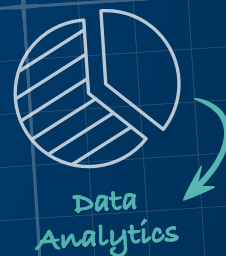
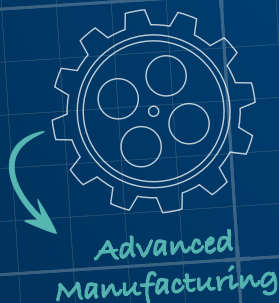


BLUEPRINT CAREER SUCCESS

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CENTER FOR
WORKFORCE
DEVELOPMENT



**Build Skills.
Build Confidence.
Build Your Future.**

“At County College of Morris, we believe in our mission of ***changing lives and strengthening communities.***”

Whether you are looking to launch a career, seeking to change careers, or an employer looking to upskill your team, there is a place for you at CCM.”

~ President,
Anthony J. Iacono



COUNTY COLLEGE OF MORRIS
CENTER FOR
**WORKFORCE
DEVELOPMENT**

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BUSINESS & PROFESSIONAL DEVELOPMENT



SCAN QR CODE

to see our program!

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 Essentials	Sept 9-Oct 26	Wed and Mon	6:30-9:30 p.m.	Remote-Live	\$999
88412	Project Management PMP®, CAPM® Exam Prep	Nov 2-Dec 14 (No class Nov 25)	Mon and Wed	6:30-9:30 p.m.	Remote-Live	\$999
28413	Microsoft Project	Jan 4 - 25 (No class Jan 18)	Mon and Wed	6:30-9 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.

CERTIFICATE IN PROJECT MANAGEMENT WITH PMP® OR CAPM® OPTION

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

PROJECT MANAGEMENT ESSENTIALS (PMC-129E)

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

14 sessions: 42 hrs, CEU 4.2

PROJECT MANAGEMENT PMP®, CAPM® EXAM PREP (PMC-131E)

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

MICROSOFT PROJECT (PMC-130E)

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

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

Project Management
Institute (PMI)



KEY:



VETERAN
SERVICES



TUITION
ASSISTANCE



IN-DEMAND
CAREER



INDUSTRY
CREDENTIAL



JOB
PLACEMENT

HUMAN RESOURCES

CERTIFICATE IN HUMAN RESOURCES PROFESSIONAL - GENERALIST

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

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 8-Oct 6	Tues	6:15-9:15 p.m.	Remote-Live	\$399
88382	Employment Law	Oct 13-Nov 17	Tues	6:15-9:15 p.m.	Remote-Live	\$429
88383	Training and Staff Development	Nov 24-Dec 8	Tues	6:15-9:15 p.m.	Remote-Live	\$299

INSTRUCTORS:

- Kenneth Sterzer, MPS, SHRM-CP, PHR
- Grace Vitale, PHR, SHRM-CP
- 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 2027

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



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 23-Oct 7	Wed	6:30-9:30 p.m.	CH 256	\$249
88232	Accounting Fundamentals and More	Mandatory Orientation, Oct 14	Wed	6:30-7:30 p.m.	CH 256	\$399
		Oct 21-Nov 18		6:30-9:30 p.m.		
28233	QuickBooks Certification Prep	Mandatory Orientation, Dec 2	Wed	6:30-7:30 p.m.	EH 215	\$699
		Dec 9-Feb 3 (No class Dec 23, 30)		6:30-9:30 p.m.		

INSTRUCTOR: Ariel Mojena, CPA

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

For Accounting classes taught in Spanish, see our website for course information.

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

8 sessions: 22 hrs, CEU 2.2

KEY:



VETERAN SERVICES



TUITION ASSISTANCE



IN-DEMAND CAREER



INDUSTRY CREDENTIAL



JOB PLACEMENT



FREE SKILLS 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
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CCM offers dedicated customized
training to groups of 10 or more to
address specific business needs.
Delivery is available at your site,
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or call 973-328-5187

