

Continuing Professional Education

January – August, 2018

[www.ccm.edu/
BusinessCommunity](http://www.ccm.edu/BusinessCommunity)

Open House

January 9, 2018, 6:30 - 8 p.m.



Customized Solutions
for Businesses



New Skills and
Skills Enhancement



Career Pathways
for Individuals



Career Certificate
Programs



Workforce
Development

Turn the pages
to see all that
CCM has to offer!



CORPORATE and COMMUNITY PROGRAMS
PHONE: 973-328-5187
EMAIL: CPP@CCM.EDU

County College of Morris is pleased to present its Spring 2018 catalog of certificate and non-credit Continuing Professional Education programs for the community, businesses and the workforce.

CCM, a premier education partner in Morris County, is dedicated to building and enhancing the skills and knowledge base of our residents, and enabling businesses to remain not only competitive, but to build, grow and expand. As you look through the pages of this Spring 2018 catalog, you'll see CCM's diverse and wide-ranging programs and services, spanning non-credit and credit courses. The comprehensive services of The Women's Center, dedicated training for businesses and employees, and brand new shows at The Longo Planetarium are just some of the features inside these pages. Remember, too, to check back often to the CCM website, www.ccm.edu/BusinessCommunity, for new course offerings and updated schedules.

Whether you are looking to acquire the skills to find a job, improve your job opportunities, or simply be more effective in your current position, CCM's Continuing Professional Education programs are highly effective, affordable and conveniently scheduled. Instructors are skilled professionals with a passion to share their education, experience and knowledge to help you succeed. Most programs are offered at the Randolph Campus which is centrally located with state of the art facilities.

Courses in business, information technology, project management, Six Sigma training, supply chain management, advanced manufacturing, hospitality, healthcare and many others, teach in-demand skills. Classes provide the opportunity to gain a knowledge base which may also lead to recognized certifications and industry credentials in many of these fields. In Morris County, the business community is looking for trained workers to fill their many job openings. With continuing professional education from CCM, and an industry recognized credential, you can unlock the door to obtaining employment or advancing your career.

If you are a business looking to improve the skill set of your workforce, check out the variety of Open Enrollment, grant-funded training opportunities available to your employees. Most classes run a single day. CCM's Business Continuing Professional Education instructors are also available for on-site training at your location, offering a full range of business, Microsoft Office, management and supervisory skills training, and many more topics. Dedicated business classes can be customized to meet your company's specific needs.

The Mission of County College of Morris is a commitment "... to excellence in teaching and lifelong learning, through the delivery of exceptional programs and services to our students and to the larger community, that reflect a dedication to inclusiveness and diversity, educational advancement, cultural enrichment and workforce development."

A strong, well-educated work-force helps everyone who lives or works in Morris County to keep our communities vibrant, enable a strong economy and attract new residents and businesses to our area. Continuing Professional Education, for you or for your employees, is an investment with current return and dividends for the future.

We invite you to explore the pages of this catalog and contact the County College of Morris Workforce Development team at cpp@ccm.edu for more information or cbt@ccm.edu for information specifically on programs for businesses and employers.

Irena Kaler
Director of Workforce Development and
Community Partnerships

Patrick J. Enright
Associate Vice President, Workforce Development and
Dean, School of Professional Studies and Applied Sciences

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www.ccm.edu/BusinessCommunity

For the most up to date information on what CCM has to offer, please visit our website at www.ccm.edu/BusinessCommunity/



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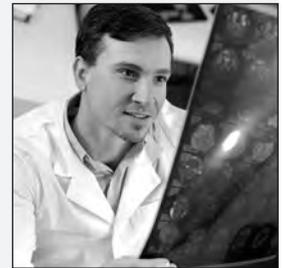
Instagram

COUNTY COLLEGE of MORRIS

Workforce Development

CAREER EDUCATION FOR BUSINESS AND PROFESSIONALS

- Taking careers to the next level; developing skills for a new career
 - Customized courses that meet the unique needs of business
 - Grant funded programs available for select courses



- **In Demand Programs**

Sales Training for Results
Succession Planning
Lean Six Sigma
MS Office Suite

- **Technical Skills**

Business Process Improvement Construction
Web Development and Design Mechanical
Prototyping
Computer Integrated Manufacturing (CNC)
Blue Print Reading

- **Business Programs**

Project Management
Supply Chain Management
Human Resources
Leadership Development

- **Information Technology Programs**

R
CompTIA A+
Cisco - CCNA
MS Office
AutoCAD
Web Development and Design

- **Health Career Programs**

Google Educator Level 1
Certified Nurse's Aide
Certified Peer Recovery Specialist
Medical Billing and Coding (CPC)
Alcohol and Drug Counselor North Jersey
Imaging Academy

- **Professional Programs**

Alternate Route to Teaching
Non-Profit Leadership Training

- **English Language Learning Programs**

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email us at cpp@ccm.edu or call us at 973-328-5187 ext. 3

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Women's Center Programs and Services

Job Readiness Program

- Career Inventory Assessments: MBTI, Strong Interest Inventory, RIASEC, Harrington-O'Shea CDM
- One-on-One Career Counseling
- Evaluation and Development of Career/Educational/Vocational Training Plan with short and long term goals
- Resume and Cover Letter Writing Assistance
- Interviewing Techniques • Job Club
- Job Search Assistance • Job Fairs

Educational and Scholarship Opportunities/Financial Aid

- Assistance determining appropriate educational path
- Assistance with financial aid process and exploration of scholarship options

Workshops

- Self-Esteem Building • Getting Back on Track
- Internet Job Searching • Time Management
- Finances • Stress Management
- Non- Traditional Career Choices
- Other Relevant Women's Issues

Computer Training

- We offer both a class setting and one-on-one computer labs in:
 - › Introduction to Computers › Windows
 - › Word I and II › Excel I and II
 - › Outlook › Access
 - › PowerPoint › QuickBooks

Legal Programs

- Free Family Law workshops series that run in the Spring, Summer and Fall: help with topics that include the divorce process, enforcement of child support, tips on completing legal forms such as the case information statement, mediation, alimony, post-matrimonial relief and more.
- Free Legal Clinics: Individual private consultations with volunteer attorneys who will provide advice on areas of the law that relate to an individual's particular situation. Bring questions and learn about legal options and rights.

Other Services Available

- Referrals to local social service agencies for help with transportation, childcare and other barriers to employment
- Support Groups
- Mentoring
- Quarterly newsletter containing articles on various issues facing women today

For more information or to schedule an intake please complete the enrollment form available at www.ccm.edu/student-life/campus-services/womens-center/





Programs For The Unemployed

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.rtnj.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.rtnj.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.

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

Room: Henderson Hall, HH 215

Time: 6:30-8:30 p.m., weekly

Check back for dates and locations to www.ccm.edu/BusinessCommunity/Schedule/updates

Cost: None

SCORE NORTHWEST NJ CHAPTER

SCORE is a volunteer organization sponsored by the Small Business Administration (SBA) that has been helping business owners and entrepreneurs for over fifty years.

The Chapter is a team of 45 experienced business professionals with diverse backgrounds, committed to assisting clients with confidential, individualized solutions for the life of their business. After an initial meeting, each client is paired with a SCORE mentor. The mentor meets one-on-one with the client and taps into the national organization of over 11,000 volunteers and the SBA's tools and resources. SCORES works with clients to develop a customized strategy, action plan, or even a simple to do list which is a collaborative process. There is never a charge for SCORE's services. Find out more at <http://northwestnj.score.org>.

For information on New Jersey's services for job seekers and the unemployed, go to: <http://msw-jobtraining.org>

BUSINESS PROGRAMS



HUMAN RESOURCES

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.

INFORMATION SESSION CAREERS IN HUMAN RESOURCES

Where to find employers • salaries
• needed training • how to get started

Tues, January 9, 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 41

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 Koetznar

CERTIFICATE IN HUMAN RESOURCES PROFESSIONAL – GENERALIST

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 www.ccm.edu/businesscommunity/

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? Whether you’re interested in a SHRM (Society for Human Resource Management) Professional HR certification or you are looking to grow your HR expertise, CCM’s Certificate in Human Resources Professional - Generalist program will provide you with the knowledge you need for your career growth.

About the program: The Certificate in Human Resources Professional - Generalist program consists of five courses: HR Management & Staffing, Employment Law, Training & Development, Total Compensation, and Capstone & Strategic HR Management. The courses are taught from both a theoretical and practical application of HR topics.

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 TEXT: For required textbook information, go to 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.

If you missed the Fall 2017 sessions for the Certificate in Human Resources Professional – Generalist, you will have an opportunity to take those courses: HR Management and Staffing, Employment Law, or Training & Staff Development in the Fall 2018 session. Courses do not need to be taken in order.

INSTRUCTORS:

Judy Treibman, MBA, SHRM-SCP, SPHR
Kenneth Sterzer, MPS, SHRM-CP, PHR
Vivian Yost, MSHR, SPHR-SCP; SPHR

Human Resources continued on next page.

COURSE DESCRIPTIONS AND SCHEDULE

**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

28384 5 Sessions: 15 hours

Morristown High School

Time: 6-9 p.m., Tues, Jan. 23, 30; Feb. 6, 13, 20

Cost: \$225

**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 drawing 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

28385 3 Sessions: 9 hours

Morristown High School

Time: 6-9 p.m., Tues, March 6, 13, 20

Cost: \$150



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

Tues, January 9, 6:30-8 p.m.

**CERTIFICATE IN
PROJECT MANAGEMENT
(PMP OR CAPM)**

If you missed the Fall 2017 sessions, Planning Quality in the Project or Identifying and Managing Project Risk, you will have an opportunity to take those courses in the Fall 2018 session. Courses do not need to be taken in order.

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

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. 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

28411. 6 Sessions: 18 hours

Cohen Hall, CH 269

Time: 6:30-9:30 p.m., Tues, Jan 16-Feb 20

Cost: \$399

**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

28412. 5 Sessions: 15 hours

Cohen Hall, CH 269

Time: 6:30-9:30 p.m., Tues, Feb 27-Mar 27

Cost: \$299



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.

MANAGING PROJECT TEAMS

Prerequisite: Planning for Project Success. Project teams are the productive components in a project. It is the project manager's responsibility to ensure the most effective use of these human resources on the project. This class helps you plan for, acquire and develop project staff. It also teaches you to identify obstacles that impede team performance, including conflict. You learn to recognize the primary causes of conflict in projects and how to lead team members through the conflict resolution process. You will also review and discuss the elements of the PMI Code of Ethics and Professional Conduct. PMC 111

28413. 4 Sessions: 12 hours
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Tues, Apr 3-Apr 24
Cost: \$299

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

28414. 4 Sessions: 12 hours
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Tues, May 1-May 22
Cost: \$299

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, January 9, 6:30-8 p.m.

CERTIFICATE IN SUPPLY CHAIN MANAGEMENT

If you missed the Fall 2017 sessions, **Answering Demand in Supply Chain or Sourcing, Suppliers and Supply Chain Strategy**, you will have an opportunity to take those courses in the Fall 2018 session. Courses do not need to be taken in order.

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

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 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 seven courses, the Certificate of Completion in Supply Chain Management may be awarded. See "Certificates" on General Information page.

