Check out your options at our Information Sessions on Tuesday, September 5 listed on the back cover.
County College of Morris is excited to offer its 2017 Fall Continuing Professional Education schedule to you.

This fall schedule represents the first step in our journey to better align our professional education courses and programs with the needs of individuals in the employment market, as well as with the skills valued by Morris County businesses. We begin by bringing forward our highest quality, most successful programs, many of which are aligned with an industry-recognized credential.

For those wishing to advance their business careers, Project Management, Supply Chain Management, and Six Sigma training will add well-established and employer-valued skills to your resume. In addition to receiving acknowledgment of your participation in the training with a CCM certificate, both our Project Management and Six Sigma training programs position you to test for the associated industry-validated credential.

The Information Technologies field continues to offer a wealth of employment opportunities and there are well-established industry credentials that document the skills employers are seeking. A+ and Cisco Certified Network Associate training programs provide a path to entering the industry and align with the exams necessary to receive these credentials. Even degree holders benefit from earning these credentials. You will find these very modestly priced programs offer an impressive return on investment!

Healthcare is a significant employer nationally and in Morris County with job demand expected to grow across the industry. We offer both entry-level patient care training and, also, our extremely successful Medical Billing and Coding Program, which prepares you to sit for the Certified Professional Coders (CPC) exam through our partnership with the AAPC. Invest in your future in this established employment field.

In the coming months, with these well-developed and mature programs as a base, we will be expanding our reach in these key industry sectors while also moving into training for Advanced Manufacturing, an important Morris County employment market, and the fast-growing Hospitality Industry.

Whether you are looking to acquire the skills to find a job, improve your job opportunities, or just be more effective in your current position, I hope you will think of CCM and our Continuing Professional Education programs first!

Welcome to your future at the County College of Morris.

Patrick J. Enright
Associate Vice President for Workforce Development
and Dean for the School of Professional Studies and Applied Sciences
Visit our website at [www.ccm.edu/BusinessCommunity](http://www.ccm.edu/BusinessCommunity), email us at cpp@ccm.edu or call us at 973-328-5187

<table>
<thead>
<tr>
<th>Business Programs</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programs for the Unemployed</td>
<td>4</td>
</tr>
<tr>
<td>Human Resources</td>
<td>5</td>
</tr>
<tr>
<td>Certificate in Human Resources</td>
<td>5</td>
</tr>
<tr>
<td>Project Management</td>
<td>6</td>
</tr>
<tr>
<td>PMP/CAPM Certificate</td>
<td>6</td>
</tr>
<tr>
<td>Supply Chain Management</td>
<td>8</td>
</tr>
<tr>
<td>Certificate in Supply Chain Management</td>
<td>8</td>
</tr>
<tr>
<td>Lean &amp; Six Sigma Certification</td>
<td>9</td>
</tr>
<tr>
<td>Green Belt Certification</td>
<td>10</td>
</tr>
<tr>
<td>Sales and Marketing Skills</td>
<td>10</td>
</tr>
<tr>
<td>Skills for Business</td>
<td>10</td>
</tr>
<tr>
<td>Accounting Fundamentals</td>
<td>10</td>
</tr>
<tr>
<td>QuickBooks Essentials</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Information Technology &amp; Computer Training</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Service Technician</td>
<td>11</td>
</tr>
<tr>
<td>CompTIA A+</td>
<td>11</td>
</tr>
<tr>
<td>AutoCAD</td>
<td>11</td>
</tr>
<tr>
<td>Networking &amp; Communications</td>
<td>12</td>
</tr>
<tr>
<td>Cisco Certified Entry Networking Technician (CCENT)</td>
<td>12</td>
</tr>
<tr>
<td>CCNA Routing &amp; Switching Certification</td>
<td>12</td>
</tr>
<tr>
<td>Microsoft Office and PC Applications</td>
<td>12</td>
</tr>
<tr>
<td>Microsoft Office Specialist Certification</td>
<td>12</td>
</tr>
<tr>
<td>Word</td>
<td>12</td>
</tr>
<tr>
<td>Excel</td>
<td>12</td>
</tr>
<tr>
<td>Outlook</td>
<td>13</td>
</tr>
<tr>
<td>Web Development and Design</td>
<td>13</td>
</tr>
<tr>
<td>Certificate in Web Development and Design</td>
<td>13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Health Occupations</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addictions Counseling Programs</td>
<td>14</td>
</tr>
<tr>
<td>Certified Alcohol and Drug Counselor</td>
<td>14</td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>15</td>
</tr>
<tr>
<td>Certificate in Medical Billing and Coding</td>
<td>15</td>
</tr>
<tr>
<td>Health Care Professionals Clinical Training Programs</td>
<td>18</td>
</tr>
<tr>
<td>Basic Life Support</td>
<td>18</td>
</tr>
<tr>
<td>Certified Nurse’s Aide and Home Health Aid Programs</td>
<td>18</td>
</tr>
<tr>
<td>North Jersey Imaging Academy</td>
<td>19</td>
</tr>
<tr>
<td>Computer Tomography (CT) Certification</td>
<td>20</td>
</tr>
<tr>
<td>Magnetic Resonance Imaging (MRI) Certification</td>
<td>20</td>
</tr>
<tr>
<td>Mammography</td>
<td>20</td>
</tr>
<tr>
<td>Intravenous Therapy Certificate</td>
<td>21</td>
</tr>
<tr>
<td>Nurses’ Continuing Education</td>
<td>21</td>
</tr>
<tr>
<td>RN Refresher Program</td>
<td>21</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>English Language Learning Program</th>
<th>22</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL</td>
<td>22</td>
</tr>
<tr>
<td>ESL TOEFL/TOEIC</td>
<td>22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Development Training</th>
<th>23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher Education</td>
<td>23</td>
</tr>
<tr>
<td>Alternate Route to Teaching</td>
<td>23</td>
</tr>
<tr>
<td>New Pathways to Teaching in NJ</td>
<td>23</td>
</tr>
<tr>
<td>Graduate and Professional Exam Preparation Courses</td>
<td>24</td>
</tr>
<tr>
<td>Non-Profit Leadership Training</td>
<td>24</td>
</tr>
<tr>
<td>Grant Writing Certificate</td>
<td>24</td>
</tr>
<tr>
<td>Non-Profit Annual Fund Professional Certificate</td>
<td>25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Online Learning</th>
<th>26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Development</td>
<td>26</td>
</tr>
<tr>
<td><a href="http://www.ed2go.com/ccm">www.ed2go.com/ccm</a></td>
<td>26</td>
</tr>
<tr>
<td>Career Training Certification</td>
<td>27</td>
</tr>
<tr>
<td><a href="http://www.gatlineducation.com/ccm">www.gatlineducation.com/ccm</a></td>
<td>27</td>
</tr>
<tr>
<td>GED</td>
<td>27</td>
</tr>
</tbody>
</table>

| Longo Planetarium Public Programs | 28 |

<table>
<thead>
<tr>
<th>General Information</th>
<th>29</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information and Policies</td>
<td>29</td>
</tr>
<tr>
<td>Trustees and Administration</td>
<td>30</td>
</tr>
<tr>
<td>Temporary Parking Pass</td>
<td>30</td>
</tr>
<tr>
<td>Credit Programs</td>
<td>31</td>
</tr>
<tr>
<td>Index</td>
<td>32-33</td>
</tr>
<tr>
<td>Registration Form</td>
<td>34</td>
</tr>
<tr>
<td>Registration Instructions</td>
<td>35</td>
</tr>
</tbody>
</table>
CCM is committed to assisting those residents who are unemployed, underemployed, or dislocated from their employment. Through partnerships with various grants, the One-Stop Career Centers and other job seeker groups to support these populations, we offer a wide variety of programs with the goal of helping people obtain employment, maintain employment, or improve their employment.

**WORKFORCE GRANT FUNDED TRAINING**
CCM participates in several different grant programs to assist the unemployed with training. Each has its own requirements.

**NJ DOL (NJ DEPARTMENT OF LABOR ) WORKFORCE INNOVATION AND OPPORTUNITY ACT GRANTS (UNEMPLOYMENT):**
Available training programs that qualify for funding can be found at www.njtopps.com; search for County College of Morris. To learn more about this funding source, contact your local One-Stop Career Center.

**READY-TO-WORK GRANT:**
A consortium of NJ Community Colleges has received a grant from the US Department of Labor and NJ Department of Labor to provide tuition-free training to long-term unemployed NJ residents. Specifically, the grant works to connect the long-term unemployed in IT, Advanced Manufacturing, and the Pharmaceutical/Life Sciences industries with employers seeking to hire skilled employees. Visit www.rtwnj.org for more details.

Some sample programs that qualify for these funding sources include: Project Management, Supply Chain Management, Lean & Six Sigma, computer software development and applications use classes, healthcare career and certification courses. Refer to the specific grant for more details.

**JOB SEARCH READINESS TRAINING COURSE**
This two day course for participants in the Ready-To-Work Grant provides professional job search skills and information for skilled professionals to improve their chances of employment. Receive up-to-date information on best practices for resume writing, interview techniques and networking into your dream job. The program is offered monthly on two consecutive Fridays for seven hours each day.

To obtain full details and register for this course, please visit www.rtwnj.org and search for the CCM courses.

**NEIGHBORS-HELPING-NEIGHBORS JOB SEEKERS SUPPORT GROUP**
Neighbors-helping-Neighbors USA, Inc. is a cost-free, grassroots job search support and networking organization. Meetings are peer-led by volunteers who deliver the program in job search education, support, and networking opportunities. The group is targeted to adults who are actively looking for work. Membership is open to anyone in career transition, including unemployed or underemployed individuals and recent college graduates. Learn the skills of conducting a job search campaign in today's job market. Call 973-328-5188 or email CBT@ccm.edu for more information.

NO REGISTRATION NECESSARY. The public is welcome to attend any meeting.

Room: Henderson Hall, HH 215
Time: 6:30-8:30 p.m., Tues. Sept. 12-26, Oct. 17-31, Nov. 7-28, Dec. 5-19
Cost: None

Room: Henderson Hall, HH 212
Time: 6:30-8:30 p.m., Tues. Oct. 3-10
Cost: None
More and more employers are looking at their workforce as a significant resource to the success of their company. Additionally, federal and state regulations require an even more professional human resources department to handle the many mandates and requirements of legally maintaining employees. Together, these factors can be daunting to the untrained. Let CCM be your answer to a safe, effective, and compliant workforce.

The HR Certificate Program provides an easy way to take one course or all five courses at your own pace. When all five courses are completed, a full certificate may be awarded. For complete program details and curriculum information, please visit our online catalog at http://www.ccm.edu/catalog.

Who should take this program? Would greater knowledge about human resources further your career goals? Do you have questions about the Affordable Care Act, compensation, hiring and handling employees? Are you an entrepreneur, Manager, HR Professional, or have HR responsibilities? Do you want to learn the right way to apply HR programs and procedures? Need a “career jump”? Are you thinking about a job change? Think your schedule is too busy for college? Accredited college programs and procedures? Need a “career jump”? Are you thinking about a job change? Think your schedule is too busy for college?

Pre-registration is not required.

The Certificate in Human Resources Professional – Generalist program will provide you with the knowledge you need for your career growth. Students especially enjoy guest speakers from: Bureau of Labor Statistics (BLS), an employment law attorney, and a renowned local author on landing a job. Two field trips to local SHRM chapters will replace classes. Program content has been enhanced and updated based on the SHRM’s State of Human Resource Education Study in cooperation with the American Institutes for Research and the structure based on SHRM Human Resource Curriculum: An Integrated Approach to HR Education. A textbook and field trip to two SHRM Chapter meetings will be required.

Conveniently scheduled classes meet one evening per week. Class size is limited, so register today!

required textbook information, go to https://bookstore.ccm.edu/college and click on “Textbooks”. Students must obtain the textbook on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets.

Certification: You do not need to enroll in the full certificate program to benefit from these courses. Upon completion of all five courses, the Certificate of Completion in Human Resources may be awarded. See “Certificates” on General Information page.

INSTRUCTORS:
Judy Treibman, MBA, SHRM-CP, SPHR
Kenneth Sterzer, MPS, SHRM-CP, PHR
Rebecca Adams, SPHR, Certified Coach

INFORMATION SESSION CAREERS IN HUMAN RESOURCES
Where to find employers • Salaries • Needed training • How to get started
Tues, Sept. 5, 6:30-8 p.m.
Student Community Center, Davidson Rooms
Park in Lot 4, 5, 6 or 7 – Use temporary parking pass found on page 30.
Pre-registration is not required.

“Having worked for many years in small family run businesses, I needed to gain knowledge of the regulatory/employment challenges and responsibilities faced by corporations in today’s highly regulated US business environment . . . I highly recommend that anyone planning a career in any field or area of business take these courses.”
– Robert Koetzner

COURSE DESCRIPTIONS AND SCHEDULE

HR MANAGEMENT AND STAFFING
People are the most valuable asset to any organization. Learn how to identify and implement recruiting and retention programs to impact productivity and profitability. Students will use measurement tools to assess HR effectiveness. The class will attend a Society of Human Resources chapter meeting (Sussex-Warren) as a field trip. Topics will include:

• Trends in HR Management and the contemporary role of HR in the large and small organization
• Develop recruiting and retention strategies and practices
• Manage a diverse workforce and a global workforce
• Evaluate HR performance/effectiveness with metrics

CHR 121
88381, 5 Sessions: 15 hours
Henderson Hall, HH 204
Time: 6:30-9:30 p.m., Tues, Sept. 19-Oct. 17
Cost: $249

Human Resources continued on next page.
BUSINESS PROGRAMS

Questions? Email cpp@ccm.edu or call 973-328-5187

“In have great news about one of my students. R.C. (student) was able to land an HR job. She had been an Admin Assist prior to taking my class at SHRM.”

~ Judy Treibman, Instructor

EMPLOYMENT LAW
Professionals provide training to managers and employees on compliance issues and develop and implement policies, practices, and procedures. Students will learn about relevant legislation such as: Employment at will/wrongful discharge, NJ state and local legislation, OSHA, FLSA, ERISA, FMLA, NLRA, WARN, COBRA, HIPAA, and EEO.

CHR 122
88382. 6 Sessions: 18 hours
Henderson Hall, HH 204
Time: 6:30-9:30 p.m., Tues. Oct. 24-Nov. 28
Cost: $249

PROJECT MANAGEMENT
According to the (PMI) Project Management Institute, the world leader in Project Management Certifications, organizations with standardized practices attain better results, as shown in the PMI 2015 Pulse of the Profession® report. Because the PMP (Project Management Professional) and CAPM® (Certified Associate in Project Management) recognize your knowledge of the profession’s preeminent global standard, you’ll stand out to employers and be poised to move ahead.

INFORMATION SESSION
CAREERS IN PROJECT MANAGEMENT
Where to find employers • Salaries • Needed training • How to get started
Tuesday, Sept. 5, 6:30-8 p.m.
Student Community Center, Davidson Rooms
Park in Lot 4, 5, 6 or 7 – Use temporary parking pass found on page 30
Pre-registration is not required.

TRAINING & STAFF DEVELOPMENT
Continuous learning is essential to a productive and efficient workforce. HR delivers corporate training to employees based on business objectives. Major topics:
- Define core competencies
- Conduct a needs assessment
- Design and deliver training programs
- Link career development and performance management to training

CHR 119
88383. 3 Sessions: 9 hours
Henderson Hall, HH 204
Time: 6:30-9:30 p.m., Tues, Dec. 5-19
Cost: $199

TOTAL REWARDS: COMPENSATION & BENEFITS
Compensation and benefits are primary factors in recruiting and retaining top talent and the key to a company’s competitiveness. HR develops packages for executives and compensation and benefits levels for employees that are internally and externally equitable and that fit the company’s needs. Major topics:
- Salary grading and banding using a market-based strategy
- Management of company paid benefits: medical, dental and other benefits
- ERISA and other regulatory issues pertaining to benefits
- Other rewards: paid time off, flexible schedules

CHR 117
(Offered Spring of 2018)

STRATEGIC HR MANAGEMENT & CAPSTONE PROJECT
In order to be an active partner in the strategic management of a company, HR must understand the business climate and the competition. HR translates corporate goals (both short and long-term) to the department and individual level. HR reduces or mitigates risk to the company. Students will work in groups on a project of choice and will identify and report on solutions drawn from multiple areas of HR. Major topics:
- SWOT (strengths, weaknesses, opportunities, and threats) Analysis
- Health, safety, and security risks
- Workforce changes including mergers/acquisitions, reductions in workforce

CHR 123
(Offered Spring of 2018)

HUMAN RESOURCES • PROJECT MANAGEMENT

For complete program details and curriculum information, please visit our online catalog at http://www.ccm.edu/catalog. This curriculum delivers documented and practical skills to help the student initiate, plan, execute, monitor, control and close projects. Class materials are based on best practices by the Project Management Institute (PMI), blended with practical real world experiences. Case studies are used to present project management scenarios for analysis and study in each course. Practice exams are given in each course to enable the student to calibrate their understanding of project management concepts and the Project Management Body of Knowledge (PMBOK).

