

COUNTY COLLEGE OF MORRIS

Make bold career moves **in 2025!**

CENTER FOR WORKFORCE DEVELOPMENT

www.ccm.edu/workforce-development/

AUGUST - DECEMBER 2025



VETERAN
SERVICES



JOB
PLACEMENT



INDUSTRY
CREDENTIAL



TUITION
ASSISTANCE



IN-DEMAND
CAREER



CENTER FOR
WORKFORCE
DEVELOPMENT

Letter From The President

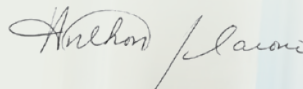
Dear Community Members and Area Employers,

As YOUR community college, County College of Morris (CCM) is pleased to support your career and employment goals and needs. Included at the top of most life-satisfaction lists is a great career that is personally and financially rewarding. At CCM, we are pleased to partner with hundreds of employers and business organizations to meet the needs of Morris County and the surrounding region. If your professional goals involve skills currency, acquiring the education necessary for promotion within your workplace or career field, or even retraining for an entirely new career, we are here to support you. Companies seeking to ensure their employees are on the cutting edge to secure maximum success can easily find courses and programs at CCM to help meet their goals.

Over the years, CCM's Workforce Development program has grown exponentially, as evidenced not only in our new courses and programs but also in our facilities. With gratitude to our county, state and federal officials, as well as generous and visionary donors, CCM has added, and continues to add, state-of-the-art facilities to its campus. Our Advanced Manufacturing and Engineering Center, opened in 2020, is powered by local and global companies alike. Our forthcoming Center for Entrepreneurship and Culinary Science, scheduled to open in the spring of 2026, and our 80,000 square foot Center for Health Care Professions, scheduled to open in January 2027, will add robust opportunities for those in the business and health career sectors. Adding to these three new facilities, CCM has also expanded its culinary program to include training for aspiring pastry chefs and for those seeking to become executive chefs. Our newly expanded and upgraded culinary facilities are now among the best in the field. And, to further support your career goals, CCM will open its new Center for Workforce Development in Dover this fall. The center will offer many new opportunities in healthcare and technology, and in programs like HVAC.

At CCM, we believe in our mission of changing lives and strengthening communities. Whether you are looking to launch a career, seeking to change careers, or are an employer looking to upskill your team, there is a place for you at CCM! With this in mind, I invite you to review our new workforce development offerings, visit our website or stop by our campus in Randolph to learn more about how we can help you reach your goals. CCM has consistently been ranked #1 for highest alumni salaries. We look forward to being a part of your success story and encourage you to join our more than 50,000 alumni who proudly proclaim they "started right!"

Best,



Anthony J. Iacono,
Ph.D.



Stay informed regarding upcoming classes and events. Sign up for our e-newsletter at www.ccm.edu/workforce-development 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-development

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

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GED PREP

THE KEY TO
A BRIGHTER FUTURE!

**Make an investment in your future
with the GED Preparation Program
at County College of Morris!**



We Offer:

- Tailored instruction to meet each student's unique needs
- Test taking strategies
- Counseling on college courses or Workforce Development pathways
- In-person tutoring available



REGISTER NOW

www.ccm.edu/programs/ged-prep/
973-328-5187

VIRTUAL INFORMATION SESSION

August 27, 6-7 p.m.

Scan QR code for details.



BUSINESS & PROFESSIONAL DEVELOPMENT

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
88411	Project Management	Sept 9 - Oct 23	Tues and Thurs	6:30-9:30 p.m.	Remote-Live	\$999
88412	Project Management PMP®, CAPM® Exam Prep	Nov 4 - Dec 16 (No class Nov 27)	Tues and Thurs	6:30-9:30 p.m.	Remote-Live	\$999
28413	Microsoft Project	Jan 6 - 22	Tues and Thurs	6:30-9:00 p.m.	HH 114	\$399

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

*Textbook(s) required. See course description on website.

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.

Does your company have multiple employees needing Project Management training or certification? Receive a multi-student employer discount.
Contact cbt@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)



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 »



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.

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
88381	HR Management and Staffing	Sept 9 - Oct 7	Tues	6:15-9:15 p.m.	Remote-Live	\$399
88382	Employment Law	Oct 14 - Nov 18	Tues	6:15-9:15 p.m.	Remote-Live	\$429
88383	Training and Staff Development	Nov 25 - Dec 9	Tues	6:15-9:15 p.m.	Remote-Live	\$299

INSTRUCTORS:

- Kenneth Sterzer, MPS, SHRM-CP, PHR
- Christina DeOliveira, MBA, CPC, ELI-MP
- Patricia Cardenas Randall, MBA

*Textbook(s) required. See course description on website.

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.

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.

5 sessions: 15 hrs, CEU 1.5

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.

6 sessions: 18 hrs, CEU 1.8

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.

3 sessions: 9 hrs, CEU 0.9

The following courses will be offered SPRING 2026

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

KEY:



VETERAN SERVICES



TUITION ASSISTANCE



IN-DEMAND CAREER



INDUSTRY CREDENTIAL



JOB PLACEMENT

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
88231	Accounting Basics for Non-Accountants	Sept 17 - Oct 1	Wed	6:30-9:30 p.m.	CH 156	\$249
88232	Accounting Fundamentals and More	Mandatory Orientation, Oct 8	Wed	6:30-7:30 p.m.	CH 156	\$399
		Oct 15 - Nov 12		6:30-9:30 p.m.		
28233	QuickBooks Certification Prep	Mandatory Orientation, Dec 3	Wed	6:30-7:30 p.m.	CH 156	\$699
		Dec 10 - Feb 4 No class Dec 24, 31		6:30-9:30 p.m.		

INSTRUCTOR: Ariel Mojena, CPA

*Textbook(s) required. See course description on website.

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

ACCOUNTING FUNDAMENTALS AND MORE (BDT-171E)

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: 16 hrs, CEU 1.6

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, 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

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!

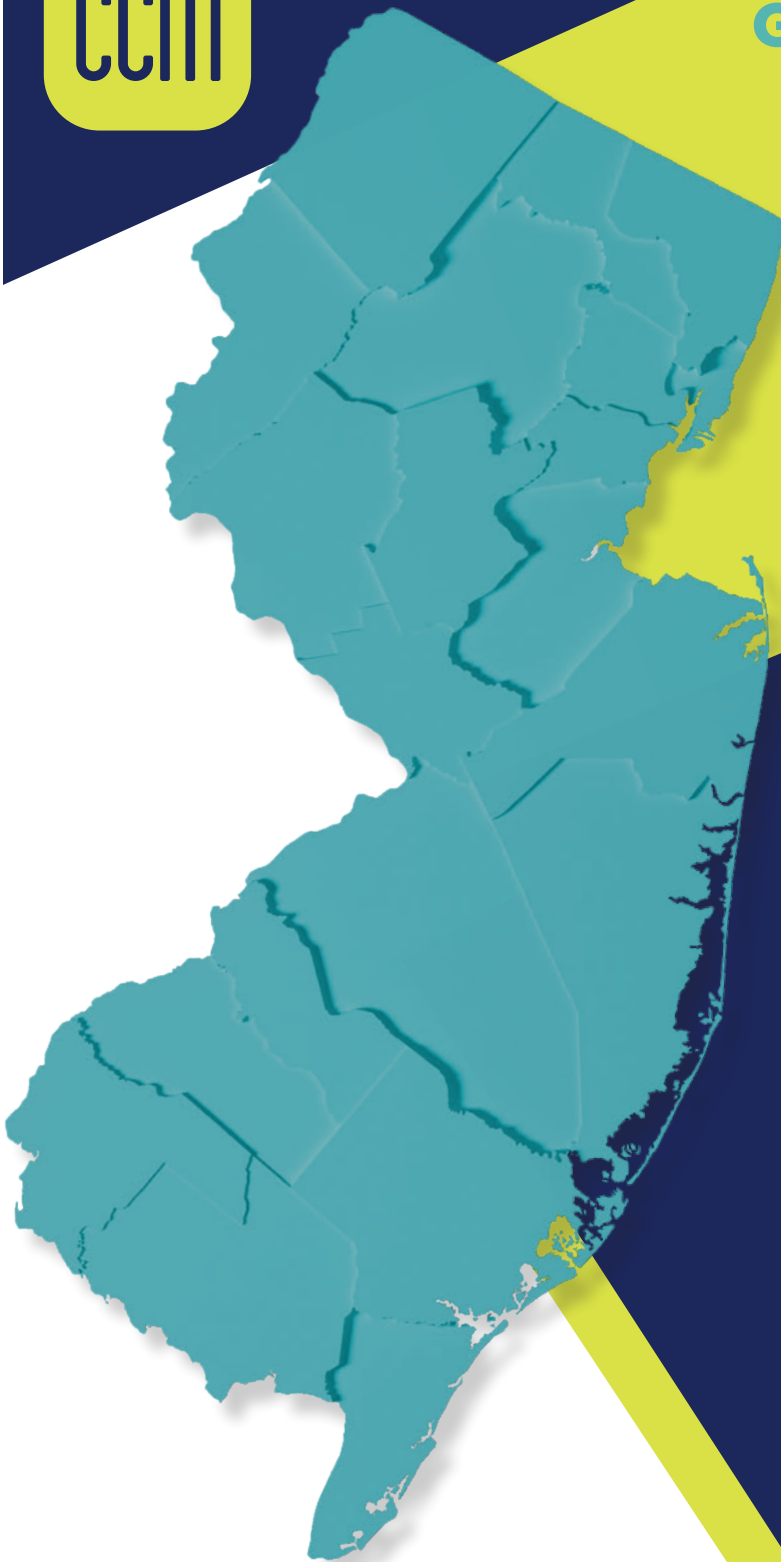
For updates, changes and additional information, please visit our website.