INSTRUCTOR: Ciro Petti, MCT

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

28421. 4 Sessions: 12 hours
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Wed, Jan. 17-Feb. 7
Cost: \$225

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

28422. 4 Sessions: 12 hours
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Wed, Feb. 21-Mar. 14
Cost: \$225



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 innovate operations. SCM 104

28423. 4 Sessions: 12 hours
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Wed, Mar. 28-Apr. 18
Cost: \$225

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

28424. 4 Sessions: 12 hours
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Wed, May 2-May 23
Cost: \$225

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

28425. 4 Sessions: 12 hours
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Wed, June 6-June 27
Cost: \$225

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 Six Sigma Green Belts are \$80K-\$90K. With this in mind, CCM is offering Six Sigma certification 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 Six Sigma improvements. This course is affordable, offered over ten weeks, to allow individuals to continue working and immediately put into practice the skills being learned in class.

GREEN BELT CERTIFICATION

Upon completion of this 40-hour course, you will be prepared to sit for the American Society for Quality Green Belt certification exam. 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; and analyze the data and identify the improvement tasks necessary to improve the project metric to a target value.

INSTRUCTOR: Carl Perini, BA, MS, ASQ CSSBB, CQA, CGMP, is a certified Six Sigma Black Belt, Certified Quality Auditor and Certified Pharmaceutical GMP Professional by the American Society of Quality. Mr. Perini's vast experience as an Adjunct Instructor and quality professional in the fields pharmacy, chemicals, communication, aerospace and manufacturing is sure to enrich your learning experience.

28391. 10 Sessions: 40 hours
Henderson Hall, HH204
Time: Saturdays, 8:30-12:30 p.m., March 10 - May 19 No class on March 31
Cost: \$599

SKILLS FOR BUSINESS

INSTRUCTOR: Magdy Sharoupim, Ph.D.

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

28880. 4 Sessions: 12 hours
Henderson Hall, HH 204
Time: 9:00 a.m.-12 p.m., Sat, Feb 3-Feb 24
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

28881. 6 Sessions: 18 hours
Henderson Hall, HH 114
Time: 9 a.m.-12 p.m., Sat, March 3-Apr 7
Cost: \$285

INFORMATION TECHNOLOGY AND COMPUTER TRAINING



IN-DEMAND TECHNOLOGY

BRAND NEW IN SPRING 2018

INTRODUCTION TO R PROGRAMMING AND DATA SCIENCE



The job of data scientist is expected to grow 27 percent by 2022. According to the Institute of Electrical and Electronics Engineers (IEEE), the world's largest technical professional organization dedicated to advancing technology for the benefit of humanity, R places six in the Top Ten Languages for 2017. Business Insider magazine says R "is the programming language of choice for statisticians and anybody doing data analysis." Google has noted the power R gives to its mathematicians.

This ten-hour course is designed to introduce students to R, a free, open source, statistical software program that is used to analyze large data sets. Students will complete projects analyzing large data sets that are related to environmental and business issues. The course will cover exploratory data analysis techniques, visualization methods, modeling and ideas in reproducible research.

R's wide-spread popularity in today's data driven business world, makes R a must-know data analysis tool in almost every field of business: finance, bio science, supply chain, sports, retail, marketing, social media, manufacturing and even journalism. High school statistics teachers will benefit from this course as well, by incorporating technology, an element of the common core curriculum. At the completion of this introductory class, you will

be able to produce your own R-based report in your own business or school environment. CPC 603 *Enrollment is limited to 20.*

INSTRUCTOR: Kelly Fitzpatrick, Assistant Professor Mathematics, County College of Morris. Prior to teaching at CCM, Professor Fitzpatrick worked in hedge fund management as an execution trader. Other experience includes derivatives and equity strategy, and credit and global risk management. Professor Fitzpatrick holds an M.A. in Mathematics of Finance from Columbia University and B.A. in Mathematics from the State University of New York at Geneseo.

28867. 5 Sessions: 10 hours
Cohen Hall, CH 156
Time: 5:30 -7:30 pm. Thursday, February 1-March 1
Cost: \$500

BRAND NEW FOR SPRING 2018

GOOGLE EDUCATOR LEVEL 1 CERTIFICATION PREP COURSE

Technology in the classroom has had a huge impact on the way teachers teach and students learn. This course is designed with educators in mind. Via an organized, structured and professionally developed preparation course, you will be prepared to take the Google Level 1 Educator certification exam. During the course, students will learn and create practical, reusable content with Gmail and Google Groups, Drive, Sites, Classroom, Search, Calendar, Docs, Sheets, Slides, Forms and Keep, all the applications necessary for passing the exam.

By mastering these skills, you will:

- Increase student learning and engagement
- Streamline assessing and sharing student grades
- Measure teaching impact with data analysis tools
- Satisfy individual needs with Google products
- Boost educator and student technology literacy

Individuals who have achieved certification may publicize their status with their personalized certificate and badge on their resume,

portfolio, website or anywhere. The certification is valid for 36 months. The Google Educator Level 1 exam registration and fee is not included in the course. CPC 604

INSTRUCTOR: Susan Wise. Susan Wise has worked in the fields of business and technology for nearly 30 years. She is certified in Cisco Routing and Switching technologies as well as the Microsoft Office suite of applications

28868. 3 Sessions: 9 hours
Classroom: Cohen Hall, CH 156
Time: 6 - 9 p.m. Thursday, April 5-19
Cost: \$150

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

28872. 6 Sessions: 18 hours
Cohen Hall, CH 156
Time: 9 a.m. - 12:00 p.m. Saturdays
February 10 - March 17
Cost: \$275

COMPTIA A+**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

28873. 6 Sessions: 18 hours

Henderson Hall, HH 113

Time: 9 a.m. - 12:00 p.m. Saturdays

April 14 - May 19

Cost: \$275

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

6 Sessions: 18 hours

Schedule to be determined – go to www.ccm.edu/businesscommunity/schedule/updates 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

28874. 6 Sessions: 18 hours

Cohen Hall, CH 156

Time: 6:30 p.m. -- 9:30 p.m. Thursdays

May 10 - June 14

Cost: \$275

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

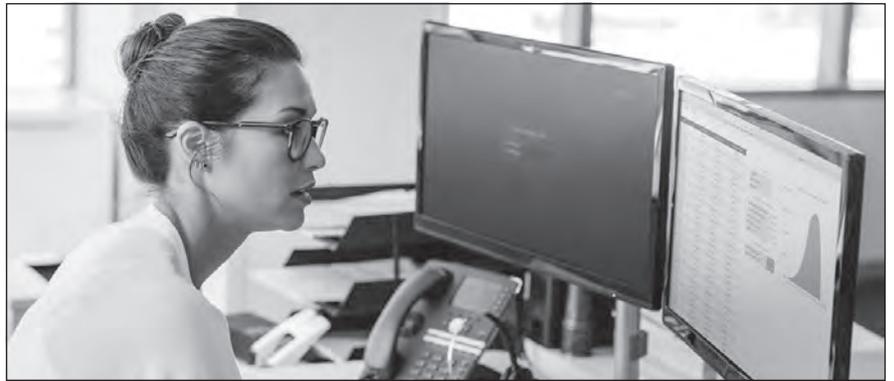
As an IT professional, the value of certification is without question. The CompTIA® A+ certifications are generally the benchmark of most entry-level positions in Information Technology. This certificate program will provide the foundations needed to pass the certification exams and put you on a path 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

REQUIRED TEXT: For required textbook information, go to [bookstore.ccm.edu/college](http://bookstore.ccm.edu/) 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 both courses, the CompTIA A+ Computer Service Technician certificate may be awarded. See "Certificates" on General Information page.

INSTRUCTOR: Igor Nachevnik. Mr. Nachevnik is an experienced IT professional with a thorough understanding of computer systems, holding A+ and multiple MCP certifications.

**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'll 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

28860 5 Sessions: 30 hours

Sheffield Hall, SH 151

Time: 8:30 a.m.-3 p.m., Sat, Feb 10-Mar 10

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

28861 5 Sessions: 30 hours

Sheffield Hall, SH 151

Time: 8:30 a.m.-3 p.m., Sat, Mar 17- Apr 14

Cost: \$499

AUTOCAD

REQUIRED TEXT: For required textbook information, go to 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: Anthony Gaffney
Mr. Gaffney has over 18 years of experience in the industry as an AutoCAD/Civil 3D Consultant, Instructor and Designer/Operator for a wide variety of both civil and environmental firms. He brings real world scenarios into the classroom to make the training curriculum relevant and relatable.

AUTOCAD LEVEL 1: BASIC 2-D DRAWING

This course is an introduction for new AutoCAD software users who require comprehensive training. It incorporates the features, commands, and techniques for creating, editing, annotating and printing 2D drawings with AutoCAD. The primary objective of this course is to give the new AutoCAD user a comprehensive foundation that they can build upon. Students will get hands-on experience working with real world drawing examples and exercises in a supervised CAD lab. CAD 111

28862. 8 Sessions: 24 hours
Sheffield Hall, SH 169
Time: 9 a.m.-12 p.m. Sat, Jan 20 – March 10
Cost: \$399

AUTOCAD LEVEL 2: BEYOND BASIC

This course continues to build on the concepts introduced in the Basic 2D Drawing class. It is designed for the AutoCAD user looking to advance their knowledge of AutoCAD. To comprehend and utilize features, commands, and techniques for becoming more productive and efficient when creating, editing, annotating, and printing drawings with AutoCAD. Advanced AutoCAD applications to be covered: Dynamic Blocks, Attributes, Fields, External References, Advanced Layer Management tools, Object Linking and Embedding (OLE), Raster Images and PDFs, with an introduction to customization and 3D. Students will get hands-on experience working with real world drawing examples and exercises in a supervised CAD lab. CAD 120

28863 7 Sessions: 21 hours
Sheffield Hall, SH 169
Time: 9 a.m.-12 p.m. Sat, March 17 – April 28
Cost: \$349

INTRODUCING AN ALL NEW COURSE

AUTOCAD CIVIL 3D

For professionals already experienced in AutoCAD, a healthy knowledge of AutoCAD Civil 3D is a real resume booster and ups your appeal to prospective employers. For current engineering students, especially

seniors, this is a great addition as you seek internship opportunities. For current industry professionals who need to update their knowledge, but cannot take time away from the work schedule, or anyone else that may be looking to learn or to just "brush up" their skillset, this course is designed with you in mind."

28866. 10 Sessions: 30 hours

Time: 6:30 p.m.-9:30 p.m., Tues., April 17 -- June 19. Cohen Hall CH 156

Cost: \$499

Topics Covered:

- Learn the AutoCAD Civil 3D user interface.
- Create points, point styles and label styles, work with point groups.
- Create, edit, view, and analyze surfaces.
- Create data shortcuts.
- Create and edit alignments.
- Create profiles, and profile views
- Create assemblies, corridors, and intersections.
- Create cross-sections.
- Create grading solutions.
- Create gravity fed and pressure pipe networks.
- Perform quantity takeoff and volume calculations.
- Use plan production tools to create plan and profile sheets.

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

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. Susan Wise has worked in the fields of business and technology for nearly 30 years. She is certified in Cisco Routing and Switching technologies as well as the Microsoft Office suite of applications

28869. 7 Sessions: 21 hours
Landscape/ Horticulture Bldg., LHT 102
Time: 6-9 p.m., Mon, Mar 24 -May 5
Cost: \$499



Networking continued on next page.