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



CENTER FOR
WORKFORCE
DEVELOPMENT

FREE SKILLS 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
AUGUST	Excel for Beginners	8/3 - 8/12	6 - 8 p.m.	4	8	0.8	Remote-Live
	Bullying in the Workplace: Recognize, Prevent, and Resolve Conflicts	8/4	9 a.m. - 1 p.m.	1	4	0.4	Remote-live
	Microsoft SharePoint: Exploring and Understanding How to Use the Platform	8/4 - 8/6	4 - 7 p.m.	2	6	0.6	Remote-Live
	Excel for Beginners	8/5 - 8/7	10 a.m. - 2 p.m.	2	8	0.8	Remote-Live
	Powerful, Purposeful Public Speaking	8/10 - 8/12	9 a.m. - 12 p.m.	2	6	0.6	Remote-Live
	Simplify Routine Operations with Power Automate	8/11 - 8/13	6 - 8 p.m.	2	4	0.4	Remote-live
	Microsoft Word for Beginners	8/11 - 8/20	4 - 6 p.m.	4	8	0.8	Remote-Live
	Excel Intermediate	8/12 - 8/14	10 a.m. - 2 p.m.	2	8	0.8	Remote-Live
	Clarifying Your Goals	8/18 - 8/20	5:30 - 8:30 p.m.	2	6	0.6	Remote-live
	Managing with Confidence: Essentials Skills for New Leaders	8/18 - 8/20	9 a.m. - 12 p.m.	2	6	0.6	Remote-Live
	Develop your Emotional Intelligence	8/18 - 8/20	9 a.m. - 12 p.m.	2	6	0.6	Remote-live
	Excel Advanced	8/19 - 8/20	10 a.m. - 1 p.m.	2	6	0.6	Remote-Live
	Excel: Pivot Tables and Beyond	8/21 - 8/28	10 a.m. - 12 p.m.	2	4	0.4	Remote-Live
	Excel Useful Functions: Enhance Your Worksheets	8/26 - 8/27	10 a.m. - 1 p.m.	2	6	0.6	Remote-Live
	Excel for Beginners	8/31 - 9/2	12 - 4 p.m.	2	8	0.8	Remote-Live
SEPTEMBER	Word Intermediate	9/1 - 9/3	6 - 8 p.m.	2	4	0.4	Remote-Live
	Sharepoint Advanced for M365 Owner Training	9/8 - 9/17	4 - 6 p.m.	4	8	0.8	Remote-Live
	Spanish in the Workplace 1	9/8 - 9/24	6 - 8 p.m.	6	12	1.2	Remote-Live
	Interview Skills for the Hiring Manager	9/9 - 9/10	1 - 4 p.m.	2	6	0.6	Remote-Live
	Using AI in the Workplace	9/9 - 9/10	6 - 8 p.m.	2	4	0.4	Remote-live
	Excel Intermediate	9/14 - 9/16	12 - 4 p.m.	2	8	0.8	Remote-Live
	Microsoft Teams	9/15 - 9/16	9 a.m. - 12 p.m.	2	6	0.6	Remote-live
	Incorporating AI in Business Writing	9/15 - 9/17	6 - 9 p.m.	2	6	0.6	Remote-live
	Google Workspace	9/15 - 9/24	6 - 8 p.m.	4	8	0.8	Remote-Live
	AI in Project Management	9/15 - 9/24	6 - 8 p.m.	4	8	0.8	Remote-Live
	Excel Advanced	9/21 - 9/23	12 - 3 p.m.	2	6	0.6	Remote-Live
	PowerPoint: Beyond the Basics	9/21 - 9/23	4 - 7 p.m.	2	6	0.6	Remote-Live
	Simplify Routine Operations with Power Automate	9/22 - 9/24	6 - 8 p.m.	2	4	0.4	Remote-Live
	Constructive Collaboration in Teams and Organizations	9/22 - 9/24	9 a.m. - 12 p.m.	2	6	0.6	Remote-Live
	Understanding & Leveraging Your Leadership Style	9/23 - 9/24	9 a.m. - 12 p.m.	2	6	0.6	Remote-Live
	Bullying in the Workplace: Recognize, Prevent, and Resolve Conflicts	9/24	9 a.m. - 1 p.m.	1	4	0.4	Remote-live
	Excel: Pivot Tables and Beyond	9/28 - 9/30	12 - 2 p.m.	2	4	0.4	Remote-Live
	Establishing Team Norms for a High Performing Culture	9/28 - 9/30	6 - 8 p.m.	2	4	0.4	Remote-Live
OCTOBER	Clarifying Your Goals	9/29 - 10/1	5:30 - 8:30 p.m.	2	6	0.6	Remote-live
	Excel Useful Functions: Enhance Your Worksheets	10/5 - 10/7	12 - 3 p.m.	2	6	0.6	Remote-Live
	Introduction to Microsoft Office and 365	10/5 - 10/7	4 - 7 p.m.	2	6	0.6	Remote-Live
	Canva for the Workplace	10/5 - 10/7	6 - 8 p.m.	2	4	0.4	Remote-Live
	Intro to AI	10/5 - 10/7	6 - 8 p.m.	2	4	0.4	Remote-Live
	Resilience in the Face of Change	10/6 - 10/7	1 - 4 p.m.	2	6	0.6	Remote-Live
	Spanish in the Workplace 2	10/6 - 10/22	6 - 8 p.m.	6	12	1.2	Remote-Live
	Agile Project Management Basics	10/8 - 10/15	6 - 9 p.m.	2	6	0.6	Remote-Live
	Excel for Beginners	10/12 - 10/14	12 - 4 p.m.	2	8	0.8	Remote-Live
	Intro to Cybersecurity	10/12 - 10/21	6 - 8 p.m.	4	8	0.8	Remote-Live
	Managing with Confidence: Essentials Skills for New Leaders	10/13 - 10/15	9 a.m. - 12 p.m.	2	6	0.6	Remote-Live
	Blueprint Reading and Measurements	10/14	9 a.m. - 4 p.m.	1	6	0.6	AMEC-136
	Excel Intermediate	10/19 - 10/21	12 - 4 p.m.	2	8	0.8	Remote-Live
	Incorporating AI in Business Writing	10/20 - 10/22	6 - 9 p.m.	2	6	0.6	Remote-live
	AI in Project Management	10/20 - 10/29	6 - 8 p.m.	4	8	0.8	Remote-Live
	Geometric Dimensioning and Tolerancing	10/21	9 a.m. - 4 p.m.	1	6	0.6	AMEC-136
	Microsoft Word for Beginners	10/26 - 11/4	4:30 - 6:30 p.m.	4	8	0.8	Remote-Live

FREE SKILLS TRAINING SCHEDULE AT A GLANCE

Month	Course Name	Dates	Times	Sessions	Hours	CEU	Location
NOVEMBER	Excel Advanced	11/2 - 11/4	12 - 3 p.m.	2	6	0.6	Remote-Live
	Intro to AI	11/2 - 11/4	6 - 8 p.m.	2	4	0.4	Remote-Live
	Using AI in the Workplace	11/2 - 11/4	6 - 8 p.m.	2	4	0.4	Remote-live
	Excel: Pivot Tables and Beyond	11/9 - 11/11	12 - 2 p.m.	2	4	0.4	Remote-Live
	Analyzing data with Databricks - Intro	11/9 - 11/11	6:30 - 8:30 p.m.	2	4	0.4	Remote-Live
	Excel for Beginners	11/9 - 11/18	6 - 8 p.m.	4	8	0.8	Remote-Live
	Intro to Cybersecurity	11/9 - 11/24	6 - 8 p.m.	4	8	0.8	Remote-Live
	PowerPoint: Beyond the Basics	11/10 - 11/12	4 - 7 p.m.	2	6	0.6	Remote-Live
	Incorporating AI in Business Writing	11/10 - 11/12	6 - 9 p.m.	2	6	0.6	Remote-live
	Constructive Collaboration in Teams and Organizations	11/10 - 11/12	9 a.m. - 12 p.m.	2	6	0.6	Remote-Live
	Introduction to Manual Machining	11/11 - 11/12	9 a.m. - 4 p.m.	2	12	1.2	AMEC-136
	Resilience in the Face of Change	11/11 - 11/12	1 - 4 p.m.	2	6	0.6	Remote-Live
	Excel Useful Functions: Enhance Your Worksheets	11/16 - 11/18	12 - 3 p.m.	2	6	0.6	Remote-Live
	Microsoft SharePoint: Exploring and Understanding How to Use the Platform	11/16 - 11/18	4 - 7 p.m.	2	6	0.6	Remote-Live
	Establishing Team Norms for a High Performing Culture	11/16 - 11/18	6 - 8 p.m.	2	4	0.4	Remote-Live
	Clarifying Your Goals	11/17 - 11/19	5:30 - 8:30 p.m.	2	6	0.6	Remote-live
	Interview Skills for the Hiring Manager	11/18 - 11/19	9 a.m. - 12 p.m.	2	6	0.6	Remote-Live
	Understanding & Leveraging Your Leadership Style	11/23 - 11/24	1 - 4 p.m.	2	6	0.6	Remote-Live
	Excel for Beginners	11/30 - 12/2	12 - 4 p.m.	2	8	0.8	Remote-Live
	Outlook in a Nutshell	11/30 - 12/2	4 - 7 p.m.	2	6	0.6	Remote-Live
DECEMBER	Word Intermediate	12/1 - 12/3	6 - 8 p.m.	2	4	0.4	Remote-Live
	Introduction to CNC	12/2 - 12/3	9 a.m. - 4 p.m.	2	12	1.2	AMEC-136
	Excel Intermediate	12/7 - 12/9	12 - 4 p.m.	2	8	0.8	Remote-Live
	Google Workspace	12/7 - 12/16	6 - 8 p.m.	4	8	0.8	Remote-Live
	Interview Skills for the Hiring Manager	12/8 - 12/9	1 - 4 p.m.	2	6	0.6	Remote-Live
	Sharepoint Advanced forM365 Owner Training	12/8 - 12/17	4 - 6 p.m.	4	8	0.8	Remote-Live
	Excel: Pivot Tables and Beyond	12/11 - 12/18	12 - 2 p.m.	2	4	0.4	Remote-Live
	Understanding & Leveraging Your Leadership Style	12/14 - 12/15	1 - 4 p.m.	2	6	0.6	Remote-Live
	Excel Advanced	12/14 - 12/16	12 - 3 p.m.	2	6	0.6	Remote-Live
	Intro to Cloud Computing	12/15 - 12/17	6 - 8 p.m.	2	4	0.4	Remote-Live

