: Personal

Non-Credit Continuing Education Program Description:
Personal Fitness Trainers coach or instruct groups or individuals in exercise activities. They demonstrate techniques and form, observe participants, and explain corrective measures necessary to improve participant's skills. They work in athletic centers, gyms, senior centers, recreation centers, and private clients' homes.

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

External Credential: Successful completers will receive a fitness certification from AAAI/ISMA.

Certifying Organization: American Aerobic Association International/International Sports Medicine Association (AAAI/ISMA); www.aaai-ismafitness.com

Financial Aid and Payment Options:
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
14 hours (7 hours per course to complete the class and written exam)
Courses are offered at CCBC Catonsville, CCBC Essex, and CCBC Owings Mills.

Requirements:
Current CPR, Automated External Defibrillator (AED) and First Aid certifications; computer literate; Internet access
Recommended: High School Diploma or GED and prior experience and/or interest in fitness and nutrition

Application Process:
Provisional Entry – Students must provide verification of the required certifications.

Course Information:
A stringent attendance policy will be enforced.
Students who earn a minimum score of 80% to pass the written exam and a passing grade of "CC" for completing the course will receive their certification.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
FIT 627	Personal Fitness Trainer Certification I	7	Studies in Exercise Science and Personal Fitness Trainer Supplement; $44 - *Both study guides must be purchased and read prior to the start of class.*	$134 T-$20/F-$114
FIT 745	Personal Fitness Trainer Certification II	7	Advanced Personal Fitness Training by Joe Cannon; $29 - *This study guide must be purchased and read prior to the start of class.*	$134 T-$20/F-$114
Course Series Totals:		**14**	**$73**	**$268 T-$40/F-$228**

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.emsicareercoach.com/.

Contact Information:
Coordinator: LaVerne Robertson | lrobertson@ccbcmd.edu | 443-840-1253 | Essex | BESS | 124
Director: Michelle McCallum | mmccallum@ccbcmd.edu | 443-840-1925 | Essex | BESS | 117

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Fitness Trainer: Primary Aerobic

Non-Credit Continuing Education Program Description:
Primary Aerobic Fitness Trainers coach or instruct groups or individual in exercise activities. They demonstrate techniques and form, observe participants, and explain corrective measures needed to improve their skills. They work in athletic centers, gyms, senior centers, recreations centers, and clients' private homes.

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

External Credential: Successful completers will receive a fitness certification from AAAI/ISMA.

Certifying Organization: American Aerobic Association International/ International Sports Medicine Association (AAAI/ISMA); www.aaai-ismafitness.com

Financial Aid and Payment Options:
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
7 hours
Courses are offered at CCBC Catonsville Campus, CCBC Essex, and CCBC Owings Mills

Requirements:
Current CPR, Automated External Defibrillator (AED) and First Aid certifications; computer literate; Internet access
Recommended: High School Diploma or GED and prior experience and/or interest in fitness and nutrition

Application Process:
Provisional Entry – Students must provide verification of the required certifications.

Course Information:
A stringent attendance policy will be enforced.
Students who earn a minimum score of 80% to pass the written exam and a passing grade of "CC" for completing the course will receive their certification.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
FIT 629	Primary Aerobic Trainer Certification	7	Studies in Exercise; $29 - *This study guide must be purchased and read prior to the start of class.*	$134 T-$20/F-$114

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.emsicareercoach.com/.

Contact Information:
Coordinator: LaVerne Robertson | lrobertson@ccbcmd.edu | 443-840-1253 | Essex | BESS | 124
Director: Michelle McCallum | mmccallum@ccbcmd.edu | 443-840-1925 | Essex | BESS | 117

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Fitness Trainer: Sports Nutrition

Non-Credit Continuing Education Program Description:
Sports Nutrition Fitness Trainers coach or instruct groups or individuals in exercise activities. They demonstrate techniques and form, observe participants, and explain corrective measures needed to improve their skills. They work in athletic centers, gyms, senior centers, recreations centers and clients private homes. Fitness Trainers include: Personal Fitness Trainer; Aerobics Instructor; Fitness Instructor; Group Fitness Instructor; Group Exercise Instructor' Fitness Coordinator; Fitness Director; Fitness Technician; Fitness Trainer; and Private Trainer.

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

External Credential: Successful completers will receive a fitness certification from AAAI/ISMA.

Certifying Organization: American Aerobic Association International/ International Sports Medicine Association (AAAI/ISMA); www.aaai-ismafitness.com

Financial Aid and Payment Options:
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
7 hours
Courses are offered at CCBC Catonsville, CCBC Essex, and CCBC Owings Mills

Requirements:
Current CPR, Automated External Defibrillator (AED) and First Aid certifications; computer literate; Internet access
Recommended: High School Diploma or GED and prior experience and/or interest in fitness and nutrition

Application Process:
Provisional Entry – Students must provide verification of the required certifications.

Course Information:
A stringent attendance policy will be enforced.
Students who earn a minimum score of 80% to pass the written exam and a passing grade of "CC" for completing the course will receive their certification.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
FIT 696	Sport Nutrition Certification	7	Nutrition Essentials by Joe Cannon; $29 - *This study guide must be purchased and read prior to the start of class.*	$134 T-$20/F-$114

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.emsicareercoach.com/.

Contact Information:
Coordinator: LaVerne Robertson | lrobertson@ccbcmd.edu | 443-840-1253 | Essex | BESS | 124
Director: Michelle McCallum | mmccallum@ccbcmd.edu | 443-840-1925 | Essex | BESS | 117

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Print Design for Professionals

Non-Credit Continuing Education Program Description:
The Print Design for Professionals Certificate course series instructs working professionals, young entrepreneurs, current credit students, and small business owners in the latest professional design skills for a competitive market. Increase your competitive edge in a design-centric world by enhancing desktop publishing skills with graphic design know-how. Even established professionals can benefit from refreshing software skills or rebranding an existing business or nonprofit. Students will take a series of courses that lead them through logo, type, print, web, and social media marketing design skills. These students will learn about the tools and programs that professional designers use in the workplace, including Adobe Creative Cloud, Wacom tablets, Digital SLR cameras, color printers, and high resolution scanners.

