

COUNTY COLLEGE OF MORRIS

JANUARY-AUGUST 2024

www.ccm.edu/workforce

GET A JOB, GET A BETTER JOB, DO BETTER
AT THE JOB YOU ARE IN!



GO BIG!

WITH YOUR CAREER
AT CCM'S CENTER FOR

WORKFORCE DEVELOPMENT



CENTER FOR
**WORKFORCE
DEVELOPMENT**



TUITION
ASSISTANCE



IN-DEMAND
CAREER



VETERAN
SERVICES



INDUSTRY
CREDENTIAL



JOB
PLACEMENT

On Campus or Remote Learning In Your Home or Workplace






GO BIG

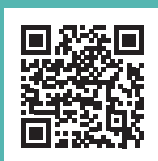
at CCM's Center for **WORKFORCE DEVELOPMENT**

Gain immediate access to a multitude of exclusive benefits supporting you, wherever you are in your career journey. **Learn Big** from an accomplished team of instructors. Participate in Career Advancing workshops. Move forward with resourceful industry insights. **Earn Big** with industry credentials. Expertly navigate job placement opportunities. **Save Big** with tuition assistance for qualified candidates.

The Center for Workforce Development at CCM is making it easier than ever to **Go Big** and find the program that is right for you.

Follow the icons in this schedule and learn about CCM's unique benefits:

-  **NEW! Veteran Support** – Veterans may now utilize their VA benefits for approved programs. Through partnership with NJMEP, additional tuition support is available for manufacturing programs for veterans and their immediate family members.
-  **Tuition Assistance** – Tuition assistance is available for qualified candidates.
-  **In-Demand Career** – The program is considered In-Demand based on the vast number of job openings in Morris County.
-  **Industry Credential** – The program prepares students to receive an Industry-recognized credential, which demonstrates the knowledge and skills required to succeed in a specific occupation or industry.
-  **Job Placement** – The Center for Workforce Development partners with local employers to provide interview opportunities during the program.



Stay informed regarding upcoming classes and events. Sign up for our e-newsletter at www.ccm.edu/workforce and follow us on social media.



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



Email us at wfd@ccm.edu
Call us at **973-328-5187**

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BUSINESS & PROFESSIONAL DEVELOPMENT



VIRTUAL INFORMATION SESSION

January 19, 6-7 p.m.
Scan QR code for details.

BUSINESS AND PROFESSIONAL DEVELOPMENT

PROJECT MANAGEMENT

Project Management is one of the most sought-after competencies for today's business professional. Skilled Project Managers must be able to deliver high-quality results on time and within budget.

Course #	Course Title	Date	Days	Time	Location	Cost
28413	Microsoft Project	Jan 9-25	Tues and Thurs	6:30-9 p.m.	HH 114	\$399
28411	Project Management Essentials	Feb 20 -April 9	Tues and Thurs	6:30-9:30 p.m.	Remote-Live	\$999
28412	Project Management PMP®, CAPM® Exam Prep	April 16 -May 23	Tues and Thurs	6:30-9:30 p.m.	Remote-Live	\$999
28414	Microsoft Project	June 4-20	Tues and Thurs	6:30-9 p.m.	HH 114	\$399

INSTRUCTOR: Tom Schnipp, M.Ed., PMP, CSM

Upon successful completion of Project Management Essentials, Project Management Exam Prep and Microsoft Project, you will be awarded a Certificate of Completion in Project Management by the college and be prepared to sit for the Project Management Institute PMP®, CAPM® certification exams. See "Certificates and Transcripts" in General Information.

*Textbooks are required for each course. Visit <https://www.ccm.edu/workforce/textbook-information/>

Does your company have multiple employees needing Project Management training or certification? Receive a multi-student employer discount. Contact Alexandra Hoffmann at ahoffmann@ccm.edu for more information.

CERTIFICATE IN PROJECT MANAGEMENT WITH PMP® OR CAPM® OPTION

According to the Project Management Institute (PMI), the world leader in project management certifications, organizations with standardized practices attain better results. The Project Management Professional (PMP)® and Certified Associate in Project Management (CAPM)® recognize your knowledge of the profession's preeminent global standard, with the goal of advancing your career and making you stand out to prospective employers.

PROJECT MANAGEMENT ESSENTIALS (PMC-129E)

Learn practical and proven methods to manage people, procedures and time to achieve results. Learn to work with time constraints, resource allocation, quality control, risk management, cost control and communications management. This course examines case studies, professional literature and examples from various industries to teach the essentials of project management. This course is a prerequisite for the Project Management PMP®, CAPM® Exam Prep course.

14 sessions: 42 hrs, CEU 4.2

PROJECT MANAGEMENT PMP®, CAPM® EXAM PREP (PMC-131E)
PREREQUISITE: 'Project Management Essentials' or substantial prior project management experience with a solid understanding of the principles of project management. Ready to achieve certification in Project Management? This class meets the requirement for contact hours of education to be eligible to take the PMI certification exam for Project Management Professional (PMP)® or Certified Associate in Project Management (CAPM)®. This course is a robust and comprehensive grounding in the principles of project management and the PMI Project Management Body of Knowledge Guide (PMBOK) and satisfies requirements for obtaining Professional Development Units (PDUs).
12 sessions: 36 hrs, CEU 3.6

MICROSOFT PROJECT (PMC-130E)
Microsoft Project is the most popular project-planning tool in the world. Learn to use this tool to plan, schedule and manage tasks, resources and budgets, analyze workloads, produce reports and much more. This course is a popular hands-on simulation format wherein students work through a simulated project from the point of view of a project leader to produce a project schedule and explore its functionality.
6 sessions: 15 hrs, CEU 1.5

PROJECT MANAGEMENT CERTIFICATION BOOSTS MEDIAN SALARIES BY 26% OVER THOSE WHO ARE NOT CERTIFIED.

Project Management Institute (PMI)



KEY:



VETERAN SERVICES



TUITION ASSISTANCE



IN-DEMAND CAREER



INDUSTRY CREDENTIAL



JOB PLACEMENT

HUMAN RESOURCES

CERTIFICATE IN HUMAN RESOURCES PROFESSIONAL - GENERALIST

Federal and state regulations require a knowledgeable, professional Human Resources department to handle the many requirements to remain legally compliant as an employer. Managers, HR professionals and entrepreneurs who would like to learn more about the hiring and handling of employees, health insurance, compensation and other human resources programs and procedures will benefit from this comprehensive program. Whether you are interested in pursuing testing for credentials from organizations such as the Human Resources Certification Institute or the Society for Human Resource Management (SHRM), or simply looking to grow your expertise, this program provides you with the knowledge needed for career growth and preparation to sit for the SHRM certification exam. Program content is based on the SHRM's State of Human Resource Education Study in cooperation with the American Institute for Research and the SHRM Human Resource Curriculum: An Integrated Approach to HR Education. The program includes two field trips to local SHRM chapter meetings and guest speakers who are subject matter experts.

The first four classes can be taken individually and in any order. The capstone course requires at least one other as a prerequisite.

Course #	Course Title	Date	Days	Time	Location	Cost
28384	Total Rewards: Compensation & Benefits	Feb13 -March 12	Tues	6:15-9:15 p.m.	Remote-Live	\$399
28385	Strategic HR Management and Capstone Project	March 26 -April 16	Tues	6:15-9:15 p.m.	Remote-Live	\$329

INSTRUCTORS:

- Judy Treibman, MBA, SHRM-SCP, SPHR, GBA
- Kenneth Sterzer, MPS, SHRM-CP, PHR
- Christina DeOliveira, MBA, CPC, ELI-MP

You do not need to enroll in the certificate program to benefit from these courses. Upon completion of all five modules, you will be awarded a Certificate of Completion in Human Resources Professional by the college. See "Certificates and Transcripts" in General Information.

*Textbook required. Visit <https://www.ccm.edu/workforce/textbook-information/>

TOTAL REWARDS: COMPENSATION & BENEFITS (CHR-117E)

Compensation and benefits are primary factors in recruiting and retaining top talent and are key to a company's competitiveness. HR develops packages for executives and compensation and benefits levels for employees that are equitable and that fit the company's needs. Major topics discussed include salary grading and banding using a market-based strategy, management of company-paid benefits (medical, dental, etc.), ERISA and other regulatory issues pertaining to benefits, and other rewards including paid time off and flexible scheduling.
 5 sessions: 15 hrs, CEU 1.5

STRATEGIC HR MANAGEMENT AND CAPSTONE PROJECT (CHR-127E)

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 to departmental and individual levels while minimizing 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 include SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis, health, safety and security risks, workforce changes including mergers/acquisitions and reductions in workforce.
 4 sessions: 12 hrs, CEU 1.2

The following courses will be offered Fall 2024

HR MANAGEMENT AND STAFFING (CHR-121E)

The most valuable asset to any organization is its people. Learn how to identify and implement recruiting and retention programs to impact productivity and profitability. Topics include trends in HR Management and the contemporary role of HR in the large and small organization; recruiting and retention strategies and practices; managing a diverse workforce and a global workforce; and evaluating HR performance/effectiveness with metrics. The class will attend a Society of Human Resources chapter meeting (Sussex-Warren) during one session.

EMPLOYMENT LAW (CHR-122E)

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

TRAINING AND STAFF DEVELOPMENT (CHR-119E)

Continuous learning is essential to a productive and efficient workforce. HR delivers corporate training to employees based on business' needs and objectives. This course covers defining core competencies; conducting a needs assessment; designing and delivering training programs; and linking career development and performance management to training.

HR SPECIALISTS EARN AN AVERAGE OF \$87,200 PER YEAR.
 - SOURCE: JOBSEQ®

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!



For updates, changes and additional information, please visit our website.

scan here»

BUSINESS ENTREPRENEURSHIP CERTIFICATE PROGRAM  

NEW! LAUNCHING APRIL 2024

CCM, a recognized leader in training new and seasoned business professionals and individuals, is offering a brand-new Business Entrepreneurship Certificate Program that responds to today’s changing business landscape. If you are an aspiring entrepreneur or in the early stages of entrepreneurship, this program will help you to operate, grow and thrive in your business venture. Our Business Entrepreneurship courses are designed to help you think like an entrepreneur, understand the entrepreneurial process and learn how to navigate obstacles you may face on your journey.

Program content includes key concepts such as market research, business planning and branding, raising funds, marketing strategies and choosing a business structure. Throughout the duration of this program, students will formulate a competitive business plan. The courses are arranged in a series to facilitate learning and to create a roadmap to the capstone project. The capstone project is the opportunity to put theory to practice, enhancing entrepreneurial skills to make real life business decisions. Upon completion of all six modules, students will be awarded a certificate in Business Entrepreneurship from the college.

INSTRUCTOR: CCM Staff

MODULE 1 - COMPETITIVE MARKET ANALYSIS

The successful start of any business begins with gathering, interpreting and applying market and consumer data to better assess your competition. Do you know what sets you apart from other businesses? Understand how to conduct market analysis to determine market needs and opportunities. Learn about your own business strengths and weaknesses to gain a competitive edge.

4 sessions: 8 hrs, CEU 0.8

MODULE 2 - DEVELOPING A BUSINESS PLAN

In this course, you will learn how to establish your business plan, which is the blueprint for any new business endeavor. This course will equip entrepreneurs with the pertinent business skills to launch their ideas into a structured and articulate business plan. Upon successful completion of this course, students will have mapped out an impactful documented business strategy.

4 sessions: 8 hrs, CEU 0.8

MODULE 3 - RAISING FUNDS

Raising funds is an important step to growing your business. In this course, students will learn the fundamentals of financing their business. Students will estimate the need and value of their business venture. Learn how to identify and present to potential investors and prove that financial support will create business longevity and a return on investment.

4 sessions: 8 hrs, CEU 0.8

MODULE 4 - MARKETING YOUR BUSINESS

Marketing your business can be tricky in the digital age. Brick and mortar businesses still need a web presence. Learn the key strategies to promote your business.

4 sessions: 8 hrs, CEU 0.8

MODULE 5 - CHOOSING A BUSINESS STRUCTURE

In this course, students will learn about the different forms of business incorporations. Evaluate the pros and cons of certain business structures. Upon course completion, students will understand how the impacts of business structures such as sole proprietorship, LLCs, S Corporations and franchising will affect taxes, daily operations and asset risks.

4 sessions: 8 hrs, CEU 0.8

MODULE 6 - CAPSTONE: BUSINESS PLAN COMPLETION

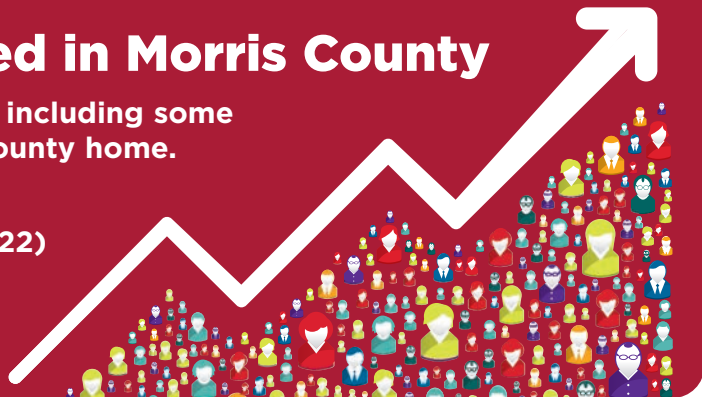
In the final capstone course, students will develop, create and present their final project, solidifying the knowledge gained during the duration of the program. Students will have an opportunity to hear feedback from the instructor and classmates to help refine their business venture.

4 sessions: 8 hrs, CEU 0.8

Businesses Succeed in Morris County

With over 30,000 businesses – including some Fortune 500 – calling Morris County home.

-Morris County Economic Development Corporation (2022)



KEY:



ACCOUNTING

Our accounting series provides increasing knowledge of how to effectively manage transactions for a business. Students with no prior bookkeeping or accounting knowledge must start with Accounting Basics for Non-Accountants. Students with prior experience may enroll in Accounting Fundamentals. Strong computer skills and completion of all prerequisite accounting courses are required for those seeking certification as a QuickBooks professional.

Course #	Course Title	Date	Days	Time	Location	Cost
28231	Accounting Basics for Non-Accountants	Feb 21-March 6	Wed	6:30-9:30 p.m.	CH 156	\$249
28232	Accounting Fundamentals and More	Mandatory Orientation, March 27	Wed	6:30-7:30 p.m.	CH 156	\$399
		April 3-May 1		6:30-9:30 p.m.		
28234	Quickbooks Certification Prep	Mandatory Orientation, May 22	Wed	6:30-7:30 p.m.	CH 156	\$699
		May 29-July 17(No class July 3)		6:30-9:30 p.m.		

INSTRUCTORS:

Michael Muller, CPA, CMA
 Judy Ginder, CPA

*Textbook is required for QuickBooks. Visit <https://www.ccm.edu/workforce/textbook-information/>

ACCOUNTING BASICS FOR NON-ACCOUNTANTS (BDT-161E)

PREREQUISITE: This is an introductory course on the basics of accounting. Basic computer skills are essential. A personal computer with Windows 10, while not needed, is helpful. A computer is required for the next classes in this program series.

If you have never had a bookkeeping or accounting course and the words “t-account” or “debit and credit entries” sound like a foreign language, you need to start here to advance in this series. Understand the theories and practices behind accounting, the process of recording financial transactions and then summarizing, analyzing and reporting these transactions. This class will equip you with the foundational knowledge to be successful in the Accounting Fundamentals and More course.

3 sessions: 9 hrs, CEU 0.9

INSTRUCTOR: Michael Muller, CPA, CMA

ACCOUNTING FUNDAMENTALS AND MORE (BDT-124E)

PREREQUISITE: Accounting Basics for Non-Accountants, or accounting/bookkeeping knowledge or prior work experience. Students should have a personal computer with Windows 10 and have strong computer skills. Students will receive CCM student credentials to access MS Excel.

Apply double entry bookkeeping and then dig deeper into the analysis and recording of financial transactions and financial statements. Get hands-on experience in accounts receivable, accounts payable, payroll procedures, sales taxes and common banking activities. Understand the role of the three main accounting statements: balance sheet, income statement and cash flow. This course is a prerequisite for QuickBooks. Students will receive information on the class structure, use of Excel and how to access MS Excel.

6 sessions: 15 hrs, CEU 1.5

INSTRUCTOR: Michael Muller, CPA, CMA

QuickBooks is an industry leader among business accounting and bookkeeping software. Validate your knowledge and **boost your career** through obtaining certification.

QUICKBOOKS CERTIFICATION PREP WITH EXAM VOUCHER (BDT-146E)

PREREQUISITE: Accounting Fundamentals or a minimum of one year work-related bookkeeping or accounting experience is required. Students must have good computer skills, along with a personal computer with Windows 10. Students receive CCM student credentials to access the QuickBooks software. Students who register for this class, and do not have the prerequisite knowledge, will be limited in their ability to participate in this course. If in doubt, please contact Workforce Development at wfd@ccm.edu prior to enrolling. A QuickBooks certification exam voucher is included with the course.

QuickBooks is a computerized accounting system commonly used in small-to-medium sized businesses. Learn to create purchase orders, track sales and expenses, produce and manage invoices, monitor financial records and more. This course uses QuickBooks 2022, emphasizing the cloud version, with an introduction to the QuickBooks desktop version. The course will help you prepare for the QuickBooks certification exam. Students will receive information on how to download the student version of QuickBooks directly from Intuit and learn more about the QuickBooks certification process.

This class, and the information you will learn, is not a substitute for professional accounting and tax advice. Instructors are unable to advise students on specific issues.

8 sessions: 22 hrs, CEU 2.2

INSTRUCTOR: Judy Ginder, CPA

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!



CONTABILIDAD - NEW! ACCOUNTING FOR SPANISH SPEAKERS

Nuestra serie de contabilidad secuencial proporciona un conocimiento cada vez mayor de cómo manejar de manera efectiva las transacciones de una empresa. Domina la contabilidad computarizada utilizando QuickBooks y prepárate para la certificación como profesional de QuickBooks. Fortalece tus habilidades en computación y completa todos los cursos de contabilidad que son prerrequisitos necesarios para aquellos que buscan la certificación. Los estudiantes que no posean conocimientos previos de teneduría de libros o contabilidad deberán comenzar con Conceptos Básicos de Contabilidad para No Contadores. Los estudiantes con experiencia previa pueden inscribirse en Fundamentos de Contabilidad.

Course #	Course Title	Date	Days	Time	Location	Cost
28241	Contabilidad Básica para No-Contadores	7 al 21 de febrero	Miércoles	6:30-9:30 p.m.	EH 210	\$249
28242	Fundamentos de Contabilidad y Mas	Orientación obligatoria, 6 de marzo	Miércoles	6:30-7:30 p.m.	EH 210	\$399
		13 de marzo al 10 de abril		6:30-9:30 p.m.		
28244	Preparación para La Certificación de Quickbooks	Orientación obligatoria, 24 de abril	Miércoles	6:30-7:30 p.m.	EH 210	\$699
		1 de mayo al 12 de junio		6:30-9:30 p.m.		

INSTRUCTOR: Oscar Sanchez, CPA

*Se requiere un libro de texto para QuickBooks. Visita <https://www.ccm.edu/workforce/textbook-information/>

CONTABILIDAD BÁSICA PARA NO-CONTADORES (BDT-167E)

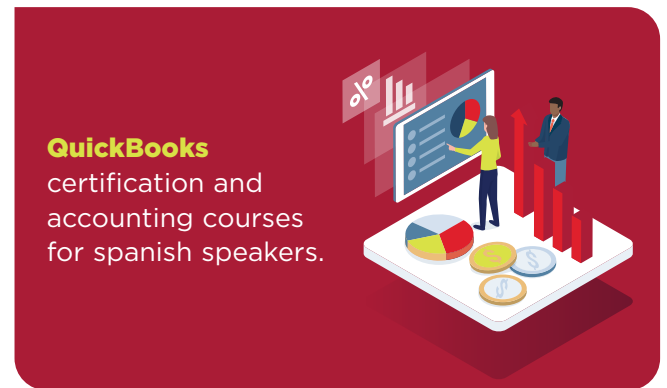
PRERREQUISITO: Este es un curso introductorio sobre los fundamentos de la contabilidad. Los estudiantes usarán computadoras en el aula y las habilidades básicas de computación serán esenciales. Un ordenador personal con Windows 10, aunque no es necesario, es útil. Para las siguientes clases de ésta serie de programas se requerirá de una computadora.

Si nunca has tenido un curso de teneduría de libros o contabilidad y las palabras "cuenta t" o "asientos de débito y crédito" suenan como un idioma extranjero, debes comenzar aquí para avanzar en esta serie. La comprensión de las teorías y prácticas detrás de la contabilidad, que es el proceso de registrar las transacciones financieras y luego resumir, analizar y reportar estas transacciones, es la base de esta clase. Esta clase le equipará con el conocimiento básico para tener éxito en los Fundamentos de Contabilidad y demás cursos.
3 sesiones: 9 horas, CEU 0.9

FUNDAMENTOS DE CONTABILIDAD Y MAS (BDT-168E)

PRERREQUISITO: Conceptos básicos de contabilidad para no contadores, o conocimientos de contabilidad / teneduría de libros, experiencia laboral previa. Los estudiantes deben tener una computadora personal con Windows 10 y tener fuertes habilidades en computación. Los estudiantes recibirán credenciales de estudiantes de CCM para acceder a MS Excel.

