



Workforce Development Continuing Professional Education

September – December, 2018



“ *The field of data science is growing rapidly; you can learn something new every day. I am always learning a new package in R to help me analyze, visualize and interpret data.* ”

~ Kelly Fitzpatrick, CCM Assistant Professor, Mathematics

- Customized Solutions for Businesses
- Career Pathways for Individuals
- Workforce Development

- Career Certificate Programs
- New Skills and Skills Enhancement

www.ccm.edu/Workforce

Turn the pages for more about career opportunities at CCM

**AT COUNTY COLLEGE OF MORRIS,
WE'RE ALL ABOUT JOBS!**

*Getting a Job. Getting a Better Job.
Being More Effective at the Job You're In.*

**For more than 50 years,
CCM has been developing the greater
Morris County workforce,
One Student, One Career, One Company
at a Time!**

Our dedicated, industry expert instructors provide education and workforce training to greater than 5,000 individuals every year. We also deliver customized training at employer sites and offer grant-funded, one-day employee training at our easily accessible Randolph campus.

Successful completion of a CCM non-credit, professional development course awards CCM Continuing Education Units (CEUs) and a certificate recognizing your achievement. Classes prepare you to apply new found knowledge and skills from the very first session. More importantly, we prepare you to sit for the exams that award industry recognized credentials. In-demand certifications like the ASQ Six Sigma Green Belt, CISCO Networking, CompTIA A+ and Network+, APICS Certified Supply Chain Professional, PMI's Agile Project Management, AAPC's Professional Medical Coder and more. Increase your skill set and employment value by learning computer programming in Python, R or Visual Basic for Excel – all highly sought after skills.

Come to the September 6 Open House from 6:00 – 8:00 p.m. in the Student Community Center. Meet our instructors, ask questions, find the education and training opportunity that's right for you!



COUNTY COLLEGE of MORRIS

EDUCATING PROFESSIONALS
FOR 50 YEARS AND COUNTING!



CCM's Workforce Development Team is here to help you on your journey to getting a job, getting a better job or being more effective at the job you're in!

Patrick Enright, Associate VP, WFD; Kathy Sheehy, Administrative Assistant; Beth Rodgers, Associate Director, WFD; Crystal Lutton, Administrative Assistant; Joanne Louie, Division Program Assistant; Irena Kaler, Director, WFD

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



Visit our website at www.ccm.edu/Workforce,
email us at cpp@ccm.edu or call us at 973-328-5187

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COUNTY COLLEGE of MORRIS

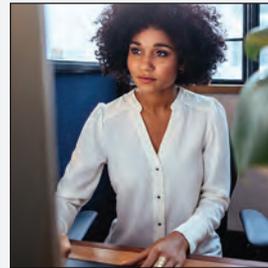
Workforce Development

CAREER EDUCATION FOR EVERYONE

One Student, One Career, One Company... At a Time

CCM takes careers to the next level

- Customized courses that meet the unique needs of business
- Grant funded programs available for select courses



• **In Demand Programs**

AutoCAD Civil 3D
AutoCAD SolidWorks
ASQ Six Sigma
MS Office: PowerPoint, Excel, Word

• **Technical Skills**

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

• **Business Programs**

Agile Project Management
Project Management
Supply Chain Management
Human Resources
Leadership Development

• **Information Technology Programs**

R Data Programming
CompTIA A+
CompTIA Network+
Cisco CCENT - CCNA+
MS Office Certification
Python
Visual Basic for Excel

• **Health Career Programs**

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

• **Professional Programs**

Google Educator Certification Preparation
New Pathways to Teaching NJ
Non-Profit Leadership Training

• **English Language Learning Programs**



The Women's Center

Programs and Services to Help Individuals Re-enter the Workforce *(Partially funded by NJ Division on Women)*

Job Readiness Program

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

Educational and Scholarship Opportunities/Financial Aid

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

Workshops

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

Computer Training

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

Legal Programs

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

Other Services Available

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

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





Opportunities and Programs for the Unemployed, Underemployed or Dislocated

CCM is committed to assisting community members who are unemployed, underemployed, or dislocated from their employment. Through partnerships with various grants, the One-Stop Career Centers and other job seeker groups to support the workforce, CCM offers a wide variety of programs with the goal of helping people get a job, get a better job, or be more effective in your field, or a new field, through retraining and education opportunities.