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

Financial Aid and Payment Options:
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
Two years

Requirements:
Computer literate; Internet access

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

Course Information:
Students must complete all required courses plus two elective courses within a two-year window to receive the Print Design for Professionals Certificate.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
Course Series:				
PCA781	Introduction to Design Technology	11	None	$85 T-$25/F-$85
MAR145	Introduction to Graphic Design	12	None	$98 T-$0/F-$98
PCA736	Photoshop CC	15	Textbook provided and included in course costs.	$399 T-$160/F-$239
PCP455	InDesign CC	15	Textbook provided and included in course costs.	$399 T-$160/F-$239
PCP454	Illustrator CC	15	Textbook provided and included in course costs.	$399 T-$160/F-$239
Required Course Series Totals:		**68**		**$1380 T-$505/F-$875**

Elective Courses – Pick any two:				
ART 007	Poster & Print Design	10	None	$126 T-$25/F-$101
ARB 183	Intro to Digital SLR Photography	10	None	$95 T-$0/F-$95
MAR 002	Branding Your Business	12	None	$137 T-$20/F-$117
ART 018	Create an Online Design Portfolio	15	None	$148 T-$25/F-$123
ART 679	Creating a Successful Arts Business	5	None	$89 T-$20/F-$69
PCA631	Adobe Lightroom: Editing, Managing, and Printing	8	None	$85 T-$20/F-$69
Elective Course Total:		**11-35**		**$174-$285** **T-$20-$50** **F-$164-$240**
Required Course Series & Elective Course Totals:		**79-103**		**$1554-$1665** **T-$525-$555** **F-$1039-$1115**

Course Substitutions:
Credit courses: ADIM - ARTD 110 2D Design or Typography ARTD 142

Additional Expenses:
Printing costs for the Adobe Lightroom course, PCA 631, are approximately $100.

Career Opportunities:
Entry level graphic design positions, and promotion opportunities for mid-level professionals. Self-employed/freelance students will have the capability to rework digital and print marketing materials.

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

Contact Information:
Coordinator: Shannon M. Smith | ssmith18@ccbcmd.edu | 443-840-1198 | Essex | BESS | 125
Director: Michelle McCallum | mmccallum@ccbcmd.edu | 443-840-1925 | Essex | BESS | 117

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

U.S. Merchant Marine Officer

Professional Boat Captain

Non-Credit Continuing Education Program Description:
Professional Boat Captains are responsible for piloting a variety of boats for commercial purposes, such as charter boats, dinner cruises, water taxis and assistance towing. Classes cover Navigation, General Deck Safety, Rules of the Nautical Road, Lights, Shapes and Signals, and the Code of Federal Regulation (CFR).

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

Students will be prepared to apply for a Professional Boat Captain license by the U.S. Coast Guard (testing is done in class).

Certifying Organization: U.S. Coast Guard; www.gocoastguard.com

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
5 weeks (evening and Saturday classes)
Courses are offered in fall, winter, and spring at CCBC Dundalk.

Requirements:
The U.S. Coast Guard has several prerequisites for licensing which include CPR/First Aid and Drug Testing.

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Open Entry – No screening or documentation required.

Course Number	Course Title	Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA 079	U.S. Coast Guard Captain's Licensing Course (MASTER)	92	Textbook is provided and included in the course costs.	$1043 T-$335/F-$708

Skills for Success:
Students must possess the ability to make prudent and rational decisions that affect the safety of others based on a changing environment.

Career Opportunities:
Captain of a Charter Boat, Water Taxi, Tour Boat and Delivery Boat.

Contact Information:
Coordinator: Jim Fitch | jfitch@ccbcmd.edu | 443-840-1237 | Essex | BESS | 129
Director: Michelle McCallum | mmccallum@ccbcmd.edu | 443-840-1925 | Essex | BESS | 117

Yoga Instructors / Practitioners

Non-Credit Continuing Education Program Description:
This course series instructs students in the art and science of Yoga, and teaches them the skills needed to become a Yoga Instructor. Yoga Instructors and Yoga Practitioners coach or instruct individuals or groups in beginner or intermediate yoga postures. They demonstrate the basic fundamentals of classical yoga practices and Asana techniques, observe participants, and explain corrective measures needed for participants to improve their skills and avoid injuries.

This comprehensive 200-hour course series provides students with the knowledge and tools needed to teach beginner and intermediate Yoga classes. Training includes: classical Yoga practices and theories; hands-on experience in Asana technique; anatomical awareness; philosophy; teaching methodology; breathing; postural sequencing; observation; verbal instructions; physical support; meditation; and Yoga as a business.

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

External Credential: Students will receive a Yoga Teacher Certificate.
Students will be eligible to apply for the RYT200 registration with Yoga Alliance; www.yogaalliance.org

Certifying Organization: Body Balance Yoga School of Yoga Therapy; www.bodybalanceyoga.com

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
9 weeks
Courses are held on Saturdays from 9:00 a.m. to 9:00 p.m., and on Sundays from 9:00 a.m. to 7:00 p.m.

Requirements:
Current CPR, Automated External Defibrillator (AED), and First Aid certifications

Application Process:
Provisional Entry – Students must provide verification of the required certifications.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
FIT 035	Yoga Teacher Training Part 1	100	Instructional tools and materials fee of $75 is due at the first session and includes: Foundations of Understanding Manual, instructional handouts, and other supplies.	$1400 T-$100/F-$1300
FIT 036	Yoga Teacher Training Part 2	100	None	$1400 T-$100/F-$1300
Course Series Totals:		**200**	**$75**	**$2800 T-$200/F-$2600**

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.emsicareercoach.com/.