Aplicar contabilidad de partida doble y luego profundizar en el análisis registro de transacciones financieras y estados financieros. Obtenga experiencia práctica en cuentas por cobrar, cuentas por pagar procedimientos de nómina, impuestos sobre las ventas y actividades bancarias comunes. Comprenda el papel de los tres estados financieros principales: Balance, estado de resultados y flujo de efectivo Este curso es un requisito previo para QuickBooks. Durante la orientación de una hora antes del trabajo de curso, los estudiantes recibirán información sobre la estructura de la clase, el uso de Excel y cómo acceder a MS Excel si un estudiante no tiene el software.
6 sesiones: 15 horas, CEU 1.5



QuickBooks
certification and
accounting courses
for spanish speakers.

PREPARACIÓN PARA LA CERTIFICACIÓN DE QUICKBOOKS CON CUPÓN DE EXAMEN (BDT-169E)

PRERREQUISITO: Se requieren fundamentos de contabilidad o un mínimo de un año de experiencia en contabilidad o trabajo relacionado con la teneduría de libros. Los estudiantes deben tener buenas habilidades en computación, junto con una computadora personal con Windows 10. Los estudiantes reciben credenciales de estudiante de CCM para acceder al programa de QuickBooks. Los estudiantes que se inscriban en esta clase, y no tengan el conocimiento previo, se verán limitados en su capacidad para participar en este curso. Si tiene alguna duda, comuníquese con Workforce Development enuf4-ccm.edu antes de inscribirse. El cupón de examen de certificación en QuickBooks está incluido en el curso.

QuickBooks es un sistema de contabilidad computarizado comúnmente utilizado en pequeñas y medianas empresas. Los estudiantes aprenden a crear órdenes de compra, rastrear ventas y gastos, producir y administrar facturas, monitorear registros financieros y más. Este curso utiliza QuickBooks2022, haciendo énfasis en la versión de la nube, con una introducción a la versión de escritorio de QuickBooks. El curso lo ayudará a prepararse para el examen de certificación de QuickBooks.

Durante una hora de orientación, antes del curso, los estudiantes recibirán información sobre cómo descargar la versión para estudiantes de QuickBooks directamente desde Intuit y aprender más acerca del proceso de certificación de QuickBooks y el esquema del curso. Esta clase, y la información que aprenderá, no sustituye el asesoramiento contable y fiscal profesional. Los instructores no pueden asesorar a los estudiantes en temas específicos.
8 sesiones: 22 horas, CEU 2.2

KEY:



Do you want your business to

GO BIG?

Scan QR code to find out how!



**GRANT-SUPPORTED
TRAINING**

GRANT-SUPPORTED TRAINING FOR NEW JERSEY BUSINESSES

Grant-Funded Skills Training is Available for
NJ Non-Governmental Employees at No Tuition Cost



**Please note that attendance at all class sessions is a
mandatory requirement for this program.
Be sure you can attend all sessions before registering!**

Employees can view a complete list of class descriptions and enroll at
www.ccm.edu/workforce/grantsupported/

See a course that would benefit your organization?
CCM can deliver customized training to address the specific
needs of your organization. Delivered at your business,
Remote-Live or on CCM's Campus. Groups of 10 or more participants
can take advantage of dedicated offerings.

Questions about this program? Email cbt@ccm.edu or call 973-328-5188

If you do not qualify for no-cost training and wish to enroll as a paying student,
please email cbt@ccm.edu for alternate registration instructions.

Instructors will contact students with instructions for connecting to class online, using default email address on file.
Make sure your email address on file is current!

For updates, changes and additional information, please visit our website.

scan here »



GRANT-SUPPORTED TRAINING SCHEDULE AT A GLANCE

Grant-Supported Training

Month	Course Name	Dates	Times	Sessions	Hours	CEU	Location
JANUARY	Excel for Beginners	1/8 - 1/9	9 AM-1 PM	2	8	0.8	Remote-Live
	What's in the Cloud: Introduction to Microsoft Office (365)	1/9 - 1/11	4-7 PM	2	6	0.6	Remote-Live
	Excel for Beginners	1/9 - 1/12	6-8 PM	4	8	0.8	Remote-Live
	Excel Intermediate	1/10 - 1/11	9 AM-1 PM	2	8	0.8	Remote-Live
	Women in Leadership	1/10 - 1/11	11 AM-2 PM	2	6	0.6	Remote-Live
	Computer Basics	1 /13	9 AM-1 PM	1	4	0.4	HH-113
	Microsoft Word for Beginners	1/16 - 1/25	4-6 PM	4	8	0.8	Remote-Live
	Top Excel Tools for Efficiency	1/17 - 1/18	9 AM-12 PM	2	6	0.6	Remote-Live
	Blueprint Reading and Measurements	1/18	9 AM-4 PM	1	6	0.6	AME-103
	Geometric Dimensioning and Tolerancing	1/23	9 AM-4 PM	1	6	0.6	AME-103
	Self Advocacy & Negotiation	1/23 - 1/25	11 AM-2 PM	2	6	0.6	Remote-Live
	Excel Advanced	1/23 - 1/25	1-5 PM	2	8	0.8	Remote-Live
	Excel Intermediate	1/23 - 1/26	6-8 PM	4	8	0.8	Remote-Live
	Excel for Beginners	1/24 - 1/25	9 AM-1 PM	2	8	0.8	Remote-Live
	Understanding and Leveraging Your Leadership Style	1/30 - 2/1	11 AM-2 PM	2	6	0.6	Remote-Live
	FEBRUARY	Outlook in a Nutshell	1/30 - 2/1	4-7 PM	2	6	0.6
Project Management Introduction		1/30 - 2/1	6-9 PM	2	6	0.6	Remote-Live
Mastering the Delivery of Performance Reviews for Managers		1/31	9 AM-1 PM	1	4	0.4	Remote-Live
PowerPoint Introduction		2/6 - 2/7	6-8 PM	2	4	0.4	Remote-Live
Respect in the Workplace		2/6 - 2/8	11 AM-2 PM	2	6	0.6	Remote-Live
Agile Project Management Basics		2/6 - 2/8	6-9 PM	2	6	0.6	Remote-Live
Marketing and Your Online Presence		2/6 - 2/8	6-9 PM	2	6	0.6	Remote-Live
Excel for Beginners		2/7 - 2/8	9 AM-1 PM	2	8	0.8	Remote-Live
Mindfulness to Decrease Workplace Stress		2/13 - 2/15	11 AM-2 PM	2	6	0.6	Remote-Live
Top Excel Tools for Efficiency		2/13 - 2/27	6-8 PM	3	6	0.6	Remote-Live
Excel Intermediate		2/14 - 2/15	9 AM-1 PM	2	8	0.8	Remote-Live
Critical Thinking Skills to Become a Problem Solver		2/14 - 2/16	9 AM-12 PM	2	6	0.6	Remote-Live
Develop Your Emotional Intelligence		2/14 - 2/16	1-5 PM	2	8	0.8	Remote-Live
Top Excel Tools for Efficiency		2/21 - 2/22	9 AM-12 PM	2	6	0.6	Remote-Live
Resolving Conflict in the Workplace at the Supervisory Level		2/22 - 2/23	1-4 PM	2	6	0.6	Remote-Live
MARCH		Excel Advanced	2/26 - 2/28	1-5 PM	2	8	0.8
	What's in the Cloud: Introduction to Microsoft Office (365)	2/27 - 2/29	4-7 PM	2	6	0.6	Remote-Live
	PowerPoint Introduction	2/28 - 2/29	9-11 AM	2	4	0.4	Remote-Live
	Leading with Confidence	3/5 - 3/12	1-4 PM	2	6	0.6	Remote-Live
	Microsoft Word for Beginners	3/5 - 3/14	4-6 PM	4	8	0.8	Remote-Live
	Excel Advanced	3/11 - 3/13	1-5 PM	2	8	0.8	Remote-Live
	Excel for Beginners	3/11 - 3/14	6-8 PM	4	8	0.8	Remote-Live
	Supporting Employees Emotional Well-Being	3/12 - 3/13	1-4 PM	2	6	0.6	Remote-Live
	Introduction to Manual Machining	3/12 - 3/19	9 AM-4 PM	2	12	1.2	AME-136
	Computer Basics	3/16	9 AM-1 PM	1	4	0.4	HH-113
	Excel Intermediate	3/18 - 3/20	6:30-8:30 PM	4	8	0.8	Remote-Live
	Networking for Success as a Nonprofit Leader	3/18 - 3/20	6:30-9:30 PM	2	6	0.6	Remote-Live
	Outlook in a Nutshell	3/19 - 3/21	4-7 PM	2	6	0.6	Remote-Live
	Excel Intermediate	3/19 - 3/22	6-8 PM	4	8	0.8	Remote-Live
	PowerPoint Introduction	3/20 - 3/21	9-11 AM	2	4	0.4	Remote-Live
	Basic Principles of Workplace Risk Assessment	3/20 - 3/21	1-4 PM	2	6	0.6	Remote-Live
Exploring and Understanding How to Use Microsoft SharePoint	3/25 - 3/27	4-7 PM	2	6	0.6	Remote-Live	
Top Excel Tools for Efficiency	3/26 - 3/28	6-8 PM	3	6	0.6	Remote-Live	
Excel for Beginners	3/27 - 3/28	9 AM-1 PM	2	8	0.8	Remote-Live	

GRANT-SUPPORTED TRAINING SCHEDULE AT A GLANCE

Month	Course Name	Dates	Times	Sessions	Hours	CEU	Location
APRIL	Microsoft SharePoint: Owner Training	4/1 - 4/10	4-7 PM	4	8	0.8	Remote-Live
	What's in the Cloud: Introduction to Microsoft Office (365)	4/2 - 4/4	4-7 PM	2	6	0.6	Remote-Live
	Constructive Collaboration in Teams and Organizations	4/9 - 4/11	1-4 PM	2	6	0.6	Remote-Live
	Microsoft Word for Beginners	4/9 - 4/18	4-6 PM	4	8	0.8	Remote-Live
	Excel for Beginners	4/10 - 4/11	9 AM-1 PM	2	8	0.8	Remote-Live
	PowerPoint Introduction	4/12 - 4/19	9-11 AM	2	4	0.4	Remote-Live
	Resilience in the Face of Change	4/16 - 4/18	1-4 PM	2	6	0.6	Remote-Live
	Excel Intermediate	4/16 - 4/18	6:30-8:30 PM	4	8	0.8	Remote-Live
	Excel Intermediate	4/17 - 4/18	9 AM-1 PM	2	8	0.8	Remote-Live
	Implicit Bias in the Workplace	4/23 - 4/24	6-9 PM	2	6	0.6	Remote-Live
	Mindfulness to Decrease Workplace Stress	4/23 - 4/25	9 AM-12 PM	2	6	0.6	Remote-Live
	Outlook in a Nutshell	4/23 - 4/25	4-7 PM	2	6	0.6	Remote-Live
Top Excel Tools for Efficiency	4/24 - 4/25	9 AM-12 PM	2	6	0.6	Remote-Live	
MAY	Excel for Beginners	5/6 - 5/7	9 AM-1 PM	2	8	0.8	Remote-Live
	Excel Advanced	5/6 - 5/15	6:30-8:30 PM	4	8	0.8	Remote-Live
	Constructive Collaboration in Teams and Organizations	5/7 - 5/9	1-4 PM	2	6	0.6	Remote-Live
	PowerPoint Introduction	5/8 - 5/9	9-11 AM	2	4	0.4	Remote-Live
	Introduction to CNC	5/8 - 5/15	9 AM-4 PM	2	12	1.2	AME-136
	Excel Intermediate	5/13 - 5/14	9 AM-1 PM	2	8	0.8	Remote-Live
	Excel for Beginners	5/13 - 5/22	6-8 PM	4	8	0.8	Remote-Live
	Exploring and Understanding How to Use Microsoft SharePoint	5/14 - 5/16	4-7 PM	2	6	0.6	Remote-Live
	Geometric Dimensioning and Tolerancing	5/16	9 AM-4 PM	1	6	0.6	AME-136
Top Excel Tools for Efficiency	5/20 - 5/21	9 AM-12 PM	2	6	0.6	Remote-Live	
JUNE	Basic Principles of Workplace Risk Assessment	10/17 - 10/18	9 AM-1 PM	2	8	0.8	Remote-Live
	Business Writing Essentials	6/3 - 6/5	9 AM-12 PM	2	6	0.6	Remote-Live
	Excel for Beginners	6/3 - 6/5	9 AM-1 PM	2	8	0.8	Remote-Live
	Powerful, Purposeful Public Speaking	6/4 - 6/6	9 AM-12 PM	2	6	0.6	Remote-Live
	Understanding and Leveraging Your Leadership Style	6/4 - 6/6	1-4 PM	2	6	0.6	Remote-Live
	Excel Advanced	6/4 - 6/13	6:30-8:30 PM	4	8	0.8	Remote-Live
	PowerPoint Introduction	6/6 - 6/7	9-11 AM	2	4	0.4	Remote-Live
	Constructive Feedback in the Workplace	6/10 - 6/12	9 AM-12 PM	2	6	0.6	Remote-Live
Excel Intermediate	6/10 - 6/12	9 AM-1 PM	2	8	0.8	Remote-Live	
Supporting Employees Emotional Well-Being	6/11 - 6/13	9 AM-12 PM	2	6	0.6	Remote-Live	

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Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!

For updates, changes and additional information, please visit our website.

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ADVANCING YOUR CAREER – STRATEGIES AND HOW-TOS FOR ALL CAREER EXPLORERS

A **FREE COMMUNITY SERVICE** offered by the Center for Workforce Development to help everyone, employed or unemployed, to plan, network and learn the best practices from professionals who coach and teach what is needed while you are **ADVANCING YOUR CAREER!**

Tuesday evenings, 6:30 - 8 p.m., January through April, 2024, as remote with live instruction via Zoom.

REGISTRATION IS REQUIRED at <https://www.ccm.edu/workforce/job-search/>

Instructors will email login details at least 24 hours before the start of each workshop. Check your spam folder.

PLEASE ONLY REGISTER FOR THE WORKSHOPS YOU WILL ATTEND AND PLACE A REMINDER ON YOUR CALENDAR. SPOTS ARE LIMITED.

FOCUS TOPIC / ADVANCING YOUR CAREER STRATEGIES	FACILITATOR	PICK ONLY ONE DATE PER TOPIC - workshops do not need to be taken in order.		
Career Planning: Your Path to Success Ready to embark on your career or thinking about changing to a new field or industry? Learn how to identify a career path, set goals and create a plan to help you get started.	Michele Johnson	January 16	February 13	April 2
Career Boost Trio: Resumes, Cover Letters and LinkedIn Profile Enhance your job search with a well-constructed resume and cover letter and standout LinkedIn profile. Learn best practices to gain the attention of hiring managers and land that interview!	Christy Bouziotis	January 9	February 20	April 9
Leveraging Technology in Your Job Search Make your job search more effective! With the advent of AI, technology is more pervasive than ever in job search. Learn what websites, platforms and AI tools are available to help you apply for jobs, boost search strategies and prepare for interviews.	Kathy Vincelette	January 23	February 27	April 16
The Interview: Putting It All Together Learn the secret to answering questions that come at all stages of the interview process. Find out ways to present yourself successfully, whether in-person or virtually.	Yvette Colio-Andrade	January 30	March 12	April 23

VIRTUAL INFORMATION SESSIONS

Explore our programs! The Center for Workforce Development team will guide you through our programs, step by step. Learn about tuition assistance, minimum requirements, industry credentials, job outlook and major employers in the fields of:

HEALTH CARE

COMPUTER/TECHNOLOGY

ENGINEERING/MANUFACTURING

BUSINESS

Schedules and registration available at <https://www.ccm.edu/workforce/info-sessions/>

Email us at wfd@ccm.edu for more information.

Additional information for unemployed, underemployed or dislocated individuals can be found at

<https://www.ccm.edu/workforce/unemployed/>

VIRTUAL INFORMATION SESSION

January 9, 6-7 p.m.

Scan QR code for details.



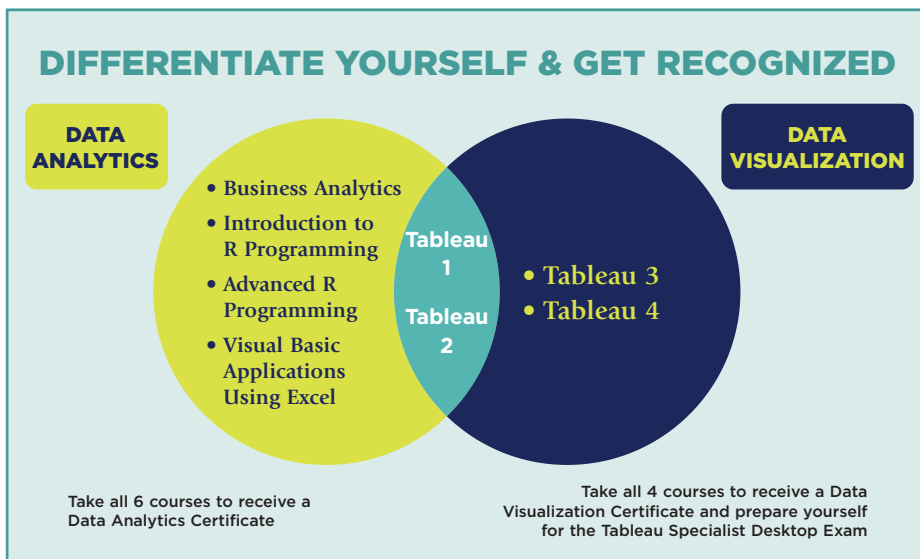
COMPUTING AND INFORMATION TECHNOLOGIES

DATA ANALYTICS AND VISUALIZATION

All companies, large and small, are using data to improve operations and financial performance. Data science allows companies to make data-driven decisions in marketing, sales, finance, purchasing and more. Through a progression of courses at CCM, you can earn a Certificate in Data Analytics or Data Visualization.

The Data Analytics and Visualization program will allow you to network and experience data from multiple professional perspectives. Explore data from various industries as your instructors guide you through learning these tools.

With CCM's expert team of Data Analytics and Visualization instructors, you will learn one of the most highly sought after skill sets, where analysis of data elements and the ability to tell a story with data are driving business decisions, large and small.



DATA ANALYTICS CERTIFICATE PROGRAM

PREREQUISITE: A solid foundation in Microsoft Excel; some programming knowledge is helpful.

The CCM Certificate in Data Analytics, offered through the Center for Workforce Development, provides participants with data acumen in the areas of data manipulation, visualization and interpretation. To obtain your certificate, you must take the following courses. Classes may be taken in any order. Students will need to save their work to their local computer or a flash drive.

Spring 2024 Schedule

Course #	Course Title	Date	Days	Time	Location	Cost
28871	Introduction to R Programming	Jan 23-30	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$299
28872	Advanced R Programming for Data Science	Feb 6-20	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$499
28873	Visual Basic Applications in Excel	Feb 22-29	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$299
28874	Business Analytics with Excel	March 7-14	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$299
28875	Tableau I	March 19-28	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$499
28876	Tableau II	April 9-18	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$499

INSTRUCTORS: Kelly Fitzpatrick, MA, CFA, Tableau Desktop Specialist, Lorie Pezzutti, BA, Weiwen Li, MA, Shehroz Malik, BS

*Textbooks are included.

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!



For updates, changes and additional information, please visit our website.

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INTRODUCTION TO R PROGRAMMING (CPC-631E)

PREREQUISITE: Proficient knowledge of MS Excel.
R's widespread popularity to analyze large data sets makes it an essential tool in almost every field. The course will cover exploratory data analysis techniques, visualization methods, modeling and ideas in reproducible research using packages from base R. Students will learn the basic syntax for R and how functions and packages work.
3 sessions: 6 hrs, CEU 0.6

INSTRUCTOR: Weiwen Li, MA

ADVANCED R PROGRAMMING FOR DATA SCIENCE (CPC-603E)

PREREQUISITE: Proficient knowledge of MS Excel and the Introduction to R Programming course or some programming knowledge.
Expanding on the topics covered in the Introduction to R Programming course, students learn the use of the Tidyverse and the ggplot2, dplyr and tidyr packages. In addition, advanced data science methods such as k-means, clustering and dendrograms will be covered.
5 sessions: 10 hrs, CEU 1.0

INSTRUCTOR: Weiwen Li, MA

VISUAL BASIC (VB) APPLICATIONS IN EXCEL (CPC-624E)

PREREQUISITE: Proficient knowledge of MS Excel.
Learn to record macros, read, write and debug VB code, pass lists and floating variables through VB, use conditional statements and create input and message boxes. At the end of this course, students will be familiar with the VBA programming language as it applies to Microsoft Excel and will apply this knowledge to make interactive and fully functional spreadsheets.
3 sessions: 6 hrs, CEU 0.6

INSTRUCTOR: Lorie Pezzutti, BA

BUSINESS ANALYTICS WITH EXCEL (CPC-629E)
PREREQUISITE: Proficient/intermediate knowledge of MS Excel.

Learn how data science is applied in business. Explore concepts in correlation, regression analysis, hypothesis testing and multivariate analysis. Learn how correlation helps to understand portfolio diversification and design. 'What If' analysis will be covered utilizing the Solver and Goal Seek features of Excel.