These classes meet the educational requirement for taking the Project Management Professional (PMP) and Certified Associate in Project Management (CAPM) certification exams offered by the Project Management Institute (PMI). The courses also provide a robust foundation for the student’s preparation in becoming eligible to take the PMI certification exams for Project Management Professional (PMP) and Certified Associate in Project Management (CAPM). These courses satisfy one of several requirements needed to be eligible for certification.

The certificate program in Project Management consists of six courses, comprising 81 hours of training. The courses are generally presented in the evening from 6:30-9:30PM, one day a week over two semesters.

REQUIRED TEXT: For required textbook information, go to https://bookstore.ccm.edu/college and click on “Textbooks”. Students must obtain the textbook on their own and have it for the first day of class.

Questions? Email cpp@ccm.edu or call 973-328-5187

Job Fact

Through 2020, 1.57 million new project management jobs will be created each year around the world, according to our Project Management Talent Gap report.
Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets.

Certification: You do not need to enroll in the full certificate program to benefit from these courses. Upon completion of all of all six courses, a Certificate of Completion in Project Management may be awarded. See “Certificates” on General Information page.

INSTRUCTOR: Ciro Petti, MCT

COURSE DESCRIPTIONS AND SCHEDULE

PLANNING FOR PROJECT SUCCESS
Initiation of a project is a critical step that requires assessment of requirements, objectives, and purpose. An important step is planning the project. Planning is critical in order to deliver a successful project on time and within budget. This class identifies tools and techniques to establish clear project definition, introduce the key components of a project plan, and offer tested practices to ensure effective communications on the project. PMC 109

88411. 6 Sessions: 18 hours
Cohen Hall, CH 269
Cost: $399

PLANNING QUALITY IN THE PROJECT
Prerequisite: Planning for Project Success. This class teaches the principles and techniques needed to plan for quality, provide assurance that quality standards are being met, and monitor both project and deliverables of the project results. Careful planning of quality in projects results in less re-work, greater stakeholder satisfaction, higher productivity, and lower costs. It also ensures that the project deliverable will be accepted by the customer. PMC 114

88412. 4 Sessions: 12 hours
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Tues. Oct. 31-Nov. 21
Cost: $249

IDENTIFYING AND MANAGING PROJECT RISK
Prerequisite: Planning for Project Success. Assessing project risks is sometimes considered an unnecessary, pessimistic, and time consuming effort which reduces morale in the project. There is nothing farther from the truth. Identifying and managing positive and negative risk is essential to forestall, mitigate, or eliminate negative occurrences to the project. They must be discovered, identified, analyzed both qualitatively and quantitatively, monitored, managed, and planned for in order to avoid failure. Project managers receive a proven approach to managing project risk. Creating risk response plans that exhibit a high combination of potential impact and likelihood is paramount to completing a project successfully. Engaging the project team and other resources must also be brought to bear in managing risk. PMC 101

88413. 4 Sessions: 12 hours
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Tues. Nov. 28-Dec. 19
Cost: $249

MANAGING PROJECT PERFORMANCE
Prerequisite: Planning for Project Success. Once the results of the project planning activities are in place, the project manager cannot relax. Now the role shifts to one of directing execution, monitoring and evaluating results and controlling outcomes. This portion of the project is where most of the budget is spent and the deliverables are produced. The project manager must know how to monitor the progress and the pulse of the project, when to apply corrections and how to keep the stakeholders informed of progress. Changes are ever present in projects. The project manager must know how to use the integrated change control process to choose the most advantageous of changes. PMC 113

(Offered in Spring 2018)

MANAGING PROJECT RISK
Prerequisite: Planning for Project Success. Assessing project risks is sometimes considered an unnecessary, pessimistic, and time consuming effort which reduces morale in the project. There is nothing farther from the truth. Identifying and managing positive and negative risk is essential to forestall, mitigate, or eliminate negative occurrences to the project. They must be discovered, identified, analyzed both qualitatively and quantitatively, monitored, managed, and planned for in order to avoid failure. Project managers receive a proven approach to managing project risk. Creating risk response plans that exhibit a high combination of potential impact and likelihood is paramount to completing a project successfully. Engaging the project team and other resources must also be brought to bear in managing risk. PMC 101

88413. 4 Sessions: 12 hours
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Tues. Nov. 28-Dec. 19
Cost: $249

NEGOTIATION AND CONTRACT MANAGEMENT
Prerequisite: Planning for Project Success. For many people, negotiation is a topic that has a negative connotation. However, negotiation is a skill with which all project managers must be familiar. This class introduces key negotiating skills and develops strategies for dealing with a variety of negotiating situations. A common project activity where negotiation is appropriate is when contracting with external vendors. Utilizing external partners in your projects can supply needed expertise, benefiting the Project and the organization. This class demonstrates a disciplined approach to all project activities required to secure qualified vendors and administer their performance. It also includes the fundamentals of procurement and contract management for the project manager. We discuss the legal and commercial requirements surrounding contracts and how they contribute to the project. PMC 112

(Offered in Spring 2018)

“I just passed the PMP Certification exam. Your classes, guidance and tips on how to prepare for the exam were invaluable in my exam preparation and I would like to thank you for helping me clear the certification exam. Thank you again for helping me achieve success in clearing the PMP certification exam.”

~ Kanchana Bindu Kuruganti
# SUPPLY CHAIN MANAGEMENT

America’s economy runs on logistics management. Just consider all the goods passing through America’s 2 busiest seaports – Port Newark and Port Elizabeth – and you can appreciate that. Plus, more and more companies are converting to a “just-in-time” delivery system for both raw materials and final products. Then there is the whole concept of eco-friendly production and managing products for their complete lifecycle from raw material to waste disposal or recycling. Within all this the supply chain manager is a key function to production control, corporate responsibility and profitability. Consider CCM’s Supply Chain Management Certification to help grow your career and your business.

## INFORMATION SESSION
### CAREERS IN SUPPLY CHAIN MANAGEMENT

Where to find employers • Salaries • Needed training • How to get started

**Tues, Sept. 5, 6:30-8 p.m.**
Student Community Center, Davidson Rooms
Park in Lot 4, 5, 6 or 7 – Use temporary parking pass found on page 30
Pre-registration is not required.

## CERTIFICATE IN SUPPLY CHAIN MANAGEMENT

For complete program details and curriculum information, please visit our online catalog at [http://www.ccm.edu/catalog](http://www.ccm.edu/catalog).

The purpose of the certificate program in Supply Chain Management is to prepare the student with the latest concepts and technology practiced in successful supply chains today. The program immerses the supply chain practitioner in the combination of art and science that is the foundation of improving the way your company operates from strategically obtaining the raw materials and components required to create a product or service to delivering it to its customers. You will analyze both the successes of supply chain best practices and the pitfalls of supply chain breakdown.

Learn how to synchronize supply with demand, conceptualize and build infrastructure to service the corporation’s needs, and measure supply chain performance. Learn of the global impact on supply chain technology which is requiring organizations to rethink their international strategies. Add these skills to your work experience and move closer to total understanding of the fast-growing supply chain field.

The certificate consists of seven courses, comprising 84 hours of study. The courses are generally presented in the evening from 6:30-9:30PM, one day a week over two semesters on campus.

### REQUIRED TEXT
For required textbook information, go to [https://bookstore.ccm.edu/college](https://bookstore.ccm.edu/college) and click on “Textbooks”. Students must obtain the textbook on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets.

### COURSE DESCRIPTIONS AND SCHEDULE

#### THE STRATEGIC POWER IN SUPPLY CHAIN MANAGEMENT

Learn why your company should be a part of a network and alignment of firms committed to bringing products and services to market. The supply chain provides the core of a successful, systemic, strategic coordination of common business functions. Also learn the origins of the supply chain and how savvy firms have harnessed and refined it to become powers in their industries. Before you can create and improve your supply chain, you must understand the five underlying principles and drivers of the supply chain and examine the characteristics of the successful ones. This course is a prerequisite for the program. SCM 100

<table>
<thead>
<tr>
<th>88421</th>
<th>4 Sessions: 12 hours</th>
<th>Cohen Hall, CH 269</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>6:30-9:30 p.m., Wed, Sept. 20-Oct. 11</td>
<td>Cost: $225</td>
</tr>
</tbody>
</table>

#### SOURCING, SUPPLIERS AND SUPPLY CHAIN STRATEGY

Prerequisite: The Strategic Power in Supply Chain Management. Begin to appreciate the necessary operations of a firm that serve as the source and foundation of a supply chain. Obtain an executive understanding of the necessary sourcing operations for planning a supply chain. Prepare for assessing these operations in your own company. Become familiar with the four supply chain operations of any firm producing a product or a service. Examine the five most common supply chain challenges and how to resolve them. Learn the sixth, unknown operation most successful firms employ. Review the many concepts in successful forecasting, pricing, inventory management and procurement. SCM 101

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<thead>
<tr>
<th>88422</th>
<th>4 Sessions: 12 hours</th>
<th>Cohen Hall, CH 269</th>
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</thead>
<tbody>
<tr>
<td>Time</td>
<td>6:30-9:30 p.m., Wed, Oct. 25-Nov. 15</td>
<td>Cost: $225</td>
</tr>
</tbody>
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#### ANSWERING DEMAND IN SUPPLY CHAIN STRATEGY

Prerequisite: The Strategic Power in Supply Chain Management. Answering demand requires operations to develop and build the products and services the customer requires. You will examine all activities from forecasting and receipt of orders to delivery of product or service. You will understand an operation sometimes overlooked – return processing. All of the operations in this segment of the chain are critical links in supply technology. Nowhere is the effect on cost and profit greater. In many situations these pressures require consideration of outsourcing. This class provides a comprehensive review of some of the most critical aspects of the supply chain and you will raise your awareness of the tools and techniques to be used for optimizing the firm’s response to the demand of your products and services. SCM 102

<table>
<thead>
<tr>
<th>88423</th>
<th>4 Sessions: 12 hours</th>
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<tr>
<td>Time</td>
<td>6:30-9:30 p.m., Wed, Nov. 29-Dec. 20</td>
<td>Cost: $225</td>
</tr>
</tbody>
</table>
LEAN PRODUCTION AND SIX SIGMA TACTICS IN SUPPLY CHAIN
Prerequisite: The Strategic Power in Supply Chain Management. You will examine the major elements of Lean Production and Six Sigma quality goals and how they came about. Learn why Lean and Six Sigma are integral components of the supply chain. We’ll examine the Toyota Production System and its relation to Lean. You will review the linkage between lean production and environmental protection. Become familiar with the tools of Lean Organizational Performance, Six Sigma and the elements of statistical process control. This class is one of the vital steps in raising your awareness and understanding of state of the art supply chain technology. SCM 103 (Offered Spring of 2018)

USING INFORMATION TECHNOLOGY STRATEGICALLY
Prerequisite: The Strategic Power in Supply Chain Management. One of the essential components in supply chain management is information. It is a key element in facilitating the supply chain. This course reviews the sources of that information, the tools used for gathering information, protecting it, and evaluating it. To understand the supply chain, one needs to understand what information is available and how to use it to further the strategic goals of the supply chain. The rapid pace of technology advances places a priority on understanding and using available technologies. It is imperative to learn to use high speed networks and databases for sharing data and to also utilize the information to manage, correct and improve operations. SCM 104 (Offered Spring of 2018)

MEASURING SUPPLY CHAIN PERFORMANCE
Prerequisite: The Strategic Power in Supply Chain Management. Supply chain performance is the current measure of success. This course focuses on the chain’s ability to meet customer needs. All organizational units contribute to or impede the smooth function of the supply chain. The challenge is to find the metrics with which to measure the successes of the supply chain. Performance measures should reflect how well you are servicing your customers and will reveal how well your business functions. Learn about performance measures for global supply chains and understand the importance of aligning metrics with your business’ strategy. Learn about strategic measures compared to industry and market norms, tactical measures compared to competitive operations, and operational level measures of day to day, schedule and quality performance. SCM 105 (Offered Spring of 2018)

CREATING SUPPLY CHAINS FOR COMPETITIVE ADVANTAGE
Prerequisite: The Strategic Power in Supply Chain Management. Organizations that excel at what they do realize the potential of their supply chain’s critical elements. They are notable in their intense focus, aggressive, systematic execution of strategic global sourcing, and logistics. They attack waste and attempt to eliminate all unnecessary costs. There is a sustained drive to integrate critical supply chain capabilities with core business competencies to create customer value and promote profit. This course examines the science of logistics, customer relation management (CRM), global location, and service response logistics with respect to raising supply chain management efforts to the level of competitive advantage. Learn how the efficiency and effectiveness of these processes are becoming industry-competitive differentiators. SCM 106 (Offered Spring of 2018)

LEAN & SIX SIGMA CERTIFICATION
Process improvement professionals are currently in high demand. Companies would prefer to bring already trained individuals on board to minimize their own training costs. New companies are realizing the benefits of a structured continuous improvement program and new industries are realizing that it’s not just for manufacturing. Salaries for certified Lean Six Sigma Green Belts are $80K-$90K. With this in mind, CCM is offering Lean & Six Sigma certifications in a way that smaller companies can afford to bring on at least one key knowledgeable individual to shepherd the company through the growth and increased profits larger companies experience with Lean and Six Sigma improvements. This course is affordable, offered in the evening, two nights per week, in order to allow individuals to continue working and immediately put into practice the skills being learned in class.

For complete program details and curriculum information, please visit our online catalog at http://www.ccm.edu/catalog/.

LEAN & SIX SIGMA INFORMATION SESSION AND YELLOW BELT CERTIFICATION
CAREERS IN LEAN & SIX SIGMA - YELLOW BELT CERTIFICATION
Where to find employers • Salaries • Needed training • How to get started
Tues, Sept. 5, 6:30-8 p.m.
Student Community Center, Davidson Rooms
Park in Lot 4, 5, 6 or 7 – Use temporary parking pass found with registration information
Walk-ins are welcome.

Attendance is required to receive the Yellow Belt Certificate.

The Yellow Belt Certification session discusses the values of Lean & Six Sigma, shows the business case for instituting continuous process improvement processes into an existing business as a means of reducing costs, improving supply chain management and increasing profits. Attendance is required to receive the Yellow Belt Certificate and registration recommended. BCC 134
88391. 1 Session: 2 hours
Student Community Center, Davidson Rooms
Time: 6:30-8:30 p.m., Tues, Sept. 5
Cost: $0

REQUIRED TEXT: For required textbook information, go to https://bookstore.ccm.edu/colllege and click on “Textbooks”. Students must obtain the textbook on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets.

Certification: Upon completion of all courses, the Lean & Six Sigma Certificate may be awarded. See “Certificates” on General Information page.

INSTRUCTOR: Before becoming an adjunct professor and on-site instructor; Susan Serradilla-Smarth, PMP, CSSBB, SCM, held various IT positions for global service delivery of LAN, WAN, ITP services and GxP compliance. She continues teaching Six Sigma, Lean, Agile, and PMP Certification preparation courses and embraced data analytics in the veterinary science space.

Green Belt continued on next page.
BUSINESS PROGRAMS

GREEN BELT CERTIFICATION

Prerequisite: Recommended Yellow Belt Certification. Upon completion of this three course program you should be able to organize complex issues into a structured, prioritized format; define projects against a project metric; gather data relative to the project metric; analyze the data and identify the improvement tasks necessary to improve the project metric to a target value. Twenty-two individual lessons on the various Lean and Six Sigma process will be covered over the course of twenty-five three hour sessions. This pace allows students to integrate the processes into their work environment and thought process. The certificate has been split into three courses. All three parts must be completed to obtain the certification.

INSTRUCTOR: Susan Serradilla-Smarth, PMP, CSSBB, SCM

BCC 135
88392. Part 1 - 8 Sessions: 24 hours
Location: Henderson Hall, HH 113
Time: 6:30-9:30 p.m., Tues and Thurs, Sept. 19-Oct. 12
Cost: $399

BCC 136
88393. Part 2 - 8 Sessions: 24 hours
Location: Henderson Hall, HH 113
Time: 6:30-9:30 p.m., Tues and Thurs, Oct. 17-Nov. 9
Cost: $399

BCC 137
88394. Part 3 - 9 Sessions: 27 hours
Location: T/Th, 11/14 - 11/30
Henderson Hall, HH 113
T, 12/5 - 12/12
Cohen Hall, CH 156
TH, 12/7 - 12/14
Emeriti Hall, EH 203
Time: 6:30-9:30 p.m., Tues and Thurs, Nov.14 –Dec. 14 (no class Nov. 23)
Cost: $399

SALES & MARKETING SKILLS

Online Learning
www.ed2go.com/ccm

PROFESSIONAL SALES SKILLS
Discover how to begin a successful and rewarding career in sales.

EFFECTIVE SELLING
Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.