Contact Information:
Coordinator LaVerne Robertson | lrobertson@ccbcmd.edu | 443-840-1253 | Essex | BESS | 124
Director: Michelle McCallum | mmccallum@ccbcmd.edu | 443-840-1925 | Essex | BESS | 117

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Registered Apprenticeships

Non-Credit Continuing Education Program Description:
Most apprenticeships are in building and construction trades, with others in manufacturing and public utilities. Each apprenticeship program varies in its course sequence, number of years, and number of training hours per year required for completion. Apprenticeship opportunities involve paid employment and structured education that will lead to higher salary, greater skill and the possibility of earning a degree.

Apprentices are selected by the apprenticeship sponsor (which might be a joint labor-management apprenticeship committee, an industry association, or an employer). When apprentices are accepted into the program, they begin taking classes through CCBC and working full-time under the supervision of a trained journeyperson. It is not necessary to be employed when applying; many programs will dispatch apprentices to a participating employer once they are selected for admission.

Successful Completion:

CCBC Credential: Students will earn a CCBC Workforce Training 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, Licensing and Regulation.
Note: Many apprenticeship programs 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, Licensing and Regulation (DLLR); www.dllr.state.md.us

Apprenticeship Sponsors:
The following is a list of apprenticeship sponsors. Contact them directly to learn about the application processes and timelines for the specific trade/craft of interest.

Associated Builders and Contractors
www.abcbaltimore.org
Contact: *Michelle Butt or Chris Hadfield*, 410-821-0351
Carpenter 4-year program; 156 hours/year of related instruction
Electrician 4-year program; 156 hours/year of related instruction
HVAC 4-year program; 156 hours/year of related instruction
Pipe Fitter, 4-year program; 156 hours/year of related instruction
Plumber 4-year program; 156 hours/year of related instruction
Sheet Metal 4-year program; 156 hours/year of related instruction
Sprinkler Fitter 4-year program; 156 hours/year of related instruction

Baltimore Electricians JATC, Local Union #24
www.ibewlocal24.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

City of Baltimore
www.baltimorecity.gov
Contact*: Michael Alexander,* 410- 545-3260
Utility Installers and Repairers; 2-year program; 144 hours/year of related instruction

Heat & Frost Insulators and Allied Workers, Local 24
www.insulators24.org
Contact: *Brian Cavey,* 301-498-9162
4-year academic program with fifth year of hands-on programming
152 hours in Year 1; 280 hours in Year 2; 132 hour in Year 3; 180 hours in Year 4; 744 hours total

Independent Electrical Contractors
www.iecchesapeake.com
Contact: *Ed Hersl,* 800-470-3013
4-year program; 165 hours/year of related instruction

Ironworkers Local Union #568
www.ironworkers568.org
Contact: *Jim Gauvin,* 410-282-6650 –Baltimore; James Yuhase Jr., 301-599-0940 – Upper Marlboro
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: *Bill Werneke,* 443-840-4401
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: *Tim Miller,* 410-737-9670
Carpenters 4-year program; 160 hours/year of related instruction
Millwright 5-year program; 160 hours/year of related instruction
Pile Driving 4-year program; 160 hours/year of related instruction
Trade Show 3-year program; 160 hours/year of related instruction

Operating Engineers Local Union #37
www.iuoe37.org
Contact: *Charlie McGee,* 443-242-6280
3-year program; 268 hours/year of related instruction

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

Sheet Metal Workers Local Union #100
www.smwia.org
Contact: *Joe Oldewurtel or Ed Whalen,* 410-732-1849
5-year program; 46 hours in Year 1; 162 hours in Year 2; 192 hours in Years 3-5 of related instruction

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

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

Contact Information:
Coordinator: Chris Chalker | cchalker@ccbcmd.edu | 443-840-4422 | Catonsville | BESS | 100K
Administrative Assistant: Jackie Gibson | jgibson2@ccbcmd.edu | 443-840-4561 | Catonsville | BESS | 100

Certified Logistics Associate/Warehouse Distribution

Non-Credit Continuing Education Program Description:
This training prepares individuals to work in higher skilled, frontline material handling roles at a variety of supply chain facilities such as factories, warehouses, distribution centers, and transporters. Completers will be applying for jobs such as laborers, freight stockers, material movers, receiving and traffic clerks, forklift operators, customer support representatives, logistics specialists, freight handlers, billing clerks, and logistic technicians.

Successful Completion:
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; Certified Logistics Technician, OSHA 10-Hour General Industry
Certifying Organization: Manufacturing Skills Standards Council (MSSC); www.msscusa.org
Occupational Safety and Health Administration; www.osha.gov

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
76 hours; number of weeks and start dates vary

Orientation Session – Mandatory:
Prospective students are required to attend an orientation session.

Requirements:
High School Diploma or GED; minimum age of 18; basic computer keyboarding, browser, and email proficiency

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Provisional Entry – Prospective students must attend an orientation session.

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA 515	Certified Logistics/Warehouse Distribution Associate	27	Text and online material cost included	$799 T-$400/F-$399
VOA 531	Certified Logistics/Warehouse Distribution Technician	27	Text and online material cost included	$799 T-$400/F$399
VOA 605	Forklift Operator Training	12	Textbook included in costs	$299 T-$145/F-$154
VOA 834	OSHA 10-Hour General Industry	10	Course materials included	$249 T-$124/F-$125
Course Series Totals:		**76**		**$2146 T-$1069/F-$1077**

Additional Expenses (if applicable):
The cost for the student to take the Certified Logistics Associate (CLA) exam one time is included as part of the Certified Logistics Associate course. The cost for the student to take the Certified Logistics Technician (CLT) exam one time is included as part of the Certified Logistics Technician course. Repeat testing requires an additional fee of approximately $125.00 each for the CLA & CLT exams.