**YOU MAY QUALIFY FOR EDUCATIONAL
VOUCHERS UP TO \$5,000 COVERING:
TRAINING • MATERIALS • EXAM FEES**

***Morris/Sussex/Warren
Employment and Training Services***

To inquire, go to: msw-ets@co.morris.nj.us
or call 973-285-6880.

WORKFORCE GRANT FUNDED CAREER CERTIFICATIONS AT CCM

- APICS Certified Supply Chain Professional (CSCP) (pages 15 & 35)
- CompTIA A+ and CompTIA Network+ Certifications (page 8 & 9)
- ASQ Six Sigma Green Belt Certification (page 17)
- Agile Project Management (PMI-ACP) (pages 14 & 37)
- Microsoft Office Specialist Certifications (MOS) (page 10)
- Cisco Certified Entry Networking Technician (CCENT) (page 9)
- Cisco Certified Routing & Switching Technician (CCNA) (page 9)
- Certified Nurse's Aide (CNA) (page 23)
- Medical Billing & Coding, Certified Coder (CPC) (page 20)
- Certified Alcohol & Drug Counselor (CADC) (page 18)

JOB SEARCH READINESS TRAINING COURSE

This two-day course, funded through the Ready-To-Work Grant, provides professional job search skills and information for professionals to improve their chances of employment. Receive up-to-date information on best practices for resume writing, interview techniques and networking into your dream job. The program is presented in two seven-hour sessions. For more information, call 973-328-5185.

NEIGHBORS-HELPING-NEIGHBORS JOB SEEKERS SUPPORT GROUP

Neighbors-Helping-Neighbors USA, Inc. is a cost-free, grassroots job search support and networking organization. Meetings are peer-led by volunteers who deliver the program in job search education, support and networking opportunities. The group is targeted to adults who are actively looking for work. Membership is open to anyone in career transition, including unemployed or underemployed individuals and recent college graduates. Learn the skills of conducting a job search campaign in today's job market.

***NO REGISTRATION NECESSARY AND
NO FEE TO ATTEND. The public is
welcome to attend any meeting.***

*Room: Henderson Hall HH 110
Time: Tues, 6:30-8:30 p.m.,
Sept 18-Dec 18 (No
meeting Nov 20)*

INFORMATION TECHNOLOGY AND COMPUTER TRAINING



There is a need to have a skilled workforce that is able to interpret and use large data files to make decisions.

~ Kelly Fitzpatrick, CCM Assistant Professor, Mathematics

INTRODUCTION TO R PROGRAMMING AND DATA SCIENCE

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

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

R's wide-spread popularity in today's data driven business world, makes R a must-know data analysis tool in almost every field of business: finance, bio science, supply chain, sports, retail, marketing, social media, manufacturing and even journalism. High school statistics teachers will benefit from this course as well, by incorporating technology, an element of the common core curriculum. At the completion of this introductory class, you will be able to produce your own R-based report in your own business or school environment. Enrollment is limited to 20. CPC 603

INSTRUCTOR: Kelly Fitzpatrick, Assistant Professor Mathematics, County College of Morris.

Prior to teaching at CCM, Professor Fitzpatrick worked in hedge fund management as an execution trader. Other experience includes derivatives and equity strategy, and credit and global risk management. Professor Fitzpatrick holds an M.A.

in Mathematics of Finance from Columbia University and B.A. in Mathematics from the State University of New York at Geneseo.

88867. 5 Sessions: 10 hours

Location TBD

Time: 5:30-7:30 p.m. Thurs, Sept 20-Oct 18

Cost: \$499

VISUAL BASIC FOR EXCEL

Prerequisite: Proficient knowledge of MS Excel (MICROSOFT VBA) You will learn how to apply the VBA programming language to make your Excel spreadsheets much more powerful. This course starts you out with learning how to record macros and the basics of VB programming. The course will teach you to read, write and debug VB code. You will also learn how to pass lists and floating variables through VB. The course will teach you to use conditional statements, create input and message boxes. At the end of this course, you will be familiar with the VBA programming language, as it applies to Microsoft Excel. You will be able to apply this knowledge to make interactive and fully functional spreadsheets. CPC 608

INSTRUCTOR: Kelly Fitzpatrick, Assistant Professor Mathematics, County College of Morris.