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GRANT-SUPPORTED TRAINING FOR NEW JERSEY BUSINESSES



To qualify,
your employer must be a
New Jersey non-governmental
business. If not qualified,
contact us for options.

Before registering,
please note attendance is required
at all class sessions for this grant
program.

**See courses that would benefit
your organization?**
CCM offers dedicated customized
training to groups of 10 or more to
address specific business needs.
Delivery is available at your site,
Remote-Live or on CCM's campus.

Questions about this program?
Email cbt@ccm.edu
or call 973-328-5187

**Scan the QR code
for more information:**



CENTER FOR
**WORKFORCE
DEVELOPMENT**

GRANT-SUPPORTED TRAINING SCHEDULE AT A GLANCE

View Prerequisites and descriptions at www.ccm.edu/programs/grant-supported-training

Month	Course Name	Dates	Times	Sessions	Hours	CEU	Location
SEPTEMBER	PowerPoint Introduction	9/3 - 9/3	9 AM - 1 PM	1	4	0.4	Remote-Live
	Excel for Beginners	9/4 - 9/5	9 AM - 1 PM	2	8	0.8	Remote-Live
	Excel Intermediate	9/8 - 9/10	9 AM - 1 PM	2	8	0.8	Remote-Live
	Resilience in the Face of Change	9/8 - 9/10	1 - 4 PM	2	6	0.6	Remote-Live
	Introduction to Microsoft Office and 365	9/9 - 9/11	4 - 7 PM	2	6	0.6	Remote Live
	Managing with Confidence: Essential Skills for New Leaders	9/16 - 9/18	9 AM - 12 PM	2	6	0.6	Remote-Live
	Microsoft Word	9/16 - 9/25	4 - 6 PM	4	8	0.8	Remote Live
	Top Excel Tools for Efficiency	9/17 - 9/24	9 AM - 12 PM	2	6	0.6	Remote-Live
	Understanding and Leveraging Your Leadership Style	9/23 - 9/25	1 - 4 PM	2	6	0.6	Remote-Live
	Outlook in a Nutshell	9/29 - 10/1	4 - 7 PM	2	6	0.6	Remote Live
OCTOBER	Excel for Beginners	10/6 - 10/8	9 AM - 1 PM	2	8	0.8	Remote-Live
	Establishing Team Norms for a High Performing Culture	10/7 - 10/9	6 - 8 PM	2	4	0.4	Remote-Live
	Computer Basics	10/11 - 10/11	9 AM - 1 PM	1	4	0.4	HH - 114
	Constructive Collaboration in Teams & Organizations	10/13 - 10/15	1 - 4 PM	2	6	0.6	Remote-Live
	Microsoft SharePoint: Exploring and Understanding	10/14 - 10/16	4 - 7 PM	2	6	0.6	Remote Live
	Excel Intermediate	10/15 - 10/22	9 AM - 1 PM	2	8	0.8	Remote-Live
	Introduction to Microsoft Office and 365	10/20 - 10/22	4 - 7 PM	2	6	0.6	Remote Live
	The Ideal Team Player	10/20 - 10/22	6 - 8 PM	2	4	0.4	Remote-Live
	Top Excel Tools for Efficiency	10/21 - 10/23	6 - 9 PM	2	6	0.6	Remote-Live
	PowerPoint Introduction	10/28 - 10/30	6 - 8 PM	2	4	0.4	Remote-Live
	Interview Skills for the Hiring Manager	10/29 - 10/30	1 - 4 PM	2	6	0.6	Remote-Live
NOVEMBER	Excel for Beginners	11/4 - 11/5	9 AM - 1 PM	2	8	0.8	Remote-Live
	Microsoft Word	11/4 - 11/13	4 - 6 PM	4	8	0.8	Remote Live
	PowerPoint Introduction	11/6 - 11/6	9 AM - 1 PM	1	4	0.4	Remote-Live
	Computer Basics	11/8 - 11/8	9 AM - 1 PM	1	4	0.4	HH - 114
	Microsoft SharePoint: Exploring and Understanding	11/10 - 11/12	4 - 7 PM	2	6	0.6	Remote Live
	Excel Intermediate	11/11 - 11/12	9 AM - 1 PM	2	8	0.8	Remote-Live
	Managing with Confidence: Essential Skills for New Leaders	11/11 - 11/13	9 AM - 12 PM	2	6	0.6	Remote-Live
	Understanding and Leveraging Your Leadership Style	11/17 - 11/19	1 - 4 PM	2	6	0.6	Remote-Live
	Establishing Team Norms for a High Performing Culture	11/17 - 11/19	6 - 8 PM	2	4	0.4	Remote-Live
	Top Excel Tools for Efficiency	11/18 - 11/19	9 AM - 12 PM	2	6	0.6	Remote-Live
	Outlook in a Nutshell	11/18 - 11/20	4 - 7 PM	2	6	0.6	Remote Live
	SharePoint Advanced: For M365 Owner Training	11/25 - 12/9	4 - 6 PM	4	8	0.8	Remote Live
DECEMBER	Excel for Beginners	12/2 - 12/3	9 AM - 1 PM	2	8	0.8	Remote-Live
	PowerPoint Introduction	12/2 - 12/3	6 - 8 PM	2	4	0.4	Remote-Live
	Excel Intermediate	12/4 - 12/5	9 AM - 1 PM	2	8	0.8	Remote-Live
	Constructive Feedback in the Workplace	12/8 - 12/10	6 - 8 PM	2	4	0.4	Remote-Live
	Constructive Collaboration in Teams & Organizations	12/8 - 12/10	1 - 4 PM	2	6	0.6	Remote-Live
	Top Excel Tools for Efficiency	12/9 - 12/10	9 AM - 12 PM	2	6	0.6	Remote-Live
	Interview Skills for the Hiring Manager	12/10 - 12/11	1 - 4 PM	2	6	0.6	Remote-Live

**CCM DELIVERS CUSTOM
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FOR YOUR EMPLOYEES
AT EVERY SKILL LEVEL**

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

Contact us: CBT@ccm.edu 973-328-5187



COMPUTING AND INFORMATION TECHNOLOGIES



VIRTUAL INFORMATION SESSIONS

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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 & VISUALIZATION CERTIFICATE PROGRAM

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.

Course #	Course Title	Date	Days	Time	Location	Cost
88871	Business Analytics with Excel	Sept 9 - 16	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$299
88872	Power Business Intelligence	Sept 18 - 25	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$299
88873	SQL for Data Management	Sept 30 - Oct 7	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$299
88874	Introduction to R Programming	Oct 9 - 16	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$299
88875	Tableau Desktop Specialist	Oct 21 - Nov 6	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$749

INSTRUCTORS: Alyse Cutler, MBA, CCM Staff

*Textbooks are included.

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: Alyse Cutler, MBA

POWER BUSINESS INTELLIGENCE (BI) (CPC-660E)

PREREQUISITE: Proficient knowledge of MS Excel.

This hands-on course introduces students to Microsoft Power BI, one of the most widely used business intelligence tools for transforming raw data into compelling, interactive visualizations and dashboards. Designed for aspiring data analysts and professionals in business or technical fields, the course emphasizes practical skills in data connection, transformation, modeling, and visualization.

3 sessions: 6 hrs, CEU 0.6

INSTRUCTOR: Alyse Cutler, MBA

SQL FOR DATA MANAGEMENT (CPC-661E)

PREREQUISITE: Intermediate Computer Knowledge.

This course provides a practical introduction to Structured Query Language (SQL)—a foundational tool for accessing, managing, and analyzing data stored in relational databases. Designed for students pursuing careers in data analytics, business intelligence, or data-driven decision-making, the course focuses on writing queries to extract insights from real-world data.

3 sessions: 6 hrs, CEU 0.6

INSTRUCTOR: CCM Staff

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: CCM Staff

TABLEAU DESKTOP SPECIALIST (CPC-662E)

This hands-on course will teach participants the fundamental Tableau skills needed in the workplace and prepare them to take the Tableau Desktop Specialist (TDS-C01) certification exam. The curriculum covers key exam topics, including connecting to and preparing data with live connections, extracts, joins, and relationships; analyzing data using a variety of charts and graphs; and designing interactive dashboards and stories to effectively communicate insights.

6 sessions: 12 hrs, CEU 1.2

INSTRUCTOR: Alyse Cutler, MBA

KEY:



VETERAN SERVICES



TUITION ASSISTANCE



IN-DEMAND CAREER



INDUSTRY CREDENTIAL



JOB PLACEMENT

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.

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

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
88321	Introduction to Coding and Computer Programming	Sept 17 - 24	Wed	6-9 p.m.	Remote-Live	\$229
88323	Python PCEP Prep Part 1	Oct 1 - 22	Wed	6-9 p.m.	Remote-Live	\$499
88324	Python PCEP Prep Part 2	Oct 29 - Nov 19	Wed	6-9 p.m.	Remote-Live	\$499

INSTRUCTOR: Priscilla Burke, MA

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 with a live instructor and additional assignments for students to complete.

2 sessions: 6 hrs, CEU 0.6

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

INTERESTED IN A CAREER IN INFORMATION TECHNOLOGY BUT WANT TO IMPROVE YOUR ENGLISH FIRST? CHECK OUT OUR NEW COURSE: ESL FOR IT.