Skills for Success:
The physical duties of working in the logistics field vary by position. All positions require attention to detail and dependability. They may involve walking, pushing, pulling, lifting, and carrying objects in the case of laborers, freight stockers, and material movers. Skills include active listening, critical thinking, and monitoring. A clerk position may involve any of these physical activities but also sitting or standing for long periods of time. Skills include reading comprehension, active listening, critical thinking, and time management.

Career Opportunities:
Logistics Coordinator; Logistics Manager; Logistics Supervisor; Logistics Technician

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

Contact Information:
Coordinator: Nancy Kukay | nkukay@ccbcmd.edu | 443-840-4171 | Catonsville | BESS | 100K
Administrative Assistant: Ollie Wright | owright@ccbcmd.edu | 443-840-4476 | Catonsville | BESS | 100
Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Commercial Vehicle Operator A Class

Non-Credit Continuing Education Program Description:
This training prepares students to test for a Maryland CDL-A license. Commercial vehicle operation is an important component of the Transportation, Distribution and Logistics industry. Commercial drivers of trucks or tractor trailers may provide local daily service or make inter-city and interstate trips that are longer and vary from job to job. Heavy truck and tractor trailer drivers may spend most of their time behind the wheel, but may be required to load or unload their cargo upon arrival at their final destination. They often travel at night and on holidays and weekends to avoid traffic delays and deliver cargo on time. Drivers conduct pre-trip vehicle inspections and must report to the dispatcher any equipment that is inoperable, defective or missing. The U.S. Department of Transportation requires drivers to keep a log of their activities, including the condition of the truck, hours of service and the circumstances of any accidents.

CCBC offers an *optional* Learner's Permit Preparation course to help students to prepare to write the Maryland CDL Learner's Permit test.

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

Students will be awarded various CDL certificates (e.g. Defensive Driving and New Driver Training).

Students will be prepared to take the Maryland Commercial Driver's License exam. The Maryland MVA's CDL-A licensing exam is taken after the course. It includes pre-trip inspections, range maneuvers, and completion of a road test of 14+ miles.

Licensing Organization: Maryland Motor Vehicle Administration; www.mva.maryland.gov

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for Senior Citizens and Individuals with Disabilities
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
CDL-A: 10 weeks for weekday courses (Monday through Thursday)
20 weeks for weekend courses (Friday and Saturday)
Courses are offered at Security Square Mall in partnership with North American Trade Schools.

LP Prep (optional): 2 weeks
CDL-Learner's Permit courses start every six weeks at CCBC Hunt Valley.

Requirements:
Minimum age of 21 (commercial drivers must be 21 years of age to drive across state lines); Maryland Class C Driver's license; DOT Physical Card
Recommended: High School Diploma or GED (highly preferred, but not required)

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Provisional Entry – Valid Maryland Class C Driver's license and DOT Physical Card required at registration.

Course Information:

Course Number(s)	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	$1995 T-$300/F-$1695
Course Series:				
VOA 554	CDL Class A – Maneuvers and Road Skill Basics	91	none	$1700 T-$250/F-$1450
VOA 555	CDL-A Road and Advanced Safety Skills	91	none	$1500 T-$200/F-$1300
Course Series Totals:		**280**		**$5195 T-$750/F-$4445**
Optional Course:				
VOA 485	CDL Learner's Permit Prep - Optional	28	none	$898 T-$228/F-$670
Course Series & Optional Course Totals:		**308**	**none**	**$6093 T-$978/F-$5115**

Career Opportunities:
CDL-A: Drive tractor trailers and tankers both in-state and out-of-state.
CDL-B: Drive heavy straight trucks, 15+ passenger vans, buses, and coaches.

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

Contact Information:
Interim Coordinator: Stacy Igo | sigo@ccbcmd.edu | 443-840-4878 | Catonsville | BESS
Assistant Coordinator: Wanda Johnson | wjohnson@ccbcmd.edu | 443-840-5835 | Hunt Valley | Room | 108

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Commercial Vehicle Operator B Class

Non-Credit Continuing Education Program Description:
Commercial vehicle operators with Class B commercial licenses may support either the passenger transportation industry or the distribution of goods and materials. The hospitality industry requires CDL-B drivers with a Passenger (P) Endorsement to transport passengers to hotels and airports, operate rental car shuttles, as well as scheduled bus, charter bus, tour bus, urban, and transportation services. Vehicle operators may drive locally, regionally, and/or between urban areas, depending on the nature of the business.

A CDL-B driver without a Passenger (P) Endorsement on their license may operate heavy straight trucks (over 26,000 lbs.), such as dump and non-trailered box vans. CDL-B operators conduct pre-trip vehicle inspections, report safety and equipment issues to the dispatcher, and must conform to USDOT rules and regulations, including the accurate updating of logs and records.

Note: This course does not include training towards an S endorsement required to operate a school bus.

Successful Completion:

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

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)
The Maryland MVA's CDL-B licensing exam occurs at the end of the course. It includes pre-trip inspections, range maneuvers, and completion of a road test of 14+ miles.

Licensing Organization: Maryland Motor Vehicle Administration (MVA); www.mva.maryland.gov

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Kathy & Jerry Wood Foundation Vocational Scholarship
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for Senior Citizens and Individuals with Disabilities
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
CDL-B: 2 weeks
Courses start monthly at CCBC Hunt Valley and the CCBC Vehicle Training Center at Tradepoint Atlantic in Sparrows Point, Maryland. *Note:* Some CDL-B course sections use only heavy straight trucks during training. Students are not required to obtain a Passenger (P) Endorsement on their Maryland CDL Learner's Permit in order to register for these sections. Check with program staff prior to testing for the Maryland CDL Learner's Permit.

LP Prep (optional): 2 weeks
CDL-Learner's Permit courses start every six weeks at CCBC Hunt Valley.