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

88870. 4 Sessions: 8 hours

Location TBD

Time: 5:30-7:30 p.m. Tues & Thurs, Nov

27-Dec 6

Cost: \$299

BRAND NEW COURSE OFFERING FOR FALL 2018 PYTHON PROGRAMMING

PYTHON PROGRAMMING

Python is advertised as a general-purpose programming language. Its simplicity, robust extensibility and 3rd-party package availability make it an ideal language to learn for any application. Professional-quality packages are freely-available for scientific computing, networking, web development, databases, image processing, cryptography and dozens of other applications. Additionally, most code written in Python is platform-independent or easily-portable, making distribution straightforward as a developer. In this course, students will be introduced to the core language, learn about built-in data types and functions, work with imported modules and explore graphical user interface (GUI) development in Python.

Each topic will have an associated exercise for a hands-on understanding of the material, and each exercise will build upon previous exercises. At the end of the course, students will have a complete program generated with Python Code. This program may also be used for job interviews as evidence of proficiency. CPC 607

INSTRUCTOR: Sam Jacobs

Sam Jacobs is an experienced mechanical engineer with a focus on computer modeling and simulation. As an educator, his goal is to introduce students to available computational tools and provide them the technical foundation necessary to effectively implement these tools in the workplace.

88869. 5 Sessions: 10 hours

Cohen Hall, CH 156

Time: 6:30-8:30 p.m. Thurs, Nov 8-Dec 13

(No class Nov 22)

Cost: \$499

Computer Training continued on next page.

PREPARE FOR GOOGLE EDUCATOR CERTIFICATION AND IMPROVE YOUR TEACHING PRACTICE

EXPANDED COURSE OFFERING
Covers Google Educator 1 and Educator 2

GOOGLE EDUCATOR PREP COURSE

Chromebooks in the classroom has had a huge impact on the way teachers teach and students learn. This course is designed with educators in mind. Via an organized, structured and professionally developed preparation course, you will be prepared to take the Google Educator 1 and Google Educator 2 certification exams. During the course, students will learn and create practical, reusable content with Gmail and Google Groups, Drive, Sites, Classroom, Search, Calendar, Docs, Sheets, Slides, Forms and Keep, all the applications necessary for passing the exams.

By mastering these skills, you will:

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

Individuals who achieve certification may publicize their status with their personalized certificate and badge on their resume, portfolio, website or anywhere. The certification is valid for 36 months. The Google Educator Level 1 & Level 2 exam registrations and fees are not included in the course. CPC 609

INSTRUCTOR: Susan Wise

Susan Wise has worked in the fields of business and technology for nearly 30 years. She is certified in Cisco Routing and Switching technologies, as well as the Microsoft Office suite of applications, and has achieved Google Certified Educator Level 1 and 2 status.

88871. 5 Sessions: 15 hours

Cohen Hall, CH 256

Time: 6-9 p.m. Mon, Nov 19-Dec 17

Cost: \$249



Many schools are embracing Google Apps for Education as a tool to encourage collaboration, creativity and critical thinking."

~ Susan Wise, Google Educator Instructor



Per Labor Insight Jobs, in a recent one month period, openings for computer support specialists in Morris county were at 96.

PREPARE FOR THE NATIONALLY RECOGNIZED COMPTIA A+ CERTIFICATION EXAMS

COMPTIA® A+ COMPUTER SERVICE TECHNICIAN

Looking to achieve CompTIA® A+ certification? Perhaps you just want to improve your knowledge of computer operating systems, networking, using mobile devices, or understanding the importance of security. The CompTIA® A+ certifications are generally the benchmark of most entry-level positions in Information Technology. Attending the two classes listed below will not only greatly improve your chances of achieving CompTIA® A+ certification, it will put you on the path towards a rewarding career as an IT professional.

Upon completion of both courses, you will be able to demonstrate basic knowledge of configuring, installing, diagnosing, repairing, upgrading and maintaining computers and associated technologies. Achieve professional accreditation AND make yourself more marketable to employers. The courses offered for the A+ certification exam are:

- Preparing for the CompTIA® A+ Hardware Exam
- Preparing for the CompTIA® A+ Software Exam

CompTIA® A+ Hardware

Never pay a computer technician again! Build a foundation of knowledge for the hardware portion of the CompTIA® A+ certification while becoming your own "computer geek." Because the best way to learn something is by doing, this course will teach you how to disassemble a computer to its component parts and reassemble it again. This level of familiarity with computer hardware is invaluable for troubleshooting, repairing, maintaining and upgrading computers at work or at home. You will also be given the opportunity to master topics including: how a processor works, how memory is used and understanding mobile devices (Apple or Android).