SKILLS FOR BUSINESS

ACCOUNTING FUNDAMENTALS
Discover the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You’ll get hands-on experience handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. Whether you’re a sole proprietor and want to manage your business finances or you simply want an understanding of accounting basics for career advancement or personal use, you’ll gain a solid foundation in financial matters. BDT 105

INSTRUCTOR: Magdy Sharoupim

BCC 105
88880. 4 Sessions: 12 hours
Henderson Hall, HH 204
Time: 6:30-9:30 p.m., Thurs, Sept. 21-Oct. 12
Cost: $205

QUICKBOOKS ESSENTIALS
This course is for both experienced QuickBooks users and those who are brand new to QuickBooks. You will learn effective bookkeeping skills, including how to create purchase orders, track sales and expenses, produce and manage invoices, and monitor financial records. This course is taught using QuickBooks Online. BDT 100

INSTRUCTOR: Magdy Sharoupim

88881. 6 Sessions: 18 hours
Henderson Hall, HH 114
Time: 9 a.m.-1 p.m., Sat, Oct. 21-Dec. 2 (no class Nov. 25)
Cost: $285

Job Fact
Twenty-nine percent of tomorrow’s high-growth/high-wage positions require Office or Office-related skills. (IDC/Microsoft, Skills Requirements for Tomorrow’s Best Jobs: Helping Educators Provide Students with Skills and Tools They Need, October 2013)

MICROSOFT OFFICE COURSES
See page 12

Questions? Email cpp@ccm.edu or call 973-328-5187
INSTRUCTOR: Anthony Gaffney

**CERTIFICATE COMPTIA® A+ COMPUTER SERVICE TECHNICIAN**

As an IT professional, the value of certification is without question. The CompTIA® A+ certifications are generally the benchmark of most entry-level positions in Information Technology. This certificate program will provide the foundations needed to pass the certification exams and put you on a path to a rewarding career as an IT professional. The CompTIA® A+ certification is the starting point for a career in IT. This program covers core hardware and operating systems technologies. Upon completion of this program, you will be able to demonstrate basic knowledge of configuring, installing, diagnosing, repairing, upgrading, and maintaining computers and associated technologies. The courses required for the A+ certification exam include:

- CompTIA A+ Essentials: Hardware
- CompTIA A+ Essentials: Software

Students register and pay for exams on their own.

**REQUIRED TEXT:** For required textbook information, go to https://bookstore.ccm.edu/campus and click on “Textbooks.” Students must obtain the textbook on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets.

**INSTRUCTOR:** Igor Nachevnik

**COMPTIA® A+ ESSENTIALS:**

**HARDWARE**

Prerequisite: Working knowledge of personal computers. This course will give you the foundations needed for the hardware portion of the CompTIA® A+ certification. Topics include installing, building, repairing, configuring, troubleshooting, and preventive maintenance of hardware. Through lectures and labs, you will learn how to select parts and build your own computer, configure, troubleshoot, and maintain systems hardware. A list of required tools will be distributed at the first class meeting. CPC 601

88841 5 Sessions: 30 hours
Sheffield Hall, SH 151
Time: 8:30 a.m.–3 p.m., Sat, Sept 23–Oct. 21
Cost: $499

**SOFTWARE**

Prerequisite: Working knowledge of personal computers. This course will give you the foundations needed for the software portion of the CompTIA® A+ certification. Topics include installing, building, repairing, configuring, troubleshooting, and preventive maintenance of hardware. Through lectures and labs, you will learn how to install and set up operating systems, configure, troubleshoot, maintain and manage hardware using operating systems. CPC 602

88840 5 Sessions: 30 hours
Sheffield Hall, SH 151
Time: 8:30 a.m.–3 p.m., Sat, Sept 23–Oct. 21
Cost: $499

**COMPTIA® A+ ESSENTIALS: SOFTWARE**

As an IT professional, the value of certification is without question. The CompTIA® A+ certifications are generally the benchmark of most entry-level positions in Information Technology. This certificate program will provide the foundations needed to pass the certification exams and put you on a path to a rewarding career as an IT professional. The CompTIA® A+ certification is the starting point for a career in IT. This program covers core hardware and operating systems technologies. Upon completion of both courses, the CompTIA A+ Computer Service Technician certificate may be awarded. See “Certificates” on General Information page.

**REQUIRED TEXT:** For required textbook information, go to https://bookstore.ccm.edu/campus and click on “Textbooks.” Students must obtain the textbook on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets.

**INSTRUCTOR:** Igor Nachevnik

**COMPTIA® A+ ESSENTIALS: HARDWARE**

Prerequisite: Working knowledge of personal computers. This course will give you the foundations needed for the hardware portion of the CompTIA® A+ certification. Topics include installing, building, repairing, configuring, troubleshooting, and preventive maintenance of hardware. Through lectures and labs, you will learn how to select parts and build your own computer, configure, troubleshoot, and maintain systems hardware. A list of required tools will be distributed at the first class meeting. CPC 601

88841 5 Sessions: 30 hours
Sheffield Hall, SH 151
Time: 8:30 a.m.–3 p.m., Sat, Nov. 4—Dec. 9
(no class Nov. 25)
Cost: $499

**COMPTIA® A+ ESSENTIALS: SOFTWARE**

Prerequisite: Working knowledge of personal computers. This course will give you the foundations needed for the software portion of the CompTIA® A+ certification exam. Topics include installing, building, repairing, configuring, and troubleshooting. Through lectures and labs, you will learn how to install and set up operating systems, configure, troubleshoot, maintain and manage hardware using operating systems. CPC 602

88840 5 Sessions: 30 hours
Sheffield Hall, SH 151
Time: 8:30 a.m.–3 p.m., Sat, Nov. 4—Dec. 9
(no class Nov. 25)
Cost: $499

**IT AND COMPUTER TRAINING**

**AUTOCADE**

**AUTOCADE LEVEL 1:**

**BASIC 2-D DRAWING**

This hands-on course is an introduction into computer-aided drafting (CAD). You will learn the basic operation and application of the AutoCAD software for creating and editing 2-D drawings. A wide variety of commands and applications will be covered. Hands-on experience in a supervised CAD lab. CAD 110

88861. 7 Sessions: 21 hours
Sheffield Hall, SH 169
Time: 9 a.m.–12 p.m. Sat, Sept. 23–Nov. 4
Cost: $349

**AUTOCADE LEVEL 2:**

**BEYOND BASIC**

This hands-on course continues where Basic 2-D Drawing left off and is designed to give you advanced knowledge of AutoCAD. You’ll be introduced to more complex AutoCAD commands and techniques. Emphasis will be placed on creating complex drawings, external references, advanced blocks, polylines and regions, advanced customization, design center, layouts and paper space, coordinate system, Object Linking and Embedding (OLE), raster images, web plotting (DWF) and an introduction to 3D. Hands-on experience in a supervised CAD lab. CAD 120

88862. 7 Sessions: 21 hours
Sheffield Hall, SH 169
Time: 9 a.m.–12 p.m. Sat, Nov. 11–Jan. 13
(no class Nov. 25, Dec. 23, Dec. 30)
Cost: $349

**WEB REGISTRATION:**

Web Registration at http://webadvisor.ccm.edu for instant enrollment
NETWORKING AND COMMUNICATIONS

CERTIFICATE CISCO CERTIFIED ENTRY NETWORKING TECHNICIAN (CCENT)

Cisco Certified Entry Networking Technician (CCENT) validates the ability to install, operate and troubleshoot a small enterprise branch network, including basic network security. With a CCENT, a network professional demonstrates the skills required for entry-level network support positions - the starting point for many successful careers in networking. CCENT is the first step toward achieving CCNA, which covers medium-size enterprise branch networks with more complex connections.

- ICND Part 1

Students register and pay for exams on their own.

REQUIRED TEXT: For required textbook information, go to https://bookstore.ccm.edu/college and click on “Textbooks”. Students must obtain the textbook on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets.

ICND1 – 100-101 INTERCONNECTING CISCO NETWORKING DEVICES – PART 1

The course covers networking fundamentals, WAN technologies, basic security and wireless concepts, routing and switching fundamentals, and configuring simple networks. Topics include Operation of IP Data Networks; LAN Switching Technologies; IP Addressing (IPv4 & IPv6); IP Routing Technologies; IP Services (DHCP, NAT, ACLs); Network Device Security; Basic Troubleshooting. CNA 101

INSTRUCTOR: Susan Wise
88851. 7 Sessions: 21 hours
Landscape/ Horticulture Bldg., LHT 102
Time: 6-9 p.m., Wed, Sept. 20-Nov. 1
Cost: $499

ICND2 – 200-101 INTERCONNECTING CISCO NETWORKING DEVICES – PART 2

This course covers the Spanning Tree Protocol, OSPF (Open Shortest Path First) and EIGRP (Enhanced Interior Gateway Routing Protocol) IP for IPv4 and IPv6, troubleshooting IPv4 and IPv6 routing. Virtual Private Networks, and implementing Point-to-Point and Frame Relay WANs. CNA 102

INSTRUCTOR: Susan Wise
88852. 7 Sessions: 21 hours
Landscape/ Horticulture Bldg., LHT 102
Time: 6-9 p.m., Wed, Nov. 15-Jan. 10 (no class Nov. 22, Dec. 27)
Cost: $499

Job Fact

The average salary for a female CCNA ranges from $55,166-$90,642, while the average male salary falls between $53,514-$89,797. (2016 Average CCNA Salary 2016 - InfoSec Resources - InfoSec Institute)

MICROSOFT OFFICE AND COMPUTER APPLICATIONS

MICROSOFT OFFICE SPECIALIST CERTIFICATE

Certification validates the skills and knowledge you develop. Earning Microsoft Office Specialist Certification allows you to validate your skills in Office products and support your career readiness goals. Achieving a Microsoft Certification enables students to confidently enter the workforce with proven technical skills and an industry-recognized certification, both of which can significantly increase chances of finding employment. Most jobs today require some degree of technology skills, and this only increases over time. To earn a Microsoft Office Specialist Certification for Office 2016, pass one of the following specialist exams:

- 725: Word
- 727: Excel
- 731: Outlook

WORD ESSENTIALS
Prerequisite: Basic Windows skills. This course is designed for both new users and those who want to “fill in the gaps” in their knowledge of Word. You’ll become familiar with the most commonly used features of the program including how to enter, edit and format text, margins, tabs, indentations, headers and footers, clip art, and bulleted and numbered lists. MOS 101
88890. 6 Sessions: 18 hours
Schedule to be determined – go to www.ccm.edu/businesscommunity for more information
Cost: $275

EXCEL ESSENTIALS
Prerequisite: Basic Windows skills. This course is designed for both new users and those who want to become more efficient users of Excel. You’ll learn how to add, rename and organize spreadsheets; add and format data; copy and paste data; insert/delete rows and columns; sort data; and create a simple chart. MOS 102
88891. 6 Sessions: 18 hours
Cohen Hall, CH-156
Time: 9AM-12PM, Sat., Sept. 30 – Nov. 11
(no class Oct. 21)
Cost: $275

Questions? Email cpp@ccm.edu or call 973-328-5187
EXCEL EXPERT LEVEL
Prerequisite: Excel Essentials
This course is designed for advanced users of Excel. You’ll learn how to manage and share workbooks; apply custom formats and layouts; create advanced formulas, charts, and tables. MOS 306
88892. 6 Sessions: 18 hours
Schedule to be determined – go to www.ccm.edu/businesscommunity for more information
Cost: $275

OUTLOOK ESSENTIALS
You’ll learn how to send/receive, reply to, forward e-mail messages, attach files, and how to organize items with filters and categories. You’ll also learn to use the calendar feature, manage contacts, create and send appointments, schedule meetings, utilize voting buttons, change message appearance and archive email. MOS 104
88893. 6 Sessions: 18 hours
Schedule to be determined – go to www.ccm.edu/businesscommunity for more information
Cost: $275

WEB DEVELOPMENT AND DESIGN

INFORMATION SESSION
CAREERS IN WEB DEVELOPMENT AND DESIGN
Where to find employers • Salaries • Needed training • How to get started
Tues, Sept. 5, 6:30-8 p.m.
Student Community Center, Davidson Rooms
Park in Lot 4, 5, 6 or 7 – Use temporary parking pass found on page 30
Pre-registration is not required.

CERTIFICATE IN WEB DEVELOPMENT & DESIGN
Are you a successful print designer but need more information about creating or maintaining a web site? Are you now responsible for the company web site? Have you intended to catch up with digital design software but haven’t yet found the time to do so? Do you need a production tool to make web page maintenance easy and worry free?

Pursuing the Web Development & Design Certificate provides the foundation of all web pages and enables you to obtain solid skills in Web and digital design creation and expertise. You will create web pages with images, lists and tables. The addition of CSS skills enables you to format text, incorporate graphics and multimedia, create special effects and create interactive forms using the most current Web styling techniques used today.

You will then use hands-on techniques to develop intuitive forms, interesting events, rollover images, slide presentations, FAQs, banners and more for your web site. This course will enable you to develop and maintain web sites using the tools used by web designers, create digital content and digital media and employ the technologies common to all web sites. You can then offer and apply web creative and maintenance skills to your clients, employer or personal web sites with complete confidence.

The Web Development & Design Certification offers the basic hands-on skills and knowledge that a professional is expected to understand and use. Certification also prepares you to add digital expertise to your career as a digital web designer or web marketing / business specialist.

Curriculum: This class includes Web Design Using HTML5 & CSS3, JavaScript, jQuery and Adobe Dreamweaver, the production tool that simplifies the creation and maintenance of Web sites. You will use the complete set of tools hands-on to design and control Web sites.

REQUIRED TEXT: For required textbook information, go to https://bookstore.ccm.edu/college and click on “Textbooks”. Students must obtain the textbook on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets.

CERTIFICATION: Upon completion of the course, the Certificate in Web Development & Design may be awarded. See “Certificates” on General Information page.

Prerequisites: Competent computer skills, working knowledge of the Windows operating system and familiarity with the Internet. WDA 202

INSTRUCTOR: Ciro Petti, Computer Instructor
88870. 9 Sessions: 63 hours
Henderson Hall, Room 113
Time: 9 a.m.-4:30 p.m., Sat, Sept. 16-Dec. 16
(no class Sept. 23, Oct. 21, Nov. 11, Nov. 25, Dec. 9)
Cost: $999

Job Fact
Five times as many high-growth/high-salary positions require experience with Office than all non-Microsoft software skills combined. (IDC/Microsoft, Skills Requirements for Tomorrow’s Best Jobs: Helping Educators Provide Students with Skills and Tools They Need, October 2013)
HEALTH OCCUPATIONS

ADDITIONS COUNSELING PROGRAMS

The Career and Professional Program of CCM is an approved provider of continuing nursing education by the Addictions Professionals Certification Board, Inc. with permission of the NJ Department of Consumer Affairs. CCM has been training students in this field for nearly a decade. Our programs and instructors are fully approved by the Addictions Prevention Certification Board.

INFORMATION SESSION
CAREERS IN ADDICTIONS COUNSELING
Where to find employers • Salaries • Needed training • How to get started
Tues, Sept. 5, 6:30-8 p.m.
Student Community Center, Davidson Rooms
Park in Lot 4, 5, 6 or 7 – Use temporary parking pass found on page 30
Pre-registration is not required.

CERTIFIED ALCOHOL AND DRUG COUNSELOR PROGRAM

For complete program details and curriculum information, please go to our online catalog at http://www.ccm.edu/catalog.

GENERAL INFORMATION: Prerequisite: High School diploma or GED
County College of Morris is an approved education provider of classroom training required by the Addiction Professionals Certification Board of New Jersey, Inc. (www.certbd.com). All information related to licensing (certification) requirements as well as regulatory information and class descriptions can be found at other websites (see below). There are multiple requirements to qualify for certification. The education provided by CCM is just one requirement. More information is available at http://www.ccm.edu/catalog.

There are five domains. Each domain has nine courses, for a total of fifty-four hours. You can begin at any domain. CCM teaches one domain each fall and two domains between January and June. You receive a certificate of completion for each course.

Legislation – go to http://www.njconsumeraffairs.gov/regulations/Chapter-34C-Alcohol-and-Drug-Counselors.pdf, specifically page 34C-8, 13:34C-2.3

Application for licensure: go to http://www.njconsumeraffairs.gov/

Additional Information available at:
• Addiction Professionals Certification Board: http://certbd.org/
• Becoming a Licensed Clinical Alcohol and Drug Counselor (LCADC) or Certified Alcohol and Drug Counselor (CADC): Frequently Asked Questions Regarding the LCADC/CADC Process- http://nj.gov/humanservices/dmhas/initiatives/workforce/FAQs_Becoming_LCADC_CADC.pdf
• NJ Division of Consumer Affairs, Alcohol and Drug Counselor Committee: http://www.njconsumeraffairs.gov/adc/Pages/default.aspx

US BLS predicts 22% growth in this career field until 2024, as per the Occupational Outlook Handbook.

According to the NJ Department of Labor and Workforce Development, Addictions counseling is one of the fastest growing and in-demand occupations in the state.

Job Fact

Job Fact

According to the NJ Department of Labor and Workforce Development, Addictions counseling is one of the fastest growing and in-demand occupations in the state.