Requirements:
Minimum age of 18
Recommended: High School Diploma or GED (highly preferred, but not required)

Students must have a Maryland CDL Learner's Permit with a Passenger (P) Endorsement in order to register for the CDL-B course, *except when the course section is only training on heavy straight truck equipment.* A CDL Learner's permit is obtained by taking a written test at a full-service MVA location, and a DOT Physical Card is

required to take the MVA test. *Note:* CCBC offers an *optional* Learner's Permit Preparation course to help students to prepare to write the MD CDL Learner's Permit test. When students write the test to obtain a Maryland CDL Learner's permit, they should test for CDL-B General CDL Knowledge, Air Brakes, Passenger (P), and Tank Vehicle (T).

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Provisional Entry – Valid Maryland CDL Learner Permit required at registration.

Course Information:

Course Number	**Course Title**	**Course Hours**	**Textbook Information** (approximate cost; subject to change)	**Costs** T=Tuition/F=Fees
VOA717	CDL-B	75	none	$2195 T-$500/F-$1695
VOA 485 *Optional*	CDL Learner's Permit Prep - Optional	28	none	$848 T - $228/F - $620
CDL-B Course and Optional Course Totals:		**103**		$3043 T - $728/F - $2315

Career Opportunities:
Drive heavy straight trucks or 15+ passenger vans, buses and coaches

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

Contact Information:
Interim Coordinator: Stacy Igo | sigo@ccbcmd.edu | 443-840-4878 | Catonsville | BESS
Assistant Coordinator: Wanda Johnson | wjohnson@ccbcmd.edu | 443-840-5835 | Hunt Valley | Room | 108

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Introduction to Basic Diesel Mechanics

Non-Credit Continuing Education Program Description:
Prepare for an entry level job as a diesel mechanic. Diesel mechanics repair and maintain diesel engines in trucks, marine engines, power plants, and other heavy equipment using diesel power. Training is done in a working repair shop with significant hands-on training to supplement the classroom lectures. The course covers all the basic systems of a diesel engine, preventive maintenance, troubleshooting, diagnostics, record keeping, safety, use of specialized tools and shop procedures.

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

External Credential: Automotive Service Excellence (ASE) Student - Light and Heavy Truck

Certifying Organization: National Institute for Automotive Service Excellence; www.ase.com/Home.aspx

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
3-4 months (combined classroom and hands-on); the number of weeks and start dates vary.

Orientation Session – Mandatory:
Students must attend a mandatory orientation prior to the start of the course. Contact the coordinator, Nancy Kukay, for dates and information.

Requirements:
High School Diploma or GED; minimum age of 18

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

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

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
ARP 794	Introduction to Diesel Mechanics - Part 1	82.5	Textbooks included	$2150 T-$944.50/F-$1205.50
ARP 795	Introduction to Diesel Mechanics - Part 2	82.5	Textbooks included	$2150 T-$944.50/F-$1205.50
ARP 796	Introduction to Diesel Mechanics - Part 3	82.5	Textbooks included	$2150 T-$944.50/F-$1205.50
Course Series Totals:		**247.5**		**$6450 T-$2833.50/F-$3616.50**

Skills for Success:
Students must attend a mandatory orientation prior to the start of the course. Contact Coordinator, Nancy Kukay, for dates and information.

Career Opportunities:
Repair and maintain diesel engines in vehicle, power plant and marine equipment.

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

Contact Information:

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

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Logistics Coordinator/Logistics Clerk

Non-Credit Continuing Education Program Description:
Prepare for an entry level job as a logistics coordinator. Coordinate and expedite the flow of work and materials to meet a schedule. Duties include reviewing and distributing production, work, and shipment schedules. Course technology modules include: Microsoft Excel – Introduction; Microsoft Word; Microsoft Excel – Intermediate; Microsoft Project – Introduction. Service and supply chain modules include: Introduction to Supply Chain Management; Introduction to Business & Etiquette/Protocol; Communication & Interpersonal Skills; Telephone Skills for Superior Service; Customer Service Fundamentals; Scheduling Projects; Basic Business Math; and Writing for Better Business Results.

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

Financial Aid and Payment Options:
Continuing Education Opportunity Grant
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Baltimore County College Promise
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
86 hours; number of weeks and start dates vary

Orientation Session – Mandatory:
Students are required to attend a mandatory orientation prior to the start of the course. Contact the coordinator, Nancy Kukay, for dates and information.

Requirements:
High School Diploma or GED; minimum age of 18; basic computer keyboarding, browser, and email proficiency

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Provisional Entry – Prospective students must attend an orientation session.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA 008	Logistics Coordinator	86	Textbooks included	$1995 T-$650 /F-$1345

Skills for Success:
Self-motivated; punctual and prompt; resourceful; detail-oriented; ability to work alone; communication and organizational skills to coordinate the efficient flow of goods.

Career Opportunities:
Dispatcher, Expeditor, and Inventory Control Clerk

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

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

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Logistics Manager/Logistics Leader

Non-Credit Continuing Education Program Description:
Prepare for a management level job as a Logistics Manager. Logistics Managers direct or coordinate production, purchasing, warehousing, distribution, or financial forecasting services or activities to limit costs and improve accuracy, customer service, or safety, examine existing procedures or opportunities for streamlining activities to meet product distribution needs, and direct the movement, storage, or processing of inventory schedules. Course includes technology modules Microsoft Excel Pivot Tables, and leadership and supply chain modules CPSM Exam Preparation, Business Ethics, Emotional Intelligence EQ, SERVE Leadership, Finance for Non-Financial Managers, Practical Project Management, and Introduction to Business Analysis online/distance module.

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

External Credential Certified Professional in Supply Management® (CPSM®)

Certifying Organization: Institute for Supply Management; http://www.ioscm.com

Financial Aid and Payment Options:
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
86 hours; number of weeks and start dates vary

Orientation Session - Mandatory:
Students are required to attend an orientation session prior to the start of the course. Contact the coordinator, Nancy Kukay, for dates and information.