3 sessions: 6 hrs, CEU 0.6

INSTRUCTOR: Lakeisha Garret, MBA

DATA VISUALIZATION CERTIFICATE PROGRAM

The CCM Certificate in Data Visualization offered through the Center for Workforce Development provides participants with an understanding of a visualization tool that presents large amounts of complex data in an easy to understand format. Visualizing data in the context of charts and graphs makes it easier to identify correlations, patterns, trends or areas that need improvement. By taking all four courses, individuals will be prepared to take the Tableau Desktop Specialist certification exam. To obtain your data visualization certificate, you must take the following courses:

Course #	Course Title	Date	Days	Time	Location	Cost
28875	Tableau I	March 19-28	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$499
28876	Tableau II	April 9-18	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$499
28877	Tableau III	April 23-May 2	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$499
28878	Tableau IV	May 7-16	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$499

INSTRUCTOR: Shehroz Malik, BS

TABLEAU

Tableau has advanced capability to analyze large datasets using multiple dimensions, and is used to create clear tables and visualizations. Take all four classes to prepare for the Tableau Desktop Specialization Exam, an industry credential.

The course includes a 1-year subscription to Tableau Desktop, an e-textbook from Logical Operations, homework, projects and practice questions.

Following the CCM courses, if you are interested in demonstrating your mastery of Tableau, there are multiple levels of certification available through Tableau. Visit Tableau-Certifications at <https://www.tableau.com/learn/certification>

TABLEAU I (CPC-618E)

Learn Tableau fundamentals as well as connecting and preparing data, exploring data and managing, sorting and grouping data.
4 sessions: 8 hrs, CEU 0.8

TABLEAU II (CPC-619E)

Continue by saving and sharing, filtering data, custom visualizations and creating maps, dashboards and stories.
4 sessions: 8 hrs, CEU 0.8

TABLEAU III (CPC-632E)

Move beyond fundamentals to perform advanced data visualization. Blend data to visualize relationships, join data, access data in PDFs and refine your visualizations with sets and parameters.
4 sessions: 8 hrs, CEU 0.8

TABLEAU IV (CPC-633E)

Complete the CCM Tableau series and earn your Data Visualization Certificate. Manipulate data, visualize data with advanced calculations, perform statistical analyses, forecast and learn to enrich visualizations, dashboards and maps.
4 sessions: 8 hrs, CEU 0.8

KEY:



CODING

An increasing number of businesses rely on computer code and on individuals who are versed in a range of programming languages. Coding is not a skill limited to the technology sector. Individuals with coding skills may find careers in hospitals or manufacturing, as well as in high-tech companies. According to the Bureau of Labor Statistics (BLS), programmers earn a median salary of \$86,550 per year.

Course #	Course Title	Date	Days	Time	Location	Cost
28321	Introduction to Coding and Computer Programming	Feb 26-March 4	Mon	6-9 p.m.	Remote-Live	\$229
28325	PHP Introduction	May 8-15	Wed	6-9 p.m.	Remote-Live	\$229
28326	Introduction to AWS Cloud	May 22-29	Wed	6-9 p.m.	Remote-Live	\$229

For all courses, students will need to save their work to their local computer or a flash drive.

INTRODUCTION TO CODING AND COMPUTER PROGRAMMING (CPC-640E)

If you are new to programming or want to learn more about this in-demand field, you will benefit from this introductory course that provides an overview of programming methodology. Topics covered will include computer science fundamentals (data types, data structures, input/output, functions, sorting/searching, program structure, etc.) and basic algorithms. This course is offered in a flexible format that includes online sessions live with the instructor and additional assignments for students to complete.

2 sessions: 6 hrs, CEU 0.6

INSTRUCTOR: Priscilla Burke, M

PHP INTRODUCTION (WDA-246E)

PREREQUISITE: *Introduction to Coding and Computer Programming or prior coding experience.*

PHP, Hypertext Preprocessor, is a widely used open source general-purpose scripting language that is especially suited for web development and can be embedded into HTML. PHP is a good language to learn for both beginners and advanced students. It is widely used to add scripting capabilities to static web pages and to access databases with massive amounts of data. In this course, approach PHP step by step, look at similarities to Python and develop practical skills needed in corporate web programming.

2 sessions: 6 hrs, CEU 0.6

INSTRUCTOR: Mikhail Bayder, MS

INTRODUCTION TO AWS CLOUD (WDA-247E)

All large and small corporations are embracing cloud computers and Amazon Web Services (AWS) is one of the most widely used cloud platforms. Begin by looking at the big picture of how the Internet works. From that foundation, learn popular operating system commands and build a virtual server with Web, PHP and Python scripting. Add a database using PHP and Python programming skills. Students will get a great foundation for AWS cloud server setup and administration.

2 sessions: 6 hrs, CEU 0.6

INSTRUCTOR: Mikhail Bayder, MS

CERTIFIED ENTRY-LEVEL PYTHON PROGRAMMER CERTIFICATION (PCEP)

Certified Entry-Level Python Programmer certification (Exam PCEP-30-0x) is a professional credential that measures the candidate's ability to accomplish coding tasks related to the essentials of programming in the Python language. To sit for the exam, a student should demonstrate sufficient knowledge of the universal concepts of computer programming, the syntax and semantics of the Python language, as well as the skills in resolving typical implementation challenges with the help of the Python Standard Library. PCEP is the starting point to launch a career in software development, Python programming and related technologies! Please check that your computer software is compatible with Python prior to registration.

Course #	Course Title	Date	Days	Time	Location	Cost
28321	Introduction to Coding and Computer Programming	Feb 26-March 4	Mon	6-9 p.m.	Remote-Live	\$229
28323	Python PCEP Prep Part 1	March 11-April 1	Mon	6-9 p.m.	Remote-Live	\$499
28324	Python PCEP Prep Part 2	April 15-May 6	Mon	6-9 p.m.	Remote-Live	\$499

INSTRUCTOR: Priscilla Burke, MA

PYTHON PCEP PREP PART 1 (CPC-646E)

PREREQUISITE: *Introduction to Coding and Computer Programming or prior coding experience.*

Python is a general-purpose programming language ideal for any application. This is a great language to start with if you are a beginner, and it is easy for experienced programmers to master. In this course, you will understand basic concepts of software development technology. Obtain the programming knowledge that will allow you to design, write, debug and run programs encoded in the Python language.

4 sessions: 12 hrs, CEU 1.2

PYTHON PCEP PREP PART 2 (CPC-647E)

PREREQUISITE: *Python PCEP Prep Part 1.*

In Part 2, learn the remaining skills to successfully pass the PCEP exam. Learn more advanced aspects of Python programming such as packages, exceptions, file processing and coding techniques and gain helpful tips for exam preparation. Upon completion of part 2, you will receive your exam voucher to be redeemed with the Python Institute.

4 sessions: 12 hrs, CEU 1.2

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!

For updates, changes and additional information, please visit our website.

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COMPTIA® CERTIFICATIONS    

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VIRTUAL INFORMATION SESSION: JANUARY 25, 6-7 P.M.
Pre-Registration Required: <https://www.ccm.edu/workforce/info-sessions/>

Course #	Course Title	Date	Days	Time	Location	Cost
28861	CompTIA® A+ Core 1/Core 2	Feb 10-April 20 (No class March 30)	Sat	8:30 a.m.-3 p.m.	EH 216	\$1,499
28862	CompTIA® Security+	April 1- June 10 (No class May 27)	Mon and Thurs	6:30-8:30 p.m.	Remote-Live	\$1,119
28863	CompTIA® Cybersecurity Analyst (CySA+)	April 9 - June 18 (No class May 28)	Tues and Thurs	6-8 p.m.	Hybrid	\$1,119

INSTRUCTOR: Igor Nachevnik, CompTIA® CySA+, Security+, Network+, A+, MCP
Andrew Goldstein, BA, CEH

*Textbook required. Visit <https://www.ccm.edu/workforce/textbook-information/>

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COMPTIA® A+ SERIES COMPUTER TECHNICIAN CORE

COMPTIA® A+ CORE 1/ CORE 2 (CPC-644E)
PREREQUISITE: Working knowledge of personal computers.
Launch your IT career by becoming a CompTIA® A+ certified professional. This course covers basic computer hardware, operating system support, networking, Cloud concepts and computer security – exactly the skills that hiring managers want their entry-level workers to bring to the job. Gain insight into multiple operating systems, including Linux, Windows and Mac. Learn fundamental skills to be able to build a computer and configure, troubleshoot, maintain and upgrade systems hardware. Learn how a processor works, how memory is used and how mobile devices work (Apple or Android). Course includes materials, e-learning platform and Core 1—220-1101 and Core 2—220-1102 exam vouchers.
10 sessions: 60 hrs, CEU 6.0

COMPTIA® SECURITY+ CERTIFICATION

COMPTIA® SECURITY+ (CPC-611E)
PREREQUISITE: It is necessary to have the following skills and knowledge to take this course:

- An understanding of compliance and how network, operational and application security work.
- Configure and manage network users, groups and shared resources.
- Familiarity with access control measures, authentication, security policy and firewalls.
- A+ and Net+ certifications is recommended, or 5+ years of related industry experience.

This course covers in-depth security concepts, hardware, operating system support, Cloud concepts and penetration testing while emphasizing hands-on practical skills to address network issues. Learn the skills to install and configure systems to secure applications, networks and devices; perform threat analysis and respond with appropriate mitigation techniques; and develop awareness of applicable policies, laws and regulations.
20 sessions: 40 hrs, CEU 4.0

COMPTIA® CYBERSECURITY ANALYST (CYSA+) CERTIFICATION

COMPTIA® CYBERSECURITY ANALYST (CYSA+) (CPC-648E)
PREREQUISITE: It is necessary to have the following skills and knowledge to take this course:

- A working knowledge of best practices for network and security configuration.
- An understanding of compliance and how network, operational and application security work.
- Network+ and Security+ certifications or equivalent knowledge are recommended or 5+ years as an incident response or security operations center (SOC) analyst or equivalent industry experience.

This course covers leverage intelligence and threat detection techniques; analyzes and interprets data and identifies vulnerabilities. It focuses on the latest trends and techniques in risk management and mitigation and enables students to identify preventative measures and effectively recover from incidents.
20 sessions: 40 hrs, CEU 4.0

COMPTIA® NETWORK+ CERTIFICATION

The following course will be offered Fall 2024

COMPTIA® NETWORK+ (CPC-606E)
PREREQUISITE: Must be able to configure and support PC, laptop and mobile (smartphone/tablet) to take this course.
Achieving the CompTIA® Network+ certification validates that the holder has the knowledge and skills required to troubleshoot, configure and manage common network wireless and wired devices; and understand and maintain network documentation.
In this course, learn how to establish network connectivity by deploying wired and wireless devices, understand and maintain network documentation as well as master basic network services, data center, cloud and virtual networking concepts.
20 sessions: 40 hrs, CEU 4.0

KEY:



VETERAN SERVICES



TUITION ASSISTANCE



IN-DEMAND CAREER



INDUSTRY CREDENTIAL



JOB PLACEMENT

MICROSOFT OFFICE SUITE

Whether you are looking for a new job, pursuing advancement opportunities or want to gain skills to become more productive in your current job, knowledge of the Microsoft Office suite of applications and validation of proficiency is crucial in today's work environment. Your ability to utilize Microsoft applications will open doors and improve your ability to compete in the workforce.

MICROSOFT OFFICE EXCEL MO-200 CERTIFICATION PREP (MOS-312E)

Microsoft Excel proficiency is one of the most sought-after skills in today's job market. Demonstrate your mastery of Excel by becoming MO-200 Microsoft Excel Certified. Work with Excel spreadsheets in simple to sophisticated ways and learn all skills necessary to pass the MOS Excel certification exam. Certification preparation includes live practice with the instructor with guidance in using the GMetrix learning management system. Course includes an exam voucher for the Microsoft Office Specialist: Excel Associate (Excel and Excel 2019), MO-200 exam, at CCM's state-of-the art Testing Center. On the first day of class, receive your test access code, GMetrix self-study modules, GMetrix timed exam practice sessions, 1 practice exam, the Certification Exam and 1 exam retake. CCM's Testing Center is located in the Learning Resource Center.

CCM instructors utilize the Windows operating system to teach computer-based courses and Microsoft applications. Students must have a laptop or PC with the Windows operating system for this class. Note that if you are using a non-Windows based laptop or other operating system, your screen will look different than the instructor's and you will NOT be able to download practice materials.

EXPLORE OPTIONS TO IMPROVE SKILLS OR GET CERTIFIED

CERTIFICATION BENEFITS

- Reflect proven technical skills with an industry valued credential, Microsoft Office Specialist (MOS)
- Get a professional edge by providing globally recognized, industry endorsed evidence of skills mastery
- Guarantee potential employers of your skill set competence
- Increase your visibility and hiring potential
- Realize higher wages; MOS certification can earn an entry-level business employee as much as \$16,000 more in annual salary than un-certified peers
- Build confidence and competency in using Microsoft applications
- Certification does not expire

REMOTE-LIVE OPTION

Sat, Feb 10-March 16, 9 a.m.-1 p.m.

Remote-Live

6 sessions: 24 hrs, CEU 2.4

Course: 28731

Cost: \$499

INSTRUCTOR: Rreze Zejnullahi-Berisha, MA

IN-PERSON OPTIONS

Mon and Wed, March 4-April 15

Mandatory Orientation, March 4, 6:30-7:30 p.m.

Class dates: March 6-April 15, 6:30-8:30 p.m.

On campus: EH 208

13 sessions: 24 hrs, CEU 2.4

Course: 28732

Cost: \$499

Mon and Tues, July 8-29, 9 a.m.-1 p.m.

Mandatory Remote-Live Orientation, July 8, 9-10 a.m.

Class dates: July 9-29, 9 a.m.-1 p.m.

On campus: HH 114

13 sessions: 24 hrs, CEU 2.4

Course: 28733

Cost: \$499

INSTRUCTOR: Elissa DeRose-Rizzo, MA, MLIS

**FOR ALL OF YOUR MICROSOFT OFFICE TRAINING NEEDS,
CHECK OUT THESE SPECIAL FOCUS TOPICS AND SIGN UP TODAY!**



SPECIAL DATA ANALYTICS TOPICS IN EXCEL

For full descriptions of the courses, see page 14.

**BUSINESS ANALYTICS WITH EXCEL
VISUAL BASIC (VB) APPLICATIONS
IN EXCEL**

GRANT-FUNDED - NO-COST COURSES MICROSOFT APPLICATIONS FOR EVERY PROFESSIONAL

For full descriptions of these NO-COST COURSES and information on how to qualify, see schedule and scan QR code on pages 9-11.

**WHAT'S IN THE CLOUD:
INTRODUCTION TO MICROSOFT
OFFICE (365)**

**EXPLORING AND UNDERSTANDING
HOW TO USE MICROSOFT
SHAREPOINT**

OUTLOOK IN A NUTSHELL

POWERPOINT INTRODUCTION

**MICROSOFT WORD FOR
BEGINNERS**

EXCEL FOR BEGINNERS

EXCEL INTERMEDIATE

EXCEL ADVANCED

**TOP EXCEL TOOLS FOR
EFFICIENCY**

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!

For updates, changes and additional information, please visit our website.

scan here »





January 13 and April 6,
10 a.m. - 12 p.m.
Scan QR code for details.

DRONE PILOT CERTIFICATION

Emerging technologies are advancing at warp speed. CCM can prepare individuals for a new career as a Remote Drone Pilot (Drone) with FAA 107 and 137 certifications!

INSTRUCTORS:

- Kelvin King, Founder/CEO AlphaDronesUSA (Commercial Airline Pilot, Certified Drone Pilot)
- Andrew Flor (Commercial Pilot, Flight Instructor, Certified Remote Pilot)
- Devin Keena (Private Airline Pilot, Flight Instructor, Certified Drone Pilot)
- Carlos Velasquez (Helicopter Pilot, Certified Drone Pilot)

*Textbooks required. Visit <https://www.ccm.edu/workforce/textbook-information/>

REMOTE PILOT (DRONE) FAA 107 AND 137 CERTIFICATION PREPARATION (AVI-100E)

Industrial drones provide new and versatile ways for businesses to operate. FAA certified drone pilots are in demand as the drone industry grows. Drones are used in the hospitality/tourism industry, healthcare, agriculture, emergency response, law enforcement, retail, sport/entertainment, real estate and more.

- Hands-on flight training supplements your classroom experience as you earn your drone pilot license
- The flight training will help prepare students for vocational and career opportunities as a commercial drone pilot
- Internship experiences are available for students who complete the full program
- This is the first course to offer Industrial Commercial drone flight training as part of the remote pilot certification process

In order to fly a drone under the FAA's Small UAS Rule (Part 107), you must obtain a Remote Pilot Certificate from the FAA. Offered in partnership with a leading industrial drone operator, AlphaDronesUSA, this 13-week course will provide you with the knowledge necessary to prepare for the FAA Part 107 knowledge exam. Obtain the knowledge to prepare for the FAA Part 137, which governs the use of drones to spray substances. You will receive hands-on drone introductory flight lessons, learn real world drone applications and receive drone pilot job-readiness training. This program is cutting-edge, applying artificial intelligence and robotics to an industry that is rapidly emerging, creating career opportunities for qualified professionals.



This course features introductory flight lessons, real world drone applications and job readiness training. Learn the vocabulary, applicable regulations, airspace classification, operating requirements, flight restrictions, weather effects on drone operation, charts and maps and decision-making. An important part of the class will include the operation of commercial, industrial drones.

*Tues and Sat, Jan 23-April 27
(No class March 30, April 2)
Hybrid – online via Zoom and in-person on the CCM campus – HPE 216
23 sessions, 13 weeks: 71.5 hrs, CEU 7.15
Weeks 1-10, Tues, 6-8:30 p.m., Sat, 9 a.m.-12 p.m.
Weeks 11-13, Sat only, 9 a.m.-3:30 p.m.
Course: 28250
Cost: \$3,999*

*Tues and Sat, May 7-Aug 10
(No class July 2 and 6)
Hybrid – online via Zoom and in-person on the CCM campus – HPE 218
23 sessions, 13 weeks: 71.5 hrs, CEU 7.15
Weeks 1-10, Tues, 6-8:30 p.m., Sat, 9 a.m.-12 p.m.
Weeks 11-13, Sat only, 9 a.m.-3:30 p.m.
Course: 28251
Cost: \$3,999*



TAKE-OFF WITH CCM'S COMMERCIAL DRONE CERTIFICATION COURSE!

KEY:



VETERAN SERVICES



TUITION ASSISTANCE



IN-DEMAND CAREER

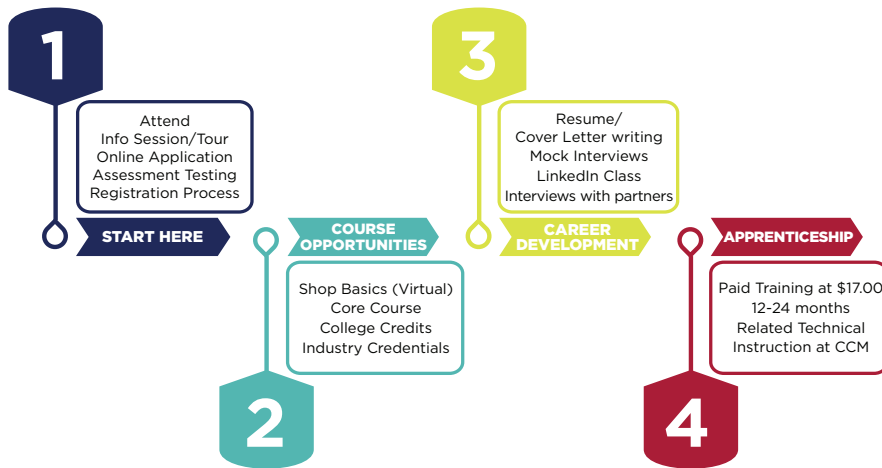


INDUSTRY CREDENTIAL



JOB PLACEMENT

CareerAdvance USA BOOT CAMP



THE VALUE OF AN APPRENTICESHIP



Provides a paycheck from day one that will increase with more training



Connects education and work simultaneously



Increases employee stability and growth



Combines on-the-job training with instruction



Provides industry credentials and college credit

CREDENTIALS

- College credits towards an AAS in Mechanical Engineering Technology
- OSHA 10 Certification
- Additional Certifications:
 - Level 1 NIMS certifications and SolidWorks
- Additional college credits may be received after completion of the apprenticeship.

INTERVIEW OPPORTUNITIES

- Employers are ready to interview students for apprenticeship opportunities!
- Career preparation to assist students with mock interviews, social media profiles, resumes and cover letters.

JOB OPPORTUNITIES

- Maintenance Mechanic Technician, Manual Machinist, CNC Machinist, CAD Drafter, QA/QC Technician, Die Manufacturer and more!

APPLY NOW!

Visit us at www.ccm.edu/apprenticeships-careeradviceUSA to complete our online application.

Full and Partial Scholarship Opportunities Are Available!

BOOT CAMP TOPICS

- Introductory Course-Shop Basics
- Shop and Safety Lectures
- Manual Machining Basics
- Introduction to CAD and CAM

159 Total Hours, Includes 80 Shop Hours

Optional Courses:

- CAM Fundamentals
- NIMS Certification Practice

54 Additional Shop Hours

For more details about our programs and opportunities, **JOIN US FOR AN**

INFORMATION SESSION!

You can register for a session on the following dates at <https://www.ccm.edu/apprenticeships-careeradviceusa>

- January 17, 12 p.m.
- February 7, 9 a.m.
- February 21, 2 p.m.
- March 13, 5 p.m.
- March 27, 12 p.m.
- April 10, 9 a.m.
- April 24, 12 p.m.
- May 15, 5 p.m.
- May 29, 2 p.m.