DOMAIN IV – CLIENT EDUCATION

INSTRUCTOR: Ronald Faines, MHS, CDA, CADC, LCADC

C-401- ADDICTION RECOVERY
At the end of this course, the student will understand the difference between substance abuse and substance dependence as per the current DSM, acquire basic knowledge of the various models of addiction, and explain to client the various stages of addiction and recovery. ADC 548
88301. 1 Session: 6 hours
Cohen Hall, CH 259
Time: 9 a.m.-3:30 p.m., Sat, Sept. 23
Cost: $99

C-402- PSYCHOLOGICAL CLIENT EDUCATION
At the end of this course, the student will be able to relate to the client the main psychological features often associated SUD, help the client understand how their psychological and social strengths and weaknesses can be related to their recovery, communicate basic information about mental health/illness and wellness, and explain to clients the role of psychiatric medications in recovery. ADC 549
88302. 1 Session: 6 hours
Cohen Hall, CH 259
Time: 9 a.m.-3:30 p.m., Sat, Sept. 30
Cost: $99

C-403- BIOCHEMICAL/MEDICAL CLIENT EDUCATION
At the end of this course, the student will be able to relate to the client the main psychological features often associated SUD, help the client understand how their psychological and social strengths and weakness can be related to their recovery, communicate basic information about mental health/illness and wellness, and explain to clients the role of psychiatric medications in recovery. ADC 549
88303. 1 Session: 6 hours
Cohen Hall, CH 259
Time: 9 a.m.-3:30 p.m., Sat, Oct. 7
Cost: $99

Job Fact

Job Fact

According to the NJ Department of Labor and Workforce Development, Addictions counseling is one of the fastest growing and in-demand occupations in the state.

According to the NJ Department of Labor and Workforce Development, Addictions counseling is one of the fastest growing and in-demand occupations in the state.
C-404- SOCIOCULTURAL CLIENT EDUCATION
At the end of this course, the student will develop an understanding of various characteristics of major cultural groups represented in client populations, including but not limited to, African Americans, Asian Americans, Hispanic/Latino Americans, and Native Americans including special populations like the disabled and non-conforming sexual orientations. ADC 551
88304. 1 Session: 6 hours
Cohen Hall, CH 259
Time: 9 a.m.-3:30 p.m., Sat, Oct.14
Cost: $99

C-405- ADDICTION RECOVERY AND FAMILY PSYCHOLOGICAL EDUCATION
At the end of this course, the student will define co-dependency and the roles commonly assumed by families affected by SUD, educate the family about the benefit of self-help groups, educate the family about the rules commonly found in the addictive family system, and educate the family about their own personal recovery, as well as the SUD family member. When appropriate, the CADC will be able to describe to the family features of co-dependency, and help the family understand in the recovery process. ADC 552
88305. 1 Session: 6 hours
Cohen Hall, CH 259
Time: 9 a.m.-3:30 p.m., Sat, Oct.21
Cost: $99

C-406- BIOCHEMICAL AND SOCIOCULTURAL FAMILY EDUCATION
At the end of this course, the students will describe cultural traditions of various subgroups, identify barriers to recovery in various cultures, identify social institutions that can support the recovery process, describe specific behaviors that counselors should include or avoid when interacting with families, and describe to family members the basics of pharmacology of substance use disorders at a level that the family is able to understand. ADC 553
88306. 1 Session: 6 hours
Cohen Hall, CH 259
Time: 9 a.m.-3:30 p.m., Sat, Oct.28
Cost: $99

C-407- COMMUNITY AND PROFESSIONAL EDUCATION
At the end of this course, the student will be familiar with current research based ATOD educational resources (e.g. TIPS etc), organize materials for effective presentations, select content that is relevant to the audience /participants (e.g. clients, parents, spouses, CJ and ATOD personnel etc.), and become familiar with the elements for making effective presentations. ADC 554
88307. 1 Session: 6 hours
Cohen Hall, CH 259
Time: 9 a.m.-3:30 p.m., Sat, Nov. 4
Cost: $99

C-408- OPIATE AND STIMULANT EDUCATION
At the end of this course, the student will have developed an understanding of the history of opioid and stimulant use, identify the types and effects of opioid substances, and understand the origin and use of Opioid Replacement Therapies (ORTs). Further, the student will understand the interactions between opioids (synthetic & non-synthetic) and other psychotropic substances (licit & illicit), and the use of methadone, maintenance in detoxification and in the recovery process. Students will become familiar with the new ORT’s (Buprenorphine, etc) and with the current status of pharmacological therapies available for stimulant abusers. ADC 555
88308. 1 Session: 6 hours
Cohen Hall, CH 259
Time: 9 a.m.-3:30 p.m., Sat, Nov. 11
Cost: $99

C-409- ALCOHOL, SEDATIVE AND HALLUCINOGENS
At the end of this course, the student will have acquired an understanding of the history of alcohol and sedative use as well as hallucinogens. They will identify the types and effects of sedative substances and the interactions between alcohol and sedatives with other psychotropic substances (licit & illicit). They will understand the detoxification process for alcohol and sedatives, understand the impact of alcohol on physiological systems, identify the types and effects of hallucinogenic substances, and understand the interactions between hallucinogens and other psychoactive substances. ADC 556
88309. 1 Session: 6 hours
Cohen Hall, CH 259
Time: 9 a.m.-3:30 p.m., Sat, Nov. 18
Cost: $99

MEDICAL BILLING AND CODING
As the healthcare industry continues to grow, the need for qualified medical billing and coding specialists continues to increase as well. This has been compounded by a rise in retirements from the field as the US transitions to a more advanced diagnostic coding system (known as ICD-10-CM). Since partnering with the American Academy of Professional Coders (AAPC) and training on the leading hospital coding software, 3M Coding and Reimbursement System, CCM’s graduates have been highly desirable.

CERTIFICATE IN MEDICAL BILLING AND CODING
CCM is pleased to partner with the AAPC to prepare candidates for the Certified Professional Coder (CPC) certification. These coding courses introduce the classification system used by health care facilities, physicians and insurance companies. Coding patient records for diagnoses and procedures has become an integral part of the health care reimbursement system. You may apply for entry-level administrative, coding, and billing positions upon completion of these courses. Students are highly encouraged to include the Medical Billing Externship in their course of study; though it is not required as part of the certificate process.

REQUIRED TEXT: For required textbook information, go to https://bookstore.ccm.edu/college and click on “Textbooks”. Students must obtain the textbook on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets.

Certification: CCM’s program prepares students for the AAPC Certified Professional Coder certification. Additionally, you may

Medical Billing continued on next page.
HEALTH OCCUPATIONS

MEDICAL BILLING AND CODING

receive CCM’s Certificate in Medical Billing and Coding Specialist. See “Certificates” on General Information page. The Externship Program is not required for the certificate.

Curriculum in sequence:
You do not need to enroll in the certificate program to benefit from these courses.

PREREQUISITE COURSES
• Medical Terminology for Healthcare Professionals
• Anatomy for Healthcare Professionals
• ICD –10 CM Introduction and Applications
• CPT & HCPCS Coding
(The above four courses are prerequisites required before taking any further course. Equivalent applicable work experience may substitute after satisfactory completion of the final exams and at the discretion of the Instructor.)

REMAINING CERTIFICATE COURSES
• Medical Billing 1
• ICD-10-CM /CPT 4 Coding – Practical Application
• Evaluation and Management
• Physicians Practice Management and Regulatory Issues
• CPC Certification Exam Prep Course (optional)
• Medical Billing 2
• Navigating the Medical Record
• Workplace Simulation Training

COURSE DESCRIPTIONS AND SCHEDULE

MEDICAL TERMINOLOGY FOR
HEALTHCARE PROFESSIONALS
This course focuses on the basic foundation of medical word building including prefixes, suffixes, word roots and combining forms used to learn the basic principles of medical terminology. An overview of body systems and their diseases are covered as well as an introduction to abbreviations and laboratory terms. This course concentrates on the meaning of medical terms and is best supported by a course in Anatomy and Physiology. AHP 256

REQUIRED TEXT: For required textbook information, go to https://bookstore.ccm.edu/college and click on “Textbooks”. Students must obtain the textbook on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets.

INSTRUCTOR: Michelle Sykes, MD
88471. 8 Sessions: 24 hours
Cohen Hall, CH 271
Time: 6:30-9:30 p.m., Mon and Wed, Sept.18-Oct. 11
Cost: $359

ICD-10-CM INTRODUCTION AND APPLICATIONS
This course reviews the background of the ICD system, and its roots in the mid-1600s. ICD-10-CM diagnosis coding is the focus of this course, and includes steps for coding assignment, review and clarification of coding conventions, and hands-on coding exercises. This course will make the eventual transition to ICD-10-CM easier and less stressful to medical coding professionals. AHP 199

REQUIRED TEXT: For required textbook information, go to https://bookstore.ccm.edu/college and click on “Textbooks”. Students must obtain the textbook on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets.

INSTRUCTOR: JoAnn Baker, CCS,CPC,H, CHCC, AHIMA Approved CPT-10-CM/PCS Trainer
88476. 14 Sessions: 42 hours
Henderson Hall, HH 212
Time: 8 a.m.-1 p.m., Tues and Thurs, Nov. 2-Dec. 21
(No class Nov. 23)
Cost: $649

CPT & HCPCS CODING COURSE
This course, in addition to a main focus on CPT coding, includes overviews of HCPCS Level II codes, as well as Category III codes. Practical application of the CPT coding system is part of every class. The importance and relevance of physician documentation is discussed, as well as the interpretation of this documentation in the assignment of CPT procedure codes. AHP 228

REQUIRED TEXT: For required textbook information, go to https://bookstore.ccm.edu/college and click on “Textbooks”. Students must obtain the textbook on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets.

INSTRUCTOR: Claude Garbarino, Jr., CCS
88474. 4 Sessions: 16 hours
Henderson Hall, HH 212
Time: 9 a.m.-1 p.m., Sat, Oct. 21-Nov. 11
Cost: $299

ANATOMY FOR HEALTHCARE
PROFESSIONALS
An introductory class designed to introduce the medical coder to the gross anatomy of the 11 functional organ systems of the human body. The medical coder develops skills to apply anatomy fundamentals to the medical record. The medical coder will gain an understanding of the anatomy organs referenced in medical procedures and diagnosing coding. AHP 301

REQUIRED TEXT: For required textbook information, go to https://bookstore.ccm.edu/college and click on “Textbooks”. Students must obtain the textbook on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets.

INSTRUCTOR: Claude Garbarino, Jr., CCS
88472. 4 Sessions: 16 hours
Henderson Hall, HH 212
Time: 9 a.m.-1 p.m., Sat, Sept. 23-Oct. 14
Cost: $224

ICD-10-CM/CPT 4 CODING –
PRACTICAL APPLICATION
Prerequisite: Knowledge of medical terminology and anatomy, basic knowledge of CPT and ICD coding. This course enhances your basic knowledge of coding taking the next step by “putting the ICD & CPT puzzle pieces together” using both CPT and ICD scenarios. The beginner coder learns the concept of coding a diagnostic statement in an outpatient setting covering a wide variety of patient services. Gain practical application of ICD-10-CM diagnostic coding utilizing official coding guidelines and conventions. This also includes in depth instruction on CPT procedural coding covering anesthesia, pathology, laboratory, medicine and surgery. Practice knowledge of coding using workbooks examples, operative reports and group discussions. This course will lay the foundation to prepare the student for the American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC) national certification. AHP 341

INSTRUCTOR: JoAnn Baker, CCS, CPC, CPC-H, CPC-I, CHCC, AHIMA Approved ICD-10-CM/PCS Trainer
88476. 14 Sessions: 42 hours
Henderson Hall, HH 212
Time: 6-9 p.m., Tues and Thurs, Nov. 2-Dec. 21
(No class Nov. 23)
Cost: $649

Job Fact
The US Bureau of Labor Statistics predicts a 15% growth in medical records and & health information technicians until 2024. An aging population will require more medical services, and health information technicians will be needed to organize and manage the older generations’ health information data.
EVALUATION AND MANAGEMENT
Evaluation and Management coding is the key to appropriately maximizing reimbursement for physician visits. In this course, the student will learn the basics of the specific codes by location and type of visit. Also, code levels for history, physical examination, and medical decision making based on acuity of diagnosis will be reviewed and discussed. The goal of this course is to ensure that the Evaluation and Management (E&M) code levels are chosen in compliance with the documentation given in the patient chart. AHP 331

REQUIRED TEXT: For required textbook information, go to https://bookstore.ccm.edu/college and click on “Textbooks”. Students must obtain the textbook on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets.

INSTRUCTOR: Claude Garbarino, Jr., CCS
88477. 4 Sessions: 16 hours
Henderson Hall, HH 212
Time: 9 a.m.-1 p.m., Sat, Nov. 18—Dec. 16
(no class Nov. 25)
Cost: $269

MEDICAL BILLING 1
The knowledge and skills needed for a career as a medical billing specialist has substantially increased. Learn how the escalating costs of medical care, the effect of technology, and the rapid increase of managed care plans have affected insurance billing procedures and claims processing. Class covers a comprehensive description of the reimbursement process, including tips for how to appeal claims, collect patient payments and keep up with legislation/changes in government and commercial insurance. Career roles and responsibilities, the claims process, and revenue-cycle management will specifically be covered in this class. AHP 254

INSTRUCTOR: Kathleen Shera, CPC, CPB
(Offered Spring of 2018)

PHYSICIAN’S PRACTICE MANAGEMENT AND REGULATORY ISSUES
Learn how to apply billing and coding skills to a variety of positions and duties within a medical practice. Access resources to help you stay current in the ever-changing, rapidly paced environment of a physician’s office. This course concentrates on teaching the essential functions and flow of front office management, human resource management, patient services, managing medical records, and financial management. Special focus on the emerging use of electronic medical records in a Physician office is covered. No textbook required. AHP 267

INSTRUCTOR: Diane Fulton, CPAM
(Offered Spring of 2018)

AAPC CPC NATIONAL CODING CERTIFICATION PREPARATION (OPTIONAL)
Prerequisite: Complete all other courses for the CCM Medical Billing & Coding Certificate.
This course is designed to prepare students to sit for the AAPC Certified Professional Coder (CPC) examination. Instruction will include review requirements for exam, overview of examination details, techniques to improve speed, test taking tips, in-class practice exam, and individual assessment of coding skills to determine exam readiness. Student must have extensive coding experience either in classroom or from employment. Certification will increase chances of employment opportunities within a competitive space. AHP 329

INSTRUCTOR: JoAnn Baker, CPC, CPC-H, CPC-I, CHCC, CCS, AHIMA Approved ICD-10-CM/PCS Trainer
(Offered Spring of 2018)

NAVIGATING THE MEDICAL RECORD
Prerequisites: ICD-10-CM Introduction and Applications and CPT-4 Coding. This hands-on workshop is for new medical coders ready to review and code hospital medical records. Participants practice the knowledge learned in the ICD-10-CM and CPT-4 coding courses and code actual hospital charts. Books from the ICD-10-CM Procedures and CPT-4 Coding courses are used in this class. AHP 243

INSTRUCTOR: Claude Garbarino, Jr., CCS
(Offered Spring of 2018)

WORKPLACE SIMULATION TRAINING
Obtaining real-world, hands-on experience is critical for anyone entering the workforce today. This course will provide exactly that with 3-M Encoding Software, the leading program used by hospitals. Using nearly 100 medical records, you will learn to properly code the medical bill on the actual software used today. Make the typical mistakes in a classroom setting and learn to avoid them so you won’t make them on the job. AHP 312

INSTRUCTOR: Claude Garbarino, Jr., CCS
(Offered Spring of 2018)

I am proud to inform you that I have finally settled in at (hospital) Healthcare Services as a Patient Financial Services Agent. I have to keep thanking you for all your efforts to help me reach my goals and positive career choices, which have lead me to where I am today.

~ Wilson Cortez
2015 Medical Billing and Coding Graduate

Web Registration at http://webadvisor.ccm.edu for instant enrollment
HEALTHCARE PROFESSIONALS CLINICAL TRAINING PROGRAMS

HEALTHCARE PROFESSIONAL BLS (BASIC LIFE SUPPORT)
This five hour curriculum reflects the current American Heart Association’s guidelines for healthcare providers. The course includes adult one-rescuer CPR, adult two-rescuer CPR, adult foreign body airway obstruction (FBAO), pediatric CPR, pediatric FBAO, the use of bag mask ventilation devices for all victims and automated external defibrillators (AED). This course is appropriate for nurses, paramedics, EMTs, police, fire personnel, lifeguards, and other first responders. Thirty minutes is allotted for lunch. Vending machines available on campus. CPR 129

CCM students: This course can be used to fulfill one credit of the requirements for Health and Wellness electives; and the CPR requirements for Nursing and Allied Health students in preparation for the Professional track/ Clinical requirements. To obtain this credit, please contact your department BEFORE registering for the class.