CompTIA® A+ Software

You have plugged in your new computer and turned it on. Now what? Without software, and an understanding of how to optimize its usage, your computer might as well be a large paperweight. During this class,

you will be given the information you need to pass the software portion of the certification exam. You will also receive invaluable insights into multiple operating systems (including Linux, Window and Mac), how to secure your data and the best way to troubleshoot and fix software problems.

Certification: You do not need to enroll in the full certificate program to benefit from these courses. Upon completion of both courses, the CompTIA® A+ Computer Service Technician certificate may be awarded. See "Certificates" on General Information page.

REQUIRED TEXT: For required textbook information, go to <https://bookstore.ccm.edu/college> and click on NON-CREDIT. Select Department CPC. Students must obtain the textbook on their own and have it for the first day of class. Books are not stocked by the CCM bookstore and are available at retail and internet outlets.

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

COMPTIA®A+ ESSENTIALS: HARDWARE

Prerequisite: Working knowledge of personal computers. This course will give you the foundations needed for the hardware portion of the CompTIA® A+ certification. Topics include installing, building, repairing, configuring, troubleshooting and preventive maintenance of hardware. Through lectures and labs, you'll learn how to select parts and build your own computer, configure, troubleshoot and maintain systems hardware. A list of required tools will be distributed at the first class meeting. The exam registration fee is not included in the course. CPC 601

88860. 5 Sessions: 30 hours

Sheffield Hall, SH 151

Time: 8:30 a.m.-3 p.m., Sat, Oct 6-Nov 3

Cost: \$499



COMPTIA® A+ ESSENTIALS: SOFTWARE

Prerequisite: Working knowledge of personal computers. This course will give you the foundations needed for the software portion of the CompTIA® A+ certification exam. Topics include installing, building, repairing, configuring and troubleshooting. Through lectures and labs, you will learn how to install and set up operating systems, configure, troubleshoot, maintain and manage hardware using operating systems. The exam registration fee is not included in the course. CPC 602

88861. 5 Sessions: 30 hours
 Sheffield Hall, SH 151
 Time: 8:30 a.m.-3 p.m., Sat, Nov 17- Dec 22
 (No class Nov 24)
 Cost: \$499

**EXPANDED COMPTIA® OFFERINGS!
 BRAND NEW FALL 2018 COMPTIA® NETWORK+ CERTIFICATION PREP COURSE**

COMPTIA® NETWORK+ CERTIFICATION

Achieving the CompTIA Network+ certification validates that the holder has the knowledge and skills required to troubleshoot,

configure and manage common network wireless and wired devices; establish basic network design and connectivity; understand and maintain network documentation; identify network limitations and weaknesses; and implement network security, standards and protocols. Through this course, students will have a basic understanding of emerging technologies including unified communications, mobile, cloud and virtualization technologies. The exam registration fee is not included in the course. CPC 606

This course will enable IT professionals with job roles such as network administrator, network technician, network installer, help desk technician and IT cable installer to prepare for and pass the Network+ certification exam.

Regardless of whether you have passed A+ certification, it is necessary to have the following skills and knowledge to take this course:

- Configure and support PC, laptop, mobile (smartphone/tablet) and print devices.
- Know basic network terminology and functions (such as Ethernet, TCP/IP, switches, routers).
- Configure and manage users, groups and shared resources in a simple SOHO network.
- Understand the use of basic access control measures, such as authentication, security policy, encryption and firewalls.

INSTRUCTOR: Leonardo Estanislao

Leonardo Estanislao is the Chief Information Officer for a national financial firm. He has a strong background in networking and security. He is CompTIA A+, Network+, Server+ and Security+ certified and holds many Microsoft certifications as well.

REQUIRED TEXT: For required textbook information, go to <https://bookstore.ccm.edu/college> and click on NON-CREDIT. Select Department CPC. Students must obtain the textbook on their own and have it for the first day of class. Books are not stocked by the CCM bookstore and are available at retail and internet outlets.