Visit our website to sign up for an **in-person tour of our facilities.**

- February 1
- March 14
- April 4
- May 2



wfd_ccm_nj



<https://www.facebook.com/workforce.ccm>



<https://www.linkedin.com/company/workforce-development-ccm/>

Contact us by phone, **973-328-5187** or email careerusa@ccm.edu

ENGINEERING AND ADVANCED MANUFACTURING



GO BIG
with your career in
Advanced Manufacturing!
Scan QR code to find out how!

ENGINEERING AND ADVANCED MANUFACTURING

OVER 800 MANUFACTURING COMPANIES IN MORRIS COUNTY ARE LOOKING FOR EMPLOYEES AND YOU COULD BE ONE! NO PREVIOUS EXPERIENCE REQUIRED!

PUT YOUR CAREER INTO HIGH GEAR WITH THESE GREAT PROGRAMS.
FOR A LIMITED TIME ONLY: THIS PROGRAM IS OF NO COST FOR QUALIFIED CANDIDATES.
Email CareerUSA@ccm.edu for more information.
EARN WHILE YOU LEARN! Evening/Weekend and Daytime programs available!

The manufacturing industry is an important part of the economy of northern New Jersey. The industry supports jobs and careers with good wages and benefit packages. County College of Morris is committed to supporting the needs of employers for a well-trained workforce through training classes and programs for their current workers while also providing the skills necessary for job seekers to enter the advanced manufacturing industry. Continue to check the Workforce Development website for up-to-date information on program offerings, dates, times and locations.

CCM PARTNERS WITH NJMFP TO PROVIDE TUITION SUPPORT FOR ANY MANUFACTURING PROGRAM FOR VETERANS AND THEIR IMMEDIATE FAMILY MEMBERS.

ADVANCED MANUFACTURING

CAREER ADVANCE APPRENTICESHIPS AND PRE-APPRENTICE BOOT CAMP

Gain the knowledge and skills required to enter the field of Advanced Manufacturing in CCM's Pre-Apprentice Boot Camp.

Course Title	Hours	CEUs	Cost
Shop Basics	33	3.3	\$250
Advanced Manufacturing Core	126	12.6	\$2,500
CAM Fundamentals	24	2.4	\$500
NIMS Certification Prep	30	3.0	\$500

OUR BOOT CAMP OFFERS:

- College credits and industry credentials (OSHA-10, National Institute for Metalworking Skills and SolidWorks)
- Interaction and interviews with potential employers
- Use of CCM's state-of-the-art Advanced Manufacturing and Engineering Center
- Tuition assistance
- Ability to continue your training with an Apprenticeship

OUR APPRENTICESHIPS AND JOB PLACEMENTS OFFER:

- Career opportunities after program completion
- Continued development of skills and industry knowledge
- Continued career growth within 12-24 months
- Wage increase halfway through the apprenticeship and upon completion
- Fantastic benefit packages and tuition reimbursement

IT'S A FACT:

- 100% of students completing the Boot Camp have received 4 or more interviews.
- There are scholarships available to take this program for FREE!
- CCM has over 40 company partners and counting!

Over 40% of our students completing the program begin working at more than \$18/hour, with nearly one third making \$20 or more per hour! All with jobs that offer benefits and wage raises!

KEY:



VETERAN SERVICES



TUITION ASSISTANCE



IN-DEMAND CAREER



INDUSTRY CREDENTIAL



JOB PLACEMENT

SHOP BASICS (MFG-101E)

Required for all students.

In this introductory course, establish a comprehensive understanding of the manufacturing process, including how to remain safe on the job and in the shop.

ADVANCED MANUFACTURING CORE (MFG-106E)

Building upon the information learned in Shop Basics, Advanced Manufacturing Core provides you with further knowledge in the areas of Blueprint Reading, Geometric Dimensioning & Tolerancing (GD&T),

Bench Working Skills, Safety, 2-D AND 3-D Computer Aided Design (CAD), Manual Machining and Computer Numerically Controlled Machines (CNC). After successful completion of this class, students will be eligible to earn OSHA-10 Safety Certification and NIMS: Measurement Material and Safety Certification.

CAM FUNDAMENTALS (MFG-126E)

This class will provide you with the knowledge to create G-Code form 3D models using Computer Aided Manufacturing (CAM). Students will learn how to then use these

codes to produce parts on the Computer Numerically Controlled Machines (CNC).

NIMS CERTIFICATION PREP (MFG-108E)

The National Institute for Metalworking Skills (NIMS) Certification Prep class provides students with practice exams and lab time to improve their skills. Students will be eligible to earn the NIMS: Bench Work & Layout certification upon completion of this class.



Accurate Screw Machine



COMPUTER AIDED DESIGN (CAD)

CCM's focused, streamlined approach to learning all of the basic and advanced features of AutoCAD 2D drawing ensures you will master the powerful tools and applications that this software offers.

Level 1: Fundamentals, Level 2: Beyond Fundamentals and Civil 3D, provide the must-have knowledge and skills needed to secure a position or enhance your existing skill set. Expanded content and advanced features and tools are incorporated into both courses. If you are an existing AutoCAD user with basic knowledge, the Beyond Fundamentals, Level 2 and Civil 3D courses will upgrade your skills to an advanced level. Students will learn by hands-on experience, real world drawing examples and exercises, all in a supervised CAD lab.

Course #	Course Title	Date	Days	Time	Location	Cost
28341	AutoCAD Level 1: Fundamentals	Feb 3- March 23	Sat	8:30 a.m.- 12 p.m.	AME 134	\$629
28342	AutoCAD Level 2: Beyond Fundamentals	April 6- June 1 (No class May 25)	Sat	8:30 a.m.- 12 p.m.	AME 134	\$629

INSTRUCTOR: Anthony Gaffney, BA

*Textbook required. Visit <https://www.ccm.edu/workforce/textbook-information/>

AUTOCAD LEVEL 1: FUNDAMENTALS (CAD-231E)

This course is a comprehensive introduction for new AutoCAD and AutoCAD LT software users. It incorporates the features, commands and techniques for creating, editing, annotating and printing 2D drawings with AutoCAD. Focused applications for this level include the majority of Draw and Modify tools, Annotation tools for creating text, dimensions and leaders, Creating and Editing Block definitions, Hatching, Page setups with Layouts and titleblocks for plotting, printing and creating PDFs. This course will give the new AutoCAD user a comprehensive foundation to build upon or update existing AutoCAD users' skills with the latest release.
8 sessions: 28 hrs, CEU 2.8

AUTOCAD LEVEL 2: BEYOND FUNDAMENTALS (CAD-232E)

Building on the concepts introduced in Level 1, or for the AutoCAD user looking to advance their knowledge of AutoCAD, more advanced features, commands and techniques for production and efficiency will be integrated for creating, editing, annotating and printing drawings. Applications include Dynamic Blocks, Attributes and Fields, External References, Advanced Layer Management tools, Tables, Parametrics and working with the Sheet Set Manager. Also, Program Customization, Aliases, Macros and Tool Palettes, along with an introduction to 3D modeling.
8 sessions: 28 hrs, CEU 2.8

The following courses will be offered Fall 2024

AUTOCAD CIVIL 3D (CAD-112E)

For professionals 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, this is a great addition as you seek internship opportunities. Topics Covered: 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, edit alignments, profiles and profile views, assemblies, corridors and intersections, cross-sections and grading solutions.

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!

For updates, changes and additional information, please visit our website.

scan here »



SOLIDWORKS SOLID MODELING CAD

Solid Modeling is the computer modeling of 3D solid objects. The objective of solid modeling is to ensure that every surface is geometrically correct. CAD (Computer Aided Design) allows engineers and designers to build realistic computer models of parts and assemblies. It provides designers with the ability to provide cutaways of a design. The SolidWorks CAD software that students will use in class and at home will allow them to simulate an object from within and outside, as they design, create and animate a digital 3D model.

SOLIDWORKS (CAD-126E)

SolidWorks is a parametric computer-aided design and engineering (CAD/CAE) solid modeling package. Learn about 2D sketching, basic and intermediate 3D functions such as sketches and splines. You will also begin advanced modeling techniques. Begin with fundamental operations in SolidWorks and progress to higher level skills necessary for any designer, drafter or engineer. Students may bring their personal laptops or a flash drive to save their work.

8 sessions: 24 hours, CEU 2.4

Course #	Course Title	Date	Days	Time	Location	Cost
28348	SolidWorks	March 19 - May 7	Tues	5:30-8:30 p.m.	AME 134	\$529

INSTRUCTOR: Jeff Stearns, BS

*Textbook required. Visit <https://www.ccm.edu/workforce/textbook-information/>

MANUFACTURING BASICS

Today's world of Advanced Manufacturing is a blend of fundamental and new skills. Basic blueprint reading is a must-have for everyone from line to leadership. These skills enhancement courses provide novice and experienced workers with new knowledge and refresh the toolkit required of all staff in the manufacturing arena. An understanding of these dynamic process tools is a must-have for all types of companies.

These courses are offered at no cost to qualified New Jersey businesses on our Grant-Supported Training page www.ccm.edu/workforce/grantsupported. Center for Workforce Development can offer the following training programs customized to your business needs. Contact cbt@ccm.edu or 973-328-5188.

If you do not qualify to register for these trainings at no cost, please contact cbt@ccm.edu for alternate registration instructions.

Course Title	Date	Days	Time	Location	Cost
Blueprint Reading and Measurements	Jan 18	Thurs	9 a.m.-4 p.m.	AME 136	\$199
Geometric Dimensioning and Tolerancing	Jan 23	Tues	9 a.m.-4 p.m.	AME 136	\$199
Introduction to Manual Machining	March 12-14	Tues and Thurs	9 a.m.-4 p.m.	AME 136	\$379
Introduction to CNC	May 8-9	Wed and Thurs	9 a.m.-4 p.m.	AME 136	\$379
Introduction to Universal Robots	May 16	Thurs	9 a.m.-4 p.m.	AME 136	\$199

INSTRUCTOR: Anthony Horbert, AAS, CSWA, CSWPA-WD, CSWPA-SM

BLUEPRINT READING AND MEASUREMENTS (WDT-145E)

Learn how to read shop and engineering blueprints and how to fabricate parts and perform assembly operations. Learn current drafting standards and blueprint reading techniques, review standard lines and symbols, sketching techniques, orthographic projection, auxiliary views, drawings, dimensions, tolerances, sectional views, title block information, machining specifications and specialized forms of engineering drawings. Learn how to draw principal and isometric views and understand how blueprints and tolerances relate to the manufacturing process.

1 session: 6 hrs, CEU 0.6

GEOMETRIC DIMENSIONING AND TOLERANCING (WDT-146E)

This course takes Blueprint Reading one step further. Through incorporating the Geometric Dimensioning and Tolerancing (GD&T) concepts, students will learn CNC machining tolerances, the Datum Reference Frame (DRF), interpretation of symbols, the Feature Control Frame, communicating basic dimensions and material condition modifiers.

1 session: 6 hrs, CEU 0.6

INTRODUCTION TO MANUAL MACHINING (WDT-217E)

This course covers precision measurements and elementary theory of cutting and machining methods with emphasis on the proper operation of the manual lathe and the vertical mill.

2 sessions: 12 hrs, CEU 1.2

INTRODUCTION TO CNC (WDT-149E)

This course provides a practical application of computerized product development and related prototyping concepts, as well as exposure to basic G-code programming, machine setup, manual and post processed programs, tool offsets and tool changing. Participants will be able to implement all previously learned prototyping concepts to successfully set up and operate CNC milling and CNC turning centers.

2 sessions: 12 hrs, CEU 1.2

INTRODUCTION TO UNIVERSAL ROBOTS (WDT-237E)

Learn the fundamentals of programming the Universal Robot (UR). In this class, students will learn how to set up tools, create programs, apply safety setting and interact with external conveyors and devices.

1 session: 6 hrs, CEU 0.6

KEY:



AWS LEVEL 1 WELDING (WDT-215E)

**REGISTER FOR THIS EXCITING WORKFORCE TRAINING PROGRAM IN CCM'S WELDING LAB!
GET YOUR INDUSTRY-RECOGNIZED CERTIFICATION
FOR AN IN-DEMAND CAREER.**

Learn the basics of welding in CCM's welding lab in the Advanced Manufacturing and Engineering Center. Welding is an essential skill used in manufacturing and technology. Employers are continually seeking skilled welders for their workforce. Add in preparation for American Welding Society (AWS) certification and be prepared to stand out in the job market!

In this 200-hour program, you will learn the differences and applications of the four main welding processes: Flux (FCAW or Flux Cored Arc Welding), Stick (SMAW or Shielded Metal Arc Welding), MIG (Metal, Inert Gas) and TIG (Tungsten, Inert Gas) welding. You will prepare to successfully pass an AWS Level 1 Entry-Welder certification exam.

All students will begin with prerequisite courses that include occupational orientation, basic health and safety of welders and drawing and welding symbol interpretation. Students will be able to rotate into process specific instructional modules upon completion of the prerequisite courses. In addition to the four welding processes, students will also learn thermal cutting and the foundation of welding inspection and testing.

NEXT COHORT STARTS ON OR ABOUT MAY 6. To fill out the interest form and for further registration information and dates, please visit the website at <https://www.ccm.edu/workforce/welding/>

This program requires student commitment and attendance over an approximately six-month period. Students are expected to supply their own safety gear/clothing including:

- Safety glasses
- Arc helmet min shade #10
- Shade 5 cutting glasses
- Hearing protection
- Gauntlet welding gloves
- TIG welding gloves
- Work shoes
- Cotton denim or flame-retardant jeans and shirt
- Welding jacket (optional, but highly recommended)

Cost: \$3,999

NEW! INDIVIDUAL WELDING CERTIFICATIONS FOR ADVANCED WELDERS

PREREQUISITE: Applicants must have successfully completed an approved welding training course or have 2-3 years relevant work experience. Interested students must fill out the interest form at <https://www.ccm.edu/workforce/welding/> to verify their experience before registering for the course.

The course will consist of three guided practice sessions. Students will receive instruction on best practices for earning their certification, followed by a final testing day where students will complete the required welding test coupon under the supervision of our Certified Welding Inspector. Test coupons are then sent out for 3rd party inspection and testing by AWS-certified professionals. Upon successfully passing the exam, students receive a certificate and become an AWS Certified Welder in the welding process of choice. Students will be able to choose their desired certification from the list below or submit their own Welding Procedure Specification (WPS).



AWS Code	Process	Base Metal	Position
D1.1	SMAW (Stick)	A36 Steel	1G or 3G
D1.1	GMAW (MIG)	A36 Steel	1G or 3G
D1.1	FCAW (Flux Core)	A36 Steel	1G or 3G
D1.6	GTAW (TIG)	308L Stainless Steel	1G
D1.2	GTAW (TIG)	6061 T6 Aluminum	1G

Cost \$1,500

INSTRUCTOR: Joseph Eannetta, Lead Instructor, Certified Welder

Joe, a subject-matter expert, holds multiple certifications including AWS D1.1 structural steel certification using SMAW, FCAW and GMAW, ASME pipe welding certification using SMAW, FCAW and GTAW, as well as multiple OSHA certifications completed over 150 hours of OSHA safety training.

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!

For updates, changes and additional information, please visit our website.

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CENTER FOR
**WORKFORCE
DEVELOPMENT**



GO BIG AND EARN YOUR CERTIFICATION

Earn your credentials at CCM's state of the art Testing Center!

As an authorized testing center, we deliver the world's leading certification exams. From start to finish - CCM is your companion in your educational experience.

NEW! As an authorized Pearson VUE test center, CCM can facilitate hundreds of certifications.

Earn any of the following credentials at CCM!

- AWS LEVEL 1 WELDING
- MICROSOFT OFFICE EXCEL SPECIALIST
- PROJECT MANAGEMENT - PMP®, CAPM®
- QUICKBOOKS
- CERTIFIED ENTRY-LEVEL PYTHON PROGRAMMER
- MANUFACTURING - NIMS & SOLIDWORKS
- COMPTIA® A+, NETWORK+, SECURITY+
- TABLEAU
- ALTERNATE ROUTE TO TEACHING
- PTCB CERTIFIED PHARMACY TECHNICIAN
- CERTIFIED NURSE AIDE

Consider these **top 5 proven benefits** of professional certification and get registered for a certification in your field!

1. Realize a Competitive Advantage
2. Boost Efficiency
3. Increase Your Earning Potential
4. Establish Professional Credibility
5. Grow Your Knowledge and Skills

Explore the many industry-recognized certification prep classes that we offer. **PROFESSIONAL CERTIFICATIONS** can help differentiate you from other job applicants by showing your commitment to ongoing learning and your desire to excel in your profession. The advanced skills gained as you prepare for certification **keep you on the cutting edge of your industry**, can **increase your salary base**, and **up your professional credibility**.



GO BIG
with your career in
Healthcare!

Scan QR code to find out how!



**HEALTH
OCCUPATIONS**

The Center for Workforce Development at County College of Morris offers a range of health occupations training programs to meet the growing demand for entry into healthcare professions, as well as programs for seasoned professionals.

ADDICTIONS COUNSELING PROGRAMS

CERTIFIED ALCOHOL AND DRUG COUNSELOR - CADC

VIRTUAL INFORMATION SESSION: JANUARY 10, 6-7 P.M.

Pre-Registration Required: <https://www.ccm.edu/workforce/info-sessions/>

Substance abuse counselors aid in the diagnosis, treatment and recovery process for people who struggle with addiction. Courses cover topics including, but not limited to, assessment, addiction recovery, counseling skills, crisis intervention, group and family counseling, consultation, disability, employment, child and family services, ethics and culture. A supervised externship of 3,000 hours is part of the Addiction Professionals Certification Board's certification requirement.

GENERAL INFORMATION

PREREQUISITE: *High School diploma or GED.*

County College of Morris is an approved education provider of classroom training required by the Addiction Professionals Certification Board of New Jersey, Inc. www.certbd.com. There are multiple requirements to qualify for certification. The education provided by CCM is just one requirement.

CCM offers five domains on a rotating basis. Each domain is a total of 54 hours. Students may be able to complete all five domains within 3-4 semesters by taking multiple domains. Students may also elect to complete one domain per semester. Students may enter the training at any point, regardless of experience, or the domain/lessons being offered. Students receive a certificate of completion for each course.



Each individual domain course provides CEUs at 0.6, 1.2, or 1.8 (6 hours, 12 hours or 18 hours respectively), depending on total number of hours per course. CEUs are awarded upon completion of each domain course.

While the NJ Division of Consumer Affairs (DCA) and the NJ Addictions Certification Board prefer that you complete the lessons and domains in order, there is no regulatory requirement to do so. To become a Certified Alcohol and Drug Counselor (CADC), you need to complete the following:

1. 270 hours of classroom training (5 domains, number of classes vary for each domain). Domains may be taken in any order and include Assessment, Counseling, Case Management, Client Education and Professional Responsibility
2. 30 hours of alcohol and drug abuse self-help group meetings
3. 3000 hours (1500 hours per year) of supervised experience (paid or voluntary)
4. Successful completion of test requirement, case preparation and oral presentation

It is the student's responsibility to become familiar with the following information in order to understand the certification process and careers in addictions counseling. Please visit the following websites:

Addiction Professionals Certification Board: <https://certbd.org/>

Legislation: <https://www.njconsumeraffairs.gov/regulations/Chapter-34C-Alcohol-and-Drug-Counselors.pdf>

Application for licensure: <https://www.njconsumeraffairs.gov/adc/Pages/applications.aspx/>

Frequently Asked Questions: https://nj.gov/humanservices/dmhas/initiatives/workforce/FAQs_Becoming_LCADC_CADC.pdf

NJ Division of Consumer Affairs, Alcohol and Drug Counselor Committee: <https://www.njconsumeraffairs.gov/adc/>

All classes are remote with live instruction.

The instructor will contact students with instructions for connecting online prior to the start of the class.

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!

For updates, changes and additional information, please visit our website.

scan here »



HEALTH OCCUPATIONS

MONDAY AND WEDNESDAY CLASSES, 6 - 9 p.m.

INSTRUCTOR: TOM VIOLA MSW, LSW, LCAD

EARLY SPRING DOMAIN I - ASSESSMENT						
Course	Course Name	Dates	Sessions	Hours	CEU	Cost
28261	C101 - Initial Interviewing Process (ADC-557E)	1/22 - 1/24	2	6	0.6	\$99
28262	C102 - Biopsychosocial Assessment (ADC-917E)	1/29 - 2/7	4	12	1.2	\$198
28263	C103 - Diagnostic Summaries (ADC-918E)	2/12 - 2/21	4	12	1.2	\$198
28264	C104 - Differential Diagnosis (ADC-919E)	2/26 - 3/6	4	12	1.2	\$198
28265	C105 - Pharmacology (ADC-543E)	3/11 - 3/13	2	6	0.6	\$99
28267	C107 - Compulsive Gambling (ADC-545E)	3/18 - 3/20	2	6	0.6	\$99

LATE SPRING DOMAIN III - CASE MANAGEMENT						
Course	Course Name	Dates	Sessions	Hours	CEU	Cost
28281	C301 - Community Resources (ADC-253E)	4/1 - 4/17	6	18	1.8	\$297
28282	C302 - Consultation (Case Management) (ADC-254E)	4/29 - 5/15	6	18	1.8	\$297
28283	C303 - Documentation (ADC-255E)	5/20 - 6/3 No class May 27	4	12	1.2	\$198
28284	C304 - HIV & Resources (ADC-570E)	6/5 - 6/10	2	6	0.6	\$99

SUMMER DOMAIN V - PROFESSIONAL RESPONSIBILITY						
Course	Course Name	Dates	Sessions	Hours	CEU	Cost
28301	C501 - Ethical Standards (ADC-558E)	6/24 - 6/26	2	6	0.6	\$99
58302	C502 - Legal Aspects (ADC-559E)	7/1 - 7/3	2	6	0.6	\$99
58303	C503 - Cultural Competency (ADC-560E)	7/8 - 7/10	2	6	0.6	\$99
58304	C504 - Professional Growth (ADC-561E)	7/15 - 7/17	2	6	0.6	\$99
58305	C505 - Personal Growth (ADC-562E)	7/22 - 7/24	2	6	0.6	\$99
58306	C506 - Dimensions of Recovery (ADC-563E)	7/29 - 7/31	2	6	0.6	\$99
58307	C507 - Supervision (ADC-564E)	8/5 - 8/7	2	6	0.6	\$99
58308	C508 - Community Involvement (ADC-566E)	8/12 - 8/14	2	6	0.6	\$99
58309	C509 - Consultation (Professional) (ADC-565E)	8/19 - 8/21	2	6	0.6	\$99

For remote-live classes, the Instructor will email a link to registered students 1-2 days before a class begins.
Make sure your email address on file is current!