CCNA® ROUTING AND SWITCHING CERTIFICATION

Candidates can prepare for this exam by taking the Interconnecting Cisco Networking Devices Part 2 (ICND2) course. The exam tests a candidate's knowledge and skills required to successfully install, operate, and troubleshoot a small to medium-size enterprise branch network. The exam includes topics on LAN switching technologies, IP routing technologies, IP services (FHRP, syslog, SNMP v2 and v3), troubleshooting, and WAN technologies.

- ICND Part 1
- ICND Part 2

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.

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

28871. 7 Sessions: 21 hours
Landscape/ Horticulture Bldg., LHT 102
Time: 9 a.m.-12 p.m., Sat, May 12-June 30
(no class May 26)
Cost: \$499

WEB DEVELOPMENT AND DESIGN**INFORMATION SESSION CAREERS IN WEB DEVELOPMENT AND DESIGN**

Where to find employers • salaries
• needed training • how to get started

Tues, January 9, 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 41

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

28870. 9 Sessions: 63 hours
Henderson Hall, Room 113
Time: 9 a.m.-4:30 p.m., Sat, Jan 27-April 7
(no class Feb 24 or Mar 17)
Cost: \$999

HEALTH OCCUPATIONS



ADDICTIONS 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, January 9, 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 41

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 www.ccm.edu/businesscommunity/schedule/updates

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.org). 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/businesscommunity/schedule/>

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/adcc/Pages/default.aspx>

DOMAIN V – PROFESSIONAL RESPONSIBILITY

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

C-501 ETHICAL STANDARDS

At the end of this course, the student will: identify guidelines for the process of ethical decision-making, acquire an understanding of the importance of ethics in SUD counseling, become familiar with the NAADAC Code of Ethics and acquire an understanding of ethics as related, a host of issues including but not limited to privacy and other areas. ADC 558 Professional Development Hours 6

28301. 1 Session: 6 hours

Cohan Hall, CH 259

Time: 9 a.m.-3:30 p.m., Sat, Jan 20

Cost: \$99

C-502 LEGAL ASPECTS

At the end of this course, the student will adhere to federal, state, and agency regulations regarding alcohol and other drug abuse treatment by following appropriate procedures to protect client rights, understand the regulations of New Jersey's rules (N.J.S.A. 45:2D -1 et seq.), also referred to as the "Alcohol and Drug Counselor Licensing and Certification Act" and the regulations (N.J.A.C. 13:34C-1 et seq.) intended to codify the provisions of the statute, be familiar with the Federal Confidentiality Regulations, 42CFR – part 2, and be familiar with HIPAA regulations as pertaining to SUD records. ADC 559 Professional Development Hours 6

28302. 1 Session: 6 hours

Cohen Hall, CH 259

Time: 9 a.m.-3:30 p.m., Sat, Jan 27

Cost: \$99

C-503 CULTURAL COMPETENCY

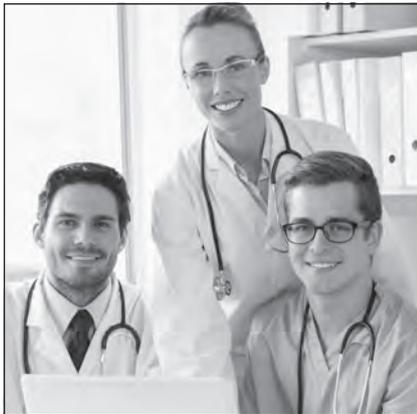
At the end of this course, the student will recognize the importance of individual differences by gaining knowledge about personality, cultures, lifestyles, and other factors influencing client behavior in order to provide services that are sensitive to the uniqueness of the individual. Students are encouraged to examine their own attitudes and behaviors relative to the special populations and cultural groups with whom they may become professionally involved. They will identify and utilize techniques pertinent to various cultural groups and populations. ADC 560 Professional Development Hours 6

28303. 1 Session: 6 hours

Cohen Hall, CH 259

Time: 9 a.m.-3:30 p.m., Sat, Feb 3

Cost: \$99



C-504 PROFESSIONAL GROWTH

At the end of this course, the student will identify and integrate information from current evidence based literature to foster professional development, identify and utilize self-assessment instruments to gain greater understanding of one’s strengths and weaknesses, identify their degree of competence relative to the 12 Core Functions of the ICRC, increase their understanding of the importance of professional and continuing education and develop their own professional improvement plan, and utilize clinical supervision as a way of identifying professional growth needs. ADC 561 Professional Development Hours 6

28304. 1 Session: 6 hours
Cohen Hall, CH 259
Time: 9 a.m.-3:30 p.m., Sat, Feb 17
Cost: \$99

C-505 PERSONAL GROWTH

At the end of this course, the student will identify self-care activities which can foster personal growth, develop and utilize strategies to maintain personal, physical, spiritual and mental health in order to ensure professional effectiveness, increase

their understanding of the importance of personal growth and develop their own personal growth plan. ADC 562 Professional Development Hours 6

28305. 1 Session: 6 hours
Cohen Hall, CH 259
Time: 9 a.m.-3:30 p.m., Sat, Feb 24
Cost: \$99

C-506 DIMENSIONS OF RECOVERY

At the end of this course, the student will be able to develop an operational understanding of Wellness and Recovery, increase their understanding of the importance of Wellness and Recovery by developing an individualized Wellness Recovery Action Plan and develop an on-going self-monitoring plan in order to periodically enhance their personal plan. ADC 563 Professional Development Hours 6

28306. 1 Session: 6 hours
Cohen Hall, CH 259
Time: 9 a.m.-3:30 p.m., Sat, Mar 3
Cost: \$99

C-507 SUPERVISION

At the end of this course, the student will describe supervision as described in NJ LCADC/CADC regulations and understand the benefits of supervision, including the Blended Model. They will distinguish among supervision, consultation, and personal therapy, understand the role of clinical supervision in helping the counselor identify critical issues and appropriate responses in the counseling relationship and know the necessary components to be incorporated when presenting a case in supervision. Students are expected to develop and utilize a range of options to explore and discuss personal feelings and concerns about clients, know when to contact their supervisor regarding potential legal

and ethical situations and be familiar with State regulations regarding requirements for giving & receiving clinical supervision as an intern, as a CADC, or if one is working in a licensed facility. ADC 564 Professional Development Hours 6

28307. 1 Session: 6 hours
Cohen Hall, CH 259
Time: 9 a.m.-3:30 p.m., Sat, Mar 10
Cost: \$99

C-508 COMMUNITY INVOLVEMENT

At the end of this course, the student will understand the importance of professional networking, begin to develop skills in how to establish and maintain a professional network, learn the importance of advocating for one’s clients as well as issues in the field, learn best practices to contribute to de-stigmatizing SUD related issues and understand important cultural issues in the community and be able to incorporate relevant community information into their work. ADC 565 Professional Development Hours 6

28308. 1 Session: 6 hours
Cohen Hall, CH 259
Time: 9 a.m.-3:30 p.m., Sat, Mar 24
Cost: \$99

C-509 CONSULTATION

At the end of this course, the student will define Consultation as per the IC&RC Core Function, explain the benefits of consultation, identify the tasks involved when seeking consultation, and utilize peers, clinical supervisors, and a multi-disciplinary team to enhance the quality of care. ADC 566 Professional Development Hours 6

28309. 1 Session: 6 hours
Cohen Hall, CH 259
Time: 9 a.m.-3:30 p.m., Sat, Mar 31
Cost: \$99

DOMAIN I – ASSESSMENT

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

Domain I instructional content has been updated as of October 2017. CCM will offer the latest Domain I courses April 14 through June 23, 2018.

- 101, Initial Interviewing Process, April 14
- 102, Biopsychosocial Assessment, April 21&28
- 103, Differential Diagnosis, May 12 & 19
- 104, Diagnostic Summaries, June 2 & 9
- 105, Pharmacology, June 16
- 107, Compulsive Gambling, June 23 Time: 9 a.m.-3:30 p.m., Saturday Cost: Single Session Classes: \$99; Two Session Classes: \$198

UPDATED INFORMATION WILL BE AVAILABLE AT: <http://www.ccm.edu/BusinessCommunity/schedule/updates>

HEALTHCARE PROFESSIONAL EXTERNSHIP (OPTIONAL)

Prerequisites: Must have completed at least one domain towards the CADC.

CCM has developed an externship course that provides both the opportunity to work in a counseling setting and to earn hours towards the required 3000 hours for licensing.

Externship opportunities will be presented based upon: 1) the student’s demonstrated professionalism, 2) obtaining two letters of recommendation, at least one from an instructor in your program (the other may be from an instructor or a professional in your field who can attest to your ability and professional ethics) 3) successful completion of four classroom sessions on professional development and related topics, 4) obtaining student professional liability insurance and 5) completion of Externship paperwork.

Students are required to attend four classroom sessions on professional development, including targeted job search techniques, résumés, cover letters, interview preparation,

networking skills, interactive exercises, and additional soft skills training and community resources.

CCM will identify a local Alcohol and Drug Counseling organization for placement of at least 100 hours of supervised counseling. Externship site hours will be determined between the student, site supervisor and CCM Externship Instructor. AHP 309

Instructor: David Choe

58488. 4 Sessions: 12 hours

Henderson Hall, HH 212

Time: 6 p.m. – 9:00 p.m.; Tues & Thurs, July 9-July 19

Cost: \$399

THREE NEW COURSES IN 2018

- **CERTIFIED PEER RECOVERY SPECIALIST**

- **CREATIVE POSITIVE EXPRESSION, SUPPORTING ADDICTION RECOVERY TRAINING FOR VOLUNTEERS OF DRUG COURT**

- **MENTAL HEALTH FIRST AID TRAINED VOLUNTEER**

INFORMATION SESSION FOR

- **CERTIFIED PEER RECOVERY SPECIALIST**

- **CREATIVE POSITIVE EXPRESSIONS**

- **MENTAL HEALTH FIRST AID VOLUNTEER**

Learn what these programs offer and how to get started

Tues, January 9, 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 41
Pre-registration is not required.

CERTIFIED PEER RECOVERY SPECIALIST

This entry level credential will promote competence and skill development in peer recovery support and peer delivered services in a variety of contexts; addiction crisis intervention, referral to treatment services and aftercare planning, prison re-entry, as well as in non-clinical settings, such as, peer run recovery centers. Students who successfully complete this course will fulfill the curricula requirements for N.J. state certifica-

tion as a Certified Peer Recovery Specialist.

The Addiction Professional Certification Board of New Jersey has agreed that successful completion of this course is equivalent to completing the 46 hours of training required for the Certified Peer Recovery Specialist (CPRS) required by the International Credentialing and Reciprocity Consortium (IC&RC) in the Four Domains of Education/Mentoring, Recovery and Wellness, Advocacy and Ethical Responsibilities. This course is also intended to qualify individuals to work in the newly emerging Peer Recovery Specialist workforce emerging nationwide. The CPRS is reciprocal with peer credentials in 48 of the 50 states, parts of South America, Europe and Asia. Some form of lived experience with addiction and recovery (in self-defined terms) is required for this course.

Recertification is required every two years and applicants must document 20 hours of work in any of the Four Domains of Peer Recovery. CPRS coursework does not count towards CADC certification requirements.

