
The Path to Baltimore's "Best Prospect" Jobs without a College Degree

Appendix 2:

The Guide to "Best Prospect" Jobs and Programs at Baltimore's Community Colleges: Advice for High School Students and Job-Seekers



There appear to be many opportunities to pursue short-term, relatively inexpensive post-secondary training that lead to a good job that require a two-year college degree or less. Many of these programs have the added benefit of offering the chance to earn a career credential. The following guide explains the 74 "best prospect" occupations and links these to community college education programs with outcomes, where available.

Key: The Guide to "Best Prospect" Jobs and Programs, 2002-2012

"BEST PROSPECTS" JOBS/DEMAND	PROGRAMS/SUPPLY
<p>Sectors: Construction; Health Care; Professional Business & Information Services; Trade, Transportation and Utilities; Leisure & Hospitality; Manufacturing</p> <p>Tier: Tier 1 (high demand, moderate education) Tier 2 (high demand, higher education) Tier 3 (potential demand, other incentives)</p> <p>Strength of demand within the occupation's sector: Median number of advertised job openings p/month Median Projected openings</p> <p>Median Annual Salary Category:</p> <ol style="list-style-type: none"> 1 < \$23,999 2 \$24,000-\$33,999 3 \$34,000 -\$43,999 4 \$44,000 -\$53,999 5 \$54,000 -\$63,999 6 \$64,000-\$73,999 7 > \$74,00 <p>Special Characterisitcs such as green/emerging, career pathway potential, or next economy may increase changes of success in career</p>	<p>Institution: Baltimore City Community College: BCCC Community College of Baltimore County: CCBC</p> <p>Type: Non-credit: NonCr Credit certificate: Cert Associate's Degree: Degree Hybrid: combination of credit or non-credit coursework and apprenticeship training</p> <p>Median Annual Enrollment: average # of students enrolling annually</p> <p>Median Annual completion: # completing program on average per year</p> <p>Industry Credential: program results in opportunity to earn third-party, industry-recognized certification or license.</p> <p>Earnings gains: based on earnings in 8 quarters following program completion versus 4 quarters prior</p>

Section A of Table 4 (the pink portion of the chart) outlines those occupations with the highest demand, but the fewest educational requirements. The jobs are listed from highest to lowest by salary.

Section B of Table 4 (the pale yellow portion of the chart) lists Tier 1 opportunities where demand is strong but is not as high as demand for occupations in Section A. Section C (the pale green portion of the chart) details best prospect occupations in Tier 2, where educational requirements are greater. In Section D (the pale blue portion of the chart), by default, are all of the best prospect occupations in Tiers 2 and 3 with lower demand.

Most of the programs associated with the best prospects in sections A and B are non-credit programs or credit certificates that tend to be shorter, less costly to complete, and, where there are data, under-enrolled. Many are also associated with industry credentials that, as noted below, are portable and enhance one's chances of getting and keeping a job. Jobs requiring a two-year degree are outlined in Section C of Table 1; These programs are longer and more expensive to complete. Many of them have enrollment caps, selective admissions processes, and other barriers to entry. While enrollment in degree programs is higher than the non-credit and certificate programs in Sections A and B, few people are actually completing degrees on an annual basis.

These non-credit and certificate programs are associated with jobs that are in high demand, that pay reasonably well, and that frequently have special characteristics that may further augment their attractiveness as careers going forward. Opting for one of these paths could indeed be the right choice.