Check with your employer for tuition reimbursement and professional development allowances.

KEY:



TUESDAY AND THURSDAY CLASSES, 6 - 9 P.M.

INSTRUCTOR: RON FAINES LCADC, ACS, CCS

EARLY SPRING DOMAIN II - COUNSELING						
Course	Course Name	Dates	Sessions	Hours	CEU	Cost
28271	C201 - Introduction to Counseling (ADC-531E)	1/23 - 1/25	2	6	0.6	\$99
28272	C202 - Introduction to Techniques & Approaches (ADC-250E)	1/30 - 2/1	2	6	0.6	\$99
28273	C203 - Crisis Intervention (ADC-533E)	2/6 - 2/8	2	6	0.6	\$99
28274	C204 - Addiction Focused Counseling (ADC-251E)	2/13 - 2/29	6	18	1.8	\$297
28275	C205 - Group Counseling (ADC-535E)	3/5 - 3/7	2	6	0.6	\$99
28276	C206 - Family Counseling (ADC-252E)	3/12 - 3/21	4	12	1.2	\$198

LATE SPRING DOMAIN IV - CLIENT EDUCATION						
Course	Course Name	Dates	Sessions	Hours	CEU	Cost
28291	C401 - Addiction Recovery (ADC-548E)	4/9 - 4/11	2	6	0.6	\$99
28292	C402 - Psychological Client Education (ADC-549E)	4/16 - 4/18	2	6	0.6	\$99
28293	C403 - Biochemical/Medical Client Education (ADC-256E)	4/23 - 5/9	6	18	1.8	\$297
28294	C404 - Sociocultural Client Education (ADC-551E)	5/14 - 5/16	2	6	0.6	\$99
28295	C405 - Addition Recovery & Family Psychological Education (ADC-552E)	5/21 - 5/23	2	6	0.6	\$99
28296	C406 - Biochemical and Sociological Family Education (ADC-553E)	5/28 - 5/30	2	6	0.6	\$99
28297	C407 - Community and Professional Education (ADC-554E)	6/4 - 6/6	2	6	0.6	\$99

HEALTHCARE PROFESSIONALS CLINICAL TRAINING PROGRAMS

HEALTHCARE PROFESSIONAL BASIC LIFE SUPPORT

This five-hour curriculum reflects the current American Heart Association guidelines for healthcare providers. This course is appropriate for nurses, paramedics, EMTs, police, fire personnel, lifeguards and other first responders.

Certification: American Heart Association CPR/BLS certificates will be emailed to students approximately 2-3 weeks after the course.

SATURDAY CLASSES

9 A.M.-2 P.M., ON CAMPUS: AME 103

Cost: \$99

Date	Course #
Jan 20	28211
Feb 10	28212
March 2	28213
April 16	28214
May 18	28215
June 22	28216
July 13	58211
Aug 10	58212

HEALTHCARE PROFESSIONAL BLS (BASIC LIFE SUPPORT) (CPR-129E)

The course includes adult and pediatric one-rescuer and two-rescuer CPR, adult and pediatric foreign body airway obstruction (FBAO), the use of bag mask ventilation devices for all victims, and automated external defibrillators (AED).

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.

1 session: 5 hrs, CEU 0.5

Class size is limited to 10 students.

INSTRUCTOR: Alex Balish, AHA & ASHI Certified Instructor

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!

For updates, changes and additional information, please visit our website.

scan here »



CERTIFIED NURSE AIDE    

Some of the fastest-growing jobs in the nation, state and Morris County are in entry-level clinical healthcare fields. CCM has developed a high-quality, short-term clinical healthcare program to help people quickly enter the workforce, earn money and begin their healthcare careers.

The NJ Department of Health regulates and approves the CCM training program. Training will be conducted in CCM nursing labs and in actual care facilities. It includes 50 lecture hours and 40 clinical hours. This certificate can be completed in as little as 6-9 weeks.

Is the cost of becoming a CNA a barrier to your ability to attend? CCM has options for students to become CNAs at no cost.

In partnership with the Community Foundation of New Jersey, CCM offers needs-based scholarships for individuals pursuing CNA certification. Scholarships are awarded based on financial need for tuition assistance. Contact wfd@ccm.edu for more information.

INSTRUCTOR: CCM Staff

*Textbook required. Visit: <https://ccm.edu/workforce/textbook-information/>

CNA PROGRAM SCREENING (AHP-365E)

All potential CNA students must undergo screening. Please register and pay the \$99 NON-REFUNDABLE processing fee, which covers the cost of a criminal background investigation and expenses incurred by the college to admit you into the program. Clearance and course registration can take up to six weeks, so start the process early. At their own expense, students must satisfactorily complete drug screening at facilities approved by CCM, as well as complete an extensive medical history review. Additional expenses include, but are not limited to, uniforms and textbooks.

Course: 28440

Cost: \$99

YOU MUST REGISTER FOR YOUR SCREENING CLEARANCE NO LATER THAN FEBRUARY 16 FOR THE SPRING SESSION.

CERTIFIED NURSE AIDE - COMPREHENSIVE (AHP-163E)

This course combines lecture and labs in a hospital setting and clinical experience in a long-term care setting, allowing students to master the essential skills to obtain an entry-level position in the healthcare field. This Comprehensive course includes Healthcare Professional BLS (Basic Life Support) certification concluding with the state required clinical skills exam. Upon the successful completion of the course, students are eligible to take the NJ State approved Certified Nurse Aide certification examination.

22 sessions: 114 total hrs, CEU 9.0

Fri, Sat - Classes will begin on or about March 8

On Campus: CH 118

Course: 28441

Cost: \$2,500

Class size is limited to 10 students.

PERIPHERAL IV THERAPY SKILLS

PERIPHERAL IV THERAPY SKILLS (NRS-426E)

This course is for RNs, LPNs, Radiology Technologists, EMTs and other allied health professionals whose responsibilities include intravenous peripheral catheter insertion and care and administration of intravenous solutions.

Acquire the knowledge and skills needed to successfully insert a short peripheral intravenous catheter. Although the focus of the class is on skill acquisition, additional content will include the assessment and care of the peripheral intravenous catheter site and a discussion of the indications and complications of infusion therapy.

This nursing continuing professional development activity was approved by New Jersey State Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

1 session, 4 hrs, CEU 0.4

Class size is limited to 8 students.

SATURDAY CLASSES

8 A.M.-12 P.M., ON CAMPUS: CH 120

Cost: \$249

Date	Course #
March 23	28491
May 11	28492
June 1	28493

INSTRUCTOR: Jessica Shepherd, MSN, RN, CEN

NURSES' CONTINUING EDUCATION

RN REFRESHER PROGRAM - NEW JERSEY BOARD OF NURSING (NJ BON) APPROVED

RN Refresher Program is held every other spring, and will next be offered in the Spring of 2025. Interested candidates MUST register for and attend the mandatory orientation prior to the course.

For updated information about the program and the classes, visit <https://www.ccm.edu/workforce/health/nursing/>

KEY:



VETERAN SERVICES



TUITION ASSISTANCE



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INDUSTRY CREDENTIAL



JOB PLACEMENT

PHARMACY TECHNICIAN CERTIFICATION

Learn the knowledge and skills needed to become a Certified Pharmacy Technician (CPhT), credentialed by the Pharmacy Technician Certification Board (PTCB), in CCM's Pharmacy Technician Certification program. Pharmacy technicians work with licensed pharmacists in pharmacies, hospitals, and assisted living facilities to properly dispense medications, and with insurance companies to ensure the best coverage for the consumer.

** The course fee includes the first exam fee for the CPhT exam, textbook and other materials required to complete the course.

VIRTUAL INFORMATION SESSION: JANUARY 11, 6-7 P.M.

Pre-Registration Required:

<https://www.ccm.edu/workforce/info-sessions/>

PHARMACY TECHNICIAN SCREENING (AHP-371E)

To become a student in the pharmacy technician program, you must participate in the mandatory Pharmacy Technician Screening. Please register and pay the \$99 NON-REFUNDABLE processing fee, which covers the cost of a criminal background investigation and expenses incurred by the college to admit you into the program. Students, at their own expense, must satisfactorily complete a drug screening at facilities approved by CCM. Please email wfd@ccm.edu with any questions.

Course: 28620

Cost: \$99

YOU MUST REGISTER FOR YOUR SCREENING CLEARANCE NO LATER THAN JANUARY 15 FOR THE SPRING SESSION.

PHARMACY TECHNICIAN CORE TRAINING (AHP-372E)

PREREQUISITES:

- at least 18 years of age
- high school diploma or equivalent
- pass the Pharmacy Technician Screening

Once cleared, Students will prepare to sit for the PTCB CPhT exam. The class will help previously certified individuals to brush up on their technician skills. Students will engage in training that provides an overview of the profession of pharmacy technician, review of the different career tracks and preparation for interviews with employer partners. The remainder of the program teaches the fundamental skills needed to be a successful pharmacy technician. Students will be required to sit for the PTCB's Certified Pharmacy Technician Exam.

Mon-Thurs, 6-9 p.m.

Sat, 10 a.m.-3:30 p.m.

Jan 29-April 1 (No class Feb 19, March 23)

Hybrid format – online via Zoom and in-person on the CCM campus

Course: 28621

Cost: \$3,400

CCM partners with local hospitals

to conduct interviews during this program.



Become a Pharmacy Technician and gain a direct pathway to your healthcare career!



FUNDING AVAILABLE TO COVER TUITION FOR APPRENTICESHIP CANDIDATES!

For qualified candidates, funding is available for the Registered Apprenticeship Pharmacy Technician Program. Apprenticeship candidates must commit to a one-year agreement with a partner employer. CCM partners closely with local Morris County employers to secure job placement for apprentices in varying healthcare settings, jumpstarting your career in healthcare. Apprentices must be considered under/unemployed to take advantage of funding.

ADDITIONAL APPRENTICESHIP PREREQUISITE - Schedule and pass the CASAS math and English test

Contact wfd@ccm.edu for more information.

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!

For updates, changes and additional information, please visit our website.

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Medical billing and coding specialists who have two credentials earn an average of \$66,198, and those with three credentials or more make an average \$71,361 annually, according to the AAPC's 2023 Medical Coding and Billing Salary Report.

MEDICAL BILLING AND CODING

COMING SOON: NEW CERTIFICATION PREPARATION OPPORTUNITIES



The Center for Workforce Development's Medical Billing and Coding program is developing new certification tracks for Fall 2024. The certification program will prepare students for three industry-recognized certifications and students will have the option to obtain one or all three credentials. Earning multiple credentials is an advantage to medical coders and billers which demonstrates their skills and is a pathway to provide opportunities for career advancement.

- American Health Information Management Association (AHIMA) - the nation's leading authority on health information. Two certifications offered:
 - Certified Coding Specialist (CCS)
 - Certified Coding Specialist, Physician-based (CCS-P)
- American Academy of Professional Coders (AAPC) - the nation's leading medical coding certification organization. Certification offered:
 - Certified Professional Coder (CPC)

The revised program will deliver excellence by providing students with more opportunities to succeed in this field by providing several engaging services to students. The program will include preparation for certifications, valuable insights from several industry experts, a hands-on coding simulation experience, interview and resume preparation, and direct internship connections.

Upon completion of this program students can apply for entry-level administrative coding and billing positions. Students will earn a CCM Certificate of Completion for any course or the entire program (once all courses are satisfactorily completed).

Scan the QR Code or visit our website
to fill out an interest form for this new program:



KEY:



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JOB PLACEMENT

NORTH JERSEY IMAGING ACADEMY

County College of Morris and Passaic County Community College have formed a partnership in the North Jersey Imaging Academy for Computed Tomography, Magnetic Resonance Imaging and Mammography. These certificate programs offer didactic (lecture) courses that meet the ARRT requirement for “structured education.” In addition, the program offers clinical education in CT, MRI and Mammography.

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

About the programs: The CT, MRI and Mammography programs comply with the guidelines required by The American Registry for Radiologic Technologists located at 1255 Northland Drive, St. Paul, Minnesota 55120-1155 www.arrt.org. The program is approved for CEUs by the American Society of Radiologic Technologists (ASRT). Each certification program consists of three main components:

- Didactic Education in Cross Sectional Anatomy (CT and MRI only)
- Didactic Education in the specialty area
- Clinical Practice in the specialty area

Students enrolling in CT or MRI are required to take the Cross Sectional Anatomy class unless a similar course was previously taken. Please provide documentation of that course during your application process.

Didactic courses are offered as online evening courses, beginning at 6 p.m. In the future, courses may be offered with remote-live instruction or at the Passaic County Public Safety Academy (PSA) located at 300 Oldham Road, Wayne, NJ 07470. For directions and parking information, visit <https://pccc.edu/locations/#public-safety-academy>.

All interested candidates must submit the application, resume, ARRT and DEP NJ License to Professor Denise Vill’Neuve by January 9, 2024. Once received, you will be contacted with the additional steps to be able to register for the course.

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

If you need to update your current BLS/CPR certification, see page 27.

Course #	Course Title	Date	Days	Time	Location	Cost
28534	MRI Lecture – 66 hours	Feb 5-April 24 (No class March 18 and 20)	Mon and Wed	6-9 p.m.	Remote-Live	\$1,000
28536	Mammography Lecture – 48 hours	Feb 6-May 28 (No class March 19)	Tues	6- 9 p.m.	Remote-Live	\$720

For updated information about these courses, visit <https://www.ccm.edu/workforce/health/njia/>

Contact Professor Denise Vill’Neuve for clearance and registration information at dvillneuve@ccm.edu

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!

For updates, changes and additional information, please visit our website.

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MAGNETIC RESONANCE IMAGING (MRI) CERTIFICATION PROGRAM

MRI LECTURE - 66 HOURS (AHP-351E)

The Magnetic Resonance Imaging (MRI) 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 and midterm and final examinations will be given.

22 sessions: 66 hrs.

MRI CLINICAL PLACEMENT (AHP-337E)

This six-month proctored placement provides you with practical experience to complete the competencies required for certification in Magnetic Resonance Imaging (MRI). You will receive clinical placement oversight as you complete all of the competencies. Students are expected to work consistently toward completing the clinical component of the certification. Students may enroll for an additional period of placement, as necessary, at their own expense.

Clinical Affiliate to be scheduled by program faculty. Schedule to be determined by instructor.

MAMMOGRAPHY

MAMMOGRAPHY LECTURE - 48 HOURS (AHP-356E)

This lecture course will provide licensed/ ARRT certified radiographers preparation for the practice of mammography.

16 sessions, 48 hrs.

MAMMOGRAPHY CLINICAL (AHP-350E)

This six-month proctored placement provides you with practical experience to complete the competencies required for certification in mammography. You will receive clinical placement oversight as you complete all of the competencies. Students are expected to work consistently toward completing the clinical component of the certification. Students may enroll for an additional period of placement, as necessary, at their own expense.

Clinical Affiliate to be scheduled by program faculty. Schedule to be determined by instructor.

The following courses will be offered Fall 2024

CROSS SECTIONAL ANATOMY - 33 HOURS - REQUIRED FOR CT AND MRI LECTURE (AHP-374E)

This is a 33-hour, 11-week 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.

COMPUTED TOMOGRAPHY (CT) CERTIFICATION PROGRAM

CT LECTURE - 66 HOURS (AHP-375E)

The Computed Tomography (CT) program offers an educational opportunity to gain skills in the advanced imaging modality of computed tomography. The 66-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.

CT CLINICAL (AHP-335E)

This six-month proctored placement provides you with practical experience to complete the competencies required for certification in computed tomography. You will receive clinical placement oversight as you complete all of the competencies. Students are expected to work consistently toward completing the clinical component of the certification. Students may enroll for an additional period of placement, as necessary, at their own expense.

Clinical Affiliate to be scheduled by program faculty. Schedule to be determined by instructor.



IMPORTANT: Registration closes two days before the class start date.
Seats are limited - **REGISTER EARLY!**

Registration instructions at www.ccm.edu/workforce/wfd-reg/

KEY:



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JOB PLACEMENT

INFORMATION SESSION

December 13, 5-6 p.m.

Scan QR code for details.



OPPORTUNITY PROGRAMS

PREVOCATIONAL TRAINING FOR ADULTS WITH DEVELOPMENTAL DISABILITIES



CCM's Opportunity Programs, designed for adult students with intellectual or developmental disabilities, introduce skills needed to be successful in a work environment and lead to a Certificate of Completion. The programs are intended for students who have both the capacity and the desire to become members of the workforce. These courses are not enrichment courses and are not meant to teach independent living skills; they are prevocational training programs.

The programs include resume preparation and workforce readiness skills, as well as skills specific to the employment area. Students may be eligible for funding from their service providers. Talk with your school transition coordinator, DDD Support Coordinator or DVRS counselor for more information.

For enrollment information, please contact Adriana Mendez at amendez@ccm.edu or at 973-328-5280.

**For more information about the program and the classes, visit <https://www.ccm.edu/workforce/opportunity-programs/>
Class size is limited to 8 students per session.**

CULINARY OPPORTUNITY PROGRAM (COP) (FDS-129E)

Students focus on fundamental culinary skills and earn the Serv-Safe Food Handler Certification. They will acquire pre-apprentice skills that prepare them for an entry-level position in food production, restaurants, kitchens, in supermarkets and /or deli. They might also be prepared for work in culinary kitchens found in hospitals and hotel settings. Students will gain experience in measuring, following recipes, knife cuts, preparing dishes, equipment cleaning and maintenance, sanitation and safety measures, basic nutrition and so much more.

15 sessions: 72 hrs, CEU 7.2

For future updates, please refer to the website

Cost: \$2,999

INSTRUCTOR: CCM Staff

CULINARY OPPORTUNITY PROGRAM II (COP II) (FDS-130E) BAKING AND PASTRIES

PREREQUISITE: *Serv-Safe Food Handler Certification. Completion of CCM's Culinary Opportunity Program, or documentation of completion of a prior culinary fundamentals class.*

In this continuation course, students will review professional standards and the tools and equipment for the bakeshop. They will learn how to prepare a variety of baked goods and to create a pleasing plated presentation. Students will make quick breads, cookies, yeast breads, pies, pastries, cakes and frostings.

20 sessions: 50 hrs, CEU 5.0

Mon and Tues, Jan 16 - March 26, 4:30 - 7 p.m.

(No Class 2/19)

End-of-Project Celebration, Tues, March 26

Morris County Vocational School District: Room TBD

Course: 28602

Cost: \$2,099

INSTRUCTOR: Yesenia Acosta, MA



Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current!



HORTICULTURAL OPPORTUNITY PROGRAM (HOP) (HRT-137E)

The Horticulture Opportunity Program teaches hands-on horticultural practices ranging from greenhouse production, to growing vegetables and herbs, to floriculture. Students will learn about the safe use of tools, soil preparation and seeding, transplanting techniques, caring for plants and more.

14 sessions, 63 hrs, CEU 6.3

Fri, Jan 19-April 26, 9:30 a.m.-2 p.m.

(No class on March 29)

End-of-Project Celebration Fri, April 26

On campus: LHT 110

Course: 28603

Cost: \$2,499

INSTRUCTOR: Denise Capoano, MBA, RD

CONSTRUCTION SITE AIDE (CAR-200E)

This course teaches vocational skills in construction to prepare for careers at sites, home improvement organizations and local warehouses. Topics include the safe use of tools, moving and securing materials and proper use of equipment. Students will have the opportunity to earn the OSHA 10 Certification.

14 sessions: 28 hrs, CEU 2.8

Tues and Wed, Jan 23-March 6, 3-5 p.m.

End-of-Project Celebration Wed, March 6

On campus: TBD

Cost: \$2,999

Instructor: Brian Vuurens



Check our website to fill out the interest form for the following new programs

ENVIRONMENTAL TECHNICIAN I

This course will prepare students for entry level environmental technician roles. Environmental technicians are responsible for maintaining cleanliness and sanitation in business environments. Students will learn fundamental job readiness skills such as time management and customer service. Students will learn how to safely handle and replenish supplies and disinfect high-traffic areas.

ENVIRONMENTAL TECHNICIAN II

PREREQUISITE: Completion of CCM's Environmental Technician I.

In the continuation course, students will learn skills beyond commercial cleaning and advance their knowledge to learn fundamental skills of working in hospital settings. Environmental technicians are the first line of defense against infection control and must be familiar with cleaning chemicals, their safe application and how to follow proper cleaning procedures. They must learn to manage their time for certain projects appropriately.