INSTRUCTOR: Patrick Roff MA, LCADC, CPRS, CPP. Mr. Roff, a Licensed Clinical Alcohol and Drug Counselor is the Director of Peer Recovery Services at Center for Addiction Recovery Education and Success (CARES)/Morris County Prevention is Key (MCPIK). He is an experienced Adjunct Professor in NJ's community colleges. He also serves as Executive Director of Philosophy and Recovery which he founded in 2012. He earned his Bachelor of Arts from Loyola College and Master's Degree from Colorado State University. AHP 342

28461. 16 Sessions: 48 hours

Cohen Hall, CH 271

Time: 6:00-9:00 p.m., Tues and Thurs, Feb 6 – March 29

Cost: \$359

CREATIVE POSITIVE EXPRESSION, SUPPORTING ADDICTION RECOVERY VOLUNTEER TRAINING PROGRAM

CCM, in partnership with Dr. Rebecca Conviser, (DLitt), founder of a highly successful drug court collaborative program for drug court's adjudicated offenders, offers a unique opportunity for volunteers to be trained as facilitators for this program. Creative Positive Expression is a multi-dimensional program of expression, including writing, poetry and art, that allows participants (adjudicated offenders) to develop and tap into new avenues of expression. Participants in the program work through feelings, past experiences and barriers, while creating a new-found appreciation of simple pleasures, and find undiscovered areas of joy and gratitude. The introspective view of Creative Positive Expression contributes to

supporting sobriety and recovery from the addictions that have led the participants to sentencing under drug court.

The operation of drug court, and assignment and management of volunteers, is under the oversight of the drug court. Volunteers may need to offer assistance during business hours, or as otherwise may be scheduled.

CCM is a host training partner facility only.

Start with the Information Session on January 9. A one-day training session will orient potential volunteers to the requirements and areas of study covered in a subsequent multi-week course, Supporting Addiction Recovery through Creative Positive Expression.

INSTRUCTOR: Rebecca Conviser, DLitt 2

28463. One-day Training Session, February 3, 9 a.m. -- 1 p.m.

DeMare Hall, DH118

28464. 6 Sessions: 12 hours

Landscape and Horticulture Bldg, LHT 109

Time: 9:00 a.m.-11a.m., Sat, March 10-April 21 (no class March 31)

Cost: \$25

MENTAL HEALTH FIRST AID

Mental Health First Aid is a groundbreaking public education program which introduces participants to risk factors and warning signs of mental health problems, builds understanding of their impact, and overviews common treatments. Mental Health First Aid is an 8-hour course, which uses role-playing and simulations to demonstrate how to assess a mental health crisis; select interventions and provide initial help; and connect persons to professional, peer, social, and self-help care. The program also teaches about the risk factors and warning signs of specific illnesses like anxiety, depression, schizophrenia, bipolar disorder, eating disorders, and addictions.

MHFA is the initial help given to someone who may be developing a mental illness or experiencing a mental health crisis. The aid provided is not a substitute for professional help, but may help in stabilizing the person until appropriate professional or other assistance can be engaged. This one day 8-hour certification course teaches non-mental health professionals how to give first aid to individuals experiencing a mental health crisis and/or who are in the early stages of a mental health disorder. Participants learn the sign and symptoms of the most common mental health problems, where and when to get help, and types of help shown to be effective. Certified Mental Health First Aid instructors provide a list of community healthcare pro-

viders and national resources, support groups, and online tools for mental health and addictions treatment and support. All trainees receive a program manual to compliment the course material and at the completion will be certified Mental Health First Aiders. National Council for Behavioral Health Certified Instructors facilitate the course. Certification training will include separate modules for: Adult, Youth, Senior and Law Enforcement.

CLASSES ARE ONE DAY ONLY.

Cost \$125 per class
All classes meet in Henderson Hall, HH 215
Time: Saturdays, 9:00 a.m.–5:00 p.m.

- 28500. ADULT: February 24
- 28501. YOUTH: March 17
- 28502. SENIOR: April 28
- 28503. PUBLIC SAFETY/LAW ENFORCEMENT: May 12

Classes repeat:

- 28504. ADULT: June 23
- 58501. YOUTH: July 28
- 58502. SENIOR: August 25
- 88503. PUBLIC SAFETY/LAW ENFORCEMENT : September 29

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.

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

- Navigating the Medical Record
- ICD-10-CM CPT 4 Coding – Practical Application
- Physician's Practice Management and Regulatory Issues
- Evaluation and Management
- Medical Billing
- Workplace Simulation Training
- CPC Certification Prep Course & Exam (optional)
- Health Care Professional Externship (optional)

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 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

28471. 8 Sessions: 24 hours
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Mon and Thurs, Jan 11-Feb 8 (no class Jan 15)
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 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

28472. 4 Sessions: 16 hours
Henderson Hall, HH 212
Time: 9 a.m.-1 p.m., Sat, Jan 13-Feb 3
Cost: \$224

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 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 SESSION CAREERS IN MEDICAL BILLING AND CODING

- Where to find employers
- salaries
- needed training
- how to get started

Tues, January 9, 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 41

Pre-registration is not required.

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 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.

information, go to 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

28473. 8 Sessions: 24 hours
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Mon and Thurs, Feb 12-March 8
Cost: \$359

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 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

28474. 4 Sessions: 16 hours
Henderson Hall, HH 212
Time: 9 a.m.-1 p.m. Sat, Feb10-March 3
Cost: \$299

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 workbook 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

28475. 14 Sessions: 42 hours
Henderson Hall, HH 212

Time: 6-9 p.m., Tues and Thurs, March 13-Apr 26
Cost: \$649

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

28476. 2Sessions: 8 hours
Henderson Hall, HH 212
Time: 9 a.m.-1 p.m., Sat, March 10 & 17
Cost: \$269

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 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

28477. 4 Sessions: 16 hours
Henderson Hall, HH 212
Time: 9 a.m.-1 p.m., Sat, March 24-April 21 (no class March 31)
Cost: \$269

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

28478. 6 Sessions: 18 hours
Henderson Hall, HH 212
Time: 6:30 p.m.-9:30 pm., Mon and Wed, Jan10-31 No class January 15.
Cost: \$229

28479. 6 Sessions: 18 hours
Henderson Hall, HH 212
Time: 6:30 p.m.-9:30 p.m. Mon and Thus April 30 – May 17
Cost: \$229

AAPC CPC NATIONAL CODING CERTIFICATION PREPARATION REVIEW COURSE & CODING EXAM (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

28480. 6 Sessions: 23 hours
Henderson Hall, HH 212
Review: 6:30 p.m.-9:30 p.m. Tues and Thus; Jan 23, 25, 30, Feb 1, 6 & 8
Exam: 9 a.m. – 5 p.m. Sat, Feb 10 Cohen Hall, CH 269
Cost: \$300

28481. 6 Sessions: 23 hours
Henderson Hall, HH 212
Review: 6:30 p.m.-9:30 p.m. Tues and Thus; June 12, 14, 19, 21, 26 & 28
Exam: 9 a.m. – 5 p.m. Sat, June 30 Cohen Hall, CH 269
Cost: \$300

Students are required to register and pay the AAPC examination fee separately.

Exam fees are not included in the course fees

Students must register for the exam 4 weeks in advance of the exam date

For more information on the exam and registration, please contact:

Justin White @AAPC: 801-236-2200 EXT 292
justin.white@aapc.com

MEDICAL BILLING

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. Additionally, the course will touch on the "other" healthcare payers: Medicare, Medicaid, Tricare, Workers Compensation and Disability Insurances. AHP 343

INSTRUCTOR: Kathleen Shera, CPC, CPB

28482. 8 Sessions: 32 hours
Henderson Hall, HH 212

Time: 9 a.m.-1 p.m., Sat, April 28-June 23 (no class May 26)

Cost: \$478

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

28483. 5 Sessions: 16 hours
Henderson Hall, HH 113

Time: 6 p.m. - 9:15 p.m.; Tues & Thus, May 24 - June 7

Cost: \$289

HEALTHCARE PROFESSIONAL EXTERNSHIP (OPTIONAL)

Prerequisite: Completed the Medical Billing and Coding program.

Though not required for the certificate, an externship can be a great introduction to an employer.

Externship opportunities will be presented

based upon: 1) the student's demonstrated professionalism, 2) obtaining two letters of recommendation, at least one from an instructor in your program (the other may be from an instructor or a professional in your field who can attest to your ability and professional ethics), 3) successful completion of four classroom sessions on professional development and related topics and 5) completion of Externship paperwork.

Students are required to attend four classroom sessions on professional development, including targeted job search techniques, résumés, cover letters, interview preparation, networking skills, interactive exercises, and additional soft skills training and community resources.

CCM will identify a local healthcare organization for a volunteer work experience (100+ hours) under the supervision of a seasoned professional. Externship schedules are determined between the student, site supervisor and CCM Externship Coordinator. AHP 309

Instructor: David Choe

58488. 4 Sessions: 12 hours
Henderson Hall, HH 212

Time: 6 p.m. - 9:00 p.m.; Tues & Thus, July 9-July 19

Cost: \$399

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

28211. 1 Session: 5 hours
Henderson Hall, HH 215
Time: 9 a.m.-2 p.m., Sat, Jan. 20
Cost: \$99

28212. 1 Session: 5 hours
Henderson Hall, HH 215
Time: 9 a.m.-2 p.m., Sat, Feb. 17
Cost: \$99

28213. 1 Session: 5 hours
Henderson Hall, HH 215
Time: 9 a.m.-2 p.m., Friday, Feb. 23
Cost: \$99

28214. 1 Session: 5 hours
Henderson Hall, HH 215
Time: 9 a.m.-2 p.m., Sat, March 24

Cost: \$99

28215. 1 Session: 5 hours
Henderson Hall, HH 215
Time: 9 a.m.-2 p.m., Sat, April 21
Cost: \$99

28216. 1 Session: 5 hours
Henderson Hall, HH 215
Time: 9 a.m.-2 p.m., Sat, May 19
Cost: \$99

58217. 1 Session: 5 hours
Henderson Hall, HH 215
Time: 9 a.m.-2 p.m., Friday, July 13
Cost: \$99

58218. 1 Session: 5 hours
Henderson Hall, HH 215
Time: 9 a.m.-2 p.m., Sat, July 14
Cost: \$99

58219. 1 Session: 5 hours
Henderson Hall, HH 215
Time: 5-10 p.m., Thurs, July 19
Cost: \$99

58220. 1 Session: 5 hours
Henderson Hall, HH 215
Time: 9 a.m.-2 p.m., Sat, July 21
Cost: \$99

58221. 1 Session: 5 hours
Henderson Hall, HH 215
Time: 9 a.m.-2 p.m., Sat, Aug 11
Cost: \$99

CERTIFIED NURSE'S AIDE PROGRAM

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 ATTENDANCE IS REQUIRED CAREERS IN CLINICAL HEALTHCARE PROFESSIONS

Where to find employers • salaries • needed training • how to get started

go to www.ccm.edu/businesscommunity for more information on dates and times

Park in Lot 4, 5, 6 or 7 – Use temporary parking pass found on page 41

Pre-registration is not required.

CERTIFIED NURSE'S AIDE – COMPREHENSIVE

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 to our online catalog at www.ccm.edu/businesscommunity/schedule/

The Certified Nurse's Aide Course Comprehensive, 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 obtain an entry level position in the healthcare field. The Comprehensive course includes a three-day Skills Review & Exam program which concludes with the state required skills evaluation.

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 20 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 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

28441. 21 Sessions: 108 hours

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

Cost: \$1,700

CNA SKILLS REVIEW & EXAM ONLY FOR PREVIOUSLY CERTIFIED CNAS

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 three is the Skills practical exam. Class size is limited to 10 students. AHP 322

REQUIRED TEXT: For required text book information, go to bookstore.ccm.edu/college and click on "Textbooks". 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

3 Sessions, 18 hours

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

Cost: \$349

NORTH JERSEY IMAGING ACADEMY



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. 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 www.artt.org. 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 dept.