88868. 20 Sessions: 40 hours
 Sheffield Hall, SH 162
 Time: 6:30 p.m.-8:30 p.m., Mon & Wed,
 Sept 17-Nov 26 (No class Nov 21)
 Cost: \$749

COMING IN SPRING 2019 CONTINUE TO EXPAND YOUR CAREER POTENTIAL AND EARNING POWER WITH COMPTIA® SECURITY+ CERTIFICATION

CompTIA Security+ will be offered in Spring 2019 and taught by Leonardo Estanislao. Look for further details in the Spring 2019 schedule.



In spring 2018, Morris county's number one desired skills cluster was information technology. (MSW-Workforce Development Board)

NETWORKING AND COMMUNICATIONS

CISCO CERTIFIED ENTRY NETWORKING TECHNICIAN (CCENT)

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

You can obtain your certification for ICND1 – 100-101, Part 1, and put your new skills to work, while preparing for ICND2 – 200-101, Part 2. Part 2 is offered in Spring 2019.

INSTRUCTOR: Susan Wise
 Susan Wise has worked in the fields of business and technology for nearly 30 years. She is certified in Cisco Routing and Switching technologies, as well as the Microsoft Office suite of applications and has achieved Google Certified Educator Level 1 and 2 status.

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

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

88891. 7 Sessions: 21 hours
 Emeriti Hall, EH 215
 Time: 9 a.m.-12 p.m., Sat, Sept 29-Nov 10
 Cost: \$459

REQUIRED TEXT: For required textbook information, go to <https://bookstore.ccm.edu/college> and click on NON-CREDIT. Select Department CNA. Students must obtain the textbook on their own and have it for the first day of class. Books are not stocked by the CCM bookstore and are available at retail and internet outlets.

CCNA® ROUTING AND SWITCHING CERTIFICATION

Candidates can prepare for this exam by taking the Interconnecting Cisco Networking Devices Part 2 (ICND2) course. The exam tests a candidate's knowledge and skills required to successfully install, operate and troubleshoot a small to medium-size enterprise branch network. The exam includes topics on LAN switching technologies, IP routing technologies, IP services (FHRP, syslog, SNMP v2 and v3), troubleshooting and WAN technologies. CNA 102

INSTRUCTOR: Susan Wise
 Susan Wise has worked in the fields of business and technology for nearly 30 years. She is certified in Cisco Routing and Switching technologies, as well as the Microsoft Office suite of applications and has achieved Google Certified Educator Level 1 and 2 status.

Networking continued on next page.

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

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

28892. 7 Sessions: 21 hours

Emeriti Hall, EH 215

Time: 9 a.m.-12 p.m., Sat, Jan 19-March 2

Cost: \$459

REQUIRED TEXT: For required textbook information, go to <https://bookstore.ccm.edu/college> and click on NON-CREDIT. Select Department CNA. Students must obtain the textbook on their own and have it for the first day of class. Books are not stocked by the CCM bookstore and are available at retail and internet outlets.

**MICROSOFT OFFICE ESSENTIALS
& SPECIALIST CERTIFICATIONS**

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

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

**ELEVATE YOUR
CAREER POTENTIAL
AND EARNING POWER**

Take one or all of the MS Office courses, and then schedule your certification exam at our conveniently located Testing Center in the Learning Resource Center.

CCM Examination fee is \$150 includes 1 practice exam, Certification Exam and 1 Re-take

For more information, go to:
www.ccm.edu/testing

INSTRUCTOR: TBD

POWERPOINT ESSENTIALS

Prerequisite: Basic Windows skills.

Have you always wanted to learn how to create a PowerPoint show? Or, do you need to improve your PowerPoint skills to become more effective in creating slides that tell a story or convey information clearly to better support a presentation? You will learn how to create presentations, slide layout, enter text and lists, master slides, templates, insert graphics, charts tables, collaborate presentations, animation, media and setting up a show. MOS 115

88872. 5 Sessions: 15 hours

Emeriti Hall, EH 208

Time: 6:30-9:30 p.m., Wed, Sept 19-Oct 17

Cost: \$299

EXCEL ESSENTIALS

Prerequisite: Basic Windows skills.

This course is designed for both new users and those who want to become more efficient users of Excel. You'll learn how to add, rename and organize spreadsheets; add and format data; copy and paste data; insert/delete rows and columns; sort data; and create charts, formulas and functions, work with data, pivot tables, filters, macros, create forms using data validation and much more. MOS 102

88873. 6 Sessions: 18 hours

Emeriti Hall, EH 208

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

Cost: \$299

WORD ESSENTIALS

Prerequisite: Basic Windows skills.