The following program will be offered Fall 2024

OFFICE ASSISTANT OPPORTUNITY PROGRAM

This program teaches hands-on experience related to the office setting. Students will learn clerical tasks, basic computer skills and fundamentals of Microsoft Office applications. Students will participate in a career workshop series that includes email etiquette, resume writing and interview preparation.

KEY:



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 at CCM's Center for
 Workforce Development!
 Scan QR code to find out how!



TEACHING

ALTERNATE ROUTE TO TEACHING

Have you ever thought about becoming a teacher? If you have a Bachelor's degree, but do not have teaching certification, then this program may be right for you. County College of Morris, in collaboration with Brookdale Community College, offers prospective teachers the opportunity to obtain their New Jersey K-12 teaching certification through Brookdale's non-credit Alternate Route to Teaching Community College Program (ART-CC). ART-CC is a 400-hour teacher preparation program.

To become a licensed teacher without completing a traditional teacher training program, you must already hold a bachelor's degree (or higher) with a cumulative GPA of 3.0 or greater if you graduated September 2016 or later. For candidates completing degrees before that, a GPA of 2.75 or higher is required.

Course #	Course Title	Date	Days	Time	Location	Cost
28521	Alternate Route to Teaching – 50-hour Preservice Component	Jan 22 - March 25	Mon	6-9 p.m.	Remote-Live	\$299
28522	Alternate Route to Teaching – 50-hour Preservice Component	April 15 - June 24 (No class May 27)	Mon	6-9 p.m.	Remote-Live	\$299

INSTRUCTOR: Robert I. Grundfest, M.Ed.

ALTERNATE ROUTE TO TEACHING – 50 HOUR PRESERVICE COMPONENT (ALT-113E)

This 50-hour course requires 30 hours of classroom training, 8 hours of observing other NJ certified teachers and 12 hours of direct student contact as a substitute, tutor or after-school program teacher.

10 sessions: 30 hrs, CEU 3.0

Before beginning the Alternate Route to Teaching process, prospective candidates should review the following websites:

- NJ Department of Education <https://www.nj.gov/education/certification/cte/alternate.shtml>
- Teacher Candidate Basic Skills Requirement:
 - › Bachelor's degree from an accredited college or university with a cumulative 2.75 GPA (if you graduated prior to September 2016) or a 3.0 GPA (if you graduated after September 2016) or higher from a Bachelor's or Master's degree program.
 - › Meet the content requirements. You must have the equivalent of a major in the subject you want to teach or 64 credits in liberal arts for an elementary certificate. Check the requirements at <https://www.nj.gov/education/certification/certsandtitles/>
- Brookdale Community College Alternate Route to Teaching <https://www.brookdalecc.edu/continuing/careerdevelopment/cte/alternate-route-to-teaching/Candidates> complete the 50-hour Alternate Route to Teaching – Preservice course at CCM. After the introduction, the remaining 350 hours are spread across six courses of online learning at Brookdale. Please contact Brookdale Community College for more information on their courses.

Students may enter the first of the six Brookdale courses, Process of Teaching and Learning, without a contracted teaching position; however continued enrollment in the program requires students to have a full-time contract teaching position and enrollment in the NJ Department of Education, Provisional Teacher Program. Completion of the ART-CC program will confer the NJDOE CE-VOPC (Continuing Education—Verification of Program Completion). A Standard Certificate will be issued after the candidate successfully teaches for an additional two years.

Concurrently during the preservice phase, candidates should complete the NJDOE requirements to obtain a Certificate of Eligibility to teach. See the NJDOE website for the required documents.

A Provisional Certificate will be issued by the NJDOE through the school district in which the candidate works after the candidate completes the 50 hours of preservice, accepted an offer of employment, confirmed enrollment in an alternate route to teaching program and is enrolled in a district mentoring program.

CCM's Alternate Route to Teaching – Preservice meets the entrance requirements of Brookdale Community College and New Jersey City University. For further information on the Brookdale program, visit the Brookdale Alternate Route website at <https://www.brookdalecc.edu/continuing/careerdevelopment/cte/alternate-route-to-teaching/> or contact Melissa DeSousa Fernandes at mfernandes@brookdalecc.edu or 732-224-1952. Individuals who would like to obtain master's level credits while completing an Alternate Route to Teaching program should review the requirements of New Jersey City University's New Pathways to Teaching program.

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current! Email Records and Registration at registrar@ccm.edu to check your current contact information. Submit new contact information using form <https://www.ccm.edu/wp-content/uploads/2016/05/Change-of-Info-Form-1.pdf>



For updates, changes and additional information, please visit our website at www.ccm.edu/workforce/ or scan »

ENGLISH LANGUAGE LEARNING



Learn English at CCM and
GO BIG!
Scan QR code to find out how!

ENGLISH LANGUAGE LEARNING

CCM's English Language Learning (ELL) program provides English language instruction for limited English proficient adults. The content is compatible with principles of language acquisition for adult learners of English and includes skills useful in the workplace, life and academics. ELL classes are generally offered in two segments (Part 1, Part 2) which align to sections of the book. Skills are integrated into reading, writing, speaking and listening formats.

The CCM ELL program course curriculum conforms to the federally defined Workforce Development ESL levels, and certificates are available in Foundations of English, Early Beginner, Beginner, Intermediate, Advanced Intermediate levels and Conversational English.

The CCM ELL program also includes an online learning component called MyEnglishLab. MyEnglishLab provides practice exercises and language learning tasks that students complete either in the classroom or at home.

NEW STUDENTS - HOW TO GET STARTED

- You must register for an ESL Placement Test. Test dates are listed on this schedule.
- Register for a specific date/time using the course # online or in our office at the Student Community Center, SCC 125. The exam fee is \$20.
- Testing will be held in the Learning Resource Center, 1st floor, CCM Test Center. Walk-ins will not be accepted.

CCM's ESL COURSES AND DESCRIPTIONS

Placement into the following courses is based on student's placement test scores.

NEW STUDENTS MUST REGISTER FOR A PLACEMENT EXAM BEFORE REGISTERING FOR A COURSE.

ESL LEVELS	ESL LEVEL DESCRIPTIONS	COURSE BOOKS
FOUNDATIONS OF ENGLISH (ENS-317E)	For non-native speakers who have no or extremely limited English language communication skills. Individuals with marginal skills will find this an excellent first course.	Pearson Word by Word Picture Dictionary
EARLY BEGINNER (ENS-213E)	For non-native speakers with very limited English language skills. Emphasis is on practical everyday English and communication skills. Students will gain the baseline proficiency needed to advance to a Beginner level.	Pearson Focus on Grammar with My English Lab, Book 1
BEGINNER (ENS-226E)	For students who are more proficient with English language skills than Early Beginner. It is the next level for individuals who have completed the CCM Early Beginner series.	Pearson Focus on Grammar with My English Lab, Book 2
INTERMEDIATE (ENS-215E)	Level improves grammar through in-class exercises, group work, new vocabulary along with learning and practicing pronunciation to improve fluency and accuracy in English.	Pearson Focus on Grammar with My English Lab, Book 3
ADVANCED INTERMEDIATE (ENS-312E)	Level focuses on the English skills necessary to listen, speak, read and write effectively in the workplace or for academics, to apply standard grammar structures and develop and improve pronunciation skills.	Pearson Focus on Grammar with My English Lab, Book 4
ESL CONVERSATIONAL (ENS-309E) Beginner-Intermediate	For students with the ability to hold a basic conversation in English at a minimum to fair level of understanding. This class will increase confidence and allow students to be more comfortable conversing in English.	No book required.
ESL PRONUNCIATION (ENS-322E) High Beginner-Intermediate	For students who are looking to improve their pronunciation and communication skills. This course will help you to speak with clarity and work on problematic sounds while perfecting word stress, rhythm, linking and intonation.	Well Said Intro – Pronunciation for Clear Communication

*Certification: Upon completion of a course, a certificate of completion may be awarded if the student has met the course requirements of attendance and participation. See "Certificates and Transcripts" in General Information.

ALL NEW ELL STUDENTS MUST REGISTER FOR A PLACEMENT TEST
ALL CLASSES \$300, 40 HOURS, 20 SESSIONS, 4.0 CEUs.
CLASSES ARE IN-PERSON AT CCM. CHECK THE LOCATION FOR EACH CLASS.
YOU MUST REGISTER FOR PART 1 BEFORE MOVING ON TO A PART 2 CLASS.

KEY:



VETERAN SERVICES



TUITION ASSISTANCE



IN-DEMAND CAREER



INDUSTRY CREDENTIAL



JOB PLACEMENT

EARLY SPRING

ALL NEW ELL STUDENTS MUST REGISTER FOR A PLACEMENT TEST COST: \$20 (ENS-230E)

Tues, Dec 12, 2023		Mon Dec 18, 2023		Wed, Jan 10, 2024		Thurs, Jan 11, 2024		Sat, Jan 13, 2024	
Time	Course #	Time	Course #	Time	Course #	Time	Course #	Time	Course #
3:30 p.m.	88741	5:30 p.m.	88744	3:30 p.m.	28750	5:30 p.m.	28753	8:30 a.m.	28756
4:15 p.m.	88742	6:15 p.m.	88745	4:15 p.m.	28751	6:15 p.m.	28754	9:15 a.m.	28757
5:00 p.m.	88743	7:00 p.m.	88746	5:00 p.m.	28752	7:00 p.m.	28755	10:00 a.m.	28758
MORNING CLASSES – All classes are 9:30-11:30 a.m. Cost: \$300									
Course	Course Name		Staff	Days	Dates	Location			
FOUNDATIONS OF ENGLISH (ENS-317E) MORNING CLASS									
28761	Foundations of English		Gabriela Esner	M/W	1/22 -3/27	HH 204			
28762	Foundations of English		Olga Phelps	T/TH	1/23-3/28	HH 215			
BOOK 1: ESL EARLY BEGINNER (ENS-213E) MORNING CLASSES									
28763	Early Beginner PART 1		Gabriela Esner	T/TH	1/23- 3/28	SH 101			
28764	Early Beginner PART 2		Rebecca Uong	M/W	1/22-3/27	TBD			
28765	Early Beginner PART 2		Norma Pravec	T/TH	1/23-3/28	HH 204			
BOOK 2: ESL BEGINNER (ENS-226E) MORNING CLASSES									
28766	Beginner PART 1		Anna Taylor	M/W	1/22-3/27	HPE 216			
28767	Beginner PART 2		Joan Pinto	M/W	1/22-3/27	HH 215			
28768	Beginner PART 2		Genetie Ejigu	T/TH	1/23-3/28	HH 212			
BOOK 3: ESL INTERMEDIATE (ENS-215E) MORNING CLASSES									
28769	Intermediate PART 1		Kate Sa	M/W	1/22-3/27	HH 212			
28770	Intermediate PART 2		Michael Keane	T/TH	1/23-3/28	MTC 103			
BOOK 4: ESL ADVANCED INTERMEDIATE (ENS-312E) MORNING CLASSES									
28771	Advanced Int. PART 1		Sharon Ferreira	M/W	1/22-3/27	CH 162			
ESL Conversational (ENS-309E) - BEGINNER TO INTERMEDIATE NOT FOR EARLY BEGINNERS OR VERY LIMITED ENGLISH LANGUAGE PROFICIENCY									
28772	ESL Conversational		Brian Sferra	M/W	1/22-3/27	DH 107			
EVENING CLASSES – All classes are 6:00 - 8:00 p.m. Cost: \$300									
Course	Course Name		Staff	Days	Dates	Location			
FOUNDATIONS OF ENGLISH (ENS-317E) EVENING CLASS									
28773	Foundations of English		Olga Phelps	M/W	1/22-3/27	HH 111			
28774	Foundations of English		CCM Staff	T/TH	1/23-3/28	HH 111			
BOOK 1: ESL EARLY BEGINNER (ENS-213E) EVENING CLASSES									
28775	Early Beginner PART 1		Bianca Caruso	M/W	1/22-3/27	HH 215			
28776	Early Beginner PART 2		Genetie Ejigu	M/W	1/22-3/27	HH 212			
28777	Early Beginner PART 2		Anna Taylor	T/TH	1/23-3/28	CH 104			
28778	Early Beginner PART 2		Jennifer Zirkel	T/TH	1/23-3/28	CH 151			
BOOK 2: ESL BEGINNER (ENS-226E) EVENING CLASSES									
28779	Beginner PART 1		Celeste Kaitsa	M/W	1/22-3/27	CH 263			
28780	Beginner PART 1		Genetie Ejigu	T/TH	1/23-3/28	HH 212			
28781	Beginner PART 2		Rebecca Uong	M/W	1/22-3/27	CH 260			
28782	Beginner PART 2		Mario Benitez	T/TH	1/23-3/28	CH 210			
28783	Beginner PART 2		Joan Pinto	T/TH	1/23-3/28	HH 215			
BOOK 3: ESL INTERMEDIATE (ENS-215E) EVENING CLASSES									
28784	Intermediate PART 1		Norma Pravec	T/TH	1/23-3/28	HH 204			
28785	Intermediate PART 2		Michael Keane	M/W	1/22-3/27	CH 162			
28786	Intermediate PART 2		Candice Jahn	T/TH	1/23-3/28	CH 162			
BOOK 4: ESL ADVANCED INTERMEDIATE (ENS-312E)									
28787	Advanced Int. PART 1		Michael Keane	T/TH	1/23-3/28	CH 260			
ESL Conversational (ENS-309E) - BEGINNER TO INTERMEDIATE NOT FOR EARLY BEGINNERS OR VERY LIMITED ENGLISH LANGUAGE PROFICIENCY									
28788	ESL Conversational		Brian Sferra	M/W	1/22-3/27	DH 107			
ESL Pronunciation (ENS-322E) - INTERMEDIATE NOT FOR EARLY BEGINNERS OR VERY LIMITED ENGLISH LANGUAGE PROFICIENCY									
28789	ESL Pronunciation		Jameelah Reese-Bentley	Sat	TBD	TBD			

LATE SPRING

ALL NEW ELL STUDENTS MUST REGISTER FOR A PLACEMENT TEST COST: \$20 (ENS-230E)

Wed, April 3, 2024		Thurs, April 4, 2024		Sat, April 6, 2024		Mon, April 8, 2024	
Time	Course #	Time	Course #	Time	Course #	Time	Course #
3:30 p.m.	28800	5:30 p.m.	28803	8:30 a.m.	28806	3:30 p.m.	28809
4:15 p.m.	28801	6:15 p.m.	28804	9:15 a.m.	28807	4:15 p.m.	28810
5:00 p.m.	28802	7:00 p.m.	28805	10:00 a.m.	28808	5:00 p.m.	28811
MORNING CLASSES – All classes are 9:30-11:30 a.m. No Classes Monday, May 27						Cost: \$300	
Course	Course Name	Staff	Days	Dates	Location		
FOUNDATIONS OF ENGLISH (ENS-317E) MORNING CLASS							
28821	Foundations of English	Gabriela Enser	M/W	4/15 -6/24	HH 204		
28822	Foundations of English	Olga Phelps	T/TH	4/16-6/20	HH 215		
BOOK 1: ESL EARLY BEGINNER (ENS-213E) MORNING CLASSES							
28823	Early Beginner PART 1	Mary Helen Mach	M/W	4/15-6/24	TBD		
28824	Early Beginner PART 1	Norma Pravec	T/TH	4/16-6/20	HH 204		
28825	Early Beginner PART 2	Gabriela Enser	T/TH	4/16-6/20	SH 101		
BOOK 2: ESL BEGINNER (ENS-226E) MORNING CLASSES							
28826	Beginner PART 1	Joan Pinto	M/W	4/15-6/24	HH 215		
28827	Beginner PART 1	Genetie Ejigu	T/TH	4/16-6/20	HH 212		
28828	Beginner PART 2	Anna Taylor	M/W	4/15-6/24	TBD		
BOOK 3: ESL INTERMEDIATE (ENS-215E) MORNING CLASSES							
28829	Intermediate PART 1	Michael Keane	T/TH	4/16-6/20	MTC 103		
28830	Intermediate PART 2	Kate Sa	M/W	4/15-6/24	HH 212		
BOOK 4: ESL ADVANCED INTERMEDIATE (ENS-312E) MORNING CLASSES							
28831	Advanced Int. PART 1	Sharon Ferreira	M/W	4/15-6/24	CH 162		
ESL Conversational (ENS-309E) - BEGINNER TO INTERMEDIATE NOT FOR EARLY BEGINNERS OR VERY LIMITED ENGLISH LANGUAGE PROFICIENCY							
28832	ESL Conversational	Brian Sferra	M/W	4/15-6/24	DH 107		
EVENING CLASSES – All classes are 6:00 - 8:00 p.m. No Class Monday, May 27						Cost: \$300	
Course	Course Name	Staff	Days	Dates	Location		
FOUNDATIONS OF ENGLISH (ENS-317E) EVENING CLASS							
28833	Foundations of English	Olga Phelps	M/W	4/15-6/24	HH 111		
28834	Foundations of English	CCM Staff	T/TH	4/16-6/20	HH 111		
BOOK 1: ESL EARLY BEGINNER (ENS-213E) EVENING CLASSES							
28835	Early Beginner PART 1	Genetie Ejigu	M/W	4/15-6/24	HH 212		
28836	Early Beginner PART 1	Anna Taylor	T/TH	4/16-6/20	CH 104		
28837	Early Beginner PART 1	Jennifer Zirkel	T/TH	4/16-6/20	CH 151		
28838	Early Beginner PART 2	Bianca Caruso	M/W	4/15-6/24	HH 215		
BOOK 2: ESL BEGINNER (ENS-226E) EVENING CLASSES							
28839	Beginner PART 1	Mario Benitez	M/W	4/15-6/24	TBD		
28840	Beginner PART 1	Joan Pinto	T/TH	4/16-6/20	HH 215		
28841	Beginner PART 2	Celeste Kaitisa	M/W	4/15-6/24	CH 260		
28842	Beginner PART 2	Genetie Ejigu	T/TH	4/16-6/20	HH 212		
BOOK 3: ESL INTERMEDIATE (ENS-215E) EVENING CLASSES							
28843	Intermediate PART 1	Sherri Landolfi	M/W	4/15-6/24	CH 162		
28844	Intermediate PART 1	Candice Jahn	T/TH	4/16-6/20	CH 162		
28845	Intermediate PART 2	Norma Pravec	T/TH	4/16-6/20	HH 204		
BOOK 4: ESL ADVANCED INTERMEDIATE (ENS-312E)							
28846	Advanced Int. PART 1	Michael Keane	T/TH	4/16-6/20	CH 260		
ESL Conversational (ENS-309E) - BEGINNER TO INTERMEDIATE NOT FOR EARLY BEGINNERS OR VERY LIMITED ENGLISH LANGUAGE PROFICIENCY							
28847	ESL Conversational	Brian Sferra	M/W	4/15-6/24	DH 107		
ESL Pronunciation (ENS-XXX) - INTERMEDIATE NOT FOR EARLY BEGINNERS OR VERY LIMITED ENGLISH LANGUAGE PROFICIENCY							
28848	ESL Pronunciation	Jameelah Reese-Bentley	SAT	TBD	TBD		

ENGLISH LANGUAGE LEARNING CAREER PATHWAYS

NEW! INDUSTRY-CONTEXTUALIZED ENGLISH LANGUAGE TRAINING DEVELOPED FOR THE WORKFORCE

CCM partnered with businesses to create focused English Language courses that will help students communicate more fluently and advance their career in the fastest growing industries. Students can take advantage of this opportunity to improve their English skills and perform their jobs better, obtain advancement and further their career. Visit our website for upcoming course dates and registration.

The following courses will be offered in April 2024

ESL FOR THE WORKPLACE (ENS-323E)

PREREQUISITE: Successful completion of ESL Beginner Part 1 and 2, or testing at an Intermediate level.

This course is recommended in combination with any ESL Level Intermediate and above or Workplace ESL course. This workplace English course is designed to advance a student's ability to effectively communicate with colleagues and managers in any industry. Students will learn communication skills which are essential for common interactions in a workplace setting. Students will learn written and verbal workplace terminology, etiquette and phrases to build fluency and confidence in speaking English across various social and professional settings. Improved workplace literacy benefits students and enhances their opportunities for career growth and development.

5 sessions: 20 hrs, CEU 2.0

Cost: \$200



ESL FOR HEALTHCARE (ENS-324E)

PREREQUISITE: Successful completion of ESL Beginner Part 1 and 2, or testing at an Intermediate level.

ESL for Health Science is intended for non-native current or aspiring medical professionals who need to acquire English language skills specific to the healthcare field. The purpose of the course is to help students build vocabulary, learn key medical terminology and strengthen the listening and speaking skills that are essential in English-speaking healthcare organizations. Through healthcare focused materials, listening activities and real-life scenarios, students will build awareness of English-speaking clinical settings and learn how to communicate effectively with patients and coworkers. This course includes BLS Certification.

20 sessions: 40 hrs, CEU 4.0

Cost: \$500



ESL FOR ENGINEERING/ MANUFACTURING (ENS-325E)

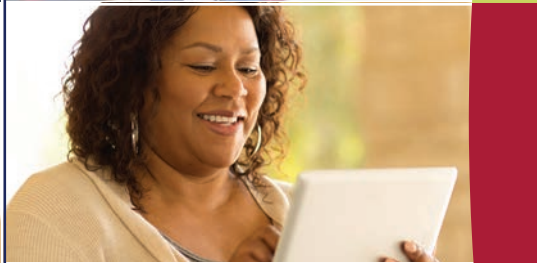
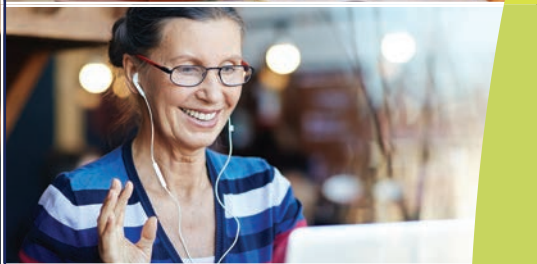
PREREQUISITE: Successful completion of ESL Beginner Part 1 and 2, or testing at an Intermediate level.