PREREQUISITE: INTERMEDIATE ENGLISH PROFICIENCY OR HIGHER

This course is designed for English language learners who are interested in pursuing careers in technology. ESL for Information Technology builds foundational tech skills while strengthening English for professional and academic success. Students will learn essential IT concepts, computer basics, hardware and software fundamentals, introductory cybersecurity, and practical problem-solving strategies: all while building their English vocabulary and communication skills. By the end of the course, students will have a clearer understanding of potential careers in the growing field of information technology.



SCAN QR Code
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.

scan here »





CYBER-TECH BOOTCAMP

Program Dates: Tuesday, September 30 -
Friday, December 12, 2025 (10 weeks, 135 hours)

Class Nights: Tuesday/Thursday 6-9pm (remote live),
Friday 6-9pm (Zoom office hours) and
Saturday 9am-2pm (in person lab)

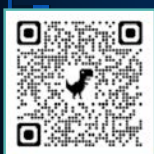
No class October 2, November 27, 28, 29

Cost: \$3,250

Includes - A+ Core 1 & Core 2 vouchers,
TestOut labs/practice materials,
135 hours of comprehensive instruction and
career readiness workshops, Lab space & support,
Access to ISC2 CC materials & exam

Email: AcceleratedPathways@ccm.edu

Call: 973-328-5219



<http://www.ccm.edu/programs/it-bootcamp/>



CENTER FOR
**WORKFORCE
DEVELOPMENT**

COMPTIA® CERTIFICATIONS

CCM is the place to prepare for the nationally recognized CompTIA® exams.

CCM makes it easy to earn CompTIA® Certifications! EVERYTHING YOU NEED IS IN ONE COMPLETE PACKAGE.

CompTIA® is the industry standard for IT professionals and a necessity for future career growth in the field. As a CompTIA® Academic Partner, we bring you the best instructor-led training with CompTIA's highly regarded course materials and certification exam prep. Experience the difference with hands-on, in-person classes in CCM's IT labs, receive CompTIA's official CertMaster student guides & e-learning resources as well as any required certification exam vouchers, all included in our package at a special discounted price. As a CompTIA® Academic Partner, we can offer more than \$700 OF SAVINGS compared to other training providers' bundles and resources.

VIRTUAL INFORMATION SESSIONS - REGISTER FOR IT PROGRAMS

Pre-Registration Required: <https://www.ccm.edu/programs/workforce-development-information-sessions/>

Course #	Course Title	Date	Time	Location	Cost
88862	CompTIA® Network+	Mon and Thurs, Sept 29 - Dec 8 (No class Nov 27)	6:30-8:30 p.m.	Remote-Live	\$1,119
88863	CompTIA® Security+	Sat, Oct 4 - Dec 13 (No class Nov 29)	9 a.m - 1 p.m.	Remote-Live	\$1,119

INSTRUCTOR: CCM Staff

*Textbook(s) required. See course description on website.

"Do you have any IT experience?"

Answer "YES!" to this interview question by showing your qualifications with CompTIA® certifications that help you stand out!

COMPTIA® NETWORK+ CERTIFICATION

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

COMPTIA® SECURITY+ CERTIFICATION

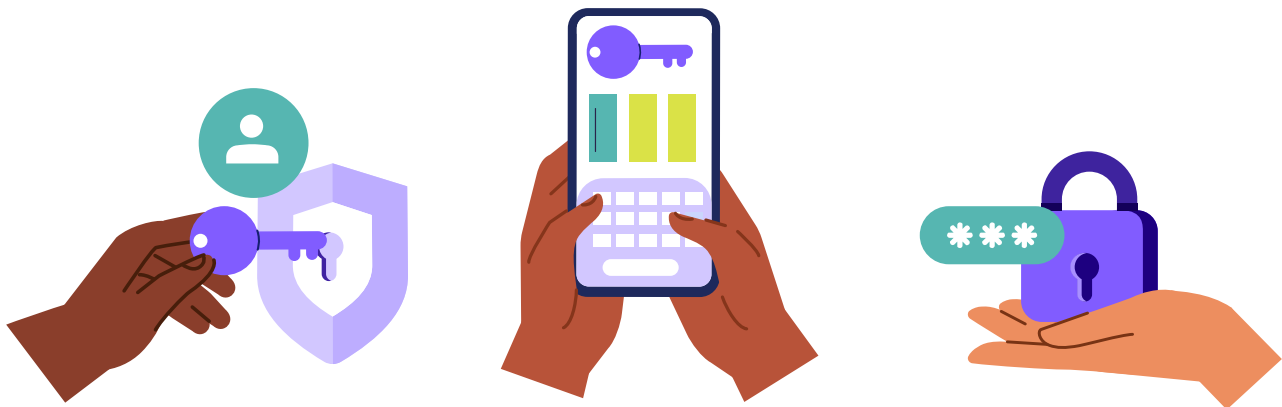
COMPTIA® SECURITY+ (CPC-611E)

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.
- Configuring and managing network users, groups and shared resources.
- Familiarity with access control measures, authentication, security policy and firewalls.
- A+ and Net+ certifications are 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.

10 sessions: 40 hrs, CEU 4.0



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 »



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

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, 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 non-certified peers
- Build confidence and competency in using Microsoft applications
- Certification does not expire

INSTRUCTOR: Elissa DeRose, MA, MLIS

IN-PERSON OPTION

Mandatory Orientation, Wed, Sept 3, 5:30-6:30 p.m.

Class dates: Sept 10-Oct 29, 5:30-8:30 p.m.

On campus: TBD

9 sessions: 24 hrs, CEU 2.4

Course: 88732

Cost: \$499

REMOTE-LIVE OPTION

Saturdays, Nov 1-Dec 13 (No class Nov 29), 8:30 a.m.-12:30 p.m.

Remote-Live

6 sessions: 24 hrs, CEU 2.4

Course: 88731

Cost: \$499

**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 10.

BUSINESS ANALYTICS WITH 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 8-9**.

INTRODUCTION TO MICROSOFT OFFICE (365)

EXPLORING AND UNDERSTANDING HOW TO USE MICROSOFT SHAREPOINT

OUTLOOK IN A NUTSHELL

POWERPOINT INTRODUCTION

MICROSOFT WORD BEGINNER AND INTERMEDIATE

EXCEL FOR BEGINNERS

EXCEL INTERMEDIATE

EXCEL ADVANCED

TOP EXCEL TOOLS FOR EFFICIENCY

KEY:



**VETERAN
SERVICES**



**TUITION
ASSISTANCE**



**IN-DEMAND
CAREER**



**INDUSTRY
CREDENTIAL**



**JOB
PLACEMENT**

THE CCM ALUMNI ASSOCIATION

welcomes you to LinkedIn, an online networking resource for CCM alumni. Stay connected and strengthen your relationship with the CCM Community.



TELL US **WHAT'S NEW!**

Have exciting news to share?
We'd love to hear from you!

Whether it's a new job, recent accomplishment, change in contact info, or an interest in getting involved—let us know! Update your information using the QR Code and keep your connection to CCM strong.



FOUNDATION



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.

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

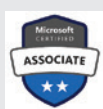
Earn any of the following
credentials at CCM!

- 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**.



NEW: HVACR Technician Training Program!

Start your career in heating, ventilation, air conditioning, and refrigeration (HVACR) with our hands-on, beginner-friendly course. Learn the basics of refrigeration systems and prepare for the EPA Section 608 Certification, covering Core and Types I, II, III—leading to potential Universal Certification.

- ✓ Based on ESCO Institute curriculum
- ✓ In-person instruction with practice exams & proctored testing
- ✓ Optional A2L refrigerant safety training
- ✓ Great for those pursuing residential, commercial, or industrial HVAC careers

LIMITED spots available! Fill out our interest form today to get early enrollment info and scholarship updates.



Scan QR code
to learn more.



Espanol En

SPANISH IN THE WORKPLACE

El Lugar de Trabajo

Bridging the communication gap between English and Spanish speakers in the workplace is crucial for fostering strong relationships and gaining a competitive edge.

- Improve your ability to communicate effectively to coworkers and clients.
- Demonstrate a willingness to learn about and respect other cultures.
- Build rapport and stronger workplace relationships.
- Expand your job skills.
- Boost productivity and efficiency.

Scan the QR code
to learn more and register.



ADVANCED MANUFACTURING BOOTCAMPS

Advanced Automation For Manufacturing Bootcamp

Learn how the exciting and rapidly growing field of robotics is integrated into the modern advanced manufacturing environment. Explore how Cobots are used alongside CNC machines to increase efficiency, precision, and automation in manufacturing processes. Earn SACA (Smart Automation Certification Alliance) Level 1 Certification.

Advanced Manufacturing Bootcamp

- Learn Shop Basics, including safety fundamentals
- Manual Machining basics
- Introduction to CAD and CAM
- Earn OSHA 10 certification
- Earn college credits towards an AAS in Mechanical Engineering Technology
- 159 total hours includes 80 shop hours
- Advanced level courses: CAM Fundamentals, NIMS Certification practice

Additional certifications include Level 1 NIMS and SolidWorks. Job Opportunities: Maintenance mechanic technician, manual machinist, CNC machinist, CAD drafter, QA/QC technician, die manufacturer and more!