This course is designed for both new users and those who want to "fill in the gaps" in their knowledge of Word. You'll become familiar with the most commonly used features of the program including how to enter, edit and format text, margins, tabs, indentations, headers and footers, clip art and bulleted and numbered lists, mail merge, tables, templates, macros, track changes and layout and design options. MOS 101

88874. 6 Sessions: 18 hours

Emeriti Hall, EH 208

Time: 6:30-9:30 p.m., Wed, Nov 7-Dec 19

Cost: \$299



In the greater Morris county region, Summer 2018, more than 500 job openings required MS Office skills. (Indeed.com)

AUTOCAD

INSTRUCTOR: Anthony Gaffney
Mr. Gaffney 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.

**AUTOCAD LEVEL 1:
BASIC 2-D DRAWING**

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

88862. 8 Sessions: 24 hours

Sheffield Hall, SH 169

Time: 9 a.m.-12 p.m. Sat, Sept 15-Nov 3

Cost: \$399

**AUTOCAD LEVEL 2:
BEYOND BASIC**

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

88863. 6 Sessions: 21 hours

Sheffield Hall, SH 169

Time: 9 a.m.-12:30 p.m. Sat, Nov 10-Dec 22 (No class Nov 24)

Cost: \$349

AUTOCAD CIVIL 3D

For professionals already experienced in AutoCAD, a healthy knowledge of AutoCAD Civil 3D is a real resume booster and ups your appeal to prospective employers. For current engineering students, especially seniors, this is a great addition as you seek internship opportunities. For current indus-

try professionals who need to update their knowledge, but cannot take time away from the work schedule, or anyone else that may be looking to learn or to just "brush up" their skillset, this course is designed with you in mind. This 32-hour course is conveniently offered in the evenings for working professionals and daytime students. CAD 112

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

This description is a guideline. Course topics and duration may be modified based upon the knowledge and background of the course participants.

88864. 10 Sessions: 30 hours
Cohen Hall, CH 156
Time: 6-9 p.m. Mon, Oct 15-Dec 17
Cost: \$499

REQUIRED TEXT: For required textbook information, go to <https://bookstore.ccm.edu/college> and click on NON-CREDIT. Select Department CAD. Students must obtain the textbook on their own and have it for the first day of class. Books are not stocked by the CCM bookstore and are available at retail and internet outlets.

**BRAND NEW
FOR FALL 2018
SOLIDWORKS SOLID
MODELING CAD**

**SOLIDWORKS
SOLID MODELING CAD**

SolidWorks is a popular computer-aided design and engineering (CAD/CAE) package widely-used across all industries. This course will teach students fundamental and advanced functions in SolidWorks and provide the proficiency necessary for any designer, drafter, or engineer in their respective field. Solid modeling topics such as sketching, basic 3D functions (extrude, revolve, etc.), advanced 3D functions (sweep, loft, etc.), assembly creation and an introduction to finite element analysis (FEA) will be covered. Students will also learn

to translate their 3D solid models into 2D technical data packages for manufacturing.

Each topic will have an associated exercise for a hands-on understanding of the material, and each exercise will build upon previous exercises. At the end of the course, students will have a physical data package (models and drawings) that will show proficiency with the software. This data package may also be used for job interviews as evidence of proficiency. CAD 113

INSTRUCTOR: Sam Jacobs
Sam Jacobs is an experienced mechanical engineer with a focus on computer modeling and simulation. As an educator, his goal is to introduce students to available computational tools and provide them the technical foundation necessary to effectively implement these tools in the workplace.

88865. 5 Sessions: 10 hours
Cohen Hall, CH 156
Time: 6:30.-8:30 p.m. Thurs, Sept 27-Oct 25
Cost: \$349

**WEB DEVELOPMENT
AND DESIGN**

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

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

Thurs, September 6, 6:00-8:00 p.m.

Student Community Center,
Davidson Rooms

Park in Lot 4, 5, 6 or 7 – Use temporary parking pass found on page 46

**CERTIFICATE IN WEB
DEVELOPMENT & DESIGN**

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

Pursuing the Web Development & Design Certificate provides the foundation of all web pages and enables you to obtain solid skills in Web and digital design creation and expertise. You will create web pages with images, lists and tables. The addition of CSS skills enables you to format text, incorporate graph-

ics and multimedia, create special effects and create interactive forms using the most current Web styling techniques used today.