This course will teach English skills to non-native current or aspiring engineering and manufacturing professionals to enhance operation in the industrial setting. Students will learn terminology that is key to navigating these specific environments safely and productively. Through utilization of industry-specific materials, students will be able to convert metrics, read blueprints and understand terminology that will increase confidence and productivity in their profession. Students can take this course if they are already employed in this industry or in preparation for the Advanced Manufacturing Bootcamp program which includes direct employment opportunities. This course includes OSHA 10 certification.

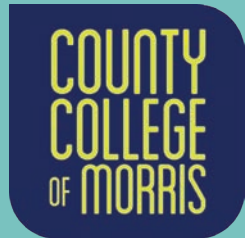
20 sessions: 40 hrs, CEU 4.0

Cost: \$500





THE WOMEN'S CENTER



Empowering Individuals to Achieve Financial Independence

Are you going through or planning a divorce or separation?

Are you widowed or caring for a disabled partner or family member?

AND

Do you need a new job to earn more money to support yourself?

If you answered YES to these questions,

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Email: womenscenter@ccm.edu

Web: www.ccm.edu/womenscenter

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by completing
our enrollment form



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FREE SERVICES INCLUDE

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- Divorce Workshop Series
- Job Readiness Workshops
- Interviewing Skills
- Free Legal Consultations with Family Law Attorneys
- Career Counseling
- LinkedIn Tutorials
- Connection to Community Resources
- Resumes and Cover Letters
- Training Scholarships

The Women's Center staff helped me find my strengths when I was convinced I had none. I suddenly had a group that supported me and wanted me to succeed. Through education, access to computers, expert guidance, assistance with writing a resume and how to properly search for employment, they really prepared me to reenter the workforce. I couldn't have done it without them! - Kim

It is difficult to encapsulate in one single nutshell all the help I have gratefully received from The Women's Center, but if I had to say it in one word, I would say I have been TRANSFORMED into someone who is once again ready to resume her career where she left off, and make her mark upon the world! - Teresa

The Women's Center provides some services on a remote basis

Yesenia Acosta, MEd - Yesenia is a high school culinary arts teacher in the Paterson Public School District, with experience teaching about baking and creating pastries. She has also worked as a behavioral assistant. She is a compassionate and enthusiastic teacher who enjoys helping others. She strives to accommodate each person's individual needs and develops unique teaching strategies for each student.

Constance Archibald, RN, BSN - Connie has been a registered nurse since 1990, receiving her Bachelor of Science in Nursing in 2001. She has been teaching the Certified Nurse Aide course per state curriculum since 1994. Connie has experience in acute care, long term care, developmental disabilities and psychiatric nursing. She has a keen sense of the needs of her students to prepare them to provide kind and patient care to our most vulnerable senior citizens.

Maraline Ashley, MA - Maraline has been committed to teaching and learning for over 20 years. She earned her bachelor's degree in secondary education from York College of Pennsylvania, MAT from Mary Grove College and second field certification in English as a Second Language from Montclair State University. She is committed to her students in their language acquisition journey and creates a positive class-room community that develops confidence in their English language communication.

JoAnn Baker, CCS, COC, CPC - JoAnn has more than 20 years of experience in coding, auditing and training for acute-care hospital inpatient and outpatient departments, physicians' offices and government services. She holds several national coding certifications with the American Health Information Management Association and the American Academy of Professional Coders. Currently, she is employed as a clinical documentation analyst for computer assisted coding products. Ms. Baker is a past member of the AAPC National Advisory Board, founder and past president of the AAPC local chapter Essex County, New Jersey. She earned an AA in applied Social Science at CCM.

Alex Balish, AHA & ASHI Certified Instructor - Alex is deeply passionate about providing others with life-saving information. With over twenty years of experience in the field of First Aid, CPR and AED certification and the training of thousands of students, Alex possesses a strong understanding of his students' needs and how they most effectively learn these life-saving techniques.

Mikhail Bayder, MS - Mikhail has 25 years of experience in the IT industry. He worked in the financial industry for companies such as Prudential Securities, as well as in visual effects studios like ABC Disney and Prologue Films in Hollywood supporting mission critical computer systems and writing Python and PHP scripts to automate tasks. Mikhail also taught technology classes at Columbia University. He holds a bachelor's degree in computer science from the City University of New York, and a Master's degree in Communications from New York University.

Mario Benitez, MA - Mario has worked as an educator for the last 10 years. He holds a master's degree from William Paterson University in Curriculum and Learning with a concentration in Bilingual/ESL Education. Having immigrated from El Salvador, he personally relates to the challenges of being a language learner. He is currently an ESL instructor and is fulfilling a life-long dream of teaching at a community college.

Christy Bouziotis, Ph.D., M.A., CPRW - Christy has been writing professionally for more than 25 years and holds Ph.D., MA and BA degrees in English literature. Earlier in her career, she spent over a decade in corporate communications for companies including Intel and IEEE. Since earning her Certified Professional Resume Writer (CPRW) credential and taking up resume writing 15 years ago, Christy has authored more than 8,000 resumes, cover letters and biographies for job seekers across all backgrounds and industries. In addition to her resume-writing work with a top career services firm, Christy teaches classes in business writing, resume writing and public speaking at CCM.

Priscilla Burke, MA - After beginning her own education at CCM, she received her BA in Justice Studies in 2018 and her MA in Social Research and Analysis in 2021 from Montclair State University. She has worked with prominent media and marketing companies in the pharmaceutical sector and currently holds a senior position in the luxury automotive industry. She has a deep understanding of Python, allowing her to develop sophisticated data models, perform complex data manipulations and derive actionable insights efficiently. Priscilla also possesses a versatile skill set in SQL and R, enabling her to effectively tackle complex analytical challenges. She excels in utilizing tools like Tableau to create compelling visualizations and reports, enhancing decision-making processes.

Trish Callahan, MBA - Trish has about 30 years of Information Technology experience, including years as a business analyst, project manager and information technology trainer. She has taught email, word processing, SharePoint, Service Now and many other applications. Trish serves as a part-time instructor at County College of Morris where she teaches courses including SharePoint, Excel, MS Word and PowerPoint. Trish received two undergraduate degrees from the University of Utah and an MBA from Centenary College.

Karina Canales, BA - Karina earned her bachelor's degree from William Paterson University and is a teacher in the Dual Language Instruction Program in the Dover Public Schools. She is fluent in both English and Spanish. She has extensive experience working with families, and brings flexibility, creativity and compassion to her classes for a positive learning experience.

Steven Carroll, MBA - Steven has led a successful 12+ year career in the public sector working for two Fortune 500 organizations and one on the Fortune 100 list. A relent-less advocate for career progression, Steven applied his business knowledge, networking and career building skills to transition from a career in Financial Services to SaaS sales for LinkedIn, his current role. He holds his MBA from Fairleigh Dickinson University, his bachelor's degree from Ramapo College of New Jersey and his Associate degree from County College of Morris.

Bianca Caruso, BA - Bianca earned her bachelor's degree from Caldwell University and has taught the Dual Language Instruction Program in the Dover Public Schools for several years. She is fluent in both English and Spanish and enjoys teaching adults looking to improve their English fluency through CCM's English Language Learning program.

Ana Christina DeOliveira, MBA, CPC, SHRM-SCP - Ana is a Certified Professional Coach who has worked with many companies to build high-performance teams, forge relationships and increase the effectiveness of each organization. She has many professional certifications and holds an MBA from Excelsior College, as well as a BS in Business Administration from Thomas Edison State College.

Elissa DeRose-Rizzo, MA, MLIS - Elissa has been in the education field for nearly 20 years as a teacher, administrator, adult education instructor, curriculum and program developer and a range of other roles. She earned her Master of Arts in Educational Leadership and a certificate in Educational Assessment from Montclair State University as well as a Master of Library Information Science from Rutgers University. Her focuses include technology training, professional development instruction, instructional support/coaching, program development, curriculum development, research and Information Literacy.

Karen DiMaria, MBA - Karen is an accomplished fundraising professional with over 20 years of experience in the health-care and higher education sectors. She has extensive experience with alumni and external constituent relations, marketing, public relations, strategic planning, recruiting, managing and mentoring of development professionals.

Christine Donatello, MA - Christine is a first-generation American ESL teacher both on the secondary and adult levels. She teaches dedicated classes of MLLs ranging from emergent bilingual to advanced. As such, she employs innovative ESL strategies and theories with creative methodologies to assist her students in making meaningful and successful language gains. Her mandate - to create a classroom setting that is rigorous, inclusive, welcoming and inviting.

Tom DuHamel, BS - Tom graduated from William Paterson University with a Marketing degree and has been creating websites for more than 20 years. In 2011, Tom started I Heart Blank, LLC, an online multimedia company that builds websites, using WordPress, to integrate businesses' marketing plans with their online presence. Tom has worked at a local radio station selling advertising, doing voice-overs and helping local businesses create compelling advertising and marketing campaigns.

Joseph Eannetta - Joe is a highly experienced welder and welding instructor, teaching all welding processes. With over 18 years of welding and fabrication experience, Joe has worked in numerous different areas of the welding industry including: Heavy equipment, Industrial fabrication, Architectural metal work, Pharmaceutical and Water treatment. Joe holds certifications in all major welding processes including: AWS D1.1 structural steel certification using SMAW, FCAW and GMAW; ASME pipe welding certification using SMAW, FCAW and GTAW; and has completed over 150 hours of OSHA safety training.

Nancy Eberhardt, Esq. - Nancy is Executive Director of the Pro Bono Partnership, which oversees corporate and law firm volunteer recruitment, client outreach, case management and educational programs for the nonprofit community. In addition, she is on the Pro Bono Committee for the NJ State Bar Association. Nancy has a JD from the Rutgers School of Law and a BA from the College of William and Mary.

Genetie Ejigu-Laryea, MA - Genetie has been an ESL instructor, administrator and teacher trainer for over 30 years. She has an MA in teaching ESL and a second MA in Education. She has helped countless students of all ages and from diverse cultures to improve their fluency in English. Genetie taught in an International School in Africa for 28 years. More recently, she has served as an Academic Advisor to international students in the US. She has taught students of all ages and skill levels and brings a positive, creative approach to her instruction.

Gabriela Enser, MA - Gabriela has worked as a language instructor for a mix of nonprofit organizations and colleges, both locally and internationally. Although her background covers everything from public relations and publishing to journalism and marketing, her true passion lies in teaching people from all over the world to confidently communicate in English. Gabriela has a proven track record in working with a wide range of ability levels and in providing students with valuable and enriching language-learning experiences.

Ronald Faines, LCADC - Ron has been teaching CADC students for more than 25 years and has worked in the field of addictions counseling for 30 years. He has a strong interest in preparing upcoming counselors and therapists to assist individuals in recovering from addictions. He holds an MS in Human Services from Lincoln University and a BSBA from Bloomfield College. Ron is also a Licensed Clinical Alcohol & Drug Counselor (LCADC) and Certified Clinical Supervisor.

Sharon Ferreira, BA - Sharon has over 30 years of experience working with students from every corner of the globe, from Nepal to Nicaragua. She has earned degrees in German Language and Studies and Elementary Education from American University and The University of the District of Columbia. She has taught ESL at Fairleigh Dickinson University and has been in her present position as an ESL instructor at CCM since 2001. Sharon was the founding ESL consultant on the Soulphija Project in 2017. Kelly Fitzpatrick, MA, CFA, Tableau Desktop Specialist - Kelly is on the faculty of CCM as an Assistant Professor of Mathematics. 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 MA in Mathematics of Finance from Columbia University and BA in Mathematics from the State University of New York at Geneseo.

Diane Fulton, BA, CPPM - Diane is an instructor in CCM's Medical Billing and Coding Program, teaching Physician Practice Management and Regulatory Issues. She holds a BA in Business Administration and Spanish from Rutgers University and is a Certified Physician Practice Manager through the American Academy of Professional Coders. She has more than 30 years of professional experience in health care management, medical practice administration, reimbursement provider/patient advocate and operations.

Instructors

Anthony Gaffney, BA - Tony has over 20 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. Tony has a BA from Boston College and many industry-recognized credentials including AutoCAD Drafting and Design, Architectural Woodworking, A+ and Microsoft Professional Certifications.

Joshua Gallagher, BSME - Joshua brings extensive experience in manufacturing and engineering, with a special interest in automotive engineering. He has expertise in CNC manufacturing, tool and die manufacturing and significant experience in all aspects of milling and lathe operations. His work experience includes training of engineers and machinists for the U.S. Army.

Lakeisha Garrett, MBA - Lakeisha has more than 20 years of experience in corporate finance which includes working in Accounts Payable, Revenue Recognition, Pricing Strategy and Forecasting. She has worked for various companies such as Reckitt Benckiser, Dun & Bradstreet and Quest Diagnostics. Lakeisha serves as a part-time instructor at County College of Morris where she teaches MS Excel. Lakeisha received a BS from Kean University, MBA from New Jersey Institute of Technology.

Judith Ginder, CPA - Judy is a graduate of Pace University and a Certified Public Accountant. Her experience spans over 40 years as a global senior executive and leader. Her skills include all aspects of accounting and finance, risk management, change leadership and building effective, international, multi-cultural high-performance teams.

Robert I. Grundfest, MEd - Bob is a New Jersey Certified Social Studies Teacher for Grades 6-12 and a New Jersey Certified Elementary Teacher. Bob has been training and supporting prospective teachers for the New Pathways to Teaching in New Jersey (NPTN) program since its inception in 2003 and has been an educator in public schools and uni-versities for 35 years. Teaching defines him professionally; he brings a passion for education to the classroom every day

Anthony Horbert, AAS, CSWA, CSWPA-WD, CSWPA-SM - Anthony is the Coordinator of Advanced Manufacturing and Engineering Lab Supervisor at CCM. With more than ten years' hands-on experience in manufacturing as a design engineer, CNC operator and engineer technician, Anthony designed CCM's unique Advanced Manufacturing Pre-Apprentice Boot Camp. Anthony's skill set includes a thorough mastery of SolidWorks, AutoCAD and manual and computerized machining skills.

Candice Jahn, MA - Candice has diverse teaching experience in ESL, ranging from elementary to high school settings, with extensive experience in teaching adult English Language Learners. Candice holds CELTA certification, an internationally recognized credential in teaching English to adult learners. Candice received her MA in Language Education from Rutgers University and a BA from Wilkes University in Communications.

Celeste Kaitsa, BA - Celeste has been a Certified English as Second Language Teacher for 10 years. She has been running an English as a Second Language Program for 10 years in Summit, New Jersey. Celeste also worked for Tutor ABC helping students to learn English with a curriculum based on vocabulary, writing skills, reading and oral communication. She loves creating lessons that have a real-life component to them, and creating a safe environment for learning.

Michael Keane, BA, CELTA - Michael has been an ESL instructor since 2012, when he moved to Ukraine and taught English there for a year. He spent the better part of the next ten years teaching ESL at Rutgers-Newark, finding time in the process to get his CELTA certificate from the University of Texas at Austin. As a student of Ukrainian and German himself, he knows how difficult it can be to learn a language, and brings empathy and understanding to the classroom.

Kelvin King, BBA - Kelvin began pursuing aviation as a career at 14 at Aviation High School in Queens, earning his airframe and powerplant aircraft maintenance licenses. He continued training at Dowling College, receiving his BBA in Marketing and a minor in Political Science. He finished training at ATP Flight School with the ratings and certificates needed to become an airline pilot. He also served as a cadet in the Air Force Junior ROTC NY 932nd Wing where he developed a professional approach towards life's matters and eventually became a cadet wing group commander, with the rank of Cadet Major. Kelvin is now a Captain at United Airlines, and the Founder & CEO of Alpha Aviation, Inc. and Alpha Drones USA.

Sherri Landolfi, MA - Sherri has been an educator for more than 25 years. She holds a certification in ESL from Fairleigh Dickinson University, a MA in English from William Paterson University, a MEd in Literacy/ Reading Concentration from William Paterson and a BA in Elementary Education from Felician University. Sherri is also a proud community college graduate, receiving an AA degree from Bergen Community College.

Weiwen Li, MS - Weiwen received her MSc in Statistics from the University of South Carolina. She has worked in the electric power industry for decades, gaining experience in data analytics, database management and data science. She has conducted products for research institutes, utility companies and manufacturers. She also teaches statistics and quantitative analysis at Centenary University. She is very passionate about advancing mathematics and data analytics.

Mary Helen Mach, MA - Mary Helen has 20 years of experience as an ESL instructor of adult populations in the areas of academic, business and community English language programs. Her teaching background includes corporate, workforce, international, cross-cultural and community ESL training. Mary Helen holds an MA from Rutgers University, a BA from Drew University and a TEFL/TESOL Certificate from the Bridge Education Group.

Shehroz Malik, BA - Shehroz is a supply chain strategy consultant at Accenture with over five years of experience in the pharmaceutical and medical device industry. His experience includes digital transformations, demand & supply planning, new product introduction and data analytics and strategy. In addition to teaching at CCM, he was a Teaching Assistant in data science courses and programs at the University of Pennsylvania. He holds a Bachelor of Arts in Political Science from the University of Pennsylvania and is a Military Veteran.

Cliff Moore, MS, RPh - Cliff has over 40 years of experience as a registered pharmacist and has more recently served as the Director of Pharmacy of a large multi-state hospital system. He received a bachelor's degree in Pharmacy from St. John's University and a master's degree in Healthcare Management from Saint Elizabeth University. His strengths include building, leading and motivating high performance teams. He has been recognized for providing quality services to customers in the most cost-effective manner.

Mike Muller, CPA, CMA - Mike is a graduate of Rider University with a BS in Accounting, as well as Decision Sciences. Mike is a Certified Public Accountant and a Certified Management Accountant. His professional experience includes over 35 years of large corporate accounting, planning and forecasting and results analysis. Additionally, Mike has over 15 years of non-profit accounting experience while volunteering at a local stage theatre. His skills also include QuickBooks and Microsoft Office Excel certification.

Robert Murray, CPA, CMA - Bob is a proud CCM alumnus, and a graduate of Montclair State University with a BS in Accounting, Law & Taxation and an MS in Accounting. Bob is also a NJ Certified Public Accountant and a Certified Management Accountant. His diverse experiences from staff accountant to Director of Finance and Operations includes in-depth knowledge of QuickBooks, Accounting and the operations of small businesses.

Igor Nachevnik, CompTIA® A+, Network+, CySA+, MCP - Igor is an experienced IT professional with a thorough understanding of computer systems, holding A+, Network +, CySA+ and multiple MCP certifications. Igor works with high-level data storage systems, installs and configures web servers and teaches about computers at a county college level. Igor holds multiple Microsoft and CompTIA certifications. He completed technical school in electronics in order to be well-versed in both computer software and hardware and holds a bachelor's degree in computer science.

Stephen Nalepka, BS - Stephen received a Bachelor of Science in Mechanical Engineering from Arizona State University. Since graduating, Stephen has worked as an industrial technician, mechanical designer and manual machinist. He wishes to help those who want to start a career in manufacturing by sharing his knowledge and experience in the industry.

Emily O'Brien, AS - Emily has over 20 years of experience as an instructor for CCM's Workforce Development Department providing instruction in MS Office applications for corporate clients and open enrollment programs. For over 25 years, she has provided instruction at the adult level in multiple settings and is a sought after trainer and instructor. Emily is skilled in developing, coordinating and implementing training sessions for client needs and delivering technical information to train non-technical audiences. Emily is an alumna of CCM.

Georgann Occhipinti, MA - Georgann has provided consultative and training services to Fortune 100 international organizations across a broad spectrum of industries, government agencies and nonprofit organizations. She is the Managing Director of a firm that focuses on optimizing the talents and results of individuals and organizations. Georgann is a graduate of Rutgers University with a BA in Psychology. She also received her MA in Organizational Psychology from Fairleigh Dickinson University.

Brian Oleksak, MS - Brian is Associate Professor and chair of the Landscape and Horticultural Technology program at County College of Morris. He holds a Bachelor of Science degree from Pennsylvania State University and a Master of Science degree from Ohio State University. As a professional horticulturalist, his greatest environmental concern is the introduction of invasive species - both plants and insects - into North America. Brian is piloting the course 'Plant ID and Palettes' for the Center for Workforce Development in the Fall of 2021.

Jimmy Pang, MBA, BSME - Jimmy holds a bachelor's degree in Mechanical Engineering from New Jersey Institute of Technology and an MBA from the University of Illinois Urbana-Champaign. He has over 12 years of experience in the Engineering, Manufacturing, Operations and Automotive industries at both a hands-on and leadership level. Previously held roles include service technician, design engineer, manufacturing engineer and senior engineering manager.

Lorie Pezzuti, BA - Lorie has 30 years of Information Technology experience in the telecommunications industry, where she held various positions in systems analysis and design, programming and data analytics. She has worked with many corporate colleagues to assist in using technology to solve business problems. Lorie earned a BA in Computer Science from Rutgers University. As a CCM Workforce Development instructor, she hopes to share real world industry scenarios as part of the information technology curriculum.