COMPUTING AND INFORMATION TECHNOLOGIES



SCAN QR CODE
to see out programs.

DATA ANALYTICS AND VISUALIZATION

Data is a crucial asset for companies of all sizes, driving decisions across marketing, sales, finance, and operations. At CCM, our Data Analytics and Visualization Certificate program gives you the tools to analyze and visualize data, helping businesses make data-driven decisions.

The program includes courses in Business Analytics with Excel, Power BI, SQL, Intro to R Programming, and Tableau Desktop Specialist. These courses will equip you with the essential skills to extract insights from data, build interactive reports, and perform advanced analytics. You'll gain hands-on experience using industry-standard tools and learn how to turn complex data into clear, actionable insights.

Whether you're looking to enhance your current skills or start a new career in data analytics, this certificate program provides the foundational knowledge and practical experience to succeed in today's data-driven world.

DATA ANALYTICS & VISUALIZATION CERTIFICATE PROGRAM

The CCM Certificate in Data Analytics and Visualization, 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 29-Oct 8	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$399
88872	Power Business Intelligence (BI)	Oct 20-29	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$399
88873	SQL for Data Management	Nov 3-12	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$399
88874	Introduction to R Programming	Nov 17-24	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$325
88875	Tableau Desktop Specialist	Dec 1-17	Tues and Thurs	6:30-8:30 p.m.	Remote-Live	\$649

INSTRUCTORS: Alyse Cutler, MBA Mike Hodgetts, MS, MBA

*Textbooks are included.

BUSINESS ANALYTICS WITH EXCEL (CPC-635E)

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.

4 sessions: 8 hrs, CEU 0.8

INSTRUCTOR: Alyse Cutler, MBA

POWER BUSINESS INTELLIGENCE (BI) (CPC-664E)

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.

4 sessions: 8 hrs, CEU 0.8

INSTRUCTOR: Alyse Cutler, MBA

SQL FOR DATA MANAGEMENT (CPC-665E)

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.

4 sessions: 8 hrs, CEU 0.8

INSTRUCTOR: Mike Hodgetts, MS, MBA

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: Mike Hodgetts, MS, MBA

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 16-23	Wed	6-9 p.m.	Remote-Live	\$229
88323	Python PCEP Prep Part 1	Sept 30-Oct 21	Wed	6-9 p.m.	Remote-Live	\$499
88324	Python PCEP Prep Part 2	Oct 28-Nov 18	Wed	6-9 p.m.	Remote-Live	\$499

INSTRUCTOR: Mike Hodgetts, MS, MBA

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.

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THINK FORWARD WITH AI AT CCM

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ARTIFICIAL INTELLIGENCE (AI)

Artificial Intelligence is transforming industries across the globe, creating a need for skilled professionals who can navigate this rapidly evolving field. The AI Essentials course offers an immersive learning experience designed to equip individuals with both the technical know-how and the career development skills needed to thrive in AI-driven environments. Covering everything from machine learning algorithms to AI ethics, this program prepares students for the practical application of AI technologies.

AI ESSENTIALS (CPC 672E)

Start your journey into the world of artificial intelligence with CompTIA AI Essentials, a course designed to help IT professionals and tech-adjacent learners build a strong foundation in AI. This course breaks down complex AI concepts into accessible lessons, providing practical skills that enhance your efficiency, foster innovation, and guide you through the ethical and legal considerations of using generative AI. The is the perfect introduction for those looking to integrate AI into their career. You'll explore core AI technologies, understand their applications across industries, and learn how to use AI tools responsibly. Whether you're looking to expand your technical skill set or prepare for roles that leverage AI, this course offers a solid starting point to unlock the potential of artificial intelligence in your professional life.

8 sessions: 16 hrs, CEU 1.6

Remote-live or in-person options

Cost: \$300

INSTRUCTOR: Andrew Goldstein

AI ESSENTIALS

Course Title	Date	Days	Time	Location	Cost
CompTIA AI Essentials	Aug 17-27	Mon-Thurs	6:30-8:30 p.m	Remote-Live	\$300
CompTIA AI Essentials	Sept 14-24	Mon-Thurs	6:30-8:30 p.m	Remote-Live	\$300
CompTIA AI Essentials	Nov 2-12	Mon-Thurs	1-3 p.m	In-person	\$300

COMING SOON – watch our website for updates

- CompTIA A+
- Cybersecurity
- AI Beyond the Basics



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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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.

Course #	Course Title	Date	Days	Time	Location	Cost
88732	Microsoft Office Excel Mo-200 Certification Prep	Mandatory Orientation, Sept 1	Tues	6-7 p.m.	HH 114	\$499
		Sept 8-Nov 10 (no class Sept 15, Oct 20)		5:30-8:30 p.m.		