THE GUIDE TO "BEST PROSPECT" JOBS AND PROGRAMS AT BALTIMORE'S COMMUNITY COLLEGES

Best Prospect Occupations	Sector	Tier	Median Monthly Adv Open	Median Annual Project Opens	Salary Tier	Special Characteristics	Related Program(s)	Institution	Type	Median Annual Enrollment	Median Annual Completion	Industry Credit?	Earnings Gains
A. HIGH-DEMAND, TIER 1 OPPORTUNITIES BY SALARY CATEGORY & SPECIAL CHARACTERISTICS													
Administrative Services Managers	ProfBus & Info	1	120.5	320	7	N	Facility Management Professional	CCBC	NonCr	N/D	N/D	Y	N/D
							Sustainable Facility Professional	CCBC	NonCr	N/D	N/D	Y	N/D
Operating Engineers	Constr	1	42	230	5	Y	Operating Engineer	CCBC	Hybr	N/D	N/D	Y	N/D
First-line Supervisors of Mechanics, Installers and Repairers	Constr	1	212	310	5	Y	Construction Management	CCBC	Cert	18	5	N/D	13%
							Construction Supervision	BCCC	Cert	5	0	N/D	N/D
							Construction Management	CCBC	Degree	69	9	N/D	20%
							Construction Supervision	BCCC	Degree	5	0	N/D	N/D
Plumber & Pipefitters	Constr	1	225	40	5	N	Apprenticeship-Plumbing	CCBC	Hybr	N/D	N/D	Y	N/D
							Construction Trades-Plumbing	BCCC	NonCr	N/D	N/D	N/D	N/D
First-line Supervisors of Construction and Trade Workers	Constr	1	51	480	5	N	Construction Management	CCBC	Cert	18	5	N/D	13%
							Construction Supervision	BCCC	Cert	5	0	N/D	N/D
							Construction Management	CCBC	Degree	69	9	N/D	20%
Practical Nurses	Hlthcr&SocAsst	1	444	590	4	Y	Practical Nursing	BCCC	Cert	12	11	Y	N/D

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							Practical Nursing	CCBC	Cert	103	18	Y	232%
Computer User Support Specialists	ProfBus &Info	1	947	690	4	Y	Computer Info. Systems	BCCC	Cert	167	17	N/D	N/D
							Computer Tech A+	BCCC	NonCr	N/D	N/D	Y	N/D
Computer User Support Specialists	ProfBus &Info	1	947	690	4	Y	Information Technology: Office Specialist Support	CCBC	Cert	3	1	Y	N/D
							Office Administration: Business Software Applications	CCBC	Cert	4	1	N/D	N/D
Heating, Air Conditioning, & Refrigeration Mechanics & Installers	TrdTransp &Util	1	397.5	260	4	Y	Apprenticeship-HVAC	CCBC	NonCr	N/D	N/D	N/D	N/D
							HVAC & Energy Technology: Basic HVAC & Energy Technology	CCBC	Cert	10	9	N/D	9%
							HVAC & Energy Technology: Advanced HVAC & Energy	CCBC	Cert	2	1	N/D	N/D
							HVAC & Energy Technology: Alternative Engery	CCBC	Cert	2	0	N/D	N/D
							HVAC/ Refrigeration Tech	CCBC	NonCr	N/D	N/D	Y	N/D
							HVAC & Energy Technology	CCBC	Degree	53	0	N/D	N/D

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Electricians	Constr	1	314.5	540	4	Y	Apprenticeship-Electricion	CCBC	Hybr	N/D	N/D	N/D	N/D
							Construction Trades-Electrical	BCCC	Degree	N/D	N/D	Y	N/D
Medical Equipment Repairers	Hlthcr&SocAsst	1	3.5	1090	4	N	None						
Truck Drivers, Heavy & Tractor-Trailer *3, CP, GE, NE	TrdTransp &Util	1	1910	610	3	Y	Commercial Vehicle Operator	CCBC	NonCr	N/D	N/D	Y	N/D
Industrial Truck & Tractor Operators *3, CP, GE, NE	TrdTransp &Util	1	157.5	230	3	Y	None						
Maintenance & Repair Workers	ProfBus &Info	1	193.5	540	3	N	None						
Carpenters	Constr	1	95	500	3	Y	Apprenticeship-Carpentry	CCBC	Hybr	N/D	N/D	Y	N/D
							Construction Trades-Carpentry	BCCC	NonCr	N/D	N/D	N/D	N/D
Bookkeeping Accounting & Auditing Clerks	ProfBus &Info	1	757.5	560	3	N	Accounting	BCCC	Cert	18	1	N/D	N/D
							Business Accounting	CCBC	Cert	41	3	N/D	16%
Medical Secretaries	Hlthcr&SocAsst	1	205.5	510	3	N	Medical Office Admin Asst	CCBC	NonCr	N/D	N/D	N/D	30%
							Medical Office Asst	CCBC	Degree	18	1	N/D	N/D
Truck Drivers, Light Truck or Delivery Services Drivers	TrdTransp &Util	1	118.5	480	3	N	Commercial Vehicle Operator	CCBC	NonCr	N/D	N/D	Y	N/D
Real Estate Agents	Constr	1	81.5	210	3	N	Real Estate Agents	BCCC	NonCr	N/D	N/D	N/D	N/D
							Real Estate Agent	CCBC	NonCr	N/D	N/D	Y	N/D