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

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

Curriculum: This class includes Web Design Using HTML5 & CSS3, JavaScript, jQuery and Adobe Dreamweaver, the production tool that simplifies the creation and maintenance of Web sites. You will use the complete set of tools hands-on to design and control Web sites. WDA 202

REQUIRED TEXT: For required textbook information, go to <https://bookstore.ccm.edu/college> and click on NON-CREDIT. Select Department WDA. Students must obtain the textbook on their own and have it for the first day of class. Books are not stocked by the CCM bookstore and are available at retail and internet outlets.

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

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

INSTRUCTOR: Ciro Petti, Computer Instructor
Ciro has been teaching Information Technology and Business subjects for over fifteen years. He is an Electrical Engineer who has journeyed up the technical ladder, blending grounded business and technical experience to effectively teach difficult concepts to adult professionals.

88880. 9 Sessions: 63 hours
Henderson Hall, HH 113, Sat, Sept 22-Oct. 27
Emeriti Hall, EH 205, Sat Nov 3-Dec 15
Time: 9 a.m.-4:30 p.m., Sat, Sept 22-Dec 15
(No class Oct 13, Nov 10, Nov 24, Dec 8)
Cost: \$999



According to a recent Monster.com search, there were 370 job openings for web development.



BUSINESS PROGRAMS

HR Professionals can partner with the managers they support and be true business partners to the organization. It's this business partner work that excites me and allows me to spend more time on strategic work.

~ Ken Sterzer, HR



HUMAN RESOURCES

More and more employers are looking at their workforce as a strategic resource and a key component to be globally competitive. Also federal and state regulations are increasing and becoming more complex to administer. They require an educated human resources department to handle and train management. Together, these factors can be daunting to the untrained. Let CCM be your answer to a safe, effective and compliant workforce.

INFORMATION SESSION CAREERS IN HUMAN RESOURCES

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

Thursday, September 6, 6:00-8:00 p.m.

Student Community Center,
Davidson Rooms

Park in Lot 4, 5, 6 or 7 – Use temporary parking pass found on page 46

CERTIFICATE IN HUMAN RESOURCES PROFESSIONAL – GENERALIST

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

Who should take this program? Would greater knowledge about human resources further your career goals? Do you have questions about the Affordable Care Act, compensation, hiring and handling employees? Are you an entrepreneur, Manager, HR Professional, or have HR responsibilities? Do you want to learn the right way to apply HR programs and procedures? Need a “career jump?” Are you thinking about a job change? Think your schedule is too busy for college? Whether you’re interested in a SHRM (Society for Human Resource Management) Professional HR certification or you are looking to grow your HR expertise, CCM’s Certificate in Human Resources Professional - Generalist program will pro-

vide you with the knowledge you need for your career growth.

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

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

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

REQUIRED TEXT: For required textbook information, go to <https://bookstore.ccm.edu/college> and click on NON-CREDIT. Select Department CHR. Students must obtain the textbook on their own and have it for the first day of class. Books are not stocked by the CCM bookstore and are available at retail and internet outlets.

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

If you missed the Spring 2018 sessions for the Certificate in Human Resources Professional – Generalist, you will have an opportunity to take these courses in Spring 2019: Total Rewards: Compensation & Benefits and Strategic HR Management & Capstone Project. Courses do not need to be taken in order.

INSTRUCTORS:

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

COURSE DESCRIPTIONS AND SCHEDULE ALL CLASSES HELD AT MORRISTOWN HIGH SCHOOL

HR MANAGEMENT AND STAFFING

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

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

CHR 121

88381. 5 Sessions: 15 hours
Morristown High School

Time: 6:30-9:30 p.m., Tues, Sept 18-Oct 16
Cost: \$279

EMPLOYMENT LAW

Professionals provide training to managers and employees on compliance issues and develop and implement policies, practices and procedures. Students will learn about relevant legislation such as: Employment at will/wrongful discharge, NJ state and local legislation, OSHA, FLSA, ERISA, FMLA, NLRA, WARN, COBRA, HIPA and EEO. CHR 122

88382. 6 Sessions: 18 hours
Morristown High School
Time: 6:30-9:30 p.m., Tues, Oct 23-Nov 27
Cost: \$299