INSTRUCTOR: Elissa DeRose, MA, MLIS

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

PREREQUISITE: Students should be comfortable using the computer and have a working knowledge of general computer functions including using Windows, Word, using email, navigating and using online platforms, downloading and saving email attachments and documents, saving files to organized folders, and navigating to files and folders. Students should have at least a basic familiarity with the Microsoft Office platform

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.

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

9 sessions: 24 hrs, CEU 2.4

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

**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 website for more details.

INTRODUCTION TO MICROSOFT 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
EXCEL FUNCTIONS
EXCEL PIVOT TABLES

KEY:



**VETERAN
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**TUITION
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**IN-DEMAND
CAREER**



**INDUSTRY
CREDENTIAL**



**JOB
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BUILD YOUR SKILLS. BUILD YOUR FUTURE.



COMING SOON: TWO NEW NONCREDIT CERTIFICATES

ENTREPRENEURSHIP FOUNDATIONS

Turn an idea into a validated business concept—step by step.

What you'll learn

- Clarify your business idea, audience, and value proposition
- Conduct practical market and customer research you can actually use
- Build a simple business model and launch plan
- Understand essential legal, financial, and operational basics

Sample courses

- Idea to Launch: Validation + MVP
- Customer Discovery + Market Research
- Business Models, Pricing, and Revenue Streams
- Startup Legal Basics (LLC, permits, contracts)
- Finance Fundamentals: budgeting + cash flow
- Marketing Basics: messaging, channels, and offers

SOCIAL MEDIA FOR ENTREPRENEURS

Build a consistent brand presence that attracts and converts customers.

What you'll learn

- Create content that matches your customer journey (not just trends)
- Platform best practices for Instagram, TikTok, Facebook, and LinkedIn
- Build a repeatable posting system you can maintain
- Use simple analytics to improve results and save time

Sample courses

- Brand Voice + Content Strategy
- Instagram & Facebook Essentials for Business
- TikTok and Short-Form Video Basics
- LinkedIn for Small Business Growth
- Content Creation Tools (Canva, templates, workflows) Analytics, Testing, and Optimization
- Intro to Paid Social Ads (boosts + targeting)

REGISTRATION OPENS SOON.

Join the interest list, by scanning the QR code, to be the first to receive start dates, schedules, and tuition details.

Questions? Center for Workforce Development | 973-328-5187 | wfd@ccm.edu



The Center for Student Well-Being at CCM



All current CCM students are offered free services to foster success:

- Academic and Personal skill building
- Referrals for assistance
- Events and presentations
- Confidential support

Overview of the Center for Student Well-Being.

The Center for Student Well-Being (formerly the Counseling & Wellness Center) is dedicated to fostering an environment where all individuals are valued and supported. Our mission focuses on providing services that encourage personal growth and a sense of belonging for every student by providing holistic services that promote the wellness and success of the student body.

We realize that with all the daily responsibilities we have to balance, it can be easy to feel overwhelmed. Coping is going to be different for everyone, so learning unique strategies in a safe and comfortable space is important to help you manage your stress, meet your goals, and ensure your well-being. Either in person or virtually, **WE ARE HERE TO SUPPORT YOU!**

Para acceder esta información en español, utilice el botón "select language" en la parte superior de la pagina.

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ENGINEERING AND ADVANCED MANUFACTURING

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 through our Grant-Supported Training program at: www.ccm.edu/programs/grant-supported-training/. If you do not qualify to register for these trainings at no cost, please contact cbt@ccm.edu for alternate registration instructions.

The Center for Workforce Development can offer these training programs customized to your business needs. Contact cbt@ccm.edu or 973-328-5187.

Course Title	Date	Days	Time	Location	Cost
Blueprint Reading and Measurements	Oct 14	Wed	9 a.m.-4 p.m.	AME 136	\$240
Geometric Dimensioning and Tolerancing	Oct 21	Wed	9 a.m.-4 p.m.	AME 136	\$240
Introduction to Manual Machining	Nov 11-12	Wed and Thurs	9 a.m.-4 p.m.	AME 136	\$480
Introduction to CNC	Dec 2-3	Wed and Thurs	9 a.m.-4 p.m.	AME 136	\$480

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.

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SMART MANUFACTURING

Industry 4.0 and Smart Automation Technologies are revolutionizing the workplace through digitization of the manufacturing sector. Utilizing smart technologies, Industry 4.0 aims to improve productivity, efficiency, effectiveness, and flexibility, enhancing the workplace into a self-managing system. This is performed using machine learning on Cobots, electrical systems and more to automate tasks and processes to boost productivity.

Course #	Course Title	Date	Days	Time	Location	Cost
88581	Program Logic Controller (PLC)	Sept 7-Oct 21	Mon and Wed	1:00-3:30 p.m.	AME -134	\$950
88582	CNC Programming with Fusion 360	Oct 28-Nov 23	Mon and Wed	1:00-3:30 p.m.	AME -134	\$479

PROGRAM LOGIC CONTROLLER (PLC) (MFG-142E)

This course provides an introduction to industrial automation through the use of Programmable Logic Controllers (PLCs). Students will learn the fundamentals of PLC operation, including hardware components, input and output devices, ladder logic programming, troubleshooting techniques, and system integration. Through hands-on exercises, participants will develop and test control programs used in modern manufacturing environments. Emphasis is placed on industrial safety, interpreting electrical schematics, and applying PLC technology to real-world automation and process control applications. Upon completion, students will have a foundational understanding of PLC programming and troubleshooting used in advanced manufacturing and industrial facilities.

14 sessions: 35 hrs, CEU 3.5

CNC PROGRAMMING WITH FUSION 360 (MFG-143E)

This course introduces students to Computer-Aided Manufacturing (CAM) using Autodesk Fusion 360 to create CNC machining programs. Participants will learn how to import and create part models, define machining strategies, select tooling, generate toolpaths, simulate machining operations, and post-process programs for CNC milling machines. Through practical projects, students will gain experience converting engineering designs into efficient CNC programs while considering material selection, tooling requirements, feeds and speeds, and machining best practices. This course provides the skills necessary to bridge the gap between CAD design and CNC machine operation in a modern manufacturing environment.

8 sessions: 20 hrs, CEU 2.0

COMING IN SPRING 2027**ADVANCED MANUFACTURING****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
Intro to Manufacturing	24	2.4	\$250
Advanced Manufacturing Core	150	15	\$2,750

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

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	Sept 30-Nov 18	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 course will be offered in Spring 2027

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

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 1-Oct 20	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

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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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!