Joan Pinto, MA - Joan has taught ESL for over 15 years. Her teaching experience includes working with adults of refugee populations through the Paterson Board of Education. She has also taught ESL to adults for the Diocese of Paterson. She currently teaches ESL as part of the Continuing Education Program at MCVTS, a program sponsored by the DOL. Joan has worked in higher education as a liaison with student-interns and various industries. She earned a BA from William Paterson University, and an MA from Montclair State University.

Norma Pravec, MA, MBA - Norma has been an English instructor for speakers of other languages at the college level for more than 20 years. She has also worked as a financial specialist and investment banker. She holds both a Master of Arts in Applied Linguistics and an MBA from Montclair State University and a BA in French and Spanish from William Paterson University.

Stacy Publik, BA - Stacy has a BA in English from Marywood University and earned her Certification to teach English as a Second Language from Drexel University. She has taught English to students from all backgrounds, from low-income children in the U.S., through high-achieving graduate students from other countries. Stacy is a well-respected educator and school administrator in NJ who has been nominated for several prestigious awards.

Jameelah Reese-Bentley MS - Jameelah, a veteran teacher with 20 years of teaching experience, is vested in using learning as an agent of personal and community change. She earned her Bachelors from Montclair State University, a Masters Degree in Early Childhood Education from Saint Joseph's University and an additional Masters Degree in Literacy from Touro College. She holds an additional certification in ESL. She strives to ensure that students understand that while learning new skills may be difficult, they are capable and will meet success.

Kate Sa, MEd - Kate is a New Jersey Certified English as a Second Language Teacher and holds a MEd from Rutgers University Graduate School of Education. She taught ESL and coordinated adult programs at the New Brunswick Public Schools Adult Learning Center for over 20 years. Her experience also includes tutoring corporate employees interested in improving their English proficiency. She is passionate about providing meaningful learning experiences that motivate and guide students to reach their personal and professional goals.

Oscar Sanchez, BS - Oscar is a business owner with a sixteen year track record of entrepreneurship and success. He is proficient in managing all aspects of a business, from strategic planning to day-to-day operations. He is a dedicated finance instructor with a proven track record of empowering students with essential financial knowledge and skills. A native Spanish speaker with a strong educational background in accounting and extensive financial experience, Oscar is committed to fostering a dynamic learning environment that promotes critical thinking, financial literacy and real-world application.

Tom Schnipp, MEd, PMP, CSM - He has over 25 years' experience managing IT and business projects in the non-profit, telecommunications and financial services industries for mid-size and Fortune 500 companies. Tom is a certified Project Management Professional (PMP), a Certified Scrum Master (CSM) and a member of both Project Management International (PMI) and the New Jersey Chapter of PMI. Tom's other volunteer experiences include past Board Member of the Morris County Economic Development Corporation and past Board Member and Treasurer of the Parks Alliance of Morris County. He holds undergraduate degrees in History and International Relations from Boston University, a master's degree in Education from Rutgers and a Graduate Certificate in Project Management from Stevens Institute of Technology.

Brian Sfera, MEd - Brian has taught ESL for 23 years in public schools in Roxbury and North Plainfield Schools (K-12), has taught college and adult students at Centenary University, the Summer Language and Culture program at Sussex County College, Rutgers PALS in New Brunswick and the Fairleigh Dickinson L.I.F.E. program, a part of Berlitz. He has tutored private students in ESL for many years. He holds a MEd from Rutgers University Graduate School of Education and a BA in English from Rutgers University. He holds New Jersey certifications in ESL K-12, Teacher of English and Elementary Education.

Jessica Shepherd, MS, RN - Jessica received a Bachelor of Arts and Science in Criminology and Investigations from West Virginia University in Morgantown, West Virginia. Later, she attended County College of Morris, receiving an Associate of Science in Nursing. Jessica began working first as a Patient Care Technician and then as an RN at Morristown Medical Center, Morristown, New Jersey. Jessica attained both her Bachelor of Science in Nursing and her Master of Science in Nursing at Chamberlain University. Jessica began teaching at CCM in 2020 as an Adjunct and then accepted a full-time position as faculty in Nursing. In addition to teaching in the Nursing Department.

Kathleen Shera, CPC, CPB - Kathleen is a Certified Professional Coder and Certified Professional Biller through the American Academy of Professional Coders and is an instructor of Medical Billing for CCM. Kathleen has a varied health care background, including many years as a medical biller and coder for a large medical practice management company.

Jeff Stearns, BS - Jeff is an industrial designer with greater than 25 years' experience in industrial design, engineering, production development and manufacturing. He is skilled in SolidWorks, AutoCAD and a variety of other computer applications. He has a BS in Industrial Design from Georgia Institute of Technology.

Kenneth Sterzer, MPS, SHRM-CP, PHR - Ken has worked in HR Generalist, Management and Business Partner roles since 1995 and is currently a Senior HR Business Partner at Siemens Healthineers. He is also an Instructor in the Human Resources Certificate program at CCM. Ken earned a master's degree in Human Resources and Employment Relations from Penn State University and a bachelor's degree in Communication and Labor Studies and Employment Relations from Rutgers University. He earned his SHRM-CP professional designation in 2015 and his PHR designation in 2001. Ken has been an active member and volunteer with the Morris County SHRM Chapter since 2014.

Lauren R. Swern, BA - Lauren is the Development Director for the New Jersey Highlands Coalition. She has over ten years of fundraising experience in the areas of donor cultivation, grant writing, direct mail appeals/ acquisitions, online and social media, events, corporate solicitation and other out-of-the-box fundraising. Lauren has worked on increasing and expanding New Jersey Highlands Coalition's and Noah's Ark Animal Welfare funding sources. She serves on the Street Smart Advisory Committee and New Jersey Aids Services Dine for Life Committee. Lauren earned a BA in Business Management from Curry College in Massachusetts.

Michelle Sykes, MD - Dr. Sykes attended Northwestern University in Illinois for her undergraduate education. She received her Medical Doctorate at the New Jersey School of Medicine and completed her Fellowship in Pediatrics at Morristown Memorial Hospital. In 2015, Dr. Sykes entered the field of higher education as an instructor at the county college level at CCM and Sussex County Community College.

Anna Taylor, MEd - Anna is a professional English language instructor with 20 years of experience teaching ESL/EFL in the US and overseas. Having worked with English learners for a long time, Anna knows about the difficulties immigrants face and is passionate about helping English learners achieve their goals. Anna holds a master's degree in Teaching English as a Foreign Language from Bilkent University, Turkey. Her interests include fostering learner autonomy, a learner-centered approach and developing communicative skills in English.

Judy Treibman, MBA, SHRM-SCP, SPHR, GBA - Judy is a dynamic, results-oriented HR Professional with more than 20 years of experience in business. She currently holds the position of Benefits Supervisor at Formosa Plastics Corp. in Livingston and her prior experience ranges from large manufacturers to small entrepreneurial companies. Judy earned a master's degree in Business Administration from Fairleigh Dickinson University. She holds the credentials of SPHR and SHRM-SCP.

Rebecca Uong, MEd - Rebecca has taught and tutored English to elementary-aged students and adult English learners for over five years. She received her BA in Linguistics and Masters in Language Education from Rutgers University. Her passion is to create an environment where students can feel comfortable and confident in their English language skills.

Thomas Viola, MSW, LSW, LCADC - Tom has 10 years of experience working with people affected by substance abuse and addiction, including working in the venues of counseling, treatment facilities and courts. He is an instructor for multiple domains in the Certified Drug and Alcohol Counselor Certificate program. Tom holds a master's degree in Social Work from Rutgers University and a BA from William Paterson University.

Brian Vuurens - Brian is a highly skilled builder with more than 20 years' experience in construction, real estate and landscaping; he is adept at managing large and small construction projects and is skilled with logistics. Brian has taught construction skills to a diverse student population including young adults, second career adults and individuals with special needs. He developed the Career and Technical Education Construction program for the Hopatcong Board of Education and administers the program at Hopatcong High School. Brian is a Certified NJ Career & Technical Education Construction Teacher.

Rita Williams-Bogar, MBA, CPCU, ARM, AU, AINS, ChFC - Rita is an award-winning, expert facilitator in the areas of leadership development, team building, emotional intelligence and diversity. She is a dynamic keynote speaker and conference presenter. Rita brings corporate experience in management, administration, HR and public affairs. She is a contributing author to the book, *Big Bold Business Advice*. Rita is an Adjunct Faculty member at Montclair State University, William Paterson University, Walden University, Bergen Community College and CCM, having taught at the college level for more than 25 years. Rita holds a BS from Bryant College and an MBA from Walden University, as well as many industry certifications.

Reze Zejnulahi-Berisha, MA - Reze teaches QuickBooks and Excel at CCM, as well as Economics at Montclair State University, Drew University and CCM. She has many years of experience using statistical methods to analyze data as applied to academic research and is equally experienced in teaching students about data analysis. She holds a Master of Arts in Economics from Eastern Michigan University.

Jennifer Zirkel, MEd - Jennifer received a Bachelor of Arts degree in Linguistics and Spanish from Montclair State University, along with becoming TESL certified. Upon graduating, she began teaching high school ESL and has been teaching for nine years. She has since received a master's degree in Language Education from Rutgers University. Jennifer is passionate about creating a safe and encouraging classroom community to help students reach their full potential, feel confident and accomplish their goals.

GENERAL INFORMATION AND POLICIES

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/participation is required; programs may have additional requirements). Students may choose "Certificate Request" under Administrative Information at www.ccm.edu/workforce. Electronic certificates will be emailed ten business days after receipt of request. For proof of course or program completion, please request a transcript from the Office of Records and Registration by going to www.ccm.edu/admissions/records-and-registration and follow the instructions for completing the form. Be sure to state that you are seeking your NON-CREDIT course transcript.

COURSE CANCELLATIONS AND CHANGES

It is to your advantage to register early to help ensure that a class will run; courses may be cancelled for a variety of reasons including low enrollment. We make every effort to contact students as far in advance of the class as possible using the contact information on file. Please be sure your contact information is current (See "Student Records" section). 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.

ACCESSIBILITY SERVICES

In accordance with the policies underlying Section 504 of the Rehabilitation Act of 1973, the Americans 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 in County College of Morris programs or activities. Students may seek reasonable accommodations for their documented disability by self-identifying and registering with the Office of Accessibility Services. Students who are approved through Accessibility 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 Accessibility Services office at 973-328-5284 or aso@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. It is recommended that you check one of these sources to get the current status of the campus before leaving for class during inclement weather if you are in any doubt of school closings.

- 24-hour number 973-328-5580. A recorded message details the status of the campus.
- CCM's website: www.ccm.edu

See your instructor at the next class for make-up information. In the event that the college closed on what was to have been your only or last session, you will be contacted regarding the make-up class. We regret that it may not be possible to notify each person individually though every attempt is made to do so by CCM staff and your class instructor. It is critically important that CCM have your correct contact information in its student records management system. If this information has changed since you last updated it with the Office of Records and Registration directly, please follow the instructions in the "Student Records" section to make corrections.

EMPLOYER PAID TRAINING

CCM welcomes payment by employers. To do so, an employer may register a group of employees, or each employee may register their personal information individually in the Workforce Development non-credit registration system and the company can then finalize registration(s) and make payment via credit card. Please contact the Center for Workforce Development at wfd@ccm.edu for further instruction and assistance to register and pay for employees. Other ways to register include mailing separate registration forms and payment 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.

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. Municipalities and government agencies outside of Morris County must pay by credit card or check.

NONDISCRIMINATION STATEMENT

County College of Morris will not discriminate against students based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. County College of Morris will take affirmative action to provide equal opportunity in all programming and will operate programs as required under title 29 of the code of federal regulations, part 30.

PURCHASING TEXTBOOKS

Courses that require textbooks state so in the course description. It is the student's responsibility to have the necessary books in hand for the beginning of the first class. For textbook information, visit www.ccm.edu/workforce/textbook-information/. You will find most books at retail or online outlets.

STUDENT CREDENTIALS AND STUDENT IDENTIFICATION

WFD students receive CCM student credentials and are required to obtain picture identification for all on-campus classes. You will receive student credentials via email to your personal email address in advance of your course start date. These credentials supply you with a CCM student email address, access to technology resources when required for a course and complementary MS Office 365 access. Student credentials are needed to obtain a student picture identification card prior to your first on-campus class. All students must wear their CCM ID while on campus. Please visit the Office of Campus Life for more information on obtaining a student ID. Individuals taking one-day Grant-Supported Training courses will not receive student credentials, but must obtain a visitor pass through the Public Safety Office.

STUDENT RECORDS

CCM's Office of Records and Registration maintains all student records. This office is the only office on campus to have access to social security numbers and the only office that can formally change information in the Student Records Management System.

For regulatory purposes, last names, birth dates and social security numbers cannot be changed over the phone or via course registration. You should update your personal and contact information in writing using the form provided by the Office of Records and Registration found at <https://www.ccm.edu/wp-content/uploads/pdf/admissions/recordsandreg/Change-of-Info-Form-Interactive-1.pdf>. Proof of certain personal information updates may be requested. Please make sure that CCM has your current contact information when you register in the Workforce Development non-credit registration system.

STUDENT WITHDRAWAL AND REFUNDS

Students will receive a full refund if a request to withdrawal is received in writing three (3) business days prior to the first class. Email or U.S. Mail your request to: Center for Workforce Development at wfd@ccm.edu or 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, no refunds will be made for dropped courses. Please contact Workforce Development at wfd@ccm.edu with questions or concerns. 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 are issued through the same payment source that the student registered with and may take two to four weeks to be received. 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. The well-lit parking lots have emergency phones under a blue colored light. The lots are patrolled regularly by the Department of Public Safety. Persons driving or parking on campus must observe all traffic signs and regulations. Maximum speed limit on campus is 25 MPH unless posted otherwise. Students are required to display a temporary parking pass on the front dashboard of their car while parked on campus. Temporary Parking Passes may be obtained by:

1. Visiting the Public Safety Office located in the 675 building, Academic Dr. and Route 10 East, parking lot 10, or
2. Removing the pass from the current print version of the Workforce Development schedule, or
3. Printing a parking pass from the "Administrative Information" section on our website www.ccm.edu/workforce/

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. only. If these regulations are modified during campus emergencies, signs will be posted.

GET A JOB, GET A BETTER JOB, DO BETTER AT THE JOB YOU ARE IN!

INFORMATION
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TRAINING



WELDING



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PILOT



GO BIG!
AT CCM's CENTER FOR
**WORKFORCE
DEVELOPMENT**



ACCOUNTING

HEALTHCARE



DATA
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OPPORTUNITY
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ENGLISH LANGUAGE
LEARNING



ADVANCED
MANUFACTURING



Seats are limited.
Be sure to **REGISTER EARLY.**

REGISTER TODAY!

Registration closes **2 business**
days before class start date.

To register for Workforce Development courses go to www.ccm.edu/workforce/wfd-reg



ONLINE:

Go to the course description and click
on the REGISTER button.

VISIT:

CCM Center for Workforce
Development

Student Community Center, Room 125

214 Center Grove Road
Randolph, NJ 07869-2086



Need help?

973-328-5187 • wfd@ccm.edu

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Amber Pantiliano, *CareerAdvance USA
Program Manager*
Bret Babich, *CareerAdvance USA Data Specialist*
Yvette Colio-Andrade, *CareerAdvance USA
Apprenticeship Development and Coordination
Specialist*
Jacob Fried, *CareerAdvance USA Apprenticeship
Development and Coordination Specialist*

Career Services

Rosemary Grant, *Associate Director*
Suzanne Maida, *Job Development Specialist*
Claire Menzer, *Data Systems Coordinator*
Sheila PraSisto, *Administrative Assistant*

The Women's Center

Shannon Lengares, *Director*
Patricia Borowski, *Administrative Assistant*
Michele Johnson, *Career Counselor*
Kathy Vincelette, *Employment Specialist*

Morris County Board of County Commissioners

John Krickus, *Director*
Christine Myers, *Deputy Director*
Douglas R. Cabana
Thomas J. Mastrangelo
Tayfun Selen
Stephen H. Shaw
Deborah A. Smith

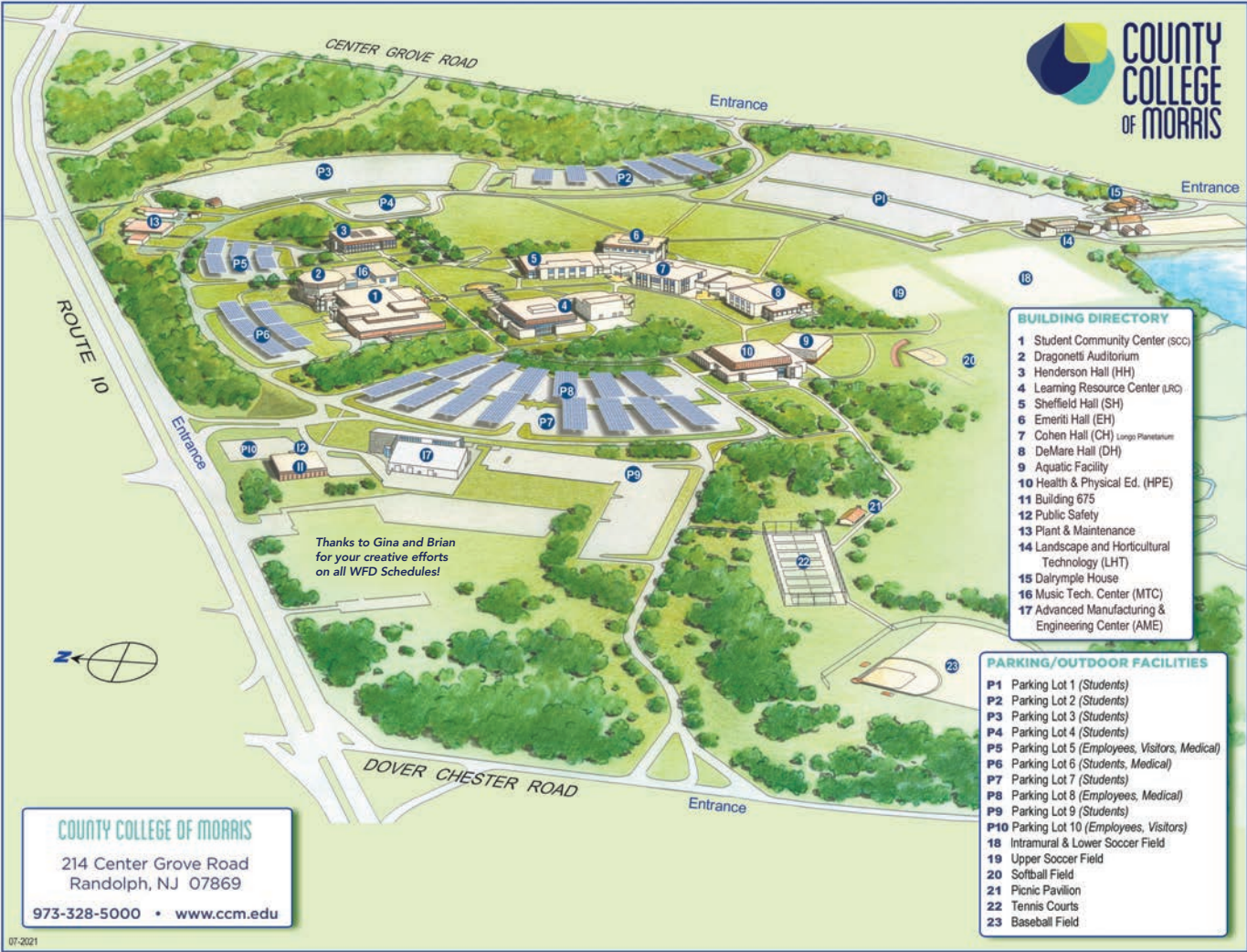
CCM Mission Statement

County College of Morris is **committed 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.

CCM Values Statement

The College's commitment to serve the residents and businesses of Morris County and the State of New Jersey and to sustain engaged citizenship within a diverse population of students and community members is reflected in six values:

- A **commitment to people**, evidenced by a secure, supportive environment responsive to the needs of students, employees and the community
- A **commitment to the academic mission** of the college, which entails the search for truth and respect for scholarship and learning
- A **commitment to honesty and integrity** in all endeavors
- A **commitment to the stewardship** of the public trust
- A **commitment to diversity** that respects individual differences and upholds the dignity of every person
- A **commitment to providing access and services to all** regardless of financial, academic, educational or physical challenges



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



Workforce Development
Continuing Professional Education

TEMPORARY PARKING PASS

Students should park in student parking and may park in Lot 5 after 5 p.m. No parking in Lot 8.



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INFORMATION SESSIONS

Take a walk through the programs and schedule with the Center for Workforce Development team.

PRE-REGISTRATION REQUIRED.

Go to www.ccm.edu/workforce to reserve your spot and get the link!

- | | |
|--|---|
| Business Professional | Alternate Route to Teaching |
| Grant-Supported Training | Opportunity Programs - COP & HOP |
| Computing and Information Technology | Horticulture-Landscape Continuing Education |
| Microsoft Office | English Language Learning |
| Engineering and Advanced Manufacturing | Welding |
| Health Occupations | |
| Drone Pilot Certification | |

CENTER FOR WORKFORCE DEVELOPMENT

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- **ON-SITE AT YOUR LOCATION**
- **REMOTE-LIVE INSTRUCTION**



Contact us:
 CBT@ccm.edu
 973-328-5188