**EMPLOYERS ARE READY TO
INTERVIEW STUDENTS FOR
APPRENTICESHIP OPPORTUNITIES.
CAREER PREPARATION IS AVAILABLE
TO ASSIST STUDENTS WITH MOCK
INTERVIEWS, SOCIAL MEDIA PROFILES,
RESUMES AND COVER LETTERS.**

If you are a high school administrator and leader that would like to implement this pathway for your students during HS hours, we also offer these programs for high school students who want to get a jumpstart in the workforce. To learn more, contact Jacob Fried at: jfried1@ccm.edu

**SCHOLARSHIPS
AVAILABLE**



CENTER FOR
**WORKFORCE
DEVELOPMENT**



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



ENGINEERING AND ADVANCED MANUFACTURING

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 wfd@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.

ADVANCED MANUFACTURING

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	150	15	\$2,750
CAM Fundamentals	24	2.4	\$500
NIMS Certification Prep	30	3.0	\$500

OUR BOOT CAMP OFFERS:

- College credits and industry credentials (OSHA-10 and National Institute for Metalworking Skills)
- 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:

- There are scholarships available to take this program for FREE!
- CCM has over 100 company partners and counting!

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 »



ENGINEERING AND ADVANCED MANUFACTURING

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-132E)

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-130E)

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.

FUNDAMENTALS OF AUTOMATION FOR ADVANCED MANUFACTURING (MFG-138E))

Learn how the exciting and rapidly growing field of robotics is integrated into the modern advanced manufacturing environment. Explore how Cobots are used alongside CNC machines to increase efficiency, precision, and automation in manufacturing processes. Earn SACA (Smart Automation Certification Alliance) Level 1 Certification.






**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 and Level 2: Beyond Fundamentals 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 course 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
88341	AutoCAD Level 1: Fundamentals	Oct 1 - Nov 19	Wed	5:30-8:30 p.m.	AME 134	\$629

INSTRUCTOR: Anthony Gaffney, BA

*Textbook(s) required. See course description on website.

AUTOCAD LEVEL 1: FUNDAMENTALS (CAD-233E)

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: 24 hrs, CEU 2.4

The following courses will be offered SPRING 2026

AUTOCAD LEVEL 2: BEYOND FUNDAMENTALS (CAD-234E)

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: 24 hrs, CEU 2.4

KEY:



VETERAN SERVICES



TUITION ASSISTANCE



IN-DEMAND CAREER



INDUSTRY CREDENTIAL



JOB PLACEMENT

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.

Course #	Course Title	Date	Days	Time	Location	Cost
88348	SolidWorks	Sept 23 - Nov 11	Tues	5:30-8:30 p.m.	AME 134	\$529

INSTRUCTOR: Jeff Stearns, BS

*Textbook(s) required. See course description on website.

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

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/programs/grant-supported-training/. 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	Sept 23	Tues	9 a.m.-4 p.m.	AME 136	\$199
Geometric Dimensioning and Tolerancing	Oct 2	Thurs	9 a.m.-4 p.m.	AME 136	\$199
Introduction to Manual Machining	Nov 5-6	Wed and Thurs	9 a.m.-4 p.m.	AME 136	\$379
Introduction to CNC	Nov 19 - 20	Wed and Thurs	9 a.m.-4 p.m.	AME 136	\$379

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

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 »



AWS LEVEL 1 WELDING ★ \$ ⬆️ ✓ 👤

**EARN YOUR INDUSTRY-RECOGNIZED CERTIFICATION IN CCM'S WELDING LAB
FOR AN IN-DEMAND CAREER.**



In this two-part series, 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!

INFORMATION SESSION: SATURDAY, AUGUST 23, 10-11 A.M.

Pre-Registration Required: <https://www.ccm.edu/programs/workforce-development-information-sessions/>

Next session is held on Monday and Wednesday evenings from 5:30-8:30 p.m. AND on Saturdays from 8:30 a.m.-12:30 p.m.
Class size is limited to 14 students.

NEXT COHORT STARTS ON SEPTEMBER 29. To fill out the interest form and for further registration information and dates, please visit the website at <https://www.ccm.edu/programs/aws-level-1-welding/>

INTRODUCTION TO WELDING (WDT-333E)

This course will introduce students to welding technology and welding theory with an emphasis on basic Stick and MIG welding and operating procedures. Additional topics include hand tool and power tool use, measurement, welding career potentials and introduction to welding codes and standards. The objective of this course is to introduce students to the field of welding, build their knowledge from the ground up, and enable them to acquire a range of skills in this industry. Under the guidance of the instructor, students will have the opportunity to practice welding and create a solid welding foundation to prepare them for the AWS Level 1 course.

Cost: \$1,599

AWS LEVEL 1 WELDING (WDT-215E)

PREREQUISITE: 'Introduction to Welding' course, or 1 year of work experience in the welding field.

American Welding Society (AWS) Level 1 certification will prepare you well for 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 the AWS Level 1 Entry-Welder certification exam. All students will begin with 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 these courses. In addition to the four welding processes, students will also learn thermal cutting and the foundation of welding inspection and testing.

Cost: \$4,999

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)

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.

KEY:**VETERAN SERVICES****TUITION ASSISTANCE****IN-DEMAND CAREER****INDUSTRY CREDENTIAL****JOB PLACEMENT**

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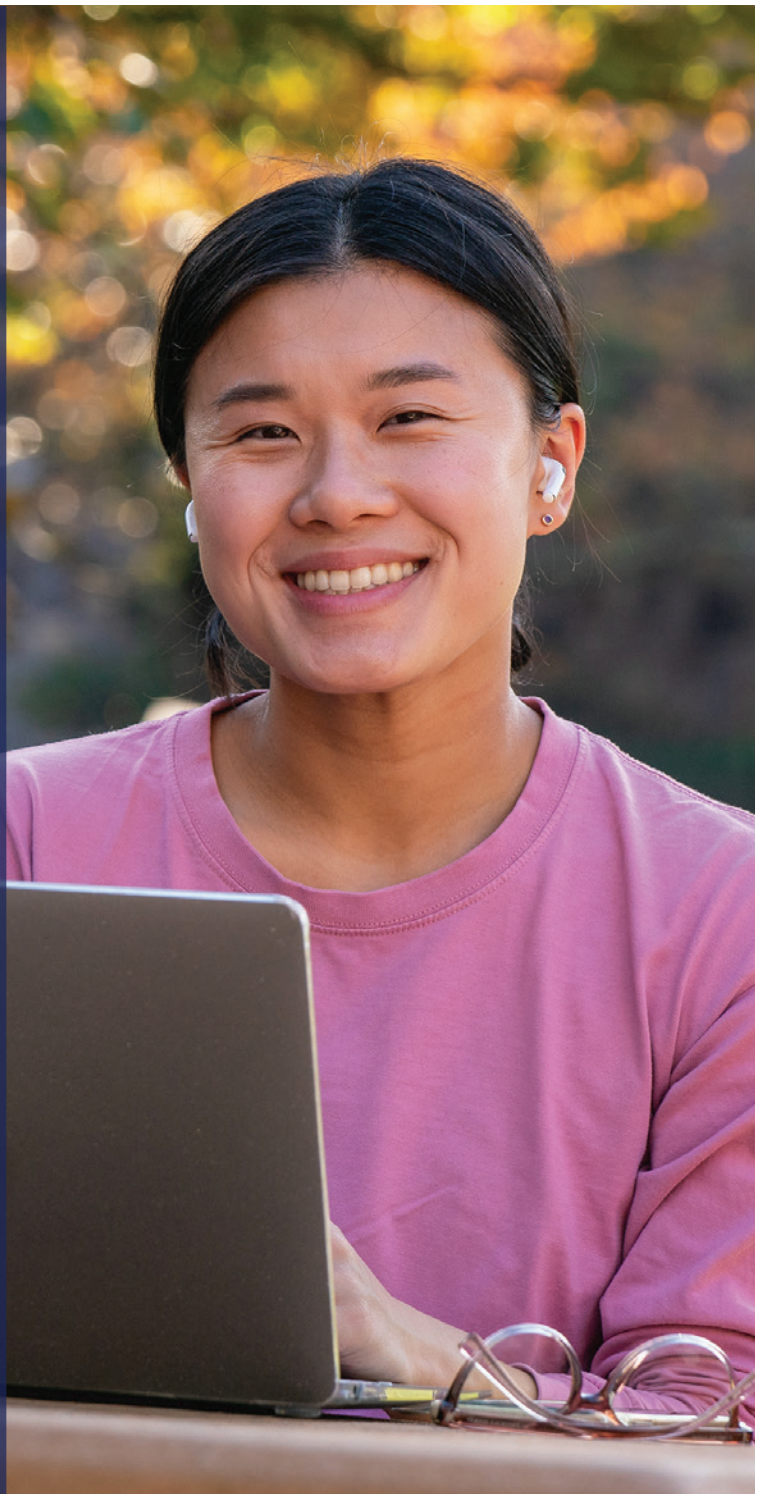
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COUNTY
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The Center for Workforce Development at County College of Morris offers a range of health occupations training programs to meet the growing demand for entry into healthcare professions, as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

ADDICTIONS COUNSELING PROGRAMS

CERTIFIED ALCOHOL AND DRUG COUNSELOR - CADC

VIRTUAL INFORMATION SESSION: AUGUST 20, 6-7 P.M.