TRAINING & STAFF DEVELOPMENT

Continuous learning is essential to a productive and efficient workforce. HR delivers corporate training to employees based on business objectives. Major topics:

- Define core competencies
 - Conduct a needs assessment
 - Design and deliver training programs
 - Link career development and performance management to training
- CHR 119

88383. 3 Sessions: 9 hours
Morristown High School
Time: 6:30-9:30 p.m., Tues, Dec 4-18
Cost: \$229

TOTAL REWARDS: COMPENSATION & BENEFITS

Compensation and benefits are primary factors in recruiting and retaining top talent and the key to a company's competitiveness. HR develops packages for executives and compensation and benefits levels for employees that are internally and externally equitable and that fit the company's needs. Major topics:

- Salary grading and banding using a market-based strategy
 - Management of company paid benefits: medical, dental and other benefits
 - ERISA and other regulatory issues pertaining to benefits
 - Other rewards: paid time off, flexible schedules
- CHR 117

(Offered Spring of 2019)

STRATEGIC HR MANAGEMENT & CAPSTONE PROJECT

In order to be an active partner in the strategic management of a company, HR must understand the business climate and the competition. HR translates corporate goals (both short and long-term) to the department and individual level. HR reduces or mitigates risk to the company. Students will work in groups on a project of choice and will identify and report on solutions drawing from multiple areas of HR. Major topics:

- SWOT (strengths, weaknesses, opportunities and threats) Analysis
 - Health, safety and security risks
 - Workforce changes including mergers/acquisitions, reductions in workforce
- CHR 123

(Offered Spring of 2019)



Monster.com says 343 human resource professionals are needed in the greater Morris county area.

PROJECT MANAGEMENT

According to the (PMI) Project Management Institute, the world leader in Project Management Certifications, organizations with standardized practices attain better results, as shown in the PMI 2015 Pulse of the Profession® report. Because the PMP (Project Management Professional) and CAPM® (Certified Associate in Project Management) recognize your knowledge of the profession's preeminent global standard, you'll stand out to employers and be poised to move ahead. The all new Agile Project Management course will make you stand out as a PMI Agile Certified Practitioner (PMI-ACP®)

INFORMATION SESSION CAREERS IN PROJECT MANAGEMENT

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

Thursday, September 6, 6:00-8:00 p.m.

Student Community Center,
Davidson Rooms

Park in Lot 4, 5, 6 or 7 – Use temporary parking pass found on page 46

FALL 2018 BRINGS TWO BRAND NEW PROJECT MANAGEMENT COURSES

MICROSOFT PROJECT W/ CERTIFICATION EXAM PREP

AGILE PROJECT MANAGEMENT CERTIFICATION PREP

PLANNING AND MANAGING PROJECTS USING MICROSOFT PROJECT WITH CERTIFICATION OPTION

Microsoft Project is the most popular project planning tool in the world. It is used in over 100 countries. This course provides you the knowledge to plan, track, revise and update your projects as the work is accomplished. Use this most popular tool to manage your projects as well. You will learn and apply important project management concepts using the latest version of Microsoft Project's world class project management planning tool. PMC 121

- Learn to successfully plan small or large projects
- Quickly start a new plan, build a schedule and assign resources
- Capture and fine-tune the work to be done and define who will do it
- Quickly produce accurate Gantt charts to share plan details
- Easily produce task responsibilities and timing for each of your resources
- Share resources across multiple projects and consolidate your projects

- Display just the tasks, phases and resources that you need
- Use best practice principles to plan, manage, maintain and direct your project
- Track your project's progress and keep your project up to date
- Identify the next work to be done and fine tune resource assignments and details
- Quickly prepare eye-catching reports to share project status
- Share custom elements between plans
- Exchange project plan data with other applications

For the two-day program register for:

88401. 2 Sessions: 16 hours
Emeriti Hall, EH 203
Time: 9:00 a.m.-5:00 p.m., Fri, Sept. 21-28
Cost: \$429

FOR AN EVEN BETTER VALUE AND TO MAKE THE MOST OF THIS CAREER BOOSTER, include a third day where you will prepare for Microsoft's Managing Projects with Microsoft Project Exam 74-343 to obtain your certification. PMC 122

Project Management continued on next page.

BUSINESS PROGRAMS

To register for the 3-day program, which includes certification prep, register for:

88402. 3 Sessions: