SKILLS OBTAINED

- Business Writing
- Communication
- Technology
- Critical Thinking
- Interview Process
- Build a Portfolio
- Workplace Readiness
- Personal Financial Management
- Personal Growth & Development
- Work Site Experience

Cecil County
School of Technology

410-392-8879
912 Appleton Road
Elkton, MD 21921

Expect Success at CCST
Certifications, Citizenship, Skills & Technology
CERTIFICATIONS
Career Based Learning provides students with an opportunity to attain the following certifications:
- Career Preparedness
- Business Office Technology
- Professional Communications

Junior Year
During their junior year, students will receive classroom instruction at CCST. Students will work on basic computer skills, interview skills, communication-written and verbal, learn workplace safety, develop customer service skills, create a career portfolio, and be prepared to enter the workforce with the skills necessary to be successful as an employee.

Career Based Learning is designed to provide students with the academic, technical, and workplace skills necessary to seek further education and employment in a career field of their interest upon graduating high school. The program is focused on helping students become aware of personal characteristics, interests, aptitudes and skills.

Senior Year
During their senior year, students will have an internship/work placement to attend in which they must accumulate a minimum of 270 hours on the job. The hours will be logged in cooperation with the instructor and the employer. Students must have consistent and reliable transportation to enable them to participate in their internship/work placement.