Pre-Registration Required: <https://www.ccm.edu/programs/workforce-development-information-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.*

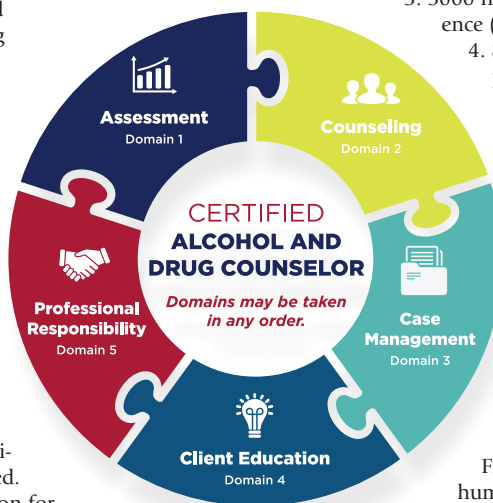
County College of Morris is an approved education provider of classroom training required by the Addiction Professionals Certification Board of New Jersey, Inc. www.certbd.com. There are multiple requirements to qualify for certification. The education provided by CCM is just one requirement.

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.

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MONDAY AND WEDNESDAY CLASSES, 6 - 9 P.M.

INSTRUCTOR: TOM VIOLA MSW, LSW, LCADC

DOMAIN I - PROFESSIONAL RESPONSIBILITY

Course	Course Name	Dates	Sessions	Hours	CEU	Cost
88261	C101 - Initial Interviewing Process (ADC - 557E)	9/15 - 9/17	2	6	0.6	\$99
88262	C102 - Biopsychosocial Assessment (ADC-917E)	9/22 - 10/1	4	12	1.2	\$198
88263	C103 - Diagnostic Summaries (ADC-918E)	10/6 - 10/15	4	12	1.2	\$198
88264	C104 - Differential Diagnosis (ADC-919E)	10/20 - 10/29	4	12	1.2	\$198
88265	C105 - Pharmacology (ADC-543E)	11/3 - 11/5	2	6	0.6	\$99
88267	C107 - Compulsive Gambling (ADC-545E)	11/10 - 11/12	2	6	0.6	\$99

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

INSTRUCTOR: RON FAINES LCADC, ACS, CCS

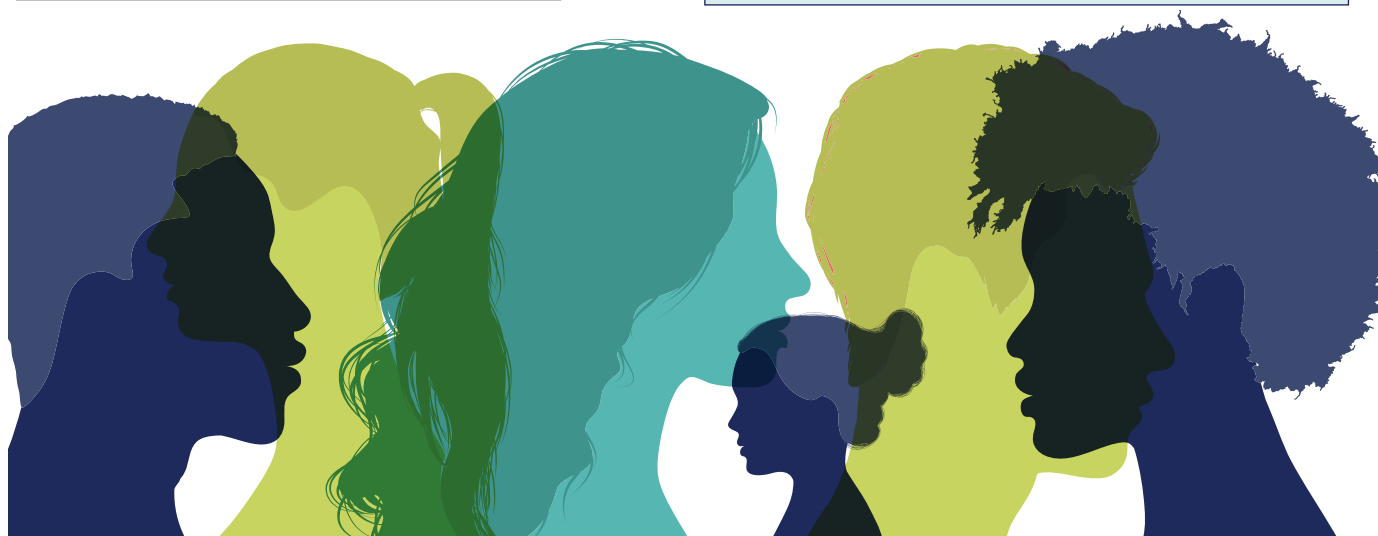
DOMAIN II - COUNSELING

Course	Course Name	Dates	Sessions	Hours	CEU	Cost
88271	C201 - Introduction to Counseling (ADC-531E)	9/16 - 9/18	2	6	0.6	\$99
88272	C202 - Introduction to Techniques & Approaches (ADC-250E)	9/23 - 9/25	2	6	0.6	\$99
88273	C203 - Crisis Intervention (ADC-533E)	9/30 - 10/2	2	6	0.6	\$99
88274	C204 - Addiction Focused Counseling (ADC-251E)	10/7 - 10/23	6	18	1.8	\$297
88275	C205 - Group Counseling (ADC-535E)	10/28 - 10/30	2	6	0.6	\$99
88276	C206 - Family Counseling (ADC-252E)	11/4 - 11/13	4	12	1.2	\$198

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

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!



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 »



HEALTHCARE PROFESSIONALS CLINICAL TRAINING PROGRAMS

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

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 #
Sept 13	88211
Oct 11	88212
Nov 15	88213
Dec 6	88214

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

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.

INSTRUCTOR: CCM Staff

*Textbook(s) required. See course description on website.

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.

Cost: \$99

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.

Cost: \$3,000

Class size is limited to 10 students.

Check our website for future dates.



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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.

*Textbook(s) required. See course description on website.

VIRTUAL INFORMATION SESSION: SEPTEMBER 3, 6-7 P.M.

Pre-Registration Required:

<https://www.ccm.edu/programs/workforce-development-information-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. Students must pass English and Math CASAS literacy exam at the 8th grade level. Please email wfd@ccm.edu with any questions.

Course: 88620

Cost: \$99

YOU MUST REGISTER FOR YOUR SCREENING CLEARANCE NO LATER THAN SEPTEMBER 22 FOR THE FALL 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. 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.

Fall session to begin on or about October 6

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

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!

**PERIPHERAL IV THERAPY SKILLS****SATURDAY CLASSES**

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

Cost: \$249

Date	Course #
Sept 6	88491
Nov 1	88492

INSTRUCTOR: Mora Karas, MSN

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.

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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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 2026. 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-development/workforce-programs/>

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.artt.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 **August 25, 2025**. 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

Clinical education will be offered during day, evening and weekend hours. Clinical education hours will be scheduled by program faculty. Students will participate in CT, MRI or Mammography as appropriate. Clinical placements may be made available at local area hospitals and freestanding clinical affiliates. Mammography clinical is only available at Atlantic Health System, Morristown. Clinical experiences to achieve competencies are paid for by the student and scheduled for six-month periods. Additional six-month periods to complete competencies are also offered at the student's expense.

REGISTRATION PROCESS:

All students entering the program must provide proof of the following:

- Certification by the American Registry of Radiologic Technologists in a primary discipline (radiography, radiation therapy and nuclear medicine)
- Copy of New Jersey Department of Environmental Protection license in Diagnostic Radiography
- Current resume
- Prior to entering the clinical courses, the student must have a criminal background check, 11-panel drug screening, physical health exam, current immunizations, flu vaccine, malpractice insurance and current American Heart Association Basic Life Support Certification (BLS). The clinical requirements will be explained at the first lecture class and are not requirements for attendance at the lecture classes
- All of these requirements are met at the student's expense

If you need to update your current BLS/CPR certification, see page 26

Course #	Course Title	Date	Days	Time	Location	Cost
88531	Cross Sectional Anatomy – 32 hours	Sept 11 - Nov 20	Thurs	6-9 p.m.	Remote-Live	\$450
88532	CT Lecture – 66 hours	Sept 8 - Nov 19	Mon and Wed	6- 9 p.m.	Remote-Live	\$1,000

For updated information about these courses, visit <https://www.ccm.edu/programs/north-jersey-imaging-academy/>
Contact Professor Denise Vill'Neuve for clearance and registration information at dvillneuve@ccm.edu

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CROSS SECTIONAL ANATOMY – 32 HOURS - REQUIRED FOR CT AND MRI LECTURE (AHP-374E)

This is a 32-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.

11 sessions, 32 hrs

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.

22 sessions, 66 hrs

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.

The following courses will be offered Spring 2026

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.



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

Registration instructions at www.ccm.edu/workforce-development/

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 »





MEDICAL BILLING AND CODING

NEW CERTIFICATION PREPARATION OPPORTUNITIES

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 of \$71,361 annually, according to the AAPC's 2023 Medical Coding and Billing Salary Report.

**INFORMATION
SESSION:**
August 13,
6-7 p.m.

The Center for Workforce Development's Medical Billing and Coding 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. Certification offered:
 - Certified Coding Specialist (CCS)®
- American Academy of Professional Coders (AAPC) - the nation's leading medical coding certification organization. Certifications offered:
 - Certified Professional Coder (CPC)®
 - Certified Professional Biller (CPB)®

The program will deliver excellence by providing 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 program:

COUNTY COLLEGE OF MORRIS

OPPORTUNITY PROGRAMS



WHAT YOU WILL LEARN

CCM's Opportunity Programs, designed for adult students with intellectual or developmental disabilities, introduce skills needed to be successful in a work environment. The programs are intended for students who have both the capacity and the desire to become a member of the workforce. These courses are not meant to teach independent living skills; they are prevocational training programs. Class size is limited to 8 students per session.