INSTRUCTOR: Alex Balish, AHA & ASHI Certified Instructor

88211. 1 Session: 5 hours
Henderson Hall, HH 204
Time: 9 a.m.-2 p.m., Sat, Sept. 16
Cost: $99

CERTIFIED NURSE’S AIDE AND HOME HEALTH AIDE PROGRAMS
CCM has developed several high quality short-term clinical healthcare programs to help people quickly enter the workforce, earn money, and begin a healthcare career. Graduates of these very high demand occupations often have job opportunities before the course even ends!

MANDATORY INFORMATION SESSION
CAREERS IN CLINICAL HEALTHCARE PROFESSIONS
Where to find employers • Salaries • Needed training • How to get started
Tues, Sept. 5, 6:30-8 p.m.
Student Community Center, Davidson Rooms
Park in Lot 4, 5, 6 or 7 – Use temporary parking pass found on page 30
Pre-registration is not required.

CERTIFIED NURSE’S AIDE

Job Fact
 Employment of nursing assistants is projected to grow 18 percent from 2014 to 2024, much faster than the average for all occupations.

The Career and Professional Program of CCM is an approved provider of continuing nursing education by NJ Department of Health and Senior Services.

For complete program details and curriculum information, please go tour our online catalog at http://www.ccm.edu/catalog/.

The Certified Nurse’s Aide course combines lecture and labs in a hospital setting and clinical experience in a long-term care setting allowing students to successfully master the essential skills to obtaining entry-level employment in the healthcare industry. Upon the successful completion of the course, students are eligible to take the NJ State approved Certified Nurse Aide certification examination. Registration can take up to six weeks to complete the prerequisite documentation. You must participate in the Mandatory CNA Information Session before registering for this class. Prior to the first day of class, the program requires students to satisfactorily complete a criminal background investigation and a drug screening at facilities approved by CCM as well as complete an extensive medical history review and show proof of completing Healthcare Professional BLS (Basic Life Support) course. (See page 18 for BLS) There are additional expenses incurred by the student for these and other items. Class size is limited to 10 students. AHP 306

REQUIRED TEXT: For required textbook information, go to https://bookstore.ccm.edu/ college and click on “Textbooks”. Students must obtain the textbook on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets.

INSTRUCTOR: Nancy Rothman, BSN, MBA, CCM Program Lead Instructor

WEEKEND SCHEDULE
88441. 18 Sessions: 90 hours
Schedule to be determined – go to www.ccm.edu/businesscommunity for more information
Cost: $1,359

CNA SKILLS REVIEW & EXAM
Is your CNA license out of date and you need to retake the exam? Did you have difficulty with the skills test or written exam and need a review? This two day review is what you need. Day one is spent reviewing the written exam materials. Day two focuses on the hands-on skills exam. Day 3 is the Skills practical exam. Class size is limited to 10 students. AHP 322
**CERTIFIED NURSE’S AIDE AND HOME HEALTH AIDE • NORTH JERSEY IMAGING ACADEMY**

**REQUIRED TEXT:** For required text book information, go to https://bookstore.ccm.edu/college and click on "Books". Students must obtain the text on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets.

**INSTRUCTOR:** Nancy Rothman, BSN, MBA, CCM Lead Instructor

88448. 3 Sessions, 18 hours

Schedule to be determined – go to www.ccm.edu/businesscommunity for more information

Cost: $349

**CERTIFIED HOMEMAKER/HOME HEALTH AIDE**

This Career and Professional Program of CCM is an approved provider of continuing nursing education by the NJ Board of Nursing.

Need to care for an elderly, sickly or disabled person at home? Want to get paid to be more than just a companion to someone who needs help with daily living tasks? Ever consider becoming a Home Health Aide? Are you a CNA looking to advance? Hospitals often prefer dual certified CNAs and CHHAs.

Participants will learn how to properly care for the daily living needs of people who cannot do it for themselves. Learn how to feed, bathe, and dress someone without making them feel less of a person or harming them. Learn how to care for someone who wants to live at home rather than in a hospital setting. Certified by the NJ Department of Health and Senior Services, Certified Home Health Aides are the true front lines of healthcare in an aging population. AHP 316

Prior to the first day of class, the program recommends students satisfactorily complete Healthcare Professional BLS (Basic Life Support) course. (See page 18 for BLS)

**REQUIRED TEXT:** For required textbook information, go to https://bookstore.ccm.edu/college and click on “Textbooks”.

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**NORTH JERSEY IMAGING ACADEMY**

The County College of Morris and Passaic County Community College are pleased to form a partnership in the North Jersey Imaging Academy in Computed Tomography, Magnetic Resonance Imaging and Mammography with classes starting in the Spring 2018 semester. These certificate programs will offer didactic (lecture) courses that meet the ARRT requirement for “structured education”. In addition, we offer clinical education for our CT and MRI participants.

**Who should attend:** These programs are intended for Radiologic Technologist who have a current NJ license and ARRT certified Radiographic Technologists looking to advance their career with additional advanced certifications.

**About the Programs:** The CT and MRI programs are in compliance with the guidelines required by the American Registry for Radiologic Technologist located at 1255 Northland Drive, St. Paul, Minnesota 55120-1155. The program has been approved for CEUs by the American Society of Radiologic Technologists (ASRT).

Each certification program (CT or MRI) consists of 3 main components:

- Didactic (Lecture) education in the specialty area
- Didactic (Lecture) Education in Cross Sectional Anatomy
- Clinical Practice in the specialty area

Students enrolling in either program are required to take the Cross Sectional Anatomy class unless a course was previously taken. Please provide documentation of that course to the Radiography department.

Didactic courses will be offered at Passaic County Public Safety Academy (PSA) located at 300 Oldham Road, Wayne, NJ 07470. They will be evenings starting at 6:00 PM. For directions and parking information, please go to: http://www.pccc.edu/commu-

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**HEALTH OCCUPATIONS**

**Job Fact**

Elderly clients and people with disabilities are increasingly relying on home care as a less expensive alternative to nursing homes or hospitals. Clients who need help with everyday tasks and household chores, rather than medical care, can reduce their medical expenses by returning to their homes.

Students must obtain the textbook on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets.

**INSTRUCTOR:** Marianne DeAlessi, RN, BSN, MPH

88451. 12 Sessions, 76 hours

Schedule to be determined – go to www.ccm.edu/businesscommunity for more information

Cost: $769

**SUMMARY**

### HOME HEALTH AIDING

- **Program:** Certified Nurse’s Aide and Home Health Aide
- **Location:** North Jersey Imaging Academy
- **Cost:** $349
- **Duration:** 3 sessions, 18 hours

### HOME HEALTH AIDE

- **Program:** Certified Homemaker/Home Health Aide
- **Location:** North Jersey Imaging Academy
- **Cost:** $349
- **Duration:** 3 sessions, 18 hours

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**Imaging Academy continued on next page.**
REGISTRATION PROCESS:
All students entering the program will need to provide proof of the following:
• Certification by the American Registry of Radiologic Technologist in a primary discipline (radiography, radiation therapy and nuclear medicine).
• Copy of their New Jersey Department of Environmental Protection license in Diagnostic Radiography.
• Current Resume.
• Upon entering either the CT or MRI clinical courses, the student must have a criminal background check, 11 panel drug screening, physical health exam, current immunizations, flu vaccine, malpractice insurance and a current American Heart Association Basic Life Support Certification (CPR). This clinical information will be explained at the first lecture class. These requirements do not to be submitted for the lecture classes.
• All of these requirements are met at the student’s expense.
All interested candidates must submit the application, their resume, ARRT and DEP NJ License to the faculty below by August 25, 2017. Upon receiving this information the faculty will contact you on the steps to take to register for the course.

Prof. Denise Vill’Neuve
County College of Morris
214 Center Grove Road
Randolph, NJ 07869
dvillneuve@ccm.edu

COURSE DESCRIPTIONS AND SCHEDULE

BLS
see page 18

COMPUTED TOMOGRAPHY (CT) CERTIFICATION PROGRAM

CROSS SECTIONAL ANATOMY – 30 HOURS
This is a ten week thirty hour lecture course in sectional anatomy. Sectional Anatomy introduces the student to the fundamental anatomy of the head, neck, chest, abdomen, pelvis and extremities. In addition imaging modalities are discussed and introduced to the student along with CT and MRI images. AHP 333
88541. 10 Sessions: Passaic County Public Safety Academy
Time: 6-9 p.m., Thurs. Sept. 14-Nov. 16
Cost: $399

MAGNETIC RESONANCE IMAGING (MRI) CERTIFICATION PROGRAM

CROSS SECTIONAL ANATOMY – 30 HOURS
This is a ten week, thirty hour lecture course in sectional anatomy. Cross Sectional Anatomy introduces the student to the fundamental anatomy of the head, neck, chest, abdomen, pelvis and extremities. In addition imaging modalities are discussed and introduced to the student along with CT and MRI images. AHP 333
88541. 10 Sessions: Passaic County Public Safety Academy
Time: 6-9 p.m., Thurs. Sept. 14-Nov. 16
Cost: $399

CT LECTURE – 60 HOURS
The Computed Tomography Program offers an educational opportunity for ARRT Registered Radiologic Technologist to gain enhanced skills in the advanced imaging modality of Computed Tomography.
The ten week sixty hour lecture course includes, but is not limited to patient care and safety, CT physics, systems operations and instrumentation, data acquisition, image display and post processing of all imaging procedures, quality control, contrast media and administration. Midterm and Final Exams will be given. AHP 334
88542. 20 Sessions: Passaic County Public Safety Academy
Time: 6-9 p.m., Mon. and Wed., Sept. 11- Dec. 20
Cost: $900

CT CLINICAL – 600 HOURS
This proctored course will provide the practical experience to go along with the CT Lecture program. AHP 335
88543. 600 hours: Clinical Affiliate- to be scheduled by program faculty
Schedule to be determined – go to www.ccm.edu/businesscommunity for more information
Cost: $1,500

MRI LECTURE – 75 HOURS
The Magnetic Resonance Imaging (MRI) Program offers an educational opportunity for ARRT Registered Radiologic Technologists to further their career with a specialty in MRI. This twelve week seventy-five hour lecture course provides a comprehensive overview of MR imaging principles as well as the instrumentation associated with MR imaging. It gives a basic understanding of the principles and system components of MR image acquisition. It will also give the specific clinical applications, coils that are available and their use, considerations in the scan sequences, specific choices in protocols and positioning criteria. The course will provide the student with MR pulse sequences, image formation, and image contrast. It will also give the MR scan procedures for the central nervous and musculoskeletal system as well as neck, chest, abdomen and pelvic systems. Weekly quizzes, midterm and final examinations will be given. AHP 336
88544. 25 Sessions: Passaic County Public Safety Academy
Time: 6-9 p.m., Mon. and Wed., Sept. 11- Dec. 20
Cost: $1,150

MRI CLINICAL – 1200 HOURS
This proctored course will provide the practical experience to go along with the MRI Lecture program. AHP 337
88545. 1200 hours: Clinical Affiliate- to be scheduled by program faculty
Schedule to be determined – go to www.ccm.edu/businesscommunity for more information
Cost: $1,500

MAMMOGRAPHY

MAMMOGRAPHY LECTURE – 45 HOURS
The course is designed to provide licensed/ARRT certified radiographers didactic preparation for the practice of mammography.
88546. 15 Sessions: Passaic County Public Safety Academy
Time: 6-9 p.m., Tue. Sept. 12-Dec. 19
Cost: $450
**INTRAVENOUS THERAPY CERTIFICATE COURSE**

Always a popular course that fills up quickly, it is beneficial for RNs, LPNs, Radiology Technologists, EMTs and other allied health professionals whose responsibilities include intravenous maintenance, insertion and administration of IV medications.

You will obtain a basic knowledge on properly inserting a peripheral intravenous catheter, and in-depth venipuncture theory with opportunities for hands-on participation and simulation. Additional topics include: troubleshooting for common intravenous therapy problems, blood transfusion therapy and intermittent intravenous medication administration. Also covered are fluid and electrolyte balance, types of dehydration, and dehydration in the elderly. Seats are limited to 12 in this class. SO REGISTER NOW!

The purpose of this activity is to provide the learner with necessary skills and theoretical knowledge to initiate and maintain intravenous therapy. This includes intravenous line insertion and administration of intravenous medications. Objectives include but are not limited to: 1) Understanding the concepts of intravenous therapy, including indications and complications. 2) Clinically apply this knowledge while demonstrating the psychomotor skills of intravenous line insertion.

NRS 199 Contact Hours: 8

**INSTRUCTOR:** CCM Staff

88501. 1 Session: 8 hours
Cohen Hall, CH 120
Time: 8:30 a.m.–5 p.m., Sat, Sept. 16
Cost: $199

88502. 1 Session: 8 hours
Cohen Hall, CH 120
Time: 8:30 a.m.–5 p.m., Sat, Nov. 4
Cost: $199

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**NURSE’S CONTINUING EDUCATION**

The Career and Professional Program of CCM is an approved provider of continuing nursing education by the New Jersey State Nurses Association, an accredited approver by the American Nurses Credentialing Center’s Commission on Accreditation. P#211.

If you are a NJ Registered Professional Nurse or Licensed Practical Nurse, don’t forget you need 30 hours of continuing education every 2 years! Obtain them through CCM!

**RN REFRESHER PROGRAM – NJ BON APPROVED**
CCM’s popular RN Refresher Program is held every MAY. Interested candidates MUST register for and attend the mandatory information session. Please see the Spring Schedule available in December for complete details.

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**NURSING CERTIFICATES**
Contact our online training partner directly at www.ed2go.com/ccm

- **CERTIFICATE IN PERINATAL ISSUES**
  (20 contact hours) The Certificate in Perinatal Issues is a multidisciplinary educational experience designed to enhance the knowledge and skills of individuals who provide care and support for childbearing women, newborns, and families.

- **CERTIFICATE IN HEALTHY AGING**
  (10 contact hours) Gain an overview of aging, including the impact of nutrition and physical activity, changes in the healthy aging brain, and the role of sexuality in healthy aging.

- **GERONTOLOGY**
  (44 contact hours) Prove you have the skills required to meet the health care needs of a rapidly aging population.

- **END OF LIFE CARE**
  (26 contact hours) Understand the needs of individuals living with debilitating, chronic, or terminal illnesses.

- **PAIN ASSESSMENT AND MANAGEMENT**
  (24 contact hours) Understand the mechanisms of pain, the multidisciplinary methods of assessment, management, and treatment of pain, with cancer related and non-cancer related pain.

- **LEGAL AND ETHICAL ISSUES IN NURSING**
  (23 contact hours) Examine key legal and ethical issues to improve your practice and provide better patient care.

- **SPANISH FOR MEDICAL PERSONNEL**
  Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

- **CONVERSATIONAL JAPANESE**
  This course is easy and enjoyable for beginners to master the essentials of the Japanese language.

- **SPANISH IN THE CLASSROOM**
  Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking student.

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**Web Registration at [http://webadvisor.ccm.edu](http://webadvisor.ccm.edu) for instant enrollment**
The purpose of the CCM English Language Learning (ELL) program is to provide English language instruction for limited English proficient adults which will increase their ability to communicate in English. The content will be compatible with principles of language acquisition for adult learners of English and includes skills useful in workplace, life, and academic applications. Skills will be integrated into reading, writing, speaking and listening formats. Progress through levels will be measured by an approved standardized test or documentation of attainment of competencies. The CCM ELL program course curriculum conforms to the federally defined Workforce Development ESL levels and certificates are available in Beginner, Intermediate, Advanced Level, and TOEFL/TOEIC.

The CCM ELL program includes an on-line learning component called MyEnglishLab. MyEnglishLab provides practice exercises and language learning tasks which students either complete in the CCM Computer Lab or at home. All practice language learning activities taken from the MyEnglishLab are coordinated with each book in the series used to support the multiple levels of ESL taught in the program.

**REQUIRED TEXT:** For required textbook information, go to [https://bookstore.ccm.edu/college](https://bookstore.ccm.edu/college) and click on “Textbooks”. Students must obtain the textbook on their own and have it for the first day of class. Books may not be stocked by the CCM bookstore; instead they may be available at retail outlets.

**Certification:** Upon completion of a course, a certificate of completion may be awarded. See “Certificates” on General Information page.

**Placement Testing:** New students must placement test during the period September 5 through September 15. For information on scheduling the placement test, go to [www.ccm.edu/admissions/placementTesting/cal/](http://www.ccm.edu/admissions/placementTesting/cal/)

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**ENGLISH LANGUAGE LEARNING**

**ESL BEGINNER**
This course is designed for non-native speakers with some limited English language skills and who wish to improve their English skills. This class will explore all aspects of the English language focusing mainly on grammar, through group and class discussion, online exercises, and vocabulary. Emphasis is on practical everyday English and communication skills.

Successfully completing the Beginner Level ESL, the student will demonstrate the English language skills necessary to obtain and maintain employment, access applied technology, communicate effectively in person and by phone, and effectively communicate on topics such as health, nutrition and transportation, and to understand U.S. concepts of time and money and how to use those skills to function. ENS 213

**INSTRUCTOR:** Ramon Gordon

- **88800. 20 Sessions: 40 hours**
  - Randolph Campus, Henderson Hall, HH 204
  - Time: 9:30-11:30 a.m., Mon and Wed, Sept. 18-Nov. 22
  - Cost: $299

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**ESL INTERMEDIATE**
Intermediate Level ESL will focus on demonstrating English skills necessary: to communicate effectively on health and nutrition topics, to understand U.S. concepts of time and money and how to use those skills to function, to access transportation and travel, to understand safety and security issues, to understand consumer education issues, and to utilize government and community resources. ENS 213.