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/community/public-safety-academy/about-the-pccc-public-safety-academy/directions3>

Clinical education will be offered during the day, evening and weekend hours. Clinical education hours will be scheduled by the program faculty. Students may select either the CT or MRI program. Clinical placement is available at the following clinical affiliates:

- St. Joseph's Medical Center – Paterson, New Jersey

Imaging Academy continued on next page.

NORTH JERSEY IMAGING

- St. Joseph's Hospital – Wayne, New Jersey
- St. Joseph's Ambulatory Imaging Center
- Hackensack University Medical Center – Hackensack, New Jersey
- Morristown Medical Center – Morristown, New Jersey
- Overlook Medical Center – Summit, New Jersey
- Morristown Imaging Center – Morristown and Rockaway, New Jersey
- St. Clare's Hospital – Denville and Dover Campus, New Jersey
- Hackettstown Regional Medical Center – Hackettstown, New Jersey
- Mountainside Hospital – Upper Montclair, New Jersey
- Newton Medical Center – Newton, New Jersey
- Holy Name Hospital – Teaneck, New Jersey
- University Imaging

* Participants may opt out of clinical for MRI and CT programs.

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 January 31, 2018. 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 20

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

28531. 10 Sessions: Passaic County Public Safety Academy
Time: 6 – 9 p.m. Thursday March 22-May 24
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

28532. 30 Sessions: Passaic County Public Safety Academy
Time: 6 - 8 p.m. Mon. and Wed. February 5, 2018 – May 17, 2018
Cost: \$900

CT CLINICAL – 600 HOURS

This proctored course will provide the practical experience to go along with the CT Lecture program. AHP 335

600 hours: Clinical Affiliate- to be scheduled by program faculty
Schedule to be determined – go to www.ccm.edu/businesscommunity/schedule/updates for more information
Cost: \$1,500

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

28531. 10 Sessions: Passaic County Public Safety Academy
Time: 6 – 9 p.m. Thursday March 22-May 24
Cost: \$399

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

28533. 30 Sessions: Passaic County Public Safety Academy
Time: 6 - 8 p.m. Mon. and Wed. February 5, 2018 – May 17, 2018
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

1200 hours: Clinical Affiliate- to be scheduled by program faculty
Schedule to be determined – go to www.ccm.edu/businesscommunity/schedule/updates 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. AHP 340

28534. 15 Sessions: Passaic County Public Safety Academy
Time: Tues 6 - 9 p.m. Feb 6-May 22 (no class on March 13)
Cost: \$450

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

Offered every other year, CCM's popular RN Refresher Program will be held MAY 2019. Please see the Spring 2019 Schedule (available December 2018) for complete details. Interested candidates MUST register for and attend the mandatory information session prior to course commencement.

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. 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

1 Session: 8 hours
Schedule to be determined – go to www.ccm.edu/businesscommunity/schedule/updates for more information
Cost: \$199

1 Session: 8 hours
Schedule to be determined – go to www.ccm.edu/businesscommunity/schedule/updates for more information
Cost: \$199

1 Session: 8 hours
Schedule to be determined – go to www.ccm.edu/businesscommunity/schedule/updates for more information
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1 Session: 8 hours
Schedule to be determined – go to www.ccm.edu/businesscommunity/schedule/updates for more information
Cost: \$199

Online Learning

www.ed2go.com/ccm

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 INFECTIOUS DISEASES AND INFECTION CONTROL *

(13 contact hours) Infectious diseases are a key concern for any healthcare professional. Globally, infectious diseases are responsible for more than 25% of all deaths, second only to cardiovascular disease. Millions more individuals are affected by the most common types of infectious diseases, which can have both short- and long-term health consequences.

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.

* Provider is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.

PROFESSIONAL DEVELOPMENT TRAINING



ALTERNATE ROUTE TO TEACHING TRAINING PROGRAMS

On 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.

INFORMATION SESSION CAREERS IN K-12 TEACHING PROFESSIONS

Where to find employers • salaries
• needed training • how to get started

Tues, January 9, 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 41

Registration is not required

NEW PATHWAYS TO TEACHING IN NEW JERSEY (NPTNJ)

New Pathways to Teaching in New Jersey (NPTNJ) is a partnership between New Jersey City University, CCM and other New Jersey Community Colleges. NPTNJ offers a statewide alternate route teacher preparation program designed to provide candidates with the skills and strategies necessary to become excellent, successful teachers. Candidates take NPTNJ coursework at local NJ Community Colleges either on campus or as a hybrid program. The program provides a process for individuals who already hold a bachelor's degree (or higher) to become licensed teachers without having to complete a traditional teacher training program. The NPTNJ program is regulated and approved by the N.J. Department of Education (DOE).



This program prepares candidates for a standard K-12 Teaching Certificates. PreK-3 and Certificates of Technical Education must find alternate programs.

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 (TAUGHT AT CCM)
- 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 Preservice 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: Robert Grundfest, M.Ed.,
NJ Certified HS History School Teacher, NJ
Certified Elementary Instructor

28521. 10 Sessions: 30 classroom hours
Cohen Hall, CH 255

Time: 6:30-9:30 p.m., Tues, May 22-July 31
(No class July 3)

Cost: \$299



BROOKDALE

CONTINUING AND PROFESSIONAL STUDIES

In as little as 12 weeks your degree and/or work experience may qualify you for a career as an educator!



Are you looking for a career change or exploring options outside of your current industry?

Have you earned a degree, but don't know how to apply it?

New Jersey's Career and Technical Education Certificate of Eligibility Educator Preparation Program may be just what you are looking for!

New Jersey's Career and Technical Education Certificate of Eligibility Educator Preparation Program (CTE CE EPP) provides an opportunity for individuals with diverse educational, training, and employment backgrounds to become Career and Technical Education (CTE) teachers.

Brookdale Community College is New Jersey's sole provider of the 400-hour CTE CE EPP. The program is delivered in a hybrid format at locations throughout the state. To help with a busy life schedule, most of the work is completed online, with the exception of occasional face-to-face Saturday meetings.

For more information or to apply, contact Kelly Canonico,
kcanonico@brookdalecc.edu **Danielle Basmagy,**
dbasmagy@brookdalecc.edu

NON-PROFIT LEADERSHIP TRAINING



INFORMATION SESSION CAREERS IN NON-PROFIT LEADERSHIP

Where to find employers • salaries
• needed training • how to get started

Tues, January 9, 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 41

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 application 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.

COURSE DESCRIPTIONS AND SCHEDULE

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

28371. 3 Sessions: 6 hours

Cohen Hall, CH 256

Time: 6:30-8:30 p.m., Thurs, May 17-31

Cost: \$99

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 application, as well as the opportunity to ask questions. NPC 210

28372. 4 Sessions: 13 hours

Cohen Hall, CH 255

Time: 6:30- 9:45 p.m., Thurs, June 7-28

Cost: \$149

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

58373. 2 Sessions: 7 hours

Cohen Hall, CH 256

Time: 6-9:30 p.m., Thurs, July 12-19

Cost: \$109

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

58374. 1 Session: 2 hours

Cohen Hall, CH 255

Time: 6:30-8:30 p.m., Thurs, July 26

Cost: \$49

Online Learning

www.ed2go.com/ccm

Supplement your classroom
education with Online Learning!

ADVANCED

GRANT PROPOSAL WRITING

Gain a full understanding of the criteria funders use to determine whether your grant proposal gets funded or rejected.

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 fundraise 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

28361. 1 Session: 3 hours
Cohen Hall, CH 265

Time: 6:30-9:30 p.m., Tues, Feb. 13
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

28362. 2 Sessions: 6 hours
Cohen Hall, CH 265
Time: 6:30-9:30 p.m., Tues, Feb. 20-27
Cost: \$99

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 Kobus Rokicki, MAS, CVA

28363. 4 Sessions: 12 hours
Cohen Hall, CH 265
Time: 6:30-9:30 p.m., Tues, March 6-27
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 Kobus Rokicki, MAS, CVA

28364. 2 Sessions: 6 hours
Cohen Hall, CH 265
Time: 6:30-9:30 p.m., Tues, April 3-10
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 to the planning process to ensure that the plan produces ownership and results. NPC 218

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

28365. 2 Sessions: 6 hours
Cohen Hall, CH 265
Time: 6:30-9:30 p.m., Tues, April 17-24
Cost: \$99

Professional Development continued on next page.

GRADUATE & 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 & PART 2

Learn about law school entrance procedures, developing analytical reasoning skills, and improving your test-taking skills. Taking both part 1 and part 2 of this course will prepare you to perform well on all three question types on the LSAT: read-

ing comprehension, logical reasoning, and analytical reasoning.

PRAXIS CORE PREPARATION

Are you a prospective teacher who needs to pass the Praxis Core Exam? Have you already attempted the Praxis Core and not been successful? If you answered yes to either of these questions, then this course is for you! You'll develop all the skills you need for the test as we review and prepare for everything it includes.

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

Start Dates: 2018

January 17, February 14, March 14, April 11, May 16, June 13, July 18, August 15, September 12, October 17, November 14, December 12

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. You may contact them at 877-221-5151. If you do not get a response, please contact CCM at CPP@ccm.edu.

Hotel, Restaurant, and Hospitality Career Certificate (6 Week Program)

Equipped with the right skills and certificates from the National Restaurant Association and the American Hotel and Lodging Association students will be prepared to begin or advance their careers in the hotel, restaurant, and foodservice industries. The objective is to provide an introduction to the lodging and food service industries and to offer the opportunity to transition effectively into a new and successful career. The course work will explain the complex interrelationships involved in the hospitality business and stress the variety of career opportunities available.

Includes the ManageFirst Program (NRAEF) and AHLEI Certification.

ManageFirst was created to provide students with marketable management skills for a career within the Restaurant, Hospitality and Foodservice industries. This ManageFirst Program features 5 topics each with a textbook, online exam prep for students, and the opportunity for a certification exam. Also available is the NRA-branded certificate and the NRA ManageFirst Professional (MFP) credential which is achieved by completing the 4 Core topics and 1 Foundation Topic and finally 800 hours of work experience. The work experience will not begin until after the CCM program has been completed and must be done independently to receive the final NRAEF certificate. ManageFirst Core Topics in this Certificate: *Hospitality and Restaurant Management, Hospitality Human Resources, Management & Supervision, Controlling Food Service Costs, ServSafe® Food Safety & Sanitation and Principles of Food and Beverage Management.* **For more information, attend the January 9 Information Session or go to www.ccm.edu/BusinessCommunity/schedule/updates**



ENGLISH LANGUAGE LEARNING PROGRAM



INFORMATION SESSION ENGLISH LANGUAGE LEARNING

How to get started in the program.
Testing required for all new students,
see schedule below

Tues, January 9, 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 41

Pre-registration is not required.

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, Advance 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 ELL taught in the program.

REQUIRED TEXT: For required textbook information, go to 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.

All NEW students for the English Language Learning program MUST complete a placement test at CCM's Test Center.