Each program teaches skills needed to prepare for an entry-level job in the field. All programs also include a career workshop series on topics such as resume preparation and interview skills. Scholarships may be available for qualified students ages 18-24, or 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.



CAREER PATHWAYS:

- Culinary
- Horticultural
- Office Assistant
- Home Improvement Retail Specialist

CONTACT INFORMATION

Sarah Robey,
Transition Program
Coordinator
srobey@ccm.edu
973-328-5189

Wendi Manderioli,
Transition Success Coach
wmanderioli@ccm.edu
973-328-5073

continued on next page...



For more information, scan the QR code.

214 Center Grove Road, Randolph, NJ 07869
973-328-5000 • www.ccm.edu



CULINARY OPPORTUNITY PROGRAM I

Students focus on fundamental culinary skills and have the chance to earn the ServSafe food handler certification. They acquire skills that prepare them for an entry-level position in food production, restaurants, supermarkets or delis. Students will gain experience in following recipes, knife cuts, preparing dishes, equipment cleaning and maintenance, sanitation and safety measures, and basic nutrition.

Cost: \$3,499

CULINARY OPPORTUNITY PROGRAM II

In this continuation course, students begin with a review of professional standards, and the tools and equipment for the bakeshop. Students will learn how to prepare a variety of baked goods, measure accurately for recipes, and decorate their creations. Students will make breads, cookies, pastries, cakes, and frostings.

Cost: \$2,999

HORTICULTURAL OPPORTUNITY PROGRAM

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

Cost: \$2,999

OFFICE ASSISTANT OPPORTUNITY PROGRAM

This program prepares students to work in a clerical position in an office setting. Students will learn skills such as filing, typing, and organization. In addition, they will learn basic Microsoft office software applications, including Word and Excel. Students will have the opportunity for hands-on practice through assignments and situational role-playing. Part II may be offered depending on interest and availability.

Cost: \$2,999

HOME IMPROVEMENT RETAIL SPECIALIST OPPORTUNITY PROGRAM

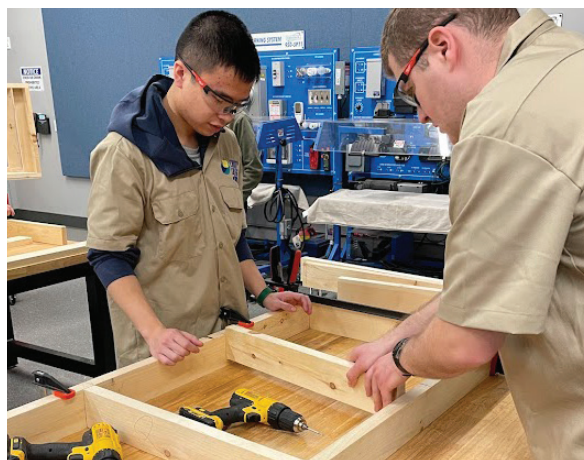
This course teaches vocational skills to prepare for careers at home improvement retail locations, hardware stores, and warehouses. Topics include the safe use of tools, moving and securing materials, and proper use of equipment. Students are introduced to the carpentry, electrical, and plumbing fields, and they get hands-on practice applying what they learn in a workshop setting.

Cost: \$2,999

Learn more about these programs at:

<https://www.ccm.edu/programs/opportunity-programs/>

For enrollment information, please contact Sarah Robey at srobey@ccm.edu or 973-328-5189. If you are an employer who is interested in partnering with us to recruit our Opportunity Program graduates, contact Wendi Manderioli, Transition Success Coach wmanderioli@ccm.edu or 973-328-5073.



INFORMATION SESSION

August 25, 7-8 p.m.

Scan QR code for details.



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
88521	Alternate Route to Teaching – 50-hour Preservice Component	Sept 15 - Nov 24 (No class Sept 22)	Mon	6-9 p.m.	Remote-Live	\$399

INSTRUCTOR: Robert I. Grundfest, M.Ed.

*Textbook(s) required. See course description on website.

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 Step 1: Establishing Eligibility (nj.gov)

- 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/alternative-route-to-teaching/>

Candidates complete the 50-hour Alternate Route to Teaching – Preservice course through 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, The 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/alternative-route-to-teaching/> or contact Kristin DeRose at 732-224-2883 or email kderose@brookdalecc.edu. 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 (ELL)

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, Pronunciation 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. The exam fee is \$20.
- Register for a specific date/time using the course # online or in our office at the Student Community Center, SCC 125.
- Testing will be held in the Learning Resource Center, 1st floor, CCM Testing 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.	Ventures Basic Student's Book
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 (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) Intermediate - Advanced	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) Intermediate - Advanced	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

*Textbook(s) required. See course description on website.

*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

Fall 2025: ALL CLASSES \$300, 40 HOURS, 20 SESSIONS, 4.0 CEUs.

CLASSES ARE IN-PERSON AT CCM. CHECK THE LOCATION FOR EACH CLASS.

YOU MUST COMPLETE PART 1 BEFORE MOVING ON TO A PART 2 CLASS.

FOR FULL CLASS SCHEDULE please visit our website www.ccm.edu/programs/english-language-learning/

KEY:



**VETERAN
SERVICES**



**TUITION
ASSISTANCE**



**IN-DEMAND
CAREER**



**INDUSTRY
CREDENTIAL**



**JOB
PLACEMENT**

COUNTY COLLEGE OF MORRIS

CENTER FOR
WORKFORCE
DEVELOPMENT

The Center for Workforce Development at County College of Morris offers English language classes to help non-native speakers improve their language skills and fluency.

El Centro para el Desarrollo de la Fuerza Laboral del County College of Morris ofrece clases de inglés para ayudar a los hablantes no nativos a mejorar sus habilidades y fluidez en el idioma.

- Classes offered at flexible times
- All levels from Early Beginner to Advanced
- Conversational ESL classes to improve confidence and fluency
- Ofrecemos cursos en horarios flexibles
- Todos los niveles desde principiante hasta avanzado
- Cursos de Conversación de ESL para ganar la confianza y mejorar la fluidez



- **ESL classes focused on specific career paths.**
- **Pronunciation ESL classes to improve pronunciation and communication skills.**

See our website for more information.



- **Las clases de ESL se centrarán en trayectorias profesionales específicas.**
- **Clases de inglés como segundo idioma para mejorar las habilidades de pronunciación y comunicación.**

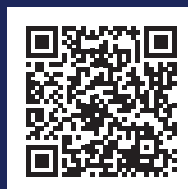
Consulte nuestra página web para obtener más información.

To learn more about the program, compare levels of instruction and view the course schedule, visit ccm.edu/programs/english-language-learning/

Contact us with questions at wfd@ccm.edu or 973-328-5187.

Para obtener más información sobre el programa, comparar los niveles de instrucción y ver el horario del curso, visite ccm.edu/programs/english-language-learning/

Contáctenos con preguntas en wfd@ccm.edu o al 973-328-5187.



ALREADY REGISTERED AT CCM?

REGISTERED STUDENTS GAIN ACCESS TO THESE EXCLUSIVE BENEFITS:

- Register with **JobConnect** to access full-time and part-time jobs posted by area employers.
- Fine-tune your job search using our online tools and techniques. These college-sponsored online services are available 24/7:
 - **SkillsFirst** offers advice, samples and AI technology to create focused, targeted resumes with suggested “key words”. The system offers hundreds of resume and cover letter examples, practice interviews and professional video coaching.
 - Explore career options and occupational employment outlooks on **Career Concourse**.
- Individualized assistance is available in person, through Zoom, by phone or email, with hours that **include evenings**.

Ready to move to the next level?

- Talk to a Career Services professional to discuss the **next step** on your career ladder.
- Get up to date information on your career outlook, current wages and major companies in your field.

Regardless of where you are in your career, CCM Career Services is here to meet your needs.

Visit Career Services at CCM to explore our programs and services!

<https://www.ccm.edu/student-support/career-services/>

SCAN QR CODE to learn more!



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 classroom community that develops confidence in their English language communication.

Bret Babich, MA - Bret has over 15 years of experience in analyzing and transforming complex data into actionable insights. He has experience in the public and private sectors of industry working with a wide variety of datasets. He earned an MA from Southern New Hampshire University and holds multiple industry credentials.

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 the 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 from County College of Morris.

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.

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, where she developed a passion for business writing and the challenge of communicating highly complex information in clear,

vivid terms. 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 County College of Morris.

Priscilla Burke, MA - After beginning her own education at CCM, Priscilla 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.

Patricia Cardenas Randall, MBA, D&I, Strategic Advisor - Patricia brings over 30 years' experience as an accomplished HR Business Partner, Global HR Operations Leader, and HR Advisor, specializing in connecting organizational strategy with bespoke HR solutions. Her expertise spans diverse industries such as biotech, consumer products, life sciences, public health, technology, non-profits, and startups in the US and globally. Patricia holds a BA in Economics from the University of California San Diego, an MBA from the University of Michigan, and a Diversity & Inclusion for HR Certificate from Cornell University.

Susie Christensen, MBA - Susie Christensen has experience working in leadership development and corporate training, with a focus on teaching interviewing skills to managers. After leaving the corporate world, she worked as an independent consultant in those areas and has been teaching in CCM's business department since 2020. She received her bachelor's degree in psychology from Princeton University and an MBA and masters in Industrial and

Labor Relations from Cornell University. She loves teaching in many capacities, and teaches fitness classes as well.