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Automotive Service Technicians	TrdTransp &Util	1	49	400	3	N	Automotive Air Conditioning & Heating Specialist	CCBC	Cert	2	0	Y	N/D
							Automotive Brake & Suspension Specialist	CCBC	Cert	1	0	Y	N/D
							Automotive Drive Train Specialist	CCBC	Cert	1	0	Y	N/D
							Automotive Electrical & Electronic Specialist	CCBC	Cert	2	0	Y	N/D
							Automotive Engine Specialist	CCBC	Cert	3	0	Y	N/D
							Automotive Master Technician	CCBC	Cert	24	2	Y	N/D
							Automotive Service Attendant	CCBC	Cert	1	0	Y	N/D
							Automotive Technology	CCBC	Degree	237	24	N/D	N/D
Bookkeeping Accounting & Auditing Clerks	ProfBus &Info	1	757.5	560	3	N	Accounting	BCCC	Degree	165	14	N/D	14%
Secretaries	ProfBus &Info	1	121	710	3	N	Office Administration	CCBC	Degree	70	0	N/D	11%
							Office Administration/ Technology: Admin Asst	BCCC	Degree	41	5	N/D	N/D
Medical Assistants	Hlthcr&SocAsst	1	571	330	2	Y	Medical Assistant	CCBC	NonCr	N/D	N/D	Y	N/D

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Laborers, & Freight, Stock, & Material Movers Hand	TrdTransp &Util	1	940.5	1330	2	Y	None						
Shipping, Receiving & Traffic Clerks	TrdTransp &Util	1	138.5	260	2	Y	None						
Construction Laborers	Constr	1	63	330	2	Y	Apprenticeship-Constr Laborer	CCBC	Hybr	N/D	N/D	N/D	N/D
Customer Service Representatives	TrdTransp &Util	1	2477	1560	2	N	Manager-Customer Service & Customer Service Representative	CCBC	NonCr	N/D	N/D	N/D	N/D
B. LOWER DEMAND, TIER 1 OPPORTUNITIES BY SALARY CATEGORY & SPECIAL CHARACTERISTICS													
Transportation, Storage & Distribution Managers	TrdTransp &Util	1	100	50	7	Y	Manager-Supply Chain Manager	CCBC	NonCr	N/D	N/D	N/D	N/D
Purchasing Agents	ProfBus &Info	1	109	250	6	N	Manager-Supply Chain Manager	CCBC	NonCr	N/D	N/D	N/D	N/D
First-line Supervisors/Managers of Transportation & Material Moving Machine & Vehicle Operators	TrdTransp &Util	1	22.5	110	5	Y	Manager-First-Line Supervisor, Production Supervisor	CCBC	NonCr	N/D	N/D	N/D	N/D
Bus & Truck Mechanics and Diesel Engine Specialists	TrdTransp &Util	1	224.5	80	4	Y	Bus & Truck Mechanic	CCBC	NonCr	N/D	N/D	N/D	N/D
Surgical Technicians	Hlthcr&SocAsst	1	237	70	4	Y	Surgical Technologist	CCBC	NonCr	N/D	N/D	Y	54%
Machinists	Manuf	1	111	60	4	Y	Apprenticeship-Machinist	CCBC	NonCr	N/D	N/D	N/D	N/D