To fill out the interest form and for further registration information and upcoming class 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. **Note that class size is limited to 14 students.**

18 sessions: 60 hrs

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.

Note that class size is limited to 14 students.

60 sessions: 200 hrs

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

KEY:



**VETERAN
SERVICES**



**TUITION
ASSISTANCE**



**IN-DEMAND
CAREER**



**INDUSTRY
CREDENTIAL**



**JOB
PLACEMENT**

HVAC/R

EARN YOUR EPA SECTION 608 REFRIGERANT HANDLING CERTIFICATION



Course #	Course Title	Date	Days	Time	Location	Cost
88401	HVAC/R Technician	Sept 15-Nov 19	Tues and Thurs	5:30-8:30 p.m.	AME 129	\$3,000

INSTRUCTOR: Sal Giordano, MBA-EMTM

HVAC/R TECHNICIAN (WDT-335E)

This introductory course in air conditioning and refrigeration provides students with foundational knowledge of HVAC/R systems, emphasizing the vapor compression cycle. Designed as the first in a series of HVAC/R training courses, it prepares students for the EPA Section 608 Refrigerant Handling Certification. The curriculum, based on ESCO Institute's official materials, covers the Core, Types I, II, and III certification areas, leading to the potential for Universal Certification. Topics include refrigerant types, environmental regulations, recovery and disposal procedures, and system diagnostics and servicing techniques.

Students will engage in both classroom and hands-on learning activities, including quizzes, practice exams, and proctored certification testing. Upon successful completion, students will be equipped to handle refrigerants safely and legally in compliance with EPA standards, enhancing their employment prospects in residential, commercial, and industrial HVAC sectors.

20 sessions: 60 hrs, CEU 6

COMING THIS FALL!

FAA Part 107 Drone Pilot Certification Course

Take the first step toward becoming a certified commercial drone pilot with our comprehensive FAA Part 107 Drone Pilot Certification Course. This course is designed to prepare students for the FAA Part 107 Remote Pilot Knowledge Test, providing the knowledge and confidence needed to pass the exam and operate drones safely and legally for commercial purposes.

Visit: www.ccm.edu/workforce-development/workforce-programs/ 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!

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COMING SOON!

These programs are designed to provide practical, career-focused training that can help you enter the healthcare field with confidence. Watch for registration details and take the first step toward your future in healthcare.

Start your career in healthcare with CCM's new programs!

Explore exciting new opportunities in healthcare with CCM's upcoming workforce development programs:

- **Phlebotomy Technician** – Learn blood collection techniques, patient interaction, safety procedures, and laboratory best practices.
- **EKG Technician** – Gain hands-on training in performing electrocardiograms and monitoring cardiac activity to support patient diagnosis and care.
- **Patient Care Technician (PCT)** – Expand your career opportunities through this comprehensive program that combines CNA, Phlebotomy, and EKG training into one in-demand healthcare credential.
- **Dental Radiologic Technician** – Develop the skills needed to perform dental radiographic procedures, maintain radiation safety standards, and support dental professionals in patient care.



EMERGENCY MEDICAL TECHNICIAN (EMT)

This 240-hour hybrid course prepares students for entry-level practice as an Emergency Medical Technician (EMT) and may be completed as a stand-alone course or as part of an EMS certificate or degree program. The curriculum meets the National EMS Educational Standards and complies with New Jersey Emergency Medical Technician regulations (N.J.A.C. 8:40 and 8:40A). Students develop the knowledge, psychomotor skills, and professional behaviors necessary to assess, manage, and transport patients experiencing medical, traumatic, obstetric, pediatric, behavioral, and environmental emergencies. Instruction includes classroom, laboratory, a minimum of 10 hours of supervised clinical experience emphasizing evidence-based practice, patient safety, communication, and teamwork within the Emergency Medical Services system. Upon successful completion of all course requirements, students are eligible to pursue New Jersey EMT certification in accordance with New Jersey Department of Health requirements.

GO BIG
with your career in
Healthcare!

Scan QR code to find out how!



HEALTH OCCUPATIONS

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

ADDICTIONS COUNSELING PROGRAMS

CERTIFIED ALCOHOL AND DRUG COUNSELOR - CADC

VIRTUAL INFORMATION SESSION: AUGUST 20, 2026, 6-7 P.M.

Pre-Registration Required: <https://www.ccm.edu/programs/certified-alcohol-and-drug-counselor-cadc/>

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

GENERAL INFORMATION

PREREQUISITE: High School diploma or GED.

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

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

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

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

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

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

Addiction Professionals Certification Board:
<https://certbd.org/>
Legislation: <https://www.njconsumeraffairs.gov/regulations/Chapter-34C-Alcohol-and-Drug-Counselors.pdf>
Application for licensure: <https://www.njconsumeraffairs.gov/adc/Pages/applications.aspx/>
Frequently Asked Questions: https://nj.gov/humanservices/dmhas/initiatives/workforce/FAQs_Becoming_LCADC_CADC.pdf
NJ Division of Consumer Affairs, Alcohol and Drug Counselor Committee: <https://www.njconsumeraffairs.gov/adc/>



All classes are remote with live instruction.

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

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

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

scan here »



HEALTH OCCUPATIONS

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

INSTRUCTOR: TOM VIOLA MSW, LSW, LCADC

DOMAIN III - CASE MANAGEMENT						
Course	Course Name	Dates	Sessions	Hours	CEU	Cost
88281	C301 - Community Resources (ADC-253E)	9/21 - 10/7	6	18	1.8	\$297
88282	C302 - Consultation (Case Management) (ADC-254E)	10/12 - 10/28	6	18	1.8	\$297
88283	C303 - Documentation (ADC-255E)	11/2 - 11/11	4	12	1.2	\$198
88284	C304 - HIV & Resources (ADC-570E)	11/16 - 11/18	2	6	0.6	\$99

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

INSTRUCTOR: RON FAINES LCADC, ACS, CCS

DOMAIN IV - CLIENT EDUCATION						
Course	Course Name	Dates	Sessions	Hours	CEU	Cost
88291	C401 - Addiction Recovery (ADC-548E)	9/22 - 9/24	2	6	0.6	\$99
88292	C402 - Psychological Client Education (ADC-549E)	9/29 - 10/1	2	6	0.6	\$99
88293	C403 - Biochemical/Medical Client Education (ADC-256E)	10/6 - 10/22	6	18	1.8	\$297
88294	C404 - Sociocultural Client Education (ADC-551E)	10/27 - 10/29	2	6	0.6	\$99
88295	C405 - Addiction Recovery & Family Psychological Education (ADC-552E)	11/3 - 11/5	2	6	0.6	\$99
88296	C406 - Biochemical and Sociological Family Education (ADC-553E)	11/10 - 11/12	2	6	0.6	\$99
88297	C407 - Community and Professional Education (ADC-554E)	11/17 - 11/19	2	6	0.6	\$99

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!