You may register and pay online (at least 3 business days prior to the test date) at <http://webadvisor.ccm.edu> or register in person at the Office of Records and Registration, Student Community Center, Room 220, Randolph. Registration hours are Monday and Thursday, 8:30am – 6:30pm and Tuesday, Wednesday and Friday, 8:30am – 4:30pm. No walk-ins will be accepted at the Test Center. ENS-230

Students enrolled in the Fall 2017 and Spring 2018 Session 1 do not need to test.

- Thursday, April 5, 5:00 p.m.
Section number 28894, \$20
- Friday, April 6, 5:00 p.m.
Section number 28895, \$20
- Friday, April 6, 6:30 p.m.
Section number 28896, \$20
- Saturday, April 7, 9:00 a.m.
Section number 28897, \$20
- Saturday, April 7, 10:30 a.m.
Section number 28898, \$20
- Saturday, April 7, 12:00 p.m.
Section number 28899, \$20

The registration fee for the test is \$20. Refunds will not be issued for no-shows. If you need to change your registration to a different Section #, you may do so by going directly to the Office of Records and Registration and completing a Change of Registration. Per CCM policy, a \$10.00 drop fee will be charged. Requests for registration changes are subject to availability within the Section.

On the date/time of your placement test, you must bring a valid photo ID (driver's license or passport). The testing center is located in the Learning Resource Center – 1st floor, Room LRC-101.

ESL BEGINNER 1

This course is designed for non-native speakers with 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 and prepares students to gain the baseline proficiency needed to advance to Beginner 2 level. Beginner 1 students will utilize the Pearson Focus on Grammar 1 book, 4th Edition. See CCM website for further details. ENS 213

INSTRUCTOR: Hilda Bahner

28800. 20 Sessions: 40 hours
Randolph Campus, Henderson Hall, HH 215
Time: 9:30-11:30 a.m., Tues and Thurs, Feb 6-Apr 12
Cost: \$299

28812. 20 Sessions: 40 hours
Randolph Campus, Henderson Hall, HH 111
Time: 6-8 p.m., Tues and Thurs, Feb 6-Apr 12
Cost: \$299

28900. 20 Sessions: 40 hours
Randolph Campus, Henderson Hall, HH 215
Time: 9:30-11:30 a.m., Tues and Thurs, Apr 24-June 28
Cost: \$299

28910. 20 Sessions: 40 hours
Randolph Campus, Henderson Hall, HH 215
Time: 6-8 p.m., Tues and Thurs, Apr 24 – June 28
Cost: \$299

ESL BEGINNER 2

This course is designed for non-native speakers, with "limited" but more English language skills than Beginner 1, who will continue 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. By successfully completing the Beginner Level ESL courses, the student will demonstrate the English language skills necessary to obtain and maintain employment, access applied technology, communicate

ESL continued on next page.

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. Beginner 2 students will utilize the Pearson Focus on Grammar 2 book, 5th Edition. See CCM website for further details. ENS 226

INSTRUCTOR: Hilda Bahner

28801. 20 Sessions: 40 hours
Randolph Campus, Henderson Hall, HH 215
 Time: 9:30-11:30 a.m., Mon and Wed, Feb 5-Apr 11
 Cost: \$299

28901. 20 Sessions: 40 hours
Randolph Campus, Henderson Hall, HH 215
 Time: 9:30-11:30 a.m., Mon and Wed, Apr 23-June 27
 Cost: \$299

INSTRUCTOR: Donna Puizina,

28803. 20 Sessions: 40 hours
Randolph Campus, DeMare Hall, DH 107
 Time: 9:30-11:30 a.m., Tues and Thurs, Feb 6-Apr 12
 Cost: \$299

28903. 20 Sessions: 40 hours
Randolph Campus, DeMare Hall, DH 107
 Time: 9:30-11:30 a.m., Tues and Thurs, Apr 24-June 28
 Cost: \$299

INSTRUCTOR: Jessica Kari

28811. 20 Sessions: 40 hours
Randolph Campus, Henderson Hall, HH 204
 Time: 6-8 p.m., Tues and Thurs, Feb 6-Apr 12
 Cost: \$299

28912. 20 Sessions: 40 hours
Randolph Campus, Henderson Hall, HH 204
 Time: 6-8 p.m., Tues and Thurs, Apr 24-June 28
 Cost: \$299

INSTRUCTOR: Ramon Gordon

28810. 20 Sessions: 40 hours
Randolph Campus, Henderson Hall, HH 212
 Time: 6-8 p.m., Mon and Wed, Feb 5-Apr 11
 Cost: \$299

28911. 20 Sessions: 40 hours
Randolph Campus, Henderson Hall, HH 204
 Time: 6-8 p.m., Mon and Wed, Apr 23-June 27
 Cost: \$299

28820. 20 Sessions: 40 hours
Morristown High School
 Time: 6-8 p.m., Tues and Thurs, Feb 6-Apr 12

28920. 15 Sessions: 40 hours
Morristown High School
 Time: 6-8:30 p.m., Tues and Thurs, Apr 24-June 14

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. Intermediate students will utilize the Pearson Focus on Grammar 3 book, 5th Edition. See CCM website for further details. ENS 215.

INSTRUCTOR: Norma Pravec

28802. 20 Sessions: 40 hours
Randolph Campus, Henderson Hall, HH 204
 Time: 8:45 – 10:45 a.m., Mon and Wed, Feb 5-Apr 11
 Cost: \$299

28902. 20 Sessions: 40 hours
Randolph Campus, DeMare Hall DH 115
 Time: 9:30 a.m.-11:30 a.m., Mon and Wed, Apr 23-June 27
 Cost: \$299

INSTRUCTOR: Vivian Lenyk

28813. 20 Sessions: 40 hours
Randolph Campus, Cohen Hall, CH 156
 Time: 6-8 p.m., Mon and Wed, Feb 5-Apr 11
 Cost: \$299

28913. 20 Sessions: 40 hours
Randolph Campus, Henderson Hall, HH 113
 Time: 6-8 p.m., Mon and Wed, Apr 23-June 27
 Cost: \$299

ESL ADVANCED

Advanced 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. Advanced students will utilize the Pearson Focus on Grammar 4 book, 5th Edition. See CCM website for further details. ENS 214.

INSTRUCTOR: Sharon Ferreira

28804. 20 Sessions: 40 hours
Randolph Campus, Landscape and Horticulture Technology Bldg. – LHT 110
 Time: 9:30-11:30 a.m., Mon and Wed, Feb 5-Apr 11
 Cost: \$299

28904. 20 Sessions: 40 hours
Randolph Campus, Landscape and Horticulture Technology Bldg. – LHT 110
 Time: 9:30-11:30 a.m., Mon and Wed, Apr 23-June 27
 Cost: \$299

INSTRUCTOR: Hilda Bahner

28814. 20 Sessions: 40 hours
Randolph Campus, Henderson Hall, HH 215
 Time: 6-8 p.m., Mon and Wed, Feb 5-Apr 11
 Cost: \$299

28914. 20 Sessions: 40 hours
Randolph Campus, Henderson Hall, HH 215
 Time: 6-8 p.m., Mon and Wed, Apr 23-June 27
 Cost: \$299

ESL TOEFL PREP

This class is designed to familiarize students with the format and content of the TOEFL and test. We prepare for this exam through practice tests, grammar review, listening comprehension practice, vocabulary review, reading, and writing practice. ENS 255

INSTRUCTOR: Sharon Ferreira

28805. 20 Sessions: 30 hours
Randolph Campus, Landscape and Horticulture Technology Bldg. – LHT 109
 Time: 9:30-11:00 a.m., Tues and Thurs, Feb 6-Apr 12
 Cost: \$299

28905. 20 Sessions: 30 hours
Randolph Campus, Landscape and Horticulture Technology Bldg. – LHT 109
 Time: 9:30-11:00 a.m., Tues and Thurs, Apr 24-June 28
 Cost: \$299



ONLINE LEARNING

www.ed2go.com/ccm



ONLINE NURSING PROFESSIONAL DEVELOPMENT COURSES

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**

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 INFECTIOUS DISEASES AND INFECTION CONTROL *

(13 contact hours) Infectious diseases are a key concern for any healthcare professional. Globally, infectious diseases are responsible for more than 25% of all deaths, second only to cardiovascular disease. Millions more individuals are affected by the most

common types of infectious diseases, which can have both short- and long-term health consequences.

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.

** Provider is accredited as a provider of continuing nursing education by the American Nurses Credentialing Center's Commission on Accreditation.*

ONLINE BUSINESS PROFESSIONAL DEVELOPMENT COURSES

Convenient, six-week, instructor led courses available to you online. **COURSES STARTING AS LOW AS \$100.**

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 go to www.ed2go.com/ccm**

ACCOUNTING AND FINANCE

- Accounting Fundamentals
- Quickbooks

BUSINESS

- Effective Business Writing
- Using Social Media in Business
- PMP Prep

COMPUTER APPLICATIONS

- Microsoft Excel (2013 or 2016)

DESIGN AND COMPOSITION

- Creating Web Pages

HEALTHCARE

- Medical Terminology

PERSONAL DEVELOPMENT

- Grammar Refresher
- Speed Spanish

SALES AND MARKETING SKILLS

- Professional Sales Skills
- Effective Selling

TECHNOLOGY

- Creating WordPress Websites
- Intro to Java Programming
- Intro to SQL

WRITING AND PUBLISHING

- Effective Writing
- A to Z Grant Writing
- Beginning Writers Workshop

Online courses continued on next page.

ONLINE CAREER TRAINING CERTIFICATION PROGRAMS

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 course-work, you receive a Certificate of Completion.

For a full listing of available courses go to: <https://careertraining.ed2go.com/ccm/>

BUSINESS, PROFESSIONAL & LEGAL

- Administrative Professional
- Certified Bookkeeper
- Paralegal
- Six Sigma Green Belt, Black Belt

HEALTH CAREERS AND FITNESS

- Medical Transcription
- Pharmacy Technician
- Veterinary Assistant

HOSPITALITY

- Certified Wedding Planner
- Event Management and Design
- Travel Agent Training

IT AND SOFTWARE

- Microsoft Certified Solutions Associate

MEDIA AND DESIGN

- Digital Arts Certificate
- Game Arts Certificate
- Graphic Design

SKILLED TRADES AND INDUSTRIAL

- HVACR Certified Technician
- Home Inspection Certificate

TEACHER PROFESSIONAL DEVELOPMENT

- Child Development Associate Training

Cost Effective Training for Your Employees with County College of Morris!

CCM, as a recommended training provider for the New Jersey Department of Labor, can help you access varied grant training funds which are currently available to develop and upgrade the skills of your workers. We can also design competitively priced private pay programs specifically tailored to your business.



Customized Training programs, however funded, cover the following:

- Course Development for Topics
- Class Materials (most topics)
- Instructor and Delivery

Proven programs that ready your workforce and organization to meet today’s business challenges and remain viable and competitive:

- Transformational Leadership Program
- Supply Chain Management Program
- Succession Planning Development & Support
- Logistics for Profits Program
- Strategic Plan Development Services
- Project Management Certification
- Sales Training for Results Programs
- Six Sigma Certification
- Cyber Security at Work & Home

Contact us today to help drive your business’ success!

Call 973-328-5186 or email us at CBT@CCM.EDU

COUNTY COLLEGE of MORRIS

Training for Businesses

CCM Works directly with companies and organizations offering courses for you, your business and employees.

- **Customized Solutions**
- **On or Off-Site**
- **Flexible Scheduling**
- **Certification Programs**



For over 25 years CCM has successfully provided business and staff development solutions to diverse organizations and industries in the greater Morris County area. Annually, we serve over 300 companies and 4,000 employees.