Requirements:
High School Diploma or GED; minimum age of 18

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Provisional Entry - Students must attend an orientation session prior to the start of class.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
VOA 005	Logistics Manager	86	Textbook provided and included in costs.	$1995 T-$650 /F-$1345

Skills for Success:
Coordination; complex problem-solving; administration and management skills; detail-oriented; ability to work alone; communication and organizational skills to coordinate the efficient flow of goods

Career Opportunities:
Global Supply Chain Director; Supply Chain Director; Supply Chain Manager; Supply Chain Vice President

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

Contact Information:

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

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Logistics/Supply Chain Supervisor

Non-Credit Continuing Education Program Description:
This course series prepares students for a supervisor level job in logistics. Logistics/Supply Chain Supervisors plan, direct, or coordinate the storage or distribution operations within an organization, or the activities of organizations that are engaged in storing or distributing materials or products. Course series includes technology modules Microsoft Access – Introduction, Microsoft Power Point – Introduction, Microsoft Project – Advanced, supervisory, supply chain modules Introduction to Supply Chain Management, Fundamentals - Purchasing & Supply Management, Teams and Teamwork, Documentation & Discipline, Writing for Better Business, and Intro/Summary – HAZMAT, and online/distance module Fundamentals of Supervision.

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

Financial Aid and Payment Options:
Partial Payment Option (through Nelnet Business Solutions)
Tuition Waiver for those who qualify
Workforce Development Sequence Scholarship
Employer/Sponsor Paid Tuition
Division of Rehabilitation Services (DORS)
Local Office of Workforce Development

Length of Training:
86 hours; number of weeks and start dates vary

Orientation Session - Mandatory:
Students are required to attend an orientation session prior to the start of the course. Contact the coordinator, Nancy Kukay, for dates and information.

Requirements:
High School Diploma or GED; minimum age of 18; must have taken or demonstrate proficiency in Introductory Level Microsoft Project

Application Process:
To apply, go to http://www.ccbcmd.edu/apply and complete the CCBC Non-Credit Workforce Training Certificate application. An email will be sent to you with program information and any additional requirements necessary to apply for the program.

Provisional Entry – Prospective students are required to attend an orientation session and show proof of prerequisite completion or perform a Microsoft Project Assessment.

Course Information:

Course Number	Course Title	Course Hours	Textbook Information (approximate cost; subject to change)	Costs T=Tuition/F=Fees
Prerequisite:				
PCP 754	Microsoft Project 2016	14	Textbook provided and included in costs	$399 T-$168 /F-$231
Course:				
VOA 006	Logistics/Supply Chain Supervisor	86	Textbook provided and included in costs	$1995 T-$650 /F-$1345
Course & Prerequisite Totals:		**100**		**$2394 T-$818/F-$1576**

Skills for Success:
Coordination; critical thinking; monitoring; supervisory; communication; organizational; effective use of organizational resources.

Career Opportunities:
Customer Service Manager; Distribution Center Manager; Distribution Manager; Distribution Operation Manager; Load Out Supervisor; Shipping Manager; Shipping Supervisor; Stores Supervisor; Warehouse Manager

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

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

Community College of Baltimore County - School of Continuing Education:
To register or inquire about course location, go to any CCBC Campus or Extension Center,
call 443-840-4700, or visit www.ccbcmd.edu/ConEd

Tuition Payment Methods:

Cost information is provided in the information chart for each course/course series in this resource guide. Course tuition and any associated fees may be paid in one of several ways: personal or employer check, money order, credit card (Visa, MasterCard, Discover & American Express) or cash depending upon the registration method and location chosen.

Refund Drop/Add Policy:

To receive a refund or to drop/add a class, a student must notify the Continuing Education division at least 1 business day (Monday – Friday excluding holidays) prior to the start of the class. Refunds are issued in check form. Call 443-840-4700 for additional information.

Financial Aid & Payment Information:

Pell Funding

The following non-credit courses of study have been approved by the U.S. Department of Education as Pell eligible: CNC Machine Tool Operator, Medical Assistant, Polysomnographic (Sleep) Technologist and Surgical Technologist. Qualified students enrolling in the approved courses of study may have all or part of their course costs paid. Contact the Financial Aid Office at 443-840-4170 for more information.

Continuing Education Opportunity Grants

Continuing Education students can apply for need-based grants that can be applied toward tuition and fees of eligible courses. Grants range from $500 to $1000 per eligible student per fiscal year and are awarded on a first come, first serve basis. Applicants need to apply as early as possible before their classes are scheduled to begin to have their eligibility determined. Applicants must complete the application in full and submit the required documentation to show income-eligibility. Upon receiving the award, a student may enroll in eligible courses and the grant award will be applied to the total cost of the course. Call the Continuing Education Call & Information Resource Center at 443-840-4700 for an application.

Baltimore County College Promise

Baltimore County College Promise is a need-based scholarship program guaranteeing free tuition to qualified Baltimore County residents. A number of Continuing Education Workforce Development Certificate Programs are eligible. The program is "last dollar in" – it will cover mandatory tuition and fees for eligible students after applying all financial awards (such as Pell grant) first. For eligibility requirements and additional information, go to www.ccbcmd.edu/collegepromise.

Partial Payment Option (through Nelnet Business Solutions)

To have monthly payments automatically deducted from a checking, savings or credit card account, students must complete a Nelnet Business Solutions online application. Students are required to pay 20% of the cost and a $25 processing fee to Nelnet Business Solutions at registration. Payment plans can be used for eligible courses with a registration total of $200 or more. Call 443-840-4700 for more information and assistance.

Workforce Development Sequence Scholarship

This opportunity, funded by the state of Maryland, provides financial assistance to student enrolled in a Continuing Education Workforce Training Certificate program at CCBC. For more information, call the Continuing Education Information Center at 443-840-4700.

