HEALTHCARE CAREERS @ CECIL COLLEGE

Cecil College offers programs to prepare you for the following certifications:

- Certified Medical Administrative Assistant (NHA)
- Certified Medical Assistant (AAMA)
- Certified Nursing Assistant (MBON)
- Certified Phlebotomy Technician (NHA)
- Certified Professional Coder (AAPC)
- Nationally Registered Paramedic (NREMT)

Get the training you need today for the career you want tomorrow!

Certified Medical Administrative Assistant
For most patients, the first interaction they have is with the medical administrative assistant. These are the friendly folks who greet you, check you in for your appointment and help keep the medical office running smoothly.

Certified Medical Assistant
Medical assistants work alongside physicians, mainly in outpatient care facilities such as medical offices and clinics. Medical assistants are cross-trained to perform administrative and clinical duties.

Certified Nursing Assistant
Nursing assistants/GNAs are the foundation of in-patient care. In hospitals or long term care facilities, nursing assistants are on the frontline of caring for patients’ daily needs.

Certified Phlebotomy Technician
Phlebotomists are primarily responsible for the collection of blood specimens from patients for the purpose of laboratory analysis.

Certified Professional Coder
Medical coders are healthcare professionals in charge of processing patient treatment records and related insurance information into a code used within the healthcare industry.

Nationally Registered Paramedic
The paramedic provides advanced emergency medical care for critical and emergent patients who access the emergency medical system. Paramedics function as part of a comprehensive EMS response, under medical oversight. Cecil College and the Department of Emergency Services of Cecil County Government have a partnership that supports the community’s needs for EMS personnel while providing the college accredited education that the student demands.

Program Requirements:
- High School Diploma/GED
- Minimum 18 years of age
- Health profile (proof of current immunizations, medical insurance, and Physician’s clearance)
- Completion of a background check and drug screen through an approved vendor
- American Heart Association BLS Provider certification (CPR/AED)

Evening, online, and hybrid options available.
Scholarships and financial aid may be available for those who qualify.

For more information visit cecil.edu/hcc, email healthcarecareers@cecil.edu, or call LuAnn Williams at 443-674-1542.
Whether you want to start a new career or gain the industry certification you need to advance, Cecil College has exactly what you need to pursue the future you envision.

Cecil College Career and Community Education offers career training in everything from Computer Technology to Veterinary Studies including:

- Accounting, Business, Management and Computer Training
- Animal Care
- Automotive Repair and Diesel Technology
- Child Care
- Commercial Driver’s License Training
- Skilled Trades

Evening, online, and hybrid options available.

Scholarships and financial assistance may be available for those who qualify.

Visit cecil.edu/training today!

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**CHILD CARE**

Enhance Your Career with Online Credential Courses

A partnership between Cecil College and Howard Community College offers online childcare classes which have been designed to help you get your program aligned with Maryland EXCELS as well as to help you reach higher Maryland Child Care Credential levels.

To view full course descriptions, please visit cecil.edu/training. For more information, email skills4u@cecil.edu.

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**VETERINARY ASSISTANT**

As the veterinary field grows, so does the demand for veterinary assistants.

Cecil College’s program teaches the essential knowledge and job skills needed including:

- Outpatient Care
- Diagnosis and Pharmacy
- Patient Care
- Surgery and Emergency Care

Students will experience hands-on learning in the classroom and work with a variety of animals during the externship.

To view full course descriptions, please visit cecil.edu/training.
Accounting, Business, Management and Computer Training

Accounting & Bookkeeping
QuickBooks Certification - Students completing the course can take the QuickBooks Certified User Exam.

Microsoft Office
The IT field is constantly changing. How prepared are you for these changes? Whether you want to update your skills, discover a new talent, or establish a new career path, Cecil College offers a variety of computer courses to meet your needs. Enhance your skills with training in Microsoft Office and become more marketable in the workplace.

- Microsoft Excel Essentials
- Microsoft Word Essentials
- Microsoft PowerPoint Essentials

Real Estate
Real estate can be a great career for those who have the entrepreneurial drive to forge their own way and control their own professional destiny.

- Pre-License Training will prepare students to sit for the Maryland Real Estate Commission Certification Exam.

For more information, email skills4u@cecil.edu.

COMMERCIAL DRIVER’S LICENSE TRAINING@ CECIL COLLEGE

Let Cecil College help you get started in a new career on the road.

Check out our video at cecil.edu/CDL

At Cecil College you can be part of a program that offers low student-to-instructor ratios and an excellent first-time pass rate.

Training is conducted using classroom instruction and includes a new state-of-the-art simulator. A safe, controlled, dedicated off-highway practice training range is also used before you enter actual road training.

Obtain your CDL A in our 300-hour course.
- Weekday and evening/weekend programs available
- Complete in either 8 or 10 weeks

Or earn your CDL B license in 10 days!

Approved for GI Bill® funding as well as other possible financial aid options. Requirements for admission to the program apply.

Email drive@cecil.edu for more information.

ONLINE CAREER TRAINING

Cecil College works with online partners to offer classes in a wide variety of content areas. Popular online classes include: A to Z Grant Writing, Accounting Fundamentals, CompTIA, Fundamentals of Supervision & Management.

Visit cecil.edu/training

Interested in learning a skilled trade? Check out our video at cecil.edu/skilledtrades
New for Fall! We are now offering 3 programs with National Center for Construction Education & Research (NCCER) curriculum with portable credentials to prepare you for entry into the workforce.

Basic Construction Skills - This course is designed to serve as an introduction to basic construction skills. The NCCER standardized curriculum introduces basic skills for obtaining and retaining industrial employment and provides the foundational skills needed to continue entry-level education in any skilled craft.

HVAC/R – This program provides introductory HVAC skills to enter the workforce as an installer and/ or technician. After completing the program, students can earn their NCCER HVAC Level 1 certification and EPA 608 Certification.

Welding - This course provides introductory welding skills. After completing the program, students can earn their NCCER Welding Level 1 certification.

For more information, email skills4u@cecil.edu.

HVAC/R APPRENTICESHIP

Cecil College and the Heating and Air Conditioning Contractors of Maryland have partnered to offer a Maryland state-approved HVAC/R apprenticeship program. The program is a four-year curriculum that gives credit for on-the-job and classroom training. An apprentice is registered with the State of Maryland’s Apprenticeship and Training Council. The council sets the rules for the program and will issue an apprenticeship completion certification upon successful fulfillment of the program requirements. This certificate enables students to apply for and be granted a State HVAC/R journeyman license without taking the exam. Applications are being accepted for 1st and 2nd year students now! Email skills4u@cecil.edu today.

Automotive Repair - Learn from ASE-Certified instructors with years of professional experience. Students receive personalized hands-on training to develop the tools they need to succeed as an automotive technician.

Diesel Technology – Get an introduction to diesel engine maintenance and troubleshooting, tools, diesel systems, pumps, engine reassembly and installation, and more. Upon completion, students will be prepared to work in the diesel field.

wwwcecil.edu
Fun at every age and every stage!

Lifelong learning spans the arc of life with all the exciting activities that come in between. Personal enrichment, 60+, youth, and homeschool departments offer classes for all ages under the umbrella of Lifelong Learning.

For more information about Lifelong Learning or any of its programs, please contact the Lifelong Learning Department at learning4life@cecil.edu.

Personal Enrichment

Pick up the art of painting, travel through history, or learn a foreign language! Personal enrichment classes are just what you need if you are looking for fun and engaging activities to broaden your horizons. Online and co-listed credit classes are also offered through Creative Leisure and Enrichment. The immense variety of classes includes quilting, dancing, fitness, history, health and wellness, relaxation, and much more.

Many of the classes are also offered in the Senior Network, so if your spouse is in the network you can take a wide variety of classes together.

60+ Scholars

Cecil College is at the forefront in offering educational opportunities for students 60+. The Senior Education Network is a membership program offering an array of classes including fitness, history, computers, and creative arts.

Membership in the network provides classes tuition-free and with reduced course fees. Some credit and Creative Leisure classes are also offered to Maryland residents 60+ tuition free without having to join the network.

Online classes present a contemporary option for an increasingly diverse population.

ONLINE LIFELONG LEARNING

Youth, Adult, and Senior classes!

Learn a new skill or enhance an existing one.
- New classes start each month
- Expert instructors develop and lead every course
- Complete two lessons each week and finish in six weeks

Programs and Courses Include
- Art /Crafts
- Computers
- Dance
- Family Life Issues
- Financial Planning
- Fitness & Personal Safety
- History
- Holistic & Healthy Living
- Home & Garden
- Languages / Foreign Language
- Literature & Writing
- Microsoft Office
- Music
- Photography
- Test Preparation - GRE, GMAT, SAT/ACT

For more information, visit our online instruction center at www.ed2go.com/cecil
YOUTH PROGRAMS

Youth Classes
Exciting youth classes provide fun and expressive activities for children from birth to 18 years of age. Classes are offered in a wide variety of subjects such as academics, art, computers, foreign languages, fitness, safety, and more! Select classes are offered for parents and children to take together for quality, family-time activities.

Homeschool Program
Offering academic and personal enrichment courses for homeschooled children in the tri-state area, the program serves students between the ages of seven and fifteen. Academic courses include foreign language, language arts, computers, and more. Many enrichment courses are also offered, including music, art, and drama.

Young People's Theatre Program
Learn about life behind the curtain and on center stage! YPTP offers classes and full-scale productions to provide students with an incredible theatre experience. Students will take part in a fully immersive experience where they participate in every aspect of theatre, and actors will perform live for family and friends. Classes include, but are not limited to, set design, costuming, lighting, playwriting, marketing, and backstage management.

To keep up with the latest YPTP has to offer, like us on Facebook or follow us on Instagram.

For more information, please contact Lifelong Learning at learning4life@cecil.edu.

Driver Education
Does your teen need to prepare for their driver’s license test? Check out our Driver Education Program. Cecil College offers:
• MVA Approved Curriculum
• Experienced and professional instructors
• Flexible training schedules
• 30 hours of classroom instruction
• Six hours of behind the wheel evaluations at three convenient locations

Register with us, and get the quality education your new driver needs to stay safe on the roads. Email drive@cecil.edu today.

www.cecil.edu
Due to COVID-19, all information regarding Fall 2020 offerings is subject to change. Please visit cecil.edu/coronavirus for the latest College updates.

Workforce Training | GED Preparation | Personal Enrichment | Youth Programs

Discover Your Talent

Online Music Lessons Now Available

Lessons for most instruments are available, including:

- Brass
- Drums
- Guitar
- Piano
- Strings
- Woodwinds
- Voice

For more information, email learning4life@cecil.edu.

www.cecil.edu