We can help you:

- **Solve Problems better and faster – Revitalize Innovation**
- **Increase Efficiency – Reduce Labor and Operating Costs**
- **Minimize Employee Turnover – Maximize Productivity**
- **Improve Customer Retention**
- **Strengthen Internal/External Communications**
- **Grow your Market Share and Maximize Profit Margins**



We provide services to:

- **Customize solutions specifically for your unique business environment (realize gains of up to 30% ROI)**
- **Design a staff development plan, a corporate university, or simply add to what you already have in place**
- **Identify what competencies will support your organization's strategic plan and business objectives**
- **Implement targeted solutions which utilize Needs/Skills Assessments, Performance Consulting, Tailored Training Programs, Certification Programs, On-Line Training and Coaching**
- **Offer options ranging from private pay to grant funding that work within your budget**

CCM's **Continuing Professional Education** specialists will come to your location to understand your business and workplace culture at no cost. This allows us to design training programs which can be delivered on-site, off-site or on-line. Off-site courses can be held at our Randolph campus in its state of the art campus facilities. You decide the dates, the time, a given course length and the delivery options.

Your payoff comes in two key ways: • **Lower Training Costs**
• **Increased Workplace Productivity, Efficiency and Profitability**

Please contact us for a free consultation: **Continuing Professional Education at CCM**

www.ccm.edu/BusinessCommunity/BusinessSolutions



cbt@ccm.edu
973-328-5186

TRAINING FOR NEW JERSEY EMPLOYEES AND BUSINESSES



Grant-Supported Training for New Jersey Employees and Businesses

Take advantage of cost-free training through a special state grant program! These training classes in PC Skills and Business Communications represent a partnership between the New Jersey Community College Consortium for Workforce and Economic Development and the NJ Department of Labor and Workforce Development.

Early registration is recommended as seats are limited. These classes take place at CCM's Randolph Campus, 214 Center Grove Road.

NOTE: For Employers and Employees

These classes are provided at no charge to your company. However, employees must meet these eligibility requirements:

- Public employees and unemployed persons are NOT eligible for this program. (Programs for unemployed may be found at <http://msw-jobtraining.org>)
- Employees must be paid by the employer at their usual hourly rate while training (companies with less than 250 employees are exempt).
- Employer must have a valid FEIN Number. (Tax ID Number—See your Human Resources Department.)
- For PC courses, employees must have Windows knowledge and keyboard/mouse skills.

Any class in this program can be delivered specifically for your company's employees at your site for a fee as low as \$500. Content customization is available to meet your business objectives. Additional topics are available at competitive rates. Contact us about a custom class that fits your schedule. More details at 973-328-5186 or email us at cbt@ccm.edu.

We encourage you to share this opportunity with friends, family and coworkers and join thousands of others who have benefited from the training we provide.

FOR COURSE DESCRIPTIONS and the January-March 2018 schedule, SEE PAGES 35-38.

ON-LINE REGISTRATION ONLY AT

<http://www.ccm.edu/BusinessCommunity/BusinessSolutions/GrantSupported/>



GRANT-SUPPORTED TRAINING PROGRAM JANUARY - FEBRUARY 2018

Registration for this program only must be done online at
www.ccm.edu/BusinessCommunity/BusinessSolutions/GrantSupported

JANUARY OFFERINGS: BUSINESS SKILLS COURSES

AGILE PROJECT MANAGEMENT OVERVIEW

This course will provide you with an overview of the latest techniques to manage speedy project development and implementation. You will unravel the methodology of the Agile Manifesto and come to understand the 12 Agile Principles. Learn how to create the Agile environment and how to participate in, assign and/or manage the roles of the Agile team. You will come to appreciate important techniques for the timely management of scope, time, cost, quality and risk.

Tue., Jan. 16, Henderson Hall, rm. 212, 9am-5pm

MANAGING MULTIPLE PRIORITIES UNDER PRESSURE

Are you finding it difficult to function efficiently in today's high-pressure work environment? You're not alone. Today's high-demand work environments have left people feeling stressed, overwhelmed, and pulled in multiple directions. Demands are endless, schedules are constantly changing, responsibilities have been substantially increased and there are greater output expectations. STOP being reactive.....move toward developing a proactive mindset. Discover your own "delaying-tactics" so you can advance the timely completion of truly critical tasks. In this course you will learn how to take charge and be in control of your workload. You will be introduced to practical tips and techniques to organize and manage shifting priorities that compete for your time, attention, and energy. You will acquire strategies to prioritize and sequence tasks to prepare a useful to-do list and then estimate time frames so you can schedule your tasks effectively and meet your deadlines. You will establish a proactive framework which will guide your daily activities and help you achieve a workday balance for success.

Wed., Jan 17, Henderson Hall, rm. 212, 9am-5pm

FINANCE FOR THE NON-FINANCE PROFESSIONAL

This workshop is intended for the non-finance professional and will serve to provide participants with an overview of the most important financial statements as well as financial and accounting concepts. You will have the opportunity to apply these concepts to a simulated business or to your own organization. Topics covered include the following financial instruments and concepts: Balance Sheet, Income Statement, Cash Flow Statement, Key Terms and Ratios, The Budget Process, Financial Decision Making, Annual Reports – SEC filings, and Public vs. Private Companies.

Thurs., Jan. 18, Henderson Hall rm. 215, 9am-5pm

PROBLEM SOLVING: ELIMINATE BARRIERS & ACHIEVE GOALS

Come to this class to learn how to structure a business case for your recommendations and/or solutions. This will allow you to set organizational and project goals in a manner to successfully implement. Participants will include explore the best practices to effectively and efficiently allocate resources, prepare processes (systems and human resources) in order to avoid unnecessary barriers, delays, and false starts.

Wed., Jan. 24, Henderson Hall, rm. 212, 9am-5pm

GAIN CONTROL OF YOUR WORKDAY USING OUTLOOK

Are you overwhelmed by your email inbox? Are you stressed by your to do list? Are you afraid you will miss important work priorities? Do you suspect that your workday is not as effective and productive as it should be? In this course you will learn how to use Outlook to competently organize your day while staying current with your emails and tasks. You will immediately recognize the benefits and realize significant time-saving and stress-reducing results. See how you can do your work in an orderly and timely manner, tackle what is most important, get everything under control, stop missing deadlines, pack more into each day and reduce your stress. You will zero out your inbox on a daily basis without losing a thing, track important tasks, complete all your important and urgent tasks, become more efficient

and feel confident and on top of your job.

Fri., Jan. 26, Landscape and Horticulture Bldg., rm. 102, 9am-5pm

SUPERVISOR ESSENTIALS : MAKING THE TRANSITION

This course was designed for those who have found themselves thrust into a supervisory position and have never received training or guidance for best practices. You probably lack the polished skills or honed experience to increase employee engagement and satisfaction in the workplace. Explore the qualities, behaviors, skills and tools to become a supervisor everyone wants to work for. You will develop a self-awareness of your supervisory skills and learn how to communicate attentiveness to your employees.

Tues., Jan. 30 Henderson Hall, rm. 111, 9am-5pm

EMAIL WRITING: BEST PRACTICES

This workshop is designed for the individuals who write e-mails for communications with internal and external audiences. You will prepare improved, complete, understandable, concise, and professionally acceptable e-mails in an organized fashion. Current business writing techniques will be applied along with a focus on a process for writing, guidelines for effective writing, and techniques for editing. You will edit samples of writing for readability, clarity, completeness, and tone.

Wed., Jan. 31, Henderson Hall rm. 113, 9am-5pm

JANUARY OFFERINGS: COMPUTER SKILLS COURSES

EXCEL: PIVOT TABLES & BEYOND

This course focuses on learning the usage of Pivot Tables to analyze large amounts of data quickly. Additional topics that will be covered will include Pivot Charts, Analysis Toolpak, Advanced Functions, and Outlining. This training will assist you in increasing productivity and improving efficiency by streamlining your workflow. PREREQ: Intermediate Excel or equivalent.

Wed., Jan. 17, Henderson Hall, rm. 113, 9am-5pm

Computer Skills continued on next page.

EXCEL FOR BEGINNERS

This course will introduce you to Microsoft Excel basics including creating spreadsheets, formulas, functions, text, formatting and charts. At the completion of the course you will be able to perform basic Excel skills such as modifying an existing worksheet, building worksheets, copying and moving cells and much more.

Fri., Jan.26, Henderson Hall, rm. 113, 9am-5pm

**FEBRUARY OFFERINGS:
BUSINESS SKILLS
COURSES**

MICROSOFT PROJECT

Successfully managing a project requires discipline. It requires that time, scope, and cost are managed in a way that bring about the successful completion of a project or a set of specific goals. This requires planning and organization. This training is designed to assist project managers and those that work on projects, in planning, executing, and managing small and large projects alike by helping them develop a plan, create tasks, assign resources, manage a budget, and track progress.

Microsoft Project is the most popular tool used globally to plan and manage projects. It helps individuals to organize their projects and meet their goals by acting as a virtual assistant that produces information, charts and reports every step of the way to support the project's advancement from initiation to completion smoothly.

Fri., Feb. 2, Henderson Hall, rm. 113, 9am-5pm

**STRATEGIC PLANNING:
ACHIEVING YOUR VISION
THROUGH FOCUSED GOAL
SETTING**

Come and develop a one page Strategic Plan that will serve as your roadmap to successfully drive the achievement of your personal/organizational goals and objectives. You will learn to set specific and achievable goals, how to prioritize, and truly execute them. In addition, you will examine obstacles that prevent you from realizing your goal attainment and learn how to overcome them.

Wed., Feb. 7 Henderson Hall, rm. 212, 9am-5pm

LINKEDIN – HALF DAY

Are you using LinkedIn to its greatest potential? Whether for business or personal use, LinkedIn helps to increase exposure and build credibility, resulting in the attraction of new business. LinkedIn is the world's largest professional network with over 133 million users in the U.S. alone. This workshop will help you leverage all that LinkedIn has to offer. Come maximize your profile, learn how to expand your LinkedIn connections, create a company page that adds value, and uncover advanced prospecting techniques.

Wed., Feb. 7, Landscape and Horticulture Technology Bldg., rm. 102, 9am-1pm

**PUBLIC SPEAKING: CONVEY
YOUR MESSAGE WITH
CONFIDENCE**

Do your presentation deliveries capture your audience's attention in a way that they become fully engaged to receive your message? To achieve this you will need enhanced communications skills that put you in your optimal comfort zone. This training will present strategies to help you remain in control, assess the audience dynamics to gain an awareness of verbal and non-verbal cues, and select the best methods of communications to achieve your desired outcomes. The techniques acquired in this training will provide you with a natural confidence and the composure needed to deal with either large or small audiences.

Fri., Feb. 9, Henderson Hall rm. 212, 9am-5pm

EMOTIONAL INTELLIGENCE

Why is Emotional Intelligence (EI) vital in the workplace? How skilled are you in actively applying EI concepts? Business professionals who understand the connection between emotions and actions and apply EI skills to maximize effectiveness, have an advantage in any organization. In this workshop participants will take a deep dive into the dimensions associated with emotional intelligence, discuss behavioral styles, and identify ways to increase ability to effectively communicate, collaborate and connect with co-workers.