Tuition Waiver for Senior Citizens
Maryland residents who are 60 years of age or older on the first day of class many enroll at CCBC without a charge for tuition for eligible courses. Applicable fees, including registration and out-of-county fees, will be charged. Students age 60 or older must complete the date of birth section on the registration form.

Tuition Waiver for Individuals with Eligible Disabilities
Individuals who are under 60 years of age and certified as retired due to disability as defined by Social Security or the Railroad Retirement Act, may enroll at CCBC without a charge for tuition for eligible courses. Applicable fees, including registration and out-of-county fees, will be charged.

Disabled students who want to apply for the waiver need to obtain a certification form of SSI /SSDI Disability from Social Security Administration. The certification form, registration form and payment may be taken to any CCBC registration office. For the fastest service, Continuing Education students should bring or mail their completed certificate of eligibility and registration paperwork to:

CCBC Catonsville
Attn: Continuing Education
800 S. Rolling Road, Continuing Education Building, Room 118
Catonsville, MD 21228

Tuition Waiver for Foster Care and Homeless Youth
The following students may be eligible for a tuition and fee waiver:

- Students who are homeless
- Students who were in foster care as of their 18th birthday or who were in foster care as of their 14th birthday but were subsequently adopted

For more information contact the Continuing Education Information Center at 443-840-4700.

Employer/Sponsor Paid Tuition
Students must present written proof (purchase order, tuition assistance form or 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 is responsible for all tuition and fees.

Workforce Investment Act (WIOA) Training Funds
People who are unemployed or employees/employers who want to upgrade skills can contact the Baltimore County Department of Economic and Workforce Development (DEWD), or the Mayor's Office of Economic Development (OED), Baltimore City. These One-Stop Centers can provide you with information necessary 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*

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.

Additional Questions?
For additional options or questions regarding financial aid, please call 443-840-4700.

Accommodations for People with Disabilities
CCBC is committed to providing educational opportunities for all students. Any person with a documented disability who wants to enroll in a non-credit class should contact Continuing Education, 443-840-4700, at least two weeks prior to the start of class. They will coordinate assistance such as reader assistance, instructional accommodation, note takers and sign language interpreters.

Room Assignments
For courses held on CCBC campuses and extension centers, call 443-840-4700 three days prior to the first day of class to learn or confirm room assignments. For courses held at area high schools, room assignments will be posted at the site when classes begin.

Class Cancellations
Students will be notified by phone, email or mail when courses are canceled or rescheduled. It is the student's responsibility to ensure that the college has accurate contact information on file. For class cancellations due to weather or other emergency closings, see Emergency Closings.

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 that county or city."* The entire policy, including its definitions and procedures, is available in the current CCBC catalog (www.ccbcmd.edu/catalog).

Emergency Closings & Late Starts
In the event that the college (or a specific campus) 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, etc.) should discuss the handling of emergency situations at the beginning of the placement period.

Weather Information
Please check the following CCBC resources for specific weather-related updates as they occur: www.ccbcmd.edu or the weather line for all campuses 443-840-1711. The college also alerts various local media of weather-related opening and closing updates.

CCBC Classes Held at Baltimore County Public Schools
When Baltimore County Public Schools (BCPS) are closed, all CCBC classes offered at BCPS facilities are canceled.

Baltimore County Public Schools Closing Alert System (www.schoolsout.com)
Receive an automatic update when weather, emergency, or a facilities closing necessitates the canceling or delay of CCBC classes held at a Baltimore County Public School location by signing up to receive alerts through the School's Out notification system. For more information or to register, go to www.schoolsout.com.

CCBC Campus Alert System
Campus Alert is a free messaging service that allows users to receive emergency announcements distributed by the college. The service is offered in the form of text messages to mobile phones, voice calls to any phone and email. This is a flexible system that 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 will not share contact information. To opt out of automatic messaging, go to www.ccbcmd.edu/campusalert and update your preferences.

Campus Security General Public Safety Number: 443-840-1111
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by Congress in November 1999, require that colleges and universities 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 to be followed in sexual assault offenses. The Act also provides for timely notice to the campus of crimes considered threats to safety and to maintain a public log of all reported crimes. Interested parties may obtain a paper copy of the report at the Department of Public Safety office on each CCBC campus. The report may also be reviewed by accessing the CCBC Web site (www.ccbcmd.edu). Simply select Student Services select the campus of interest and click Public Safety. Staff members of the Department of Public Safety are always available to provide assistance and information.

Equal Opportunity and Affirmative Action Statement
The Community College of Baltimore County practices equal opportunity in education and employment and is strongly and actively committed to diversity within the college community.

Student Concerns
For any student concerns, please call 443-840-4700 or email: ceed@ccbcmd.edu.

Textbook Information
Some courses required a textbook. Contact the CCBC Bookstores for information.
CCBC Catonsville Bookstore: 443-840-4320
CCBC Dundalk Bookstore: 443-840-3670
CCBC Essex Bookstore: 443-840-1561
You may also shop online at www.ccbcmd.edu/bookstore. Ask about CCBC's price-match guarantee.

Disclaimer
Any information listed in this publication and on the web is subject to change. The college regrets any discrepancies or typographical errors. This publication is not to be regarded as an irrevocable contract between the student and the college.

MAIL:

Send registration form and payment to: *CCBC Catonsville*
800 S. Rolling Road
Continuing Education, CNED Building
Baltimore, MD 21228-5317

Method of payment: Check or money order

ONLINE:

Visit www.ccbcmd.edu to search for programs and courses. Please note that not all classes and programs are available for online registration.

TELEPHONE:

Number: 443-840-4700
Please have your credit card number and expiration date ready when you call.

Hours:		
	Monday – Thursday:	8:00 a.m. – 7:00 p.m.
	Friday:	8:00 a.m. – 4:30 p.m.
	Saturday:	8:30 a.m. – 12:00 noon

Method of payment: Credit card only

ASE/GED/ESOL:

Registration accepted in person only.
For additional information, please call 443-840-4700 or 443-847-3428.