KEY:



VETERAN SERVICES



TUITION ASSISTANCE



IN-DEMAND CAREER



INDUSTRY CREDENTIAL



JOB PLACEMENT

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 115

Cost: \$99

Date	Course #
Sept 12	88211
Oct 10	88212
Nov 14	88213
Dec 5	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

COMING IN 2027 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.

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.

Class size is limited to 10 students.

Check our website for updates:

<https://www.ccm.edu/programs/certified-nurse-aide/>



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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COMING IN SPRING 2027

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.

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.

Cost: \$99

PHARMACY TECHNICIAN CORE TRAINING (AHP-382E)

PREREQUISITES:

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

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 prepare for, and be required to sit for the PTCB's Certified Pharmacy Technician Exam.

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 5	88491
Nov 14	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.

KEY:



VETERAN SERVICES



TUITION ASSISTANCE



IN-DEMAND CAREER



INDUSTRY CREDENTIAL



JOB PLACEMENT

MEDICAL BILLING AND CODING



MEDICAL BILLING AND CODING

This program includes preparation for certifications, valuable insights from several industry experts, 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).

Course #	Course Title	Date	Time	Location	Cost
88471	Medical Billing and Coding – Part 1	Sept 12-Dec 9 (no class Nov 23, 25, 28)	Mon and Wed, 6-9 p.m. Sat, 9 a.m.-2 p.m.	Hybrid	\$2,300

INSTRUCTORS: JOANN BAKER, CCS, COC, CPC
 NICOLE TURIN, CPB, CPC, CPC-I
 ANDRI MATOS, MD, M.H.E., CHES, CDCES

*Textbook(s) required. Students must set up an AAPC account before class in order to acquire books. See course description on website.

MEDICAL BILLING AND CODING – PART 1 (AHP-376E)

- MEDICAL TERMINOLOGY
- MEDICAL BILLING 1
- ICD-10-CM INTRODUCTION
- ANATOMY AND PHYSIOLOGY
- CPT & HCPCS CODING

THE FOLLOWING COURSES WILL BE OFFERED SPRING 2027

MEDICAL BILLING AND CODING – PART 2 (AHP-379E)

- ICD-10-CPT PRACTICAL APPLICATIONS
- EVALUATION AND MANAGEMENT CODING
- NAVIGATING THE MEDICAL RECORD
- WORKPLACE SIMULATION
- PHYSICIAN'S PRACTICE MANAGEMENT
- MEDICAL BILLING 2

OPTIONAL COURSES:

AAPC CERTIFIED PROFESSIONAL CODER (CPC) EXAM PREPARATION (AHP-380E)

AAPC CERTIFIED PROFESSIONAL BILLER (CPB) EXAM PREPARATION (AHP-381E)



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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COMING SOON: Certified Medical Assistant Program

Medical Assisting: A Hands-On Healthcare Career With Purpose

Medical Assisting is a dynamic and rewarding healthcare career that blends clinical skills, patient care, and administrative expertise. Medical Assistants are often the first friendly face a patient sees when they enter a doctor's office or clinic. They play a vital role in helping both patients and healthcare providers by taking medical histories, recording vital signs, assisting with examinations and procedures, performing phlebotomy and EKGs, and managing medical records and scheduling.

Skills you will learn:

- Administer injections
- Venipuncture/blood collection
- Wound cultures
- Measure vital signs
- Electrocardiogram

And many more clinical & administrative skills

Training Includes:

- Experienced certified instructors
- Hybrid courses
- Hands on skills lab and real-world training
- Certification prep courses
- CPR/BLS Certification



Visit our website
to learn more!



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

Scan QR code for details.



TEACHING

ALTERNATE ROUTE TO TEACHING

Students with a bachelor's degree but no teacher certification can start their path to becoming a teacher in New Jersey through this program. The Introduction to Teaching course consists of 10 three-hour sessions, with readings, class discussions, and short assignments. After earning a CE and securing a teaching position, students will continue the Alternate Route curriculum at Brookdale Community College.

Requirements to Enroll:

- Bachelor's degree from an accredited institution
- Cumulative GPA of 2.75 (if graduated before September 2016) or 3.0 (if graduated after September 2016)

Course #	Course Title	Date	Days	Time	Location	Cost
88521	Alternate Route to Teaching – 50-hour Preservice Component	Sept 14-Nov 16	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 includes 30 hours of classroom training, 8 hours of observing NJ certified teachers, and 12 hours of direct student contact (as a substitute, tutor, or after-school program teacher). You will learn to:

- Create a professional portfolio (lesson plan, Philosophy of Education, resume, cover letter)
- Manage classrooms and develop a management plan
- Assess and evaluate student learning
- Integrate technology and teach diverse learners
- Incorporate literacy across the curriculum
- Build teacher-parent connections to support students
- Understand the responsibilities of being an effective educator and community member

To be employed in a New Jersey school, prospective teachers must obtain a Certificate of Eligibility (CE). Note that a CE is not required to register for the CCM pre-service course and can be obtained before, during, or after the course.

To enter the 350-hour semester phase, candidates need a CE from the NJ Department of Education, pass the Praxis II, and have a contract teaching position (not as a teacher assistant or substitute). They must also be enrolled in the Provisional Teacher Program (PTP) by their district. Before beginning the Alternate Route process, candidates should:

- Create an account on NJEdCert: <https://njdoe.my.site.com/manage/s/>
- Review the certification requirements here: <https://www.nj.gov/education/certification/teachers/index.shtml>
- Review subject and grade requirements at: <https://www.nj.gov/education/certification/certsandtitles/>

Candidates complete a 50-hour pre-service course at CCM and then take six online courses at Brookdale. For more details, visit the Brookdale Alternate Route page: <https://www.brookdalecc.edu/continuinged/careerdevelopment/alternate-route-to-teaching/>
Contact them at 732-224-2883 or kderose@brookdalecc.edu

Coming Soon – AI for Educators! Check our website 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! 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 »





GED PREP

THE KEY TO
A BRIGHTER FUTURE!