**INSTRUCTOR:** Norma Pravec

- **88801. 20 Sessions: 40 hours**
  - Randolph Campus, Henderson Hall, HH 215
  - Time: 9:30-11-30 a.m., Mon and Wed, Sept. 18-Nov. 22
  - Cost: $299

**INSTRUCTOR:** Vivian Lenyk

- **88804. 20 Sessions: 40 hours**
  - Randolph Campus, Henderson Hall, HH 212
  - Time: 6-8 p.m., Mon and Wed, Sept. 18-Nov. 22
  - Cost: $299

**INSTRUCTOR:** Hilda Bahner

- **88808. 20 Sessions: 40 hours**
  - Morristown H.S.
  - Time: 6-8 p.m., Tues and Thurs Sept. 19-Dec. 5 (no class Sept 21, Nov. 9, Nov. 23)
  - Cost: $299

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**ESL ADVANCED**
Advance Level ESL will focus on demonstrating English skills necessary: to understand issues relative to environment and the world, for family and parenting in U.S. society, to listen, speak, read and write effectively, to apply standard grammar structures, and for development of pronunciation skills. ENS 214

**INSTRUCTOR:** Sharon Ferreira

- **88802. 20 Sessions: 40 hours**
  - Randolph Campus, Henderson Hall, HH 111
  - Time: 9:30-11:30 a.m., Mon and Wed, Sept. 18-Nov. 22
  - Cost: $299

**INSTRUCTOR:** Maryann Siebert-Poris

- **88809. 20 Sessions: 40 hours**
  - Morristown H.S.
  - Time: 6-8 p.m., Tues and Thurs, Sept. 19-Dec. 5 (no class Sept 21, Nov. 9, Nov. 23)
  - Cost: $299

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**ESL TOEFL PREP**
This class is designed to familiarize students with the format and content of the TOEFL and TOEIC tests. We prepare for these exams through practice tests, grammar review, listening comprehension practice, vocabulary review, reading, and writing practice. ENS 255

**INSTRUCTOR:** Sharon Ferreira

- **88806. 15 Sessions: 30 hours**
  - Randolph Campus, Henderson Hall, HH 215
  - Time: 9:30-11-30 a.m., Tues and Thurs, Sept. 19-Nov. 7
  - Cost: $299
PROFESSIONAL DEVELOPMENT TRAINING

TEACHER EDUCATION

ALTERNATE ROUTE TO TEACHING TRAINING PROGRAMS

** IMPORTANT ** Effective Sept 1, 2017 the Alternate Route to Teaching process will be dramatically changing. Among other changes, the program will increase from 224 hours in 12-18 months to 400 hours over 2 years. Please plan to attend this information session if you are interested in becoming a NJ Certified K-12 teacher through the alternate route program.

CCM and our lead partner, NJCU, have some important details on the transition to the new rules. Additionally, we will have an expert from the NJ DOE Morris County Executive Superintendent’s Office available to provide information on the certification process and documentation.

Before beginning the alternate route to teaching process, prospective candidates should visit the following websites:
- New Pathways site = www.njcu.edu/nptnj
- NJ DoEd = http://www.nj.gov/education/educators/license/

The Program entails completing 400 hours of coursework over 4+ semesters (or 2 calendar years), plus working the equivalent of 2 years of full-time teaching under a Provisional Teachers Certificate. The program needs to be completed within 4 years. Certification will be obtained after successfully completing the 400 hours of course work, 2 years teaching experience, and an edTPA Portfolio being completed, graded with a passing grade.

The coursework is broken down into 6 separate items:
- Introduction To Teaching, 50-hour Preservice
- Semesters I (90 hours): maybe taken for 6 graduate credits or non-credit.
- Semester II (90 hours): maybe taken for 6 graduate credits or non-credit.
- Semester III (90 hours): May be taken for 3 graduate credits or non-credit.
- Semester IV (80 hours): only offered as non-credit in a hybrid fashion.
- edTPA Portfolio completed and graded (will be worked on throughout the 4 semesters)

Steps to begin the process:
1. To participate in this program, candidates must possess the following prior to beginning Semester 1 training:
   a. Bachelor’s degree or higher from an accredited four year college or university
   b. GPA of 3.0 or higher
   c. Passing PRAXIS II score
   d. Introduction to Teaching 50 Hour Pre-service Completion Certificate
   e. Certificate of Eligibility (CE)

2. Concurrently, applicants should:
   a. Complete the NJ DOE requirements to obtain a Certificate of Eligibility to teach, see the NJ DOE website for all the required documents
   b. Successfully complete the “Introduction To Teaching 50 Hour Preservice Component”

3. Concurrently, teacher candidates should:
   a. Begin Semester I training
   b. Seek employment as a teacher
   c. Obtain a Provisional Teaching Certificate

The Provisional Certificate will be issued by the NJ DOE through the District in which the candidate works after candidates have completed the 50 hours of pre-service (The Introduction to Teaching), accept an offer of employment, confirmed enrollment in New Pathway’s 400-hour program, and are enrolled in a district mentoring program.

NPTNJ INTRODUCTION TO TEACHING – 50 HOUR PRESERVICE COMPONENT

This 50 hour course replaces the “Introduction to Teaching Course – 24 hour Component”. It includes 30 hours of classroom training, 8 hours of observing other certified teachers, and 12 hours of direct student contact as a substitute, tutor or after-school program teacher. ALT 113

INSTRUCTOR: Raymond Bajor, M.Ed., NJ Certified Middle School Teacher, CCM Adjunct Instructor

88521. 10 Sessions: 30 classroom hours

Henderson Hall, HH 215

Time: 6:30-9:30 p.m., Thurs., Sept. 21-Nov. 30

(no class Nov. 23)

Cost: $299

Teaching continued on next page.
Questions? Email cpp@ccm.edu or call 973-328-5187

Online Learning
www.ed2go.com/ccm

GRADUATE AND PROFESSIONAL EXAM PREPARATION COURSES

More and more employers are expecting employees to have advanced degrees in order to advance a career. Now prepare for the exams from the comfort of your home or while on business travel anywhere in the world. Let CCM’s online training partner – Ed2Go- take the fear and concern from you. These courses offer practical advice on test taking strategies as well as a review of the content needed to score well on the exams. Courses are designed to be completed in 6 weeks and start monthly with instructors available to answer questions when you get stuck.

GRE PREPARATION - PART 1 (VERBAL AND ANALYTICAL)
Discover powerful strategies for success in the verbal reasoning and analytical writing sections of the GRE® revised General Test (course 1 of 2).

GRE PREPARATION - PART 2 (QUANTITATIVE)
Learn a variety of useful techniques for tackling the quantitative reasoning sections of the computerized GRE® revised General Test (Course 2 of 2).

GMAT PREPARATION
Discover powerful test-taking techniques and methods for improving your score on the GMAT.

LSAT PREPARATION - PART 1
Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills (course 1 of 2).

Online Learning thru www.ed2go.com/ccm

NON-PROFIT LEADERSHIP TRAINING

The Non-Profit Leadership sector generally requires a bachelor’s degree with no prior experience and is expected to have 9% job growth rates until 2024 according to the US Bureau of Labor Statistics.

INFORMATION SESSION CAREERS IN NON-PROFIT LEADERSHIP
Where to find employers • Salaries • Needed training • How to get started
Tues, Sept. 5, 6:30-8 p.m.
Student Community Center, Davidson Rooms
Park in Lot 4, 5, 6 or 7 – Use temporary parking pass found on page 30
Pre-registration is not required.

GRANT WRITING CERTIFICATE
Are you new to the field of grant writing? Or, do you just want to improve your success rate in securing grant funds? CCM’s four course Grant Writing Certificate Program will provide you with an overview of necessary techniques for writing foundation grant proposals. This is a HANDS-ON program that includes a unique expert panel discussion from a variety of local nonprofits and foundations offering tips on presenting and submitting successful grant applications as well as the opportunity to ask questions. Come to the program with your funding need and leave the program with the necessary tools to be successful. Research the funding options that are best for your need. Write the statement of need, narrative and other pieces of the proposal. Several times throughout the program, professional grant writers and grant funders are invited into the class to provide current grant trends and evaluate your work providing real-life feedback on why they would or would not accept your work.

Who should attend: Newcomers to the grant development process, and those who have some experience. This includes community-based organization staff, volunteers and board members.

Certificate: The Certificate of Completion consists of four courses. Individuals can take any one or combination of courses. You do not need to enroll in the full certificate program to benefit from these courses. Upon completion of all four courses, the Certificate of Completion in Grant Writing by the college may be awarded. See “Certificates” on General Information page.

INSTRUCTOR: Lauren R. Swern, Communications, Marketing and Fundraising Professional

PROSPECTING FOR GRANTS
This three session workshop focuses on what a grant funding foundation does, how they choose the organizations to fund, and who typically in the grant office to contact. Students will spend time researching how to find foundation and corporate grants, and where to find the statistics to document the requester’s funding need. *Bring a flash drive to save your work. NPC 211

88371. 3 Sessions: 6 hours
Henderson Hall, HH 114
Time: 6:30-8:30 p.m., Thurs, Sept. 21-Oct. 5
Cost: $99

INTERACTIVE PROPOSALS WRITING
In this course, students will spend a session writing a letter of intent and a session on a grant proposal with emphasis on program support. An expert panel of Morris County funders and grant professionals will review and discuss proposals in real time. This workshop will discuss various approaches funders take when reviewing proposals, red flags funders notice in applications and the importance of communicating your impact as well as activities. *Bring a flash drive to save your work. NPC 212

88373. 2 Sessions: 7 hours
Henderson Hall, HH 114
Time: 6-9:30 p.m., Thurs, Nov. 9-16
Cost: $109

GRANT RESEARCHING AND PROPOSAL WRITING WORKSHOP
This course provides a solid foundation in the fundamentals of grant writing. Learn step-by-step how to develop grant proposals through all the stages of program planning, locating funding sources, understanding funders, and writing compelling grant proposals in this complex and ever-changing world. At the end of the course, you will have the tools you need to succeed: a deeper understanding of basic grant writing terminology and components of a proposal, types of funding sources, and submission and follow-up techniques that make a difference. The last class will include a unique, seasoned funder’s panel discussion from a variety of local nonprofits offering tips on presenting and submitting successful grant applications, as well as the opportunity to ask questions. NPC 210

88372. 4 Sessions: 13 hours
Henderson Hall, HH 114
Time: 6:30-9:45 p.m., Thurs, Oct. 12-Nov. 2
Cost: $149

TEACHER • NON-PROFIT LEADERSHIP
ETHICS IN GRANT WRITING
Learn current standards of professional practice, grant industry’s code of ethics, common causes of unethical behavior and possible consequences. Students will participate in small group discussions to resolve various questionable ethics scenarios. NPC 213
88374. 1 Session: 2 hours
Henderson Hall, HH 114
Time: 6:30-8:30 p.m., Thurs, Nov. 30
Cost: $49

ADVANCED GRANT PROPOSAL WRITING
Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected. NPC 214
88361. 1 Session: 3 hours
Henderson Hall, HH 111
Time: 6:30-9:30 p.m., Mon, Sept. 18
Cost: $49

NON-PROFIT ANNUAL FUND PROFESSIONAL CERTIFICATE
Is your non-profit always in need of cash? Could you be more effective and impact more lives if you had more money? Do you want to learn how to raise funds like the pros? The Nonprofit Fundraising Essentials Certificate is just what your organization needs.

It is composed of the five required interactive courses that include case studies and projects to meet nonprofit fundraising professionals’ needs and challenges. It offers a complete overview of integrated programs for raising funds from individual donors and features the most current information and techniques. It complements the Grant Writing Certificate program to give nonprofit fundraising professionals a complete review of skills, techniques and program components to increase capital and improve cash flow for non-profits of any size.

Certification: You do not need to enroll in the full certificate program to benefit from these courses. Upon completion of all five courses, the Certificate of Completion in Non-Profit Annual Fund by the college may be awarded. See “Certificates” on General Information page.

COURSE DESCRIPTIONS AND SCHEDULE
FUNDAMENTALS FOR FUNDRAISING PROFESSIONALS
Did you know that more than 70% of charitable contributions come from individuals? This course will provide you with an overview of a complete fundraising program so that you can direct your limited resources (staff and budget) on strategies that will yield the highest impact. We will review the current fundraising climate and giving trends. You will learn to assess your organization’s niche and develop an understanding of the needs of the population you serve to provide you with a framework for creating an annual fundraising program that strategically integrates raising funds from individuals with other initiatives. NPC 214
INSTRUCTOR: Lauren R. Swern, Communications, Marketing and Fundraising Professional
88361. 1 Session: 3 hours
Henderson Hall, HH 111
Time: 6:30-9:30 p.m., Mon, Sept. 18
Cost: $49

MAKING THE ASK – FACE TO FACE COMMUNICATIONS
People say the number one reason they don’t give charitably is because they haven’t been asked. This course is a combination of theory and interactive role-plays that will leave you feeling confident and equipped to successfully incorporate different ways to “make the ask” as part of your fundraising strategy. You will learn how to personalize all stages of the giving process — from the time you make your first contact, to the “ask” itself. You’ll be able to: identify donor prospects by mapping your organization’s network; begin generating your own list of prospective donors; explain effective strategies for developing donors; and, apply techniques to effectively ask for donations. This workshop will also provide useful tools to identify and develop donors that will open the doors to effective and ongoing donor development. NPC 215
INSTRUCTOR: Lauren R. Swern, Communications, Marketing and Fundraising Professional
88361. 2 Sessions: 6 hours
Henderson Hall, HH 111
Time: 6:30-9:30 p.m., Mon, Sept. 25-Oct 2
Cost: $59

CREATE DONOR-CENTRIC COMMUNICATIONS
Case statements, social media, direct mail appeals, annual reports and newsletters – for fundraising professionals, written communications are the cornerstone of your development program. In this course you will learn the fundamentals of written communications including assessing organizational capacity and resources available for written communications and developing a strategy for the timing and processing of each piece. You will also learn about strategies for each communication piece including social media that focus on best practices for donor stewardship and raising funds. NPC 216
INSTRUCTOR: Christi Kubus Rokicki, MAS, CVA
88363. 4 Sessions: 12 hours
Henderson Hall, HH 111
Time: 6:30-9:30 p.m., Mon, Oct. 16-Nov. 13
(no class Oct. 30)
Cost: $199

CREATING SPECIAL EVENTS THAT RAISE FUNDS AND FRIENDS
Special events are a great way for nonprofits to recognize and strengthen relationships with current donors, recruit or introduce your organization to new donors, generate publicity for your organization and its mission and to raise unrestricted funds. From choosing the right event to the best way of expressing thanks afterwards, this course covers all aspects of producing a fundraiser for your organization. In addition to managing planning and logistics, you will learn strategies for networking, volunteer recruitment, public relations, and of course, raising funds with an emphasis on fitting events into the larger framework of your nonprofit organization’s goals. NPC 220
INSTRUCTOR: Christi Kubus Rokicki, MAS, CVA
88364. 2 Sessions: 6 hours
Henderson Hall, HH 111
Time: 6:30-9:30 p.m., Mon, Nov. 20-27
Cost: $99

PUTTING IT ALL TOGETHER – CREATING AN ANNUAL FUND PLAN
Do you want to shift from being reactive to proactive with your annual fundraising initiatives? Then you need a fundraising plan. The purpose of the development plan is to focus on the organization’s goals, method of achieving the goals and resources required.

You will learn about the key components of a successful fundraising plan and how to involve board members, staff and volunteers in the planning process to ensure that the plan produces ownership and results. NPC 218
INSTRUCTOR: Christi Kubus Rokicki, MAS, CVA
88365. 2 Sessions: 6 hours
Henderson Hall, HH 111
Time: 6:30-9:30 p.m., Mon, Dec. 4-11
Cost: $99

Accounting Fundamentals – See page 10
QuickBooks – see page 10
Microsoft Office courses – see page 12
ONLINE PROFESSIONAL DEVELOPMENT COURSES – www.ed2go.com/ccm

Convenient, six-week, instructor led courses available to you online. Content areas include Accounting and Finance, Business, College Readiness, Computer Applications, Design and Composition, Healthcare, Language, Legal, Teaching and Education, Technology, and Writing. Several course options listed below. For a full listing of course options, go online to www.ed2go.com/ccm

SALES AND MARKETING SKILLS

PROFESSIONAL SALES SKILLS
Discover how to begin a successful and rewarding career in sales.

EFFECTIVE SELLING
Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.

ONLINE LEARNING - NURSING CERTIFICATES

CERTIFICATE IN PERINATAL ISSUES
(20 contact hours) The Certificate in Perinatal Issues is a multidisciplinary educational experience designed to enhance the knowledge and skills of individuals who provide care and support for childbearing women, newborns, and families.

CERTIFICATE IN HEALTHY AGING
(10 contact hours) Gain an overview of aging, including the impact of nutrition and physical activity, changes in the healthy aging brain, and the role of sexuality in healthy aging.

GERONTOLOGY
(44 contact hours) Prove you have the skills required to meet the health care needs of a rapidly aging population.

END OF LIFE CARE
(26 contact hours) Understand the needs of individuals living with debilitating, chronic, or terminal illnesses.

PAIN ASSESSMENT AND MANAGEMENT
(24 contact hours) Understand the mechanisms of pain, the multidisciplinary methods of assessment, management, and treatment of pain, with cancer related and non-cancer related pain.

LEGAL AND ETHICAL ISSUES IN NURSING
(23 contact hours) Examine key legal and ethical issues to improve your practice and provide better patient care.

SPANISH FOR MEDICAL PERSONNEL
Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

CONVERSATIONAL JAPANESE
This course is easy and enjoyable for beginners to master the essentials of the Japanese language.

SPANISH IN CLASSROOM
Learn the essential Spanish for teachers so you can communicate effectively with your Spanish-speaking student

GRADUATE AND PROFESSIONAL EXAM PREPARATION COURSES

GRE PREPARATION - PART 1
(VERBAL AND ANALYTICAL)
Discover powerful strategies for success in the verbal reasoning and analytical writing sections of the GRE® revised General Test (course 1 of 2).

GRE PREPARATION - PART 2
(QUANTITATIVE)
Learn a variety of useful techniques for tackling the quantitative reasoning sections of the computerized GRE® revised General Test (Course 2 of 2).

GMAT PREPARATION
Discover powerful test-taking techniques and methods for improving your score on the GMAT.

LSAT PREPARATION - PART 1
Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills (course 1 of 2).

How to Get Started:
1. Go to www.ed2go.com/ccm
2. Search by course or by category for your desired topic and select your course.
3. Choose your start date and click “Continue to Checkout”
4. Sign in to complete enrollment process
5. Select payment option and finalize purchase


Requirements: All courses require Internet access, e-mail, Netscape Navigator or Microsoft Internet Explorer. Some courses may have additional requirements. Please visit the Online Instruction Center for more information.

Your first point of contact for course and registration questions should be at ed2go.support@cengage.com. If you do not get a response, please contact CCM at CPP@ccm.edu.

Questions? Email cpp@ccm.edu or call 973-328-5187
ONLINE CAREER TRAINING CERTIFICATION PROGRAMS – www.gatlineducation.com/ccm

Prepare for employment in some of today’s hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these programs at any time and learn at your own pace. Upon successful completion of all required coursework, you receive a Certificate of Completion. See a sample of option below and a full listing of available courses at www.gatlineducation.com/ccm

BUSINESS AND PROFESSIONAL
- Administrative Professional
- Bookkeeping the Easy Way
- Paralegal
- Six Sigma Green Belt, Black Belt

HEALTH CAREER AND FITNESS
- Medical Transcription
- Pharmacy Technician
- Veterinary Assistant

HOSPITALITY AND GAMING
- Certified Wedding Planner
- Travel Agent Training

IT AND SOFTWARE
- System Engineer 2003 (MCSE)

MEDIA AND DESIGN
- 3ds max
- Digital Arts Certificate
- Game Arts Certificate
- Graphic Design

SKILLED TRADES AND INDUSTRIAL
- Freight Broker/Agent Training
- HVAC Technician
- Home Inspection Certificate

SUSTAINABLE ENERGY & GOING GREEN
- Building Analyst Quick Start (BPI Certification)
- Certified Green Supply Chain Professional
- Principles of Green Building
- Solar Power Professional

Features:
- Facilitators and mentors answer questions and help you through your studies.
- Career counselors help you prepare for the transition from the classroom to the workplace.
- Courses are all open enrollment and self-paced.
- No additional charges—textbooks and materials included in the course fee.
- Payment plans available.

How to Get Started:
1. All materials are included in the program fees.
2. Register and pay at www.gatlineducation.com/ccm. For more information, call 877-221-5151

GED

One of the best ways to move forward in your career is to start with a High School Diploma!

ONLINE HIGH SCHOOL DIPLOMA
View options at www.gatlineducation.com/ccm

GED PREPARATION
Want to pass the GED® test? This course will help you develop the skills you’ll need to succeed.

CLASSROOM OPTIONS:
For daytime GED classes, contact Morris County School of Technology at 973-627-4600.
Our once monthly weekend shows include:

- On Friday nights, “SPACE EXTREME” – a series of shows including extrasolar planets, black holes, and new discoveries in the cosmos! (for ages 8 & up)

- On Saturdays, “SHAPES IN THE SKY” – fun and surprising stories of the stars, as told by humans for thousands of years. (for ages 4 & up)

- Also, on Saturdays, “TOUR OF THE PLANETS” – we explore the objects in the solar system up close. Planets, moons, comets, asteroids… there are so many surprises in store in our neighborhood in space! (perfect for all ages)

- In December we feature our special program “A Holiday Under the Stars”, a sophisticated, historical look at the different perspectives of the night sky from cultures throughout the world. (geared for adults)

September 8, 2017 – 7:00  
Space Extreme

September 9, 2017 – 3:00  
Shapes in the Sky

September 9, 2017 – 5:00  
Tour of the Planets

October 13, 2017 – 7:00  
Space Extreme

October 14, 2017 – 3:00  
Shapes in the Sky

October 14, 2017 – 5:00  
Tour of the Planets

November 10, 2017 – 7:00  
Space Extreme

November 11, 2017 – 3:00  
Shapes in the Sky

November 11, 2017 – 5:00  
Tour of the Planets

December 8 at 7:00 and December 9 at 5:00  
A Holiday Under the Stars

**Reservations are strongly recommended!**

The reservation desk is open from 9:00 – 4:00, Monday through Friday (reservations need to be made before 4:00 on Friday – there are no Saturday hours for reservations!). Reservations can be made by calling 973-328-5076, during the hours mentioned above.

ALL TICKETS: $10.00
CERTIFICATES AND TRANSCRIPTS
Certificates may be awarded upon request to participants who successfully complete an entire certificate program or the individual classes within these programs (a minimum of 80% attendance is required, programs have additional requirements). Students may request a certificate by going to www.ccm.edu/businesscommunity and under “Other useful links”, click on “Request a Certificate”. Please allow 7-10 business days to receive your certificate.

For proof of course or program completion, please request a transcript from the Office of Records and Registration by going to http://www.ccm.edu/Media/Website%20Resources/pdf/admissions/recordsandreg/Transcript%20Request%20Form%20.pdf and following the instructions for completing the form. Be sure to indicate you are seeking your NON-CREDIT course transcript.

COURSE CANCELLATIONS AND CHANGES
It is to your advantage to register early to ensure a class will run. On occasion, courses may be cancelled for a variety of reasons including low enrollment. Every effort is made to contact students using the contact information on file with the Office of Records and Registration as far in advance of the class as possible. Students will receive a full refund. Please be sure your current contact information has been recorded by the Office of Records and Registration by using the “Change of Information” form found at http://tinyurl.com/q8wrej7/. For regulatory compliance reasons, the information entered at the time of online registration may not update your official college information of record.

Because of the uncertainties regarding course enrollment and the appropriation of public funds for community colleges, the college reserves the right to modify, alter or cancel any of its programs, courses or services. The college reserves the right to change instructors, to cancel, combine or divide courses, to change the time, date or place of meeting, to change the cost per course, to make other necessary decisions in these course offerings, and to do so without obligation. The college is not responsible for errors in printed material.

DISABILITY SERVICES STATEMENT
In accordance with the policies underlying Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act (ADA) of 1990, the ADA Amended Acts (ADAA) of 2008 and County College of Morris policy, no qualified individual with a disability shall, solely on the basis of that disability, be excluded from participation to County College of Morris programs or activities. Student may seek reasonable accommodations for their documented disability by self-identifying and registering with the Disability Services Office. Students who are approved through Disability Services for classroom accommodations are encouraged to meet with faculty members on an individual basis to discuss their specific needs. To register or learn about services, students may contact the Disability Services Office at 973-328-5284 or disabilityservices@ccm.edu.

EMERGENCY AND INCLEMENT WEATHER CLOSINGS
In case of severe weather, the college may cancel classes. You can call the 24-hour information number or access CCM’s website for emergency closing information.
• 24-hour number 973-328-5580. A recorded message details the status of the campus.
• CCM’s website: www.ccm.edu
See your instructor at the next class for make-up information. In the event that the college closed on what was to have been your only or last session, you will be contacted regarding the make-up class. We regret it is not possible to notify each person individually.

EMPLOYER PAID TRAINING
CCM welcomes payment by employers. To do so, each employee must register individually and pay at the time of registration. Online registration and payment may only be done via a single credit card per student. Other ways to register include mailing separate registration forms and checks or for checks for each individual to the Records and Registration Office, or coming in person to the Records and Registration Office. Purchase Orders will only be accepted from County of Morris Agencies (see below). All registrations must be accompanied by full payment for the course(s) for which the student is registering.

LIFETIME LEARNING CREDIT ACT
Individuals can qualify for an educational tax credit for tuition and fees paid for continuing education courses. A family can claim on its tax return a credit equal to 20 percent of the first $10,000 of educational expenses for a maximum tax credit of $2,000. The tax credit is subject to income and other limitations. For detailed information contact the IRS at any IRS office or at http://www.irs.gov/Individuals/Education-Credits.

MORRIS COUNTY AGENCIES ONLY - PAYMENT PROCEDURE
These include municipalities, schools and affiliate Morris County agencies, such as courts and parks. Submit a voucher or purchase order in lieu of payment. This must accompany the registration form via mail or in person. Online registration cannot be accomplished with this payment method.

PURCHASING TEXTBOOKS
Courses which require textbooks state so in the course description. It is the student’s responsibility to have the necessary book in hand for the beginning of the first class. You may purchase most books through the CCM Campus store or other retail outlets. For textbook information, availability, and pricing please contact the CCM Campus Store online at WWW.BOOKSTORE.CCM.EDU. The CCM Campus store is open 8:30AM-4:30PM Tuesday, Wednesday and Friday and 8:30AM-6:30PM on Monday and Thursday during the academic year. The Campus Store offers various options for purchasing some books including: rental, purchasing used and online purchase with store or home delivery.

STUDENT RECORDS
All student records are maintained by the Office of Records and Registration. This office is the only office on campus to have access to social security numbers. For regulatory purposes related to out-of-county tuition costs, changes of address, phone and email address must be made in writing using the appropriate form provided by the Office of Records and Registration found at http://tinyurl.com/q8wrej7/. Simply entering correct information at the time of class registration does not change your official information. Please ensure CCM has current and correct contact information.

STUDENT WITHDRAWAL AND REFUNDS
Students will receive a full refund (minus a $10 drop fee per course) if notification is received in writing three (3) business days prior to the first class. Mail your request to Records and Registration, County College of Morris, 214 Center Grove Road, Randolph, New Jersey 07869-2086 or email it to registrar@ccm.edu. Thereafter there are no refunds. Refunds are not issued for purchases made by students related to their courses. Refunds are issued to the student registered for the course, not the organization/sponsor paying for the course. Refunds may take 4-6 weeks to be processed and mailed. It is not possible to transfer course costs from one semester to another.

TRAFFIC AND PARKING REGULATIONS
County College of Morris provides on-campus parking for its students, guests and visitors. We have well-lighted parking lots with emergency phones under a blue colored light, and the lots are regularly patrolled by our Department of Public Safety. Persons driving or parking on campus are expected to observe all traffic signs and regulations. Maximum speed limit on campus is 25 MPH unless posted otherwise. Vehicles in violation of campus parking rules and regulations may be subject to towing at owner’s risk and expense. Parking Lots 5 and 8 are reserved for staff. Parking Lot 5 is available for student parking after 5 p.m.

VISIT CCM’S WEBSITE
CCM’s website is complete with tools to make your experience more personal. We look forward to meeting you at www.ccm.edu
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Community and Professional Programs
Temporary Parking Pass
Students should park in Lots 1, 2, 3, 4 and 7, and Lot 5 after 5 p.m. No parking in Lot 8.
If your class meets more than 3 times you must obtain a temporary parking permit from Public Safety (parking lot 10)
County College of Morris
Credit Programs of Study

**Associate Degree Programs**

- Biotechnology (AAS)
- Business Administration (Transfer Program)
- Business Professional Program (Career Program)
- Chemical Technology (AAS)
  - Environmental Science (AAS)
- Communication (A.A.)

**Computer Information Systems Programs**

- Game Development (AAS)
- Technical Studies Information Technologies (AAS)
- Computer Science (A.S.)
- Criminal Justice (A.S.)
- Digital Media Technology (AAS)

**Early Childhood Programs (Pre-Kindergarten)**

- Early Childhood Education (A.S.)
  For K-12, see Teacher Education
- Electronic Engineering Technology (AAS)
- Biomedical Equipment (AAS)
- Engineering Science (A.S.)
- Exercise Science (A.S.)

**Fine Arts Programs**

- Dance (AFA)
- Drama (AFA)
- Visual Arts (AFA)
- Design (AFA)
  Architecture
  Fashion Design
  Fashion Merchandising
  Industrial Design
  Interior Design

- Fire Science Technology (AAS)
- Graphic Design (AAS)

**Hospitality Management and Culinary Arts Programs**

- Culinary Arts and Science (AAS)
- Hospitality Management (AAS)
- Restaurant and Culinary Management Option (AAS)
- Information Technology(AAS)

**Landscape and Horticultural Technology Programs**

- Agribusiness (AAS)
- Landscape Management and Design (AAS)
- Turf and Turfgrass Management (AAS)

**Liberal Arts and Sciences Programs**

- Broadcasting Arts and Technology (A.A.)
- Human Services (A.A.)
- Humanities/Social Science (A.A.)
- International Studies (A.A.)
- Media Studies/Journalism (A.A.)
- Music (A.A.)
- Musical Theater (A.A.)
- Mechanical Engineering Technology (AAS)

**Music Technology Programs**

- Music Recording (A.S.)
- Electronic Music (A.S.)
- Nursing (AAS)
- Occupational Therapy Assistant (A.S.)
- Photography Technology (AAS)
- Public Administration (A.S.)
- Public Health (A.S.)
- Radiography (AAS)
- Respiratory Therapy (AAS)

Science and Mathematics Programs

- Biology (A.S.)
  Environmental
  Health Related
  Nutrition
  Preprofessional
  Traditional
- Chemistry (A.S.)
- Mathematics (A.S.)

**Teacher Education Programs (K-12)**

- Biology Specialization (A.S.)
- Chemistry Specialization (A.S.)
- English Specialization (A.A.)
- Health/Physical Specialization (A.S.)
- History Specialization (A.A.)
- Mathematics Specialization (A.S.)
- Psychology Specialization (A.A.)
- Sociology Specialization (A.A.)
- Spanish Specialization (A.A.)
- Visual Arts Specialization (AFA)
- Telecommunications Systems Technology (AAS)
- Networking (AAS)

**Certificates of Achievement**

- Administrative Support
- Advanced Electronics
- Advanced Mechanical Analysis
- Assembly and Testing
- Basic Electronics
- Basic Telecommunications Fundamentals
- Computer Aided Drafting Technology
- Computer Software Applications
- Culinary Arts
- Digital Technology
- Early Childhood Development
- Engineering Technology
- Finance
- Garden Center
- Grounds Maintenance
- Information Security
- Landscape Contractor
- Landscape Design
- Mechanical CAD
- Media Technology
- Personal Trainer
- Restaurant Management and Event Planning
- Routing
- Small Business Management
- Systems Networking
- Web Development

**Other**

- English for Speakers of Other Languages
- Honors Study
- Horticulture Apprentice

For more information on these programs, please email the Admissions office at admis@ccm.edu or call 973-328-5100
INDEX

3DS MAX, 27

A
AAPC CPC NATIONAL CODING CERTIFICATION PREPARATION, 17
ACCOUNTING FUNDAMENTALS, 10
ADDITIONS COUNSELING PROGRAMS, 14
ADMINISTRATIVE PROFESSIONAL, 27
ADVANCED GRANT PROPOSAL WRITING, 25
ALTERNATE ROUTE TO TEACHING TRAINING PROGRAMS, 23
ANATOMY FOR HEALTHCARE PROFESSIONALS, 16
ANSWERING DEMAND IN SUPPLY CHAIN STRATEGY, 8
ASSOCIATE DEGREE PROGRAMS, 31
AUTOCAD, 11
AUTOCAD LEVEL 1: BASIC 2-D DRAWING, 11
AUTOCAD LEVEL 2: BEYOND BASIC, 11

B
BOOKKEEPING THE EASY WAY, 27
BUILDING ANALYST QUICK START (RPI CERTIFICATION), 27
BUSINESS AND PROFESSIONAL, 27
BUSINESS PROGRAMS, 5

C
C-401- ADDICTION RECOVERY, 14
C-402- PSYCHOLOGICAL CLIENT EDUCATION, 14
C-403- BIOCHEMICAL/ MEDICAL CLIENT EDUCATION, 14
C-404- SOCIOCULTURAL CLIENT EDUCATION, 15
C-405- ADDICTION RECOVERY AND FAMILY PSYCHOLOGICAL EDUCATION, 15
C-406- BIOCHEMICAL AND SOCIOCULTURAL FAMILY EDUCATION, 15
C-407- COMMUNITY AND PROFESSIONAL EDUCATION, 15
C-408- OPIATE AND STIMULANT EDUCATION, 15
C-409- ALCOHOL, SEDATIVE AND HALLUCINOGENS, 15
CCNA ROUTING AND SWITCHING CERTIFICATION, 12
CERTIFICATE CISCO CERTIFIED ENTRY NETWORKING TECHNICIAN (CCENT), 12
CERTIFICATE comptia A+ COMPUTER SERVICE TECHNICIAN, 11
CERTIFICATE IN HEALTHY AGING, 21, 26
CERTIFICATE IN HUMAN RESOURCES, 5
CERTIFICATE IN MEDICAL BILLING AND CODING, 15
CERTIFICATE IN PERINATAL ISSUES, 21, 26
CERTIFICATE IN PROJECT MANAGEMENT (PMP OR CAPM), 6
CERTIFICATE IN SUPPLY CHAIN MANAGEMENT, 8
CERTIFICATE IN WEB DEVELOPMENT & DESIGN, 13
CERTIFICATES AND TRANSCEIPTS, 29
CERTIFIED ALCOHOL AND DRUG COUNSELOR PROGRAM, 14
CERTIFIED GREEN SUPPLY CHAIN PROFESSIONAL, 27
CERTIFIED HOMEMAKER/ HOME HEALTH AIDE, 19
CERTIFIED NURSE'S AIDE, 18
CERTIFIED NURSE'S AIDE AND HOME HEALTH AIDE PROGRAMS, 18
CERTIFIED WEDDING PLANNER, 27
CNA SKILLS REVIEW & EXAM, 18
COMPTIA A+ COMPUTER SERVICE TECHNICIAN, 11
COMPTIA A+ ESSENTIALS: HARDWARE, 11
COMPTIA A+ ESSENTIALS: SOFTWARE, 11
COMPUTED TOMOGRAPHY (CT) CERTIFICATION PROGRAM, 20
CONVERSATIONAL JAPANESE, 21, 26
COURSE CANCELLATIONS AND CHANGES, 29
CPT & HCPCS CODING COURSE, 16
CREATE DONOR-CENTRIC COMMUNICATIONS, 25
CREATING SPECIAL EVENTS THAT RAISE FUNDS AND FRIENDS, 25
CREATING SUPPLY CHAINS FOR COMPETITIVE ADVANTAGE, 9
CREDIT PROGRAMS OF STUDY, 31
CROSS SECTIONAL ANATOMY - 30 HOURS, 20
CT CLINICAL - 600 HOURS, 20
CT LECTURE - 60 HOURS, 20

D
DEGREE PROGRAMS, 31
DIGITAL ARTS CERTIFICATE, 27
DISABILITY SERVICES STATEMENT, 29
DOMAIN IV - CLIENT EDUCATION, 14

E
EFFECTIVE SELLING, 10, 26
EMERGENCY AND INCLEMENT WEATHER CLOSINGS, 29
EMPLOYER PAID TRAINING, 29
EMPLOYMENT LAW, 6
END OF LIFE CARE, 21, 26
ENGLISH AS A SECOND LANGUAGE, 22
ENGLISH LANGUAGE LEARNING, 22
ENROLL, 35
ESL ADVANCED, 22
ESL BEGINNER, 22
ESL INTERMEDIATE, 22
ESL TOEFL PREP, 22
ETHICS IN GRANT WRITING, 25
EVALUATION AND MANAGEMENT, 17
EXCEL ESSENTIALS, 12
EXCEL EXPERT LEVEL, 13

F
FREIGHT BROKER/ AGENT TRAINING, 27
FUNDAMENTALS FOR FUNDRAISING PROFESSIONALS, 25

G
GAME ARTS CERTIFICATE, 27
GED, 27
GED PREPARATION, 27
GENERAL INFORMATION AND POLICIES, 29
GERONTOLOGY, 21, 26
GMAT PREPARATION, 24, 26

H
HEALTH CAREER AND FITNESS, 27
HEALTHCARE PROFESSIONAL BLS (BASIC LIFE SUPPORT), 18
HEALTHCARE PROFESSIONALS CLINICAL TRAINING PROGRAMS, 18
HEALTH OCCUPATIONS, 14
HOLIDAY UNDER THE STARS, 28
HOME INSPECTION CERTIFICATE, 27
HOSPITALITY AND GAMING, 27
HOW TO REGISTER AND PAY, 35
HOW TO SIGN UP, 35
HR MANAGEMENT AND STAFFING, 5
HUMAN RESOURCES, 5
HVAC TECHNICIAN, 27

I
ICD-10-CM/CPT 4 CODING - PRACTICAL APPLICATION, 16
ICD-10-CM INTRODUCTION AND APPLICATIONS, 16
ICND1 - 100-101 INTERCONNECTING CISCO NETWORKING DEVICES - PART 1, 12
ICND2 - 200-101 INTERCONNECTING CISCO NETWORKING DEVICES - PART 2, 12
IDENTIFYING AND MANAGING PROJECT RISK, 7
INFORMATION SESSION CAREERS IN ADDICTIONS COUNSELING, 14
INFORMATION SESSION CAREERS IN CLINICAL HEALTHCARE PROFESSIONS, 18
INDEX

INFORMATION SESSION
CAREERS IN HUMAN RESOURCES, 5
INFORMATION SESSION
CAREERS IN K-12 TEACHING PROFESSIONS, 23
INFORMATION SESSION
CAREERS IN MEDICAL BILLING AND CODING, 15
INFORMATION SESSION
CAREERS IN NON-PROFIT LEADERSHIP, 24
INFORMATION SESSION
CAREERS IN PROJECT MANAGEMENT, 6
INFORMATION SESSION
CAREERS IN SUPPLY CHAIN MANAGEMENT, 8
INFORMATION SESSION
CAREERS IN WEB DEVELOPMENT AND DESIGN, 13
INFORMATION SESSION
ON ENGLISH LANGUAGE LEARNING PROGRAM, 22
INFORMATION TECHNOLOGY AND COMPUTER TRAINING, 11
INTERACTIVE PROPOSALS WRITING, 24
INTRAVENTIOUS THERAPY CERTIFICATE COURSE, 21
IT AND SOFTWARE, 27

LEAN PRODUCTION AND SIX SIGMA TACTICS IN SUPPLY CHAIN, 9
LEAN & SIX SIGMA CERTIFICATION, 9
LEAN & SIX SIGMA INFORMATION SESSION AND YELLOW BELT CERTIFICATION, 9
LEGAL AND ETHICAL ISSUES IN NURSING, 21, 26
LIFETIME LEARNING CREDIT ACT, 29
LONGO PLANETARIUM PUBLIC PROGRAMS, 28
LSAT PREPARATION - PART 1, 24, 26

MANAGING PROJECT TEAM, 7
MANAGING PROJECT PERFORMANCE, 7
MEASURING SUPPLY CHAIN PERFORMANCE, 9
MEDIA AND DESIGN, 27
MEDICAL BILLING 1, 17
MEDICAL BILLING 2, 17
MEDICAL BILLING AND CODING, 15
MEDICAL TERMINOLOGY FOR HEALTHCARE PROFESSIONALS, 16
MEDICAL TRANSCRIPTION, 27
MICROSOFT OFFICE AND COMPUTER APPLICATIONS, 12
MICROSOFT OFFICE SPECIALIST CERTIFICATE, 12
MORRIS COUNTY AGENCIES ONLY - PAYMENT PROCEDURE, 29
MRI CLINICAL - 1200 HOURS, 20
MRI LECTURE - 75 HOURS, 20

NAVIGATING THE MEDICAL RECORD, 17
NEGOTIATION AND CONTRACT MANAGEMENT, 7
NETWORKING AND COMMUNICATIONS, 12
NEW PATHWAYS TO TEACHING IN NEW JERSEY (NPNI), 23
NON-PROFIT ANNUAL FUND PROFESSIONAL CERTIFICATE, 25
NON-PROFIT LEADERSHIP TRAINING, 24
NORTH JERSEY IMAGING ACADEMY, 19
NPNI INTRODUCTION TO TEACHING - 50 HOUR PRESERVICE COMPONENT, 23
NURSE'S CONTINUING EDUCATION, 21
NURSING CERTIFICATES, 21

ONLINE CAREER TRAINING CERTIFICATION PROGRAMS, 27
ONLINE HIGH SCHOOL DIPLOMA, 27
ONLINE LEARNING, 10, 21, 24, 25, 26
ONLINE LEARNING - NURSING CERTIFICATES, 26
ONLINE PROFESSIONAL DEVELOPMENT COURSES, 26
OUTLOOK ESSENTIALS, 13

PAIN ASSESSMENT AND MANAGEMENT, 21, 26
PARALEGAL, 27
PARKING PASS, 30
PAYMENT, 35
PHARMACY TECHNICIAN, 27
PHYSICIAN'S PRACTICE MANAGEMENT AND REGULATORY ISSUES, 17
PLANNING FOR PROJECT SUCCESS, 7
PLANNING QUALITY IN THE PROJECT, 7
PRINCIPLES OF GREEN BUILDING, 27
PROFESSIONAL DEVELOPMENT TRAINING, 23
PROFESSIONAL SALES SKILLS, 10, 26
PROJECT MANAGEMENT, 6
PROSPECTING FOR GRANTS, 24
PURCHASING TEXTBOOKS, 29
PUTTING IT ALL TOGETHER - CREATING AN ANNUAL FUND PLAN, 25

QUICKBOOKS ESSENTIALS, 10
REGISTER, 35
REGISTRATION FORM, 34
RN REFRESHER PROGRAM - NJ BON APPROVED, 21

SALES AND MARKETING SKILLS, 26
SALES & MARKETING SKILLS, 10
SHAPES IN THE SKY, 28
SIGN UP FOR COMMUNITY & PROFESSIONAL PROGRAMS, 35
SIX SIGMA GREEN BELT, BLACK BELT, 27
SKILLED TRADES AND INDUSTRIAL, 27
SKILLS FOR BUSINESS, 10
SOLAR POWER PROFESSIONAL, 27
SOURCING, SUPPLIERS AND SUPPLY CHAIN STRATEGY, 8
SPACE EXTREME, 28

SPANISH FOR MEDICAL PERSONNEL, 21, 26
SPANISH IN CLASSROOM, 21, 26
STRATEGIC HR MANAGEMENT & CAPSTONE PROJECT, 6
STUDENT RECORDS, 29
STUDENT WITHDRAWAL AND REFUNDS, 29
SUPPLY CHAIN MANAGEMENT, 8
SUSTAINABLE ENERGY & GOING GREEN, 27
SYSTEM ENGINEER 2003 (MCSE), 27

TEACHER EDUCATION, 23
THE STRATEGIC POWER IN SUPPLY CHAIN MANAGEMENT, 8
TOTAL REWARDS: COMPENSATION & BENEFITS, 6
TOUR OF THE PLANETS, 28
TRAFFIC AND PARKING REGULATIONS, 29
TRAINING & STAFF DEVELOPMENT, 6
TRAVEL AGENT TRAINING, 27
TRUSTEES & ADMINISTRATION, 30

UNEMPLOYED, 4
USING INFORMATION TECHNOLOGY STRATEGICALLY, 9

VETERINARY ASSISTANT, 27

WEB DEVELOPMENT AND DESIGN, 13
WEBSITE, 29
WORD ESSENTIALS, 12
WORKPLACE SIMULATION TRAINING, 17

Web Registration at http://webadvisor.ccm.edu for instant enrollment
Remember: Confirmations are not mailed.

Please Print • All information must be completed or registration will be delayed.

Social Security: [____] [____] [____] [____] [____] [____] [____] [____] Birthdate: [____] / [____] / [____]
(Required for ALL Registration)

Name: ___________________________________________  ____________________________________________  ______

Last                                                                                                                               First                                                                                            Int.

Address: ____________________________________________________________________________________________________  Apt.: ______

City: ________________________________________________________________  State: ____  Zip: __________  County: ____________________

E-mail: __________________________________________________________________________________________

Please provide e-mail address if you would like to receive course cancellation and other information about CCM.

Telephone: day (________) ______________________________________  evening (________) ______________________________________

Cell phone: (________) ______________________________________  Emergency phone: (________) ______________________________________

Race (Optional): ___________________________  Birth year (Optional): ___________________________

How did you hear about our program/course?: ☐ Schedule  ☐ Newspaper  ☐ Website  ☐ Facebook, etc.  ☐ Other ______________________

Please check applicable boxes:
☐ This is my first time attending a class (credit or non-credit).
☐ * This is a change of name since I last registered with CCM.  Former name: ______________________________________
☐ * My contact information has changed since I last registered with CCM.  Former address, phone number, or email:
________________________________________________________________________________________

*Go to www.ccm.edu.  Put Change of Information Form into Search Box.  Print and complete.

<table>
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<tr>
<th>Course Code Number</th>
<th>Class Begins</th>
<th>Course Title</th>
<th>Total Cost</th>
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<td>RESUME WRITING (EXAMPLE)</td>
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Alternate Choice

| Total |

Amount Enclosed: $ ______  ☐ Check #____________________  ☐ Money Order #____________________
Courses begin throughout the semester. Online registration must be completed three business days prior to the first class. Seats are limited so register early. Courses are for those 18 years of age or older or as otherwise stated in the course description.

Payment in FULL is due at the time of registration.

PLEASE NOTE: Your Social Security Number is required for future on-line registration and/or continuing education tax reporting.

You must use the registration form on page 34, or print one from our website at www.ccm.edu/BusinessCommunity.

1. ON-LINE INSTANT ENROLLMENT: You can register for classes ONLINE. This option can be used up to three business days before the course start date. Search for the course(s) you want, pay and get immediate confirmation of your registration. Go to https://webadvisor.ccm.edu. Follow the instructions. Your registration will not be processed without payment. VISA, MasterCard and Discover are accepted. * See directions below.

PLEASE NOTE: Change of Information. The online system is unable to automatically update changes of name, address or phone number since your last registration. To change your information, go to www.ccm.edu. Put Change of Information Form into the Search Box. Print and complete. This helps the college contact you with mailings, course changes or cancellations. You may not receive your certificate or transcript if your information is not updated. Please help us to serve you better.

For on-line registration assistance, call 973-328-5187. For technical assistance with WEB registration, contact the Help Desk at 973-328-5600, 8 a.m.-7 p.m., Monday through Thursday, and 8 a.m.-4:30 p.m. on Friday.

* How to REGISTER AND PAY at www.ccm.edu for NON-CREDIT COURSES:

1. Select Web Advisor below photo
2. Select Continuing Education (non-credit)
3. Select Register and Pay for Continuing Education classes (non-credit)
4. Enter only the 5 digit course code (example 48200) in the second box then submit
5. Enter all required information and submit
6. Enter credit card information (no spaces or dashes)
   - Email address – Please verify accuracy.
   - Confirmation of payment will be sent to this address.
7. Click Submit and print confirmation page

2. MAIL completed registration form and payment to: County College of Morris, Records & Registration 214 Center Grove Road Randolph, NJ 07869-2086

Total payment by check or money order must accompany your registration. Each student should send a separate check. Do not mail cash. Check or money order should be made payable to County College of Morris. You will not receive a confirmation if you register by mail.

3. IN-PERSON registration may be completed at the office of Records and Registration in the Student Community Center, 220 (parking lot 6–obtain a visitor’s pass at the Public Safety Office located in lot 10). The Records and Registration Office is open 8:30 a.m. – 4:15 p.m., Tuesday, Wednesday and Friday and 8:30 a.m. – 6:15 p.m. on Mondays and Thursdays. You may pay by check, money order, VISA, MasterCard or Discover.

To view a complete list of continuing education policies, detailed descriptions of certificate programs and a campus map, please go to our online catalog at http://catalog.ccm.edu.
Learn About CCM Career Certificate Programs

NO-COST INFORMATION SESSIONS

Tuesday, September 5, 6:30-8 p.m.

CCM’s adult and continuing education certificate and certification program instructors will be available for you in the Student Community Center, Davidson Rooms, to learn more about their programs during this evening of information sessions.

- **Business Programs**
  - Project Management
  - Supply Chain Management
  - Lean Six Sigma
  - Human Resources
  - MS Office

- **Information Technology Programs**
  - CompTia A+
  - Cisco - CCNA
  - MS Office
  - AutoCAD
  - Web Development and Design

- **Health Career Programs**
  - Certified Nurse Aide
  - Certified Home Health Aide
  - Medical Billing and Coding (CPC)
  - Certified Alcohol and Drug Counselor
  - North Jersey Imaging Academy

- **Professional Programs**
  - Alternate Route to Teaching
  - Non-Profit Leadership Training

- **English Language Learning Programs**