Alyse Cutler, MBA - Alyse has over 5 years of experience in Supply Chain Management and has been instructing computer software skills classes for over 2 years. She holds an MBA and a Bachelor of Science degree in Information Systems from Ramapo College in NJ. Currently, Alyse teaches Microsoft Office classes at Rockland BOCES. She has also instructed Microsoft Office and Power BI classes as well as data analysis using Microsoft Excel for employees in Bergen County through the Bergen Community College Workforce Development program. Alyse looks forward to helping individuals and businesses improve their computer software skills with a hands-on and engaging learning approach.

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, MA, MLIS - Elissa's background in the Education, Information Literacy, and Technology Literacy fields spans a wide range of areas over her 20 year career including holding current roles as a Technical Services Supervisor in the NJ public libraries, CCM Workforce Development instructor, and adjunct Information Literacy/Technology Literacy faculty at a NJ university. Past experience includes faculty and administrator roles in private and public K-12 schools, adult education instruction, and professional roles in the public library systems. 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 training, instructional support/coaching, program development, curriculum development, research, and Information Literacy/Technology Literacy.

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.

Genetie Ejigu-Laryea, MA - Genetie has been an ESL instructor, administrator, and teacher trainer for over 30 years. She has a 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.

Ronald Faines, LCADC - Ron has been teaching CAD 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 Soulphria Project in 2017.

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.

Andrew Goldstein, BA, CEH (ISO/IEC 17024) - Andrew is a cybersecurity professional who possesses over five years of combined cybersecurity and information technology experience, plus is an EC-Council accredited Certified Ethical Hacker. Andrew was a DSSI research assistant during his time at Drew University and graduated with a Bachelor of Arts in Mathematics. He then worked as a consultant and penetration tester for a NJ based cybersecurity firm before leaving to found his own tech startup. In his current role at the County College of Morris, Andrew is busy supporting people of all different backgrounds to become the next generation of cybersecurity professionals.

Instructors

Vanessa Gonzalez, MEd - Vanessa is a dedicated educator who holds a Master's Degree in Curriculum and Instruction. She will complete her ESL certification in June 2025. With 13 years of experience in bilingual and bicultural certification, Vanessa connects with a diverse range of students and fosters inclusive learning environments. She creates engaging, culturally responsive lessons that inspire curiosity and a love for learning. She inspires her students to become lifelong learners and thoughtful leaders in their communities.

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 (NPTNJ) program since its inception in 2003 and has been an educator in public schools and universities for 35 years. Teaching defines him professionally; he brings a passion for education to the classroom every day.

Brian Hamilton, AAS - Brian has over 10 years of industry experience where he spent most of his time as an engineering technician and machinist for the Department of Defense at Picatinny Arsenal. Brian has also spent the past 8 years as a technology teacher at Morris Hills High School as a CTE metalworking instructor. He received an associate's degree in the applied sciences from the County College of Morris. His strengths include mechanical drawings, engineering design, 3D modeling, manual and CNC machining, metrology, sheet metal, welding, fabrication and process improvement.

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.

Musa Husseini, MS - Musa has over 25 years of experience in various technology roles, including systems administrator, network engineer, SAP consultant, and technical trainer. He recently worked as a technical account manager at Amazon Web Services for large financial companies and previously as a patent examiner at the United States Patent and Trademark Office. Musa has also taught technical subjects for over 20 years. He holds an MS in IT Administration and Security, a BSc in Electrical Engineering and Mathematics, and is pursuing a doctoral degree in Cybersecurity and Data Assurance.

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 Kaita, 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.

Pauline Karakat, MA - Pauline has been working as an English as a Second Language Instructor for over 10 years. She is committed to helping individuals who want to improve their English language skills to reach their professional, academic, and/or personal goals. One way she does this is by framing English language reading, writing, speaking, and listening exercises with an American cultural context; Pauline believes that this can help students achieve their desired level of linguistic fluency. Before receiving her TESOL (Teachers of English to Speakers of Other Languages) certificate, she received a Bachelor of Arts degree in English from Seton Hall University and a Master of Arts in Interdisciplinary Studies from New York University's Gallatin School of Individualized Study.

Mora Karas, MSN, RN - Mora is a registered nurse of seventeen years and an educator at heart. She has clinical experience in acute care, surgical services, long term care, infection control and staff development. She is a full time faculty member of the nursing department at County College of Morris. Mora has been recognized for her ability to connect with her students and meet their diverse learning needs.

Michael Keane, BA, CELTA - Michael Keane 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.

Jennifer Keeling, BS - Jennifer is an accomplished high school math teacher who has taught the full high school mathematics curriculum over her years as a New Jersey high school math teacher. Teaching is a second career for Jennifer. A graduate of Virginia Tech with a BS in Management Science, Jennifer first worked as a systems engineer at a major international technology company and then worked as a senior programmer at a leading insurance company. After many years, Jennifer decided to return to university to earn a BA in Mathematics and a teaching certificate from Saint Elizabeth University. Jennifer graduated from

Saint Elizabeth University with Highest Honors and was recipient of the university's Mathematics Award. Nothing inspires Jennifer more than interacting with and helping others, especially helping students learn and advance their knowledge of math.

Madhavi Kulkarni, BArch, LEED AP - A passion for teaching, coupled with her completion of the Rutgers Master Gardener program of Morris County, pointed Madhavi towards teaching the Horticulture Opportunity Program at CCM. In 2023-24, she had 100+ hours of volunteer experience at arboreturns in Morris County, closely working with professional gardeners to improve and maintain the public gardens. Madhavi also has 20 years of experience in architectural and landscape design with a bachelor's degree in architecture and LEED AP accreditation. With this blend of technical leadership and experience, Madhavi brings an understanding of equipping students with practical skills, and positions her to contribute to CCM's mission of helping students prepare for employment.

Brian Mate, MA - Brian holds a Master of Arts in Educational Leadership from Montclair State University and has taught Mathematics to students in Northern New Jersey for over 13 years. He works with NJ educators in a leadership capacity to integrate curricula to build global competency. Brian is dedicated to improving lessons and procedures to ensure the success of all students.

Gregory Matechak - Greg Matechak is an AWS qualified welder in structural stainless steel (D1.6), experienced with MiG (GMAW), TiG (GTAW), Stick (SMAW), and Flux Core (FCAW). He has worked as an instructor in multiple subjects, teaching a variety of students throughout New Jersey.

Frank Mezle, M. ED, LDTC - Frank has over 10 years of experience in the field of education. He received his bachelor's degree in elementary education, social studies, and special education from William Paterson University. Frank has gone on to obtain a masters in special education plus his Learning Disabilities Teacher Consultant certificate and Supervisor certificate from William Paterson University as well. Frank's specialization lies in his ability to work with all types of learners to help them grasp all types of social studies material. Frank is also a longtime special education rights advocate who donates time to help parents navigate the special education process for their children. As an additional skill, Frank also received his Drone Pilot license through County College of Morris' Certified Drone Pilot program.

Ariel Mojena, CPA - Ariel is a licensed CPA, QuickBooks Certified ProAdvisor and senior finance professional with over 25 years of corporate accounting and finance experience. He has his own accounting and tax business that helps small and mid-sized business leaders with real-time business insights and solutions. Ariel teaches Principles of Accounting at Eastwick College and looks

forward to sharing this information with CCM students to help them prepare for a financial career.

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.

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.

Dave Oldenhage, BS, CPhT, CHEP - Dave earned his Bachelor of Science degree from Montclair State University and was trained in non-sterile and aseptic compounding by PCCA in Houston, Texas. He has been educating students in Pharmacy Technician Programs and related subjects for over 15 years. Dave has held managerial positions within independent homecare and compounding pharmacies and institutional pharmacies across the tri-state area. As a Curriculum Specialist for the United States Department of Education, he develops compliance policies for accredited vocational schools. Dave continues his education as a Certified Higher Education Professional and being an active member within the Pharmacy Technician Certification Board (PTCB) and National Pharmacy Technician Association (NPTA).

Joan Pinto, MA - Joan has taught ESL for more than 15 years. Her teaching experience includes years of 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.

Kyle J Runo - Kyle brings extensive experience from the energy, aerospace, and defense industries to his role as an Advanced Manufacturing Instructor at County College of Morris. He teaches students how to integrate CAM, CAD, and machine tools into efficient manufacturing processes. A graduate of the Workforce Development Program, Kyle advanced to Head of Milling Operations at Colinear Machine and Design, where he helped develop and oversee the production of components for F15 and F16 fighter jets and Black Hawk helicopters. He later founded Elite Engineering Solutions LLC, most notably contributing to projects such as General Dynamics nuclear submarines, Collins Aerospace jet engines, NNSA nuclear weapons development and testing, and the SpaceX Falcon 9 rocket. Kyle's goal here at CCM is to inspire future engineers and machinists to reach their fullest potential through hard work and the relentless pursuit of greatness.

Julia Salgado, MS, MBA - Julia is a certified Change Management practitioner with over 20 years of experience in the Consumer-Packaged Goods (CPG), Quick Service Restaurant (QSR) and Life Sciences industries. As the Change Management Program Lead at Bayer Crop Science IT, she is passionate about guiding individuals and teams through complex change, helping them navigate challenges with clarity. Julia is also a certified facilitator for programs such as the Six Working Genius, PsychoGeometrics Shapes, and #IamRemarkable. She is also an active Leadership Team member for the Crop Science IT igniTe employee engagement program and serves as communications lead for the GROW Women in IT business resource group. Julia holds a BA in Criminal Justice (Northeastern Illinois University), an MBA (Lakeforest Graduate School of Management), and an MS in Learning and Organizational Change (Northwestern University). In addition, she volunteers with the Posse Foundation, supporting inner-city youth with extraordinary leadership potential.

Tom Schnipp, MEd, PMP, CSM - Tom has over 25 years' experience managing IT and business projects in the nonprofit, 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 Sferra, MEd - Brian has taught ESL for more than 25 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. His real-life experience in the business world from 1972-1994 and love of language has enabled him to share and teach non-native English learners.

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 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 is an active member and volunteer with the Sussex-Warren Human Resource Management Association.

Victoria Tamburro, MSBA - Victoria has a diverse background in software development and music education. She holds a Bachelor of Music degree from Temple University and a Master of Science in Business Analytics from Rutgers University, where she graduated Summa Cum Laude. With 5 years of experience at Miles IT as Software Development Lead and Project Manager, Victoria's expertise lies in system architecture, machine learning, and data analytics. She excels in leading teams and is passionate about using technology to create impactful solutions while remaining committed to continuous learning.

Anne Marie Tatkov, MEd - Anne Marie has over 25 years' experience working with students in Ireland, New Jersey and Texas. She teaches elementary school, as well as workshops at Artworks, extra-curricular art in local schools, and at CCM. She has degrees from The National College of Art & Design in Dublin, Ireland and The College of New Jersey. Her strengths in art and language help to alleviate the learning burden on the multi-language learner. She provides a relaxed, nurturing environment for students in order to enhance their learning experience and unleash their true potential.

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 professional interests include fostering learner autonomy, a learner-centered approach and developing communicative skills in English.

Elsa Todd, TEFL/TESOL - Elsa is a passionate educator with dual expertise in language instruction and communication. With over 20 years of experience as a Certified TEFL/TESOL and Spanish Instructor, she brings a wealth of experience fostering language acquisition and cultural understanding in her students. Her background extends beyond the classroom as an entrepreneur with experience as a Bilingual Marketer, Social Media Professional, and Translator. This unique combination allows her to bridge the gap between language learning and practical application in today's globalized world.

Linda Trignano, MS - Linda Trignano of Trignano Consulting helps individuals and business leaders keep productivity, morale, and engagement high during turbulent times of change, trauma, and loss. Linda is a certified corporate recruiter and trainer and has served as a subject matter expert at AT&T for instructing managers on how to hire and interview. With over 23 years of facilitation experience, she works with both individuals and leaders helping them reach their full potential through mentoring, training, and coaching. Linda holds an MS in Management -Training from Montclair State University, a BA in Communications from Ramapo College, a Human Resources Certification from Rutgers University, Project Management Certification from Stevens Institute of NJ, and a coaching degree from Coach University, CO.

Robert Vendetti, BS - Robert is a master carpenter and cabinetmaker who has instructed students in vocational and technical education for over 40 years. He has experience with carpentry, welding, modular construction, solar energy systems, and more. He helps students to develop a strong work ethic while learning critical problem solving skills. Robert holds certifications for teaching Industrial Arts, Skilled Trade Carpentry and Cabinetmaking, and Electric and Gas Welding. In addition, Robert is an accomplished athlete who has competed in many marathons and cycling events.

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.

Lilisa J Williams, MBA - Lilisa has over 30 years of experience as a professional and personal development trainer and college instructor in the private sector and higher education system. She most recently led Hudson County Community College's employee development programs as the former Director of Faculty and Staff Development and former co-chair of the President's Advisory Council on Diversity, Equity and Inclusion. She holds a master's degree in human resources from Fairleigh Dickinson University, bachelor's degree in political science from Fairleigh Dickinson University, and associate's degree in business/ public administration from Union County College (Union College of NJ). Lilisa's strengths are empowering employees to maximize their performance and productivity. She has earned recognition for her ability to inspire and motivate others to go beyond their perceived limitations.

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.

Tanisha Williams, RN - Tanisha Williams is a passionate Registered Nurse with over five years of experience across long-term care, hospital, and school-based healthcare settings. As a CNA Instructor and certified Basic Life Support (BLS) Instructor, she combines clinical expertise with a strong commitment to student development. Nurse Williams is passionate about preparing the next generation of CNAs with the skills and confidence they need to excel in the field.

Jennifer Zirkel, MEd - Jennifer received a Bachelor of Arts degree in Linguistics and Spanish from Montclair State University, along with becoming TESOL 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 in order 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-development/. 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 or 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, see course description on website. 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 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/admissions/records-registration/resources-records-registration-team/>. 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 withdraw 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 TECHNOLOGY



CUSTOM BUSINESS TRAINING



WELDING



DRONE PILOT



GO BIG!

AT CCM's CENTER FOR **WORKFORCE DEVELOPMENT**

HEALTHCARE



ACCOUNTING



OPPORTUNITY PROGRAMS



DATA ANALYTICS



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-development/



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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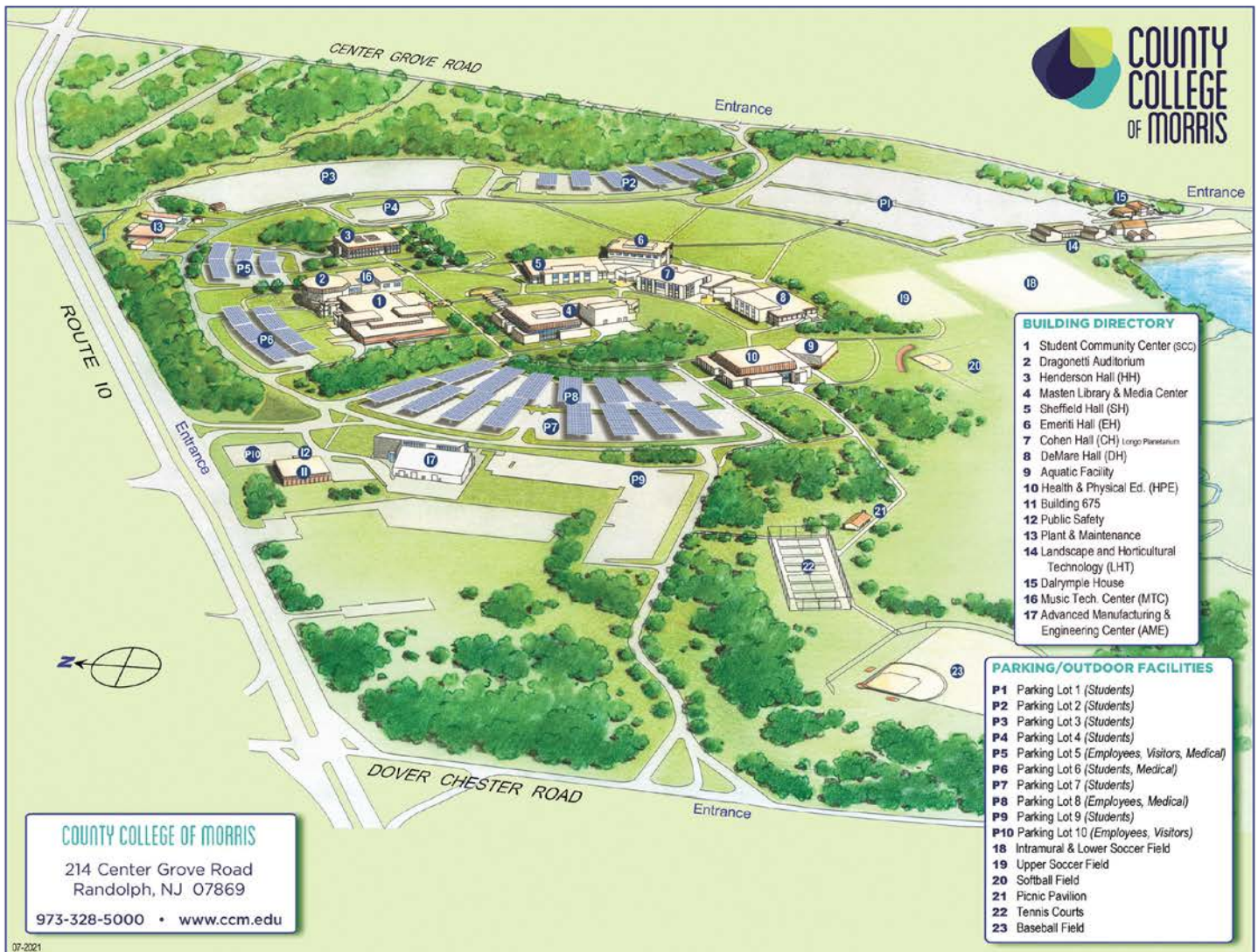
CCM Mission Statement

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 educational advancement, cultural enrichment and workforce development.

CCM Values Statement

The college is committed to serving the residents and businesses of Morris County and the State of New Jersey and to sustaining engaged citizenship with our students and community members through six value statements:

- 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 respecting individual differences** and upholding 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.



Continuing Professional Education
214 Center Grove Road
Randolph, New Jersey 07869-2086

Nonprofit Organization
U.S. Postage
PAID
Dover, NJ 07801
Permit No. 263

ECRWSS

POSTAL CUSTOMER

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/programs/workforce-development-information-sessions/
to reserve your spot and get the link!

Alternate Route to
Teaching

Business Professional

Computing and
Information Technology

Engineering and
Advanced Manufacturing

English Language
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GED

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Health Occupations

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and training needs!*

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AT YOUR LOCATION
- REMOTE-LIVE
INSTRUCTION

Contact us:

CBT@ccm.edu
973-328-5187



wfd@ccm.edu



www.ccm.edu/workforce-development