Make an Important Investment in Your Future with Our GED Preparation Program

The Center for Workforce Development offers comprehensive GED Preparation courses to help students earn their State of New Jersey High School Diploma. Our program is designed to ensure success on the General Education Development (GED) test, covering four key subjects: Reasoning Through Language Arts (RLA), Mathematical Reasoning, Science, Social Studies.

Students learn strategies for tackling various types of questions and managing test time effectively. The program emphasizes critical thinking and problem-solving skills, essential for the GED and beyond. By providing targeted instruction and test-taking strategies, our GED prep program builds skills, boosts confidence, and enhances students' chances of passing the GED while advancing their educational and career goals.

Course #	Course Title	Date	Days	Time	Location	Cost
88921	GED Language Arts	Oct 13-Dec 15 (no class Nov 26)	Tues and Thurs	5:00-6:30 p.m.	On campus	\$100
88924	GED Social Studies	Oct 13-Dec 15 (no class Nov 26)	Tues and Thurs	6:45-8:15 p.m.	On campus	\$100
88922	GED Mathematics	Oct 12-Dec 14 (no class Nov 25)	Mon and Wed	5:00-6:30 p.m.	On campus	\$100
88923	GED Science	Oct 12-Dec 14 (no class Nov 25)	Mon and Wed	6:45-8:15 p.m.	On campus	\$100

New! Math Foundations – see our website for information.

Classes are taught in-person on CCM's campus, and are offered sequentially so students can stay for two classes per evening if desired.

INSTRUCTORS: Nanette Fandino-Diaz, Jennifer Keeling, Kelly Curtiss

More information at: www.ccm.edu/programs/ged-prep/



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



ENGLISH LANGUAGE LEARNING

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 posted on the website at: <https://www.ccm.edu/programs/english-language-learning/>.
- Register for a specific date/time online or in our office at the Student Community Center, SCC 125. The exam fee is \$20.
- Testing will be held in the Learning Resource Center, 1st floor, CCM 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.

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 »

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

NEW!

- ESL classes focused on specific career paths - Workplace, IT, Healthcare
- Pronunciation ESL classes to improve pronunciation and communication skills.

See our website for more information.

¡NUEVO!

- Clases de inglés como segundo idioma (ESL) enfocadas en trayectorias profesionales específicas: lugar de trabajo, tecnología de la información (TI) y atención médica.
- 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.



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.

Isabel Alonso, Ed.D - Dr. Alonso has over 15 years of experience teaching English as a Second Language (ESL) at all levels. She has taught at Bergen Community College and Bergen County Technical Schools, where she also designed and implemented the ESL and IET in Microsoft Program. She is passionate about helping learners reach their professional, academic, and personal goals by integrating reading, writing, speaking, and listening skills with real-world applications and technology. She holds a bachelor's degree in Foreign Language (English) Education, a master's degree in Adult Education and Training, and a Doctor of Education in Educational Technology from the University of Phoenix. She is currently a full-time ESL teacher at Thomas Edison Technical & Career Academy in Elizabeth, NJ.

Suja Alum, PharmD, MS, MBA - Dr. Alum is the General Manager and Pharmacist-in-Charge for ImprimisRx NJ, a sterile compounding pharmacy. She joined ImprimisRx in 2013, when it was still in its infancy, and was instrumental in developing and growing ImprimisRx's compounding business. She received her Bachelor of Science in Pharmacy from Rutgers, The State University, NJ, and a Doctor of Pharmacy, a Master of Science in Pharmacy Policies and Outcomes specializing in Drug Regulations, and an MBA from the University of Florida. Dr. Alum began her 28-year tenure in the pharmaceutical industry while in college as a Pharmacy Technician. Past experience also includes working in a hospital setting as a staff pharmacist and as a Director of Pharmacy as well as in a Long-Term Care Facility as a Director of Pharmacy.

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.

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.

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 an HR Certificate from Cornell University.

Kelly L. Curtiss, Ed.D. - Dr. Curtiss currently serves as the Director of STEAM (Science, Technology, Engineering, Arts, and Mathematics) for Berkeley Heights Public Schools, where she oversees curriculum, instruction, professional development, and staffing. She has over 25 years of experience in education as a teacher, supervisor, and district administrator. Dr. Curtiss earned her Doctor of Education degree in K-12 Educational Leadership from Saint Elizabeth University. Her expertise includes curriculum design, instructional leadership, teacher evaluation, and building innovative STEM and career pathways. She has been recognized for fostering student-centered learning environments, leading district-wide mathematics reform, and expanding dual-enrollment and workforce development opportunities.

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.

Elissa DeRose, MA, MLIS - Elissa's background in 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. 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 focus includes 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/C 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.

Nanette Fandino-Diaz, M.Ed. - Nanette is a veteran educator with 25+ years of experience teaching Spanish at all levels, including AP Spanish Language and Culture, as well as U.S. History, Civics, and Government. She mentors new teachers, develops curriculum, and leads professional development initiatives. Currently a doctoral candidate in P-20 Education, she focuses on teacher self-efficacy and supporting students with chronic or serious illness. Her work emphasizes equity and accessibility, ensuring that all students—regardless of background or learning needs—can engage fully and succeed in the classroom.

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

Instructors

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 Souphia 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.

Gavin Gillespie, MS - Gavin has over 10 years of experience in the IT industry, having worked across diverse sectors including education, manufacturing, and technology. He holds both a bachelor's and a master's degree from Felician University. Currently, Gavin serves as an IT Remote Support Specialist, primarily supporting operations at a site in Budd Lake, NJ. In this role, he manages escalated technical issues, oversees compliance projects, handles basic networking tasks, and collaborates closely with key stakeholders to facilitate IT improvements and implement new technology solutions.

Sal Giordano III, MS EMTM - Sal has over 40 years of experience in the global HVAC and engineered products industries. He started his career with air conditioning pioneer Fedders Corporation as a junior lab technician, and rose to a senior leadership and management role. He previously served as the Group Vice President of a \$90 million global division of Fedders and CEO and President of startup Fedders Quigan Corp, in the Indoor Air Quality field. He received an Executive Master's in Business Administration and Technology Management (EMTM) from Stevens Institute of Technology. His strengths include building and leading high-performing teams, teaching and mentoring students of diverse learning backgrounds, and ensuring classroom training directly matches the high quality and performance standards of today's technology driven HVAC industry, while aligning skills and demands of employers today.

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 CCM, Andrew supports people of all different backgrounds to become the next generation of cybersecurity professionals.