Tues., Feb. 20 Henderson Hall, rm. 111, 9am-5pm

COACHING SKILLS

Coaching can unlock an individual's potential to maximize their performance. Even the most well-intentioned managers, in today's time-crunched work day find themselves defaulting on coaching. Yet, coaching is a critical management responsibility. Our approach is to create customized coaching plans for each person by providing a format for a successful process. A key benefit of this process can be the effective development of high potential individuals. This approach

can also be customized for employees who are meeting expectations and allow for the development of additional skills, as well as individuals who have serious performance improvement issues.

Tues., Feb. 27, Henderson Hall, rm. 111, 9am-5pm

STRATEGIES TO OPTIMIZE TEAM PERFORMANCE

Even the most experienced teams can be challenged by the rate and complexity of change in their workplace. When teams don't cope well with this degree of change they can become overwhelmed and less effective. In this class you will gain an appreciation of the behaviors that are evident within high-performance teams, assessing how teams are currently functioning, and how to develop ideas to leverage the strength of teams. As a result of this training you will acquire an understanding of the key factors that make teams effective and learn methods to develop improved team decision making.

Tues., Feb.13, Henderson Hall, rm. 111, 9am-5pm

**BUSINESS PROFESSIONALISM:
ELIMINATING ROADBLOCKS TO
SUCCESS – HALF DAY**

What is professionalism? Not understanding what it represents can limit your career advancement. Ignoring it can put your career on permanent hold. It is the cornerstone of the business world. Learn how to conduct yourself as a professional who sets standards which others will look at as the model. You will be guided to develop a positive and proactive approach in communications and how to best present yourself. The importance of convictions and accountability and their impact will be discussed to help you acquire the personal perspective, to become a polished and successful professional in your field.

Fri., Feb.16, Henderson Hall, rm. 212, 9am - 1pm

SKYPE FOR BUSINESS – HALF DAY

Skype for Business (formerly known as Lync) is a program designed for video conferencing and collaborative work. In this workshop you will learn to set up meetings and calls, record sessions, send messages while using the program, hide video (so you can't be seen), and share your screen. Skype for Business provides a new client experience, a new server release and updates to the service in Office 365.

Fri., Feb. 16, Henderson Hall, rm. 113, 1pm-5pm

**SOCIAL MEDIA FOR SUCCESS:
ADVANCED TECHNIQUES**

Social Media has become an integral part of every businesses marketing plan. There are so many different platforms out there today that it becomes overwhelming (Facebook, Twitter, LinkedIn, Instagram and Pinterest). Which platforms should you be using? How do you use them more effectively? What are the tips and tricks to gain you more followers, improve engagement and spread the word about your business? In this hands-on class we will review the major social media platforms in depth. We will work directly with these platforms so you can improve your pages and profiles, as well as discover creative ways to talk to your audience. You will walk away from this class with improvements to your current social media strategies as well as feeling more confident and competent in using social media to market your business.

*Be sure to bring your log on information for the platforms, so you can work directly within your pages and profiles in class

Wed., Feb.21, Henderson Hall rm. 113, 9am-5pm

**FEBRUARY OFFERINGS:
COMPUTER SKILLS
COURSES****EXCEL INTERMEDIATE**

This course will reinforce the elements introduced in Microsoft Excel Beginners, and expand upon that base to include using advanced formulas and working with various tools to analyze data in spreadsheets. You will also organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects. PREREQ: Beginner Excel or equivalent.

Fri., Feb. 9, Henderson Hall, rm. 113, 9am-5pm

**POWERPOINT: CREATING
CUTTING EDGE PRESENTATIONS**

This is not a basic course! Capture your business audience with easy to use impressive and powerful PowerPoint features most people don't know about. Become a more effective and efficient PowerPoint user. Keep your audience's attention riveted to the screen with engaging messages and graphics. Have your charts build themselves right before your viewers' eyes. Wow them with your clear and powerfully presented message. By taking advantage of these tools, you will be creating presentations that not only stand out from the crowd, but also don't consume all of your available time. PREREQ: Working knowledge of PowerPoint.

Wed., Feb. 14, Henderson Hall, rm. 113, 9am-5pm

**ACCESS: ACQUIRE
FUNDAMENTAL DATABASE SKILLS**

Learn how to use one of the more popular database systems in today's business environment to collect and manage large amounts of data. You will be instructed to design, create, edit and analyze a relational database. Acquire skills to create tables, forms, simple queries and reports. PREREQ: Working knowledge of Microsoft Word and or Excel.

*Fri., Feb. 23, Henderson Hall, rm. 113,
9am-5pm*

**AS OF MARCH 5, 2018,
GRANT FUNDED ONE-
DAY TRAINING
PROGRAMS ARE
TEMPORARILY
SUSPENDED DUE TO
FUNDING.**

**PLEASE CHECK BACK
OFTEN, AS COURSES
WILL RESUME WHEN
FUNDING IS
RESTORED.**

**THANK YOU FOR YOUR
UNDERSTANDING.**

Business Skills continued on next page.

THE COUNTY COLLEGE OF MORRIS LIBRARY is pleased to offer the following free workshops to the community.

RESEARCH TOOLS TO HELP SMALL BUSINESS OWNERS

Date: Tuesday, January 9, 2018

Time: 10 am – 11:30 am

Location: County College of Morris, Room LRC 205 (Parking Lot 7)

PRE-REGISTRATION IS REQUIRED Call 973-328-5300.

This workshop will assist small business owners to find information to help their businesses grow. The research workshop will use Reference USA, Business Source Elite, Regional Business News, Small Business Reference Center Jerseyclicks and other databases provided by the New Jersey State Library.

UTILIZING FOUNDATION CENTER FUNDING INFORMATION NETWORK PRODUCTS FOR GRANT PROSPECTING

Three Free Sessions

The County College of Morris library is a participant in the Foundation Center's Network partners who provide a suite of resources including the most comprehensive database on U.S. and, increasingly, global grant makers and their grants.

All workshops will be held from 10 a.m. to 11:30 a.m. in the Sherman H. Masten Learning Resource Center, Room 205, on CCM's Randolph campus, 214 Center Grove Road.

PRE-REGISTRATION IS REQUIRED Call 973-328-5300.

SEATING IS LIMITED. Please register before March 5th.

INTRODUCTION TO GRANTS FOR NONPROFITS: MARCH 13TH

Time: 10 am – 11:30 am

Location: County College of Morris, Room LRC 205(Parking Lot 7)

The "Introduction to Finding Grants" workshop is for nonprofits interested in exploring grant funding. This introductory workshop is for nonprofits that are new to grantseeking. In the introductory workshop, participants will learn the 10 most important things they need to know about finding grants. They also will have a brief overview of the Foundation Center's free Grantspace page and other websites.

SEARCHING THE ONLINE FOUNDATION CENTER DATABASES FOR GRANTS FOR NONPROFITS: MARCH 14TH

Time: 10 am – 11:30 am

Location: County College of Morris, Room LRC 205 (Parking Lot 7)

Participants will learn how to conduct basic and advanced searches in the updated Foundation Directory Online database and the Foundation Maps database. This workshop is for nonprofits already familiar with the basics of grantseeking, and will highlight the changes in the Foundation Directory Online launched this Fall.

FINDING GRANTS FOR INDIVIDUALS: MARCH 15TH

Time: 10 am – 11:30 am

Location: County College of Morris, Room LRC 205 (Parking Lot 7)

The purpose of this workshop is to find scholarships and grants that fund students, artists, writers, filmmakers, musicians, researchers and other individual grant seekers.

THE LONGO PLANETARIUM

ALL NEW
SHOWS!

PUBLIC SHOW SCHEDULE 2018

All Tickets \$10 – Cash or Check Only

January 12, 7 p.m.
Our Perilous Universe

January 13, 3 p.m.
Shapes in the Sky

January 13, 5 p.m.
Postcards from Space

February 9, 7 p.m.
Our Perilous Universe

February 10, 3 p.m.
Shapes in the Sky

February 10, 5 p.m.
Postcards from Space

March 9, 7 p.m.
Our Perilous Universe

March 10, 3 p.m.
Shapes in the Sky

March 10, 5 p.m.
Postcards from Space

April 13, 7 p.m.
Our Perilous Universe

April 14, 3 p.m.
Shapes in the Sky

April 14, 5 p.m.
Postcards from Space

May 11, 7 p.m.
Our Perilous Universe

May 12, 3 p.m.
Shapes in the Sky

May 12, 5 p.m.
Postcards from Space

June 8, 7 p.m.
Our Perilous Universe

June 9, 3 p.m.
Shapes in the Sky

June 9, 5 p.m.
Postcards from Space

July 13, 7 p.m.
Our Perilous Universe

July 14, 3 p.m.
Shapes in the Sky

July 14, 5 p.m.
Postcards from Space

August 10, 7 p.m.
Our Perilous Universe

August 11, 3 p.m.
Shapes in the Sky

August 11, 5 p.m.
Postcards from Space

OUR PERILOUS UNIVERSE: Space is filled with the greatest of dangers! From massive solar flares to black holes, the perils are mighty. We'll explore some of the greatest hazards the universe has to offer. (ages 8 and up)

SHAPES IN THE SKY: Our classic storytelling show for our youngest viewers has been updated with new adventures told by ancient cultures about the glittering dots they saw in the sky. They inspired wondrous tales and myths, and we'll relive these amazing stories. (ages 4 and up)

POSTCARDS FROM SPACE: For decades amazingly engineered spacecraft have explored our Solar System and beyond. Each has beamed back amazing images and information, with surprises and mysteries revealed. We'll fly along with some of these amazing machines! (perfect for all ages)

*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.

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County College of Morris Foundation

Katie A. Olsen, *Executive Director*

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Maggie Maldonado, *Data Entry and Intake*
Pranav Rele, *Social Media Coordinator*

The Women's Center

Jaime Simon, *Director*
Maureen Haggarty, *Career Counselor*
Kathy Vincelette, *Job Developer*
Patricia Borowski, *Administrative Assistant*

Clip the parking pass and display on your dashboard when on campus.



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
 - › Animation (AFA)
 - › 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 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

- Advanced Electronics
- Advanced Mechanical Analysis
- Assembly and Testing
- Basic Electronics
- 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 admiss@ccm.edu or call 973-328-5100

To review all the general information and policies, please visit our online catalog at catalog.ccm.edu.

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 of record 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 973-328-5000. 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 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 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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Registration Form

Register by Web: See Registration Information

Register by mail: County College of Morris, Records and Registration, 214 Center Grove Rd, Randolph, NJ 07869-2086

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.

Course Code Number					Class Begins	Course Title	Total Cost
8	8	3	0	2	2/15	RESUME WRITING (EXAMPLE)	\$25
Alternate Choice						Total	

● Amount Enclosed: \$ Check # _____ Money Order # _____

HOW TO SIGN UP FOR COMMUNITY CONTINUING PROFESSIONAL EDUCATION

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 Solution Center at 973-328-5600, 7:30 a.m.-8 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>.





Workforce Development
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Learn About CCM Career Certificate Programs

NO-COST INFORMATION SESSIONS

Tuesday, January 9, 2018, 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
 - Human Resources
 - MS Office
 - Hospitality
- **Information Technology Programs**
 - R
 - CompTIA A+
 - Cisco - CCNA
 - MS Office
 - AutoCAD
 - Web Development and Design
- **Health Career Programs**
 - Certified Nurse Aide
 - Certified Peer Recovery Specialist
 - 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**



Watch for our Fall 2018 Schedule!
 Available in August 2018.