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 Enrollment Services on our website: http://www.ccbcmd.edu/Resources-for-Students/Campus-Hours.aspx

CCBC Campuses:
Hours: Monday – Friday, 8:30 a.m. – 5:00 p.m.

Method of Payment: *Credit card, money order, check or cash*

CCBC Catonsville
800 S. Rolling Road
Continuing Education Building
Catonsville, MD 21228

CCBC Dundalk
7200 Sollers Point Road
Student Services Center
Baltimore, MD 21222

CCBC Essex
7201 Rossville Boulevard
Student Services Center
Baltimore, MD 21237

Method of payment at CCBC extension centers:
Hours: Monday – Friday, 8:30 a.m. – 4:00 p.m.

Method of Payment: Credit card, money order or check
Please Note: Extension centers *cannot accept cash*

CCBC Hunt Valley
11101 McCormick Road
Hunt Valley, MD 21031

CCBC Owings Mills
10300 Grand Central Avenue
Owings Mills, MD 21117

CCBC Randallstown
3637 Offutt Road
Randallstown, MD 21133

INDEX

A+ Certified PC Repair Technician....52
Accelerated Alternative Delivery Surgical Technology (AAD-ST) 77
Accommodations for People with Disabilities....236
Animal Reiki Practitioner....201
Apartment Maintenance Assistant - Individuals with Disabilities 186
Automotive Safety Inspector (Maryland)....11
Baltimore County College Promise....234
Baltimore County Public Schools Closing Alert System....236
Bookkeeper - Entry Level....30
Campus Security....237
Casino Dealer....172
CCBC Campus Alert System....237
CCBC Classes Held at Baltimore County Public Schools....236
Central Service Technician....82
Certified Apartment Maintenance Technician (CAMT)....13
Certified Associate in Healthcare Information & Management Systems (CAHIMS)....54
Certified Logistics Associate/Warehouse Distribution....220
Child Care - Individuals with Disabilities....187
Child Care Assistant - Individuals with Disabilities....189
Child Care Provider....86
Cisco Certified Network Associate....56
Class Cancellations....236
CNC Machine Tool....15
Commerical Vehicle Operator Class A (CDL-A)....223
Commerical Vehicle Operator Class B (CDL-B)....224
Community Health Worker....91
Computer Aided Design (CAD)....17
Computer Programmer....59
Construction Pre-Apprenticeship Core Curriculum & Specialties Training....19
Construction Trades Assistant - Individuals with Disabilities....191
Continuing Education Opportunity Grant Application....241
Continuing Education Opportunity Grants....234
Delegating Nurse....95
Dental and Oral Radiography....97
Dental Assistant....100
Dental Assisting Expanded Functions....103
Dental Assisting Orthodontic Expanded Functions....105
Disclaimer....237
Division of Rehabilitation Services (DORS)....235
Emergency Closings & Late Starts....236
English for Speakers of Other Languages (ESOL)....5
Equal Opportunity and Affirmative Action Statement....237
Event Planning and Design....174
Fab Lab Technology....22
Facility Management Professional™....24
Financial Aid & Payment Information....234
First-Line Supervisor....32
Fitness Trainer: Aerobic Kickboxing....203
Fitness Trainer: Mat Pilates....205
Fitness Trainer: Personal....207
Fitness Trainer: Primary Aerobic....209
Fitness Trainer: Sports Nutrition....211
Food Service Manager....176
FoodWorks – Basic Culinary Training....178
GED - Essential Academic Skills (ASE/GED)....7
Health Unit Coordinator....107
Help Desk Technician....61
Home Inspector Pre-License....34
Hotel Front Desk Clerk/Guest Service Agent....180
Human Resources Manager....36
HVAC/Refrigeration Technician....26
Infant & Toddler Provider - Individuals with Disabilities....192
Information Security Analyst....63
Introduction to Basic Diesel Mechanics....226
Logistics Coordinator/Logistics Clerk....228
Logistics Manager/Logistics Leader....230
Logistics/Supply Chain Supervisor....232
Medical Assistant....110
Medical Billing....116
Medical Coding....119
Medical Front Office....123
Medicine Aide....127
Mobile Application Developer....65
National External Diploma Program (NEDP)....9
Network Security Specialist....67
Network+ Certified Technician....69
Non-Profit Organization Manager....38
Nurse Refresher Series....130
Nursing Assistant....133
Office Skills - Individuals with Disabilities....193
Partial Payment Option (via Nelnet Business Solutions)....234
Patient Care Technician....137
Payment and Financial Aid Information....234
Pell Funding....234
Pharmacy Technician....140
Phlebotomist....144
Physical Therapy Tech/Aide....148
Polysomnographic (Sleep) Technologist....151
Polysomnographic (Sleep)Technologist - Accelerated....157
Print Design for Professionals....213
Profesional Boat Captain....215
Professional Animal Workers (PAWS) - Individuals with Disabilities....195
Professional Bartending....182
Project Management....40
Real Estate Appraiser....42
Real Estate Salesperson....44
Red Hat Certified Engineer....71
Red Hat Certified System Administrator....73
Refund Drop/Add Policy....234
Registered Apprenticeships....218
Registration....238
Residency Requirement....236
Room Assignments....236
Security Guard - Individuals with Disabilities....197
Small Business Basics....46
Social Media for Small Business....48
Supply Chain Manager....50
Surgical Technologist....162
Travel Agent Training....184
Tuition Payment Methods....234
Tuition Waiver for Foster Care and Homeless Youth....235
Tuition Waiver for Individuals with Disabilities....235
Tuition Waiver for Senior Citizens....235
U.S. Merchant Marine Officer....215
Veterinary Assistant....169
VMware Systems Administrator....75
Warehouse Technician - Individuals with Disabilities....199
Weather Information....236
Welding....28
Workforce Investment Act (WIOA) Training Funds....234
Yoga Instructors / Practitioners....217