Vanessa Gonzalez, MEd - Vanessa is a dedicated educator who holds a master's degree in Curriculum and Instruction. 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 applied sciences from CCM. His strengths include mechanical drawings, engineering design, 3D modeling, manual and CNC machining, metrology, sheet metal, welding, fabrication and process improvement.

William M. Herlihy, PharmD, RPh., MBA - Bill Herlihy is a licensed pharmacist with over 30 years of experience in hospital pharmacy, medication safety, and pharmaceutical education. He has practiced in oncology, cardiology, and intensive care, and served as a Clinical Pharmacovigilance Pharmacist and Pharmacy Informatics Manager with Atlantic Health System. Since 2021, Dr. Herlihy has co-facilitated the Pharmacy Technician Certification program at the County College of Morris, where he enjoys helping students gain the skills and confidence needed for pharmacy careers.

Mike Hodgetts, MS, MBA - Mike has over 15 years of experience as a Data Science and is currently Director of Data Science for a large telecommunication provider. Mike has 4 degrees from NJIT including BS Electrical Engineering Technology, MS in Engineering Management, MBA and MS in Statistics, MS in Data Science from Northwestern University and ME in Artificial Intelligence Engineering from Stevens Institute of Technology. His strengths are building and leading effective teams to find business insights to help move the business forward in a positive direction. Mike is recognized for communicating data analytics insights and recommendations to executives that have resulted in significant savings. Mike also held 3 patents when he was an RF engineer earlier in his career.

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

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 CCM. 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 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 arboretums 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.

Jacob Mahon, BS, AAS, CTT+ - As a technology enthusiast and researcher, Jacob is involved in research regarding engineering new ways of finding vulnerabilities in the Linux kernel as well as assisting in the creation of new recommendations for the United States in how to adjust its policy in reaction to new technologies. As a CompTIA Certified Technical Trainer, Jacob is well-versed in technology industry certifications. He earned an AAS in Computer Information Systems from the County College of Morris, a BS in Finance from Seton Hall University, and is currently at the New Jersey Institute of Technology pursuing a graduate degree.

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.

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.

Monica Nieves, Med - Monica began her teaching career in 2000. She received her bachelor's degree in Education from Montclair State University, her English as a Second language certification from Rowan University, and her master's degree in Education from Augustana University. She is currently working on a reading specialist certification at William Paterson University. Over the years, she has taught students of all ages in many different content areas. Helping others communicate and gain confidence in their speaking abilities is her passion. Her strengths include motivating students and making content easily comprehensible.

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 Oldenborge, 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.

Thomas Povinelli - Chef Povinelli brings over 30 years of culinary experience, having served as a chef and executive chef at prestigious establishments such as the Marriott Marquis, Russian Tea Room, J&J, Novartis, and Unilever. With 13 years of teaching experience, he is an instructor/proctor with SERV-Safe National and a member of both the Chaine des Rôtisseurs and the American Culinary Federation (ACF). Chef Povinelli was nominated for the Governor's Teacher of the Year Award in 2023 and received the WDHA Teacher Who Rocks Award in 2024. He believes that food has the power to bring people together, a principle he instills in both his students and his culinary work.

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.

Brandon Reilly-Evans, BS - Brandon Reilly-Evans brings with him more than 10 years of combined mechanical engineering and project management experience in the public transit industry. He is a certified NDT Level II Inspector, Certified Weld Inspector (CWI), and AWS certified welder. His previous experience also includes design and layout of shop equipment to efficiently and effectively support the maintenance activities of rail vehicles. He is proficient with engineering programs such as AutoCAD, Inventor, SolidWorks, Solid Edge, LabView, Microsoft Office programs & SAP.

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 sub-marines, 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.

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

Kenneth Sterzer, MPS, SHRM-CP, PHR - Ken has worked in HR Generalist, Management and Business Partner roles since 1995 and is currently a Senior HR Business Partner at Siemens Healthineers. He 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 business 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 to enhance their learning experience and unleash their true potential.

Linda Trignano, MS - Linda 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 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 over 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.

Grace Vitale, PHR, SHRM-CP - Grace is a seasoned Human Resources leader with over a decade of experience in multi-state organizations and fast-paced startups. She has experience in compliance, coaching, payroll, benefits, and HRIS systems, has led teams and supported thousands of employees across industries including healthcare, energy, and distribution. She is passionate about the field and looks forward to mentoring future HR professionals and elevating workplace culture through thoughtful, people-first leadership.

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, and emotional intelligence. 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.

Paul Zartler, BS - Paul is a New Jersey-certified English as a Second Language educator with experience teaching English language learners, Spanish, and diverse student populations in grades 6–12 and adult education settings. He currently serves as an ESL teacher, where he develops culturally responsive curriculum and implements inclusive instructional practices that support multilingual learners. Mr. Zartler is a TEFL-certified instructor fluent in Spanish and is passionate about creating engaging, technology-enhanced learning environments that connect language acquisition with meaningful real-world experiences. A graduate of County College of Morris, he earned a Bachelor of Science in Spanish from Kean University, graduating Magna Cum Laude, and is currently completing a Master of Arts in Teaching English as a Second Language at Fairleigh Dickinson University.

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 canceled 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 or visit <https://www.ccm.edu/student-support/accessibility-services/>

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 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 if attending class on campus.

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 your request to the Center for Workforce Development at wfd@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 our website at: <https://www.ccm.edu/workforce-development/>

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.

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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.



CENTER FOR
WORKFORCE
DEVELOPMENT

Continuing Professional Education

214 Center Grove Road
Randolph, New Jersey 07869-2086

Nonprofit Organization
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ECRWSS

POSTAL CUSTOMER

INFORMATION SESSIONS

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

Alternate Route to
Teaching

Business Professional

Computing and
Information Technology

Engineering and
Advanced Manufacturing

English Language
Learning

GED

Grant-Supported Training

Health Occupations

HVACR Technician

Microsoft Office

Opportunity Programs

Welding

CENTER FOR WORKFORCE DEVELOPMENT

*For all your education
and training needs!*

CUSTOM BUSINESS TRAINING FOR YOUR EMPLOYEES AT EVERY SKILL LEVEL

- **IN-PERSON AT CCM**
- **ON-SITE
AT YOUR LOCATION**
- **REMOTE-LIVE
INSTRUCTION**

Contact us:

CBT@ccm.edu
973-328-5187



SCAN HERE
to follow our
social channels

www.ccm.edu/workforce-development

Email: wfd@ccm.edu