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							CNC Machine Tool Operator	CCBC	NonCr	N/D	N/D	Y	N/D
							Computer-Automated Manufacturing: CNC Machinist	CCBC	Cert	1	1	N/D	N/D
							Computer-Automated Manufacturing: Manual Machinist	CCBC	Cert	0	0	N/D	N/D
Industrial Machinery Mechanics	Manuf	1	46	100	4	Y	None						
Production, Planning & Expediting Clerks	TrdTransp &Util	1	170	110	4	Y	Manager-Supply Chain Manager	CCBC	NonCr	N/D	N/D	N/D	N/D
Wholesale & Retail Buyers	TrdTransp &Util	1	165	80	4	Y	None						
First-line Supervisors, of Helpers, Laborers, and Material Movers, Hand	TrdTransp &Util	1	20	110	4	Y	Manager-First-Line Supervisor, Production Supervisor	CCBC	NonCr	N/D	N/D	N/D	N/D
Medical Coders	Hlthcr&SocAsst	1	255.5	120	3	Y	Coding Specialist	BCCC	Cert	0	5	Y	N/D
							Health Informatics and Information Technology: Medical Coding	CCBC	Cert	13	2	Y	N/D
							Medical Coding	CCBC	NonCr	N/D	N/D	Y	0
Dispatcher	TrdTransp &Util	1	118	110	3	Y	None						
Emergency Medical Technicians	Hlthcr&SocAsst	1	73	230	3	Y	Emergency Medica. Technology	CCBC	Cert	42	0	Y	N/D

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First-Line Supervisors of Production and Operating Workers	Manuf	1			3	Y	Manager-First-Line Supervisor, Production Supervision	CCBC	NonCr	N/D	N/D	N/D	N/D
Inspectors, Testers, Sorters, Samplers and Weighers	Manuf	1			3	Y	Computer-Automated Manufacturing-Quality Assurance Technician	CCBC	NonCr	0	0	N/D	N/D
Welders	Manuf	1			3	Y	Welder	CCBC	NonCr	N/D	N/D	Y	N/D
First-line Supervisor of Food Preparation and Service Workers	Leis&Hosp	1	460	1658.5	3	N	Food Service Manager	CCBC	NonCr	N/D	N/D	Y	N/D
Massage Therapists	Hlthcr&SocAsst	1	129.5	110	3	N	Massage Therapy	CCBC	Cert	7	2	Y	N/D
Billing & Posting Clerks	ProfBus &Info	1	120.5	260	3	N	Accounting	BCCC	Cert	18	1	N/D	N/D
							Business Accounting	CCBC	Cert	41	3	N/D	16%
							Medical Billing	CCBC	NonCr	N/D	N/D	Y	N/D
Payroll & Timekeeping Clerks	ProfBus &Info	1	114.5	80	3	N	Business Accounting	CCBC	Cert	41	3	N/D	16%
Dental Assistants	Hlthcr&SocAsst	1	106	130	3	N	Dental Assisting	CCBC	NonCr	N/D	N/D	Y	65%
Chef/Head Cook	Leis&Hosp	1	40	348	3	N	None						
Human Resources Assistants, Except Payroll	ProfBus &Info	1	7	140	3	N	Business Management: Human Resources Management	CCBC	Cert	12	2	N/D	N/D
Brick and Block Mason	Constr	1	5.5	130	3	N	None						
							Accounting	BCCC	Degree	165	14	N/D	14%

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Pharmacy Technicians	Hlthcr&SocAsst	1	228	240	2	Y	Pharmacy Technician	BCCC	NonCr	N/D	N/D	Y	N/D
	Hlthcr&SocAsst	1	228	240	2	Y	Pharmacy Technician	BCCC	NonCr	N/D	N/D	Y	18%
Team Assemblers	Manuf	1			2	Y	None						
C. HIGH-DEMAND, TIER 2 OPPORTUNITIES BY SALARY CATEGORY & SPECIAL CHARACTERSTICS													
Construction Managers	Constr	2	219	130	7	Y	Construction Management	CCBC	Cert	18	5	N/D	13%
							Construction Management-Construction Project Controls	CCBC	Cert	N/D	N/D	N/D	N/D
							Construction Management-Craft Prof	CCBC	Cert	2	4	N/D	N/D
							Construction Management-Intro. To Construction Methods	CCBC	Cert	N/D	N/D	N/D	N/D
							Construction Management-Legal Aspects of Construction	CCBC	Cert	N/D	N/D	N/D	N/D
Business Operations Specialist	ProfBus &Info	2	160	1030	7	Y	Business Management	BCCC	Degree	281	15	N/D	9%
							Business Management	CCBC	Degree	577	19	N/D	20%
							E-Business Management	CCBC	Degree	22	0	N/D	N/D
Construction Managers	Constr	2	219	130	7	Y	Construction-Craft Prof	CCBC	Degree	17	2	N/D	N/D
							Consruciton Management	CCBC	Degree	69	9	N/D	20%

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							Consruciton Management	BCCC	Degree	5	0	N/D	N/D
Computer Network Support Specialists	ProfBus &Info	2	88	690	6	Y	CISCO Certified Network Administrator	BCCC	NonCr	N/D	N/D	Y	N/D
							CISCO Certified Network Professional	BCCC	NonCr	N/D	N/D	Y	N/D
							Computer Information Systems: Network Specialist	BCCC	Cert	7	0	N/D	N/D
							Network Technology: General Networking	CCBC	Cert	0	0	Y	N/D
							Network Technology: Microsoft Certified Info. Tech. Prof	CCBC	Cert	5	3	Y	N/D
							Network Technology: Prep for CISCO	CCBC	Cert	9	2	Y	N/D
							Network Technology: Prep for Network +	CCBC	Cert	3	4	Y	N/D
							Network Technology: Red Hat Linux	CCBC	Cert	1	1	Y	N/D
Information Security Analysts	ProfBus &Info	2	323.5	420	6	Y	Information Systems Security	CCBC	Degree	48	0	N/D	N/D
							Security Analyst	BCCC	Degree	N/D	N/D	N/D	N/D

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Web Developers	ProfBus &Info	2	323.5	420	6	Y	Computer Information Systems	BCCC	Degree	167	17	N/D	N/D
							Information Technology	CCBC	Degree	257	30	N/D	43%
							Computer Graphics & Visual Communication	CCBC	Degree	281	17	N/D	70%
Computer Network Support Specialists	ProfBus &Info	2	88	690	6	Y	Network Technology	CCBC	Degree	107	26	Y	53%
Registered Nurses	Hlthcr&SocAsst	2	4495	2200	5	Y	Registered Nursing	BCCC	Degree	140	36	Y	172%
							Registered Nursing	CCBC	Degree	3058	186	Y	282%
Executive Secretaries	ProfBus &Info	2	1778	480	5	N	Office Administration	CCBC	Degree	70	0	N/D	11%
							Office Administration/ Technology: Admin Asst	BCCC	Degree	41	5	N/D	N/D
Occupational Therapy Assistants	Hlthcr&SocAsst	2	970.5	30	5	N	Occupational Therapy Asst.	CCBC	Degree	35	10	Y	254%
Physical Therapy Assistants	Hlthcr&SocAsst	2	680.5	80	5	N	Physical Therapist Asst	BCCC	Degree	39	9	Y	344%
D. LOWER DEMAND, TIER 2 AND 3 OPPORTUNITIES BY SALARY CATEGORY & SPECIAL CHARACTERISTICS													
Dental Hygienists	Hlthcr&SocAsst	2	106	130	7	Y	Dental Hygiene	BCCC	Degree	55	23	Y	602%
							Dental Hygiene	CCBC	Degree	250	15	Y	799%
Radiology Technicians	Hlthcr&SocAsst	2	112.5	200	6	Y	Radiography	CCBC	Degree	346	14	Y	342%
Electrical & Electronic Engineering Technicians	Constr	2	0	100	6	Y	Engineering Technician- Electrical Option	CCBC	Degree	61	0	N/D	N/D

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							Electronic Engineering Tec	BCCC	Degree	N/D	N/D	N/D	N/D
Respiratory Therapists	Hlthcr&SocAsst	2	68	100	5	Y	Respiratory Care	BCCC	Degree	22	10	Y	147%
							Respiratory Care Therapist	CCBC	Degree	126	15	Y	266%
First-line Supervisors/Managers of Transportation & Material Moving Machine & Vehicle Operators	TrdTransp &Util	2	22.5	110	5	N	Business Management	BCCC	Degree	281	15	N/D	9%
							Business Management	CCBC	Degree	577	19	N/D	20%
Surgical Technicians	Hlthcr&SocAsst	2	237	70	4	Y	Surgical Technologist	BCCC	Degree	14	5	Y	95%
First-line Supervisors, of Helpers, Laborers, and Material Movers, Hand	TrdTransp &Util	2	20	110	4	Y	Business Management	BCCC	Degree	281	15	N/D	N/D
							Business Management	CCBC	Degree	577	19	N/D	N/D
Life, Physical & Social Science Technicians, All Other (Precision Agriculture Technicians, Quality Control Analysts, Remote Sensing Technicians)	ProfBus &Info	2	15.5	110	4	Y	None		Degree				
Biological Technicians	ProfBus &Info	2	20	110	4	Y	Biotechnology Lab Certificate	BCCC	Degree	3	0	N/D	N/D
							Biotechnology Laboratory	CCBC	Degree	N/D	N/D	N/D	N/D

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							Tech						
							Biotechnology	BCCC	Degree	62	8	N/D	N/D
Graphic Designers	ProfBus &Info	2	157.5	220	4	N	CGVC Graphic Design	CCBC	Degree	7	2	N/D	37%
							Imaging Specialist	CCBC	Degree	2	0	N/D	N/D
							Computer Graphics & Visual Communication	CCBC	Degree	281	17	N/D	70%
Advertising Sales Agents	ProfBus &Info	2	139	70	4	N	Business Management	BCCC	Degree	281	15	N/D	9%
							Business Management	CCBC	Degree	577	19	N/D	20%
							E-Business Management	CCBC	Degree	22	0	N/D	N/D
Medical Coders	Hlthcr&SocAsst	2	255.5	120	3	Y	Health Information Technology	BCCC	Degree	25	5	Y	N/D
							Health Informatics & Info. Technology	CCBC	Degree	140	5	Y	N/D
Medical Lab Technicians	Hlthcr&SocAsst	2	94	110	3	Y	Medical Lab Tech	CCBC	Degree	5	11	Y	N/D
First-line Supervisor of Food Preparation and Service Workers³	Leis&Hosp	2	460	1658.5	3	N	Hospitality Management	CCBC	Degree	34	2	N/D	78%
Massage Therapists	Hlthcr&SocAsst	2	129.5	110	3	N	Massage Therapy	CCBC	Degree	77	29	Y	47%
Aircraft Mechanics & Service Technicians^{6, NE}	TrdTransp &Util	3	54	80	6	Y	None						
Cargo & Freight Agents	TrdTransp &Util	3	6	50	4	Y	None						

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Civil Engineering Technicians^{4,CP}	Constr	3	18.5	50	4	Y	Engineering Technician-Civil Option	CCBC	Degree	61	0	N/D	N/D
Glaziers^{3,CP}	Constr	3	3.5	90	3	Y	None						
Cement Masons^{3,GE}	Constr	3	5	80	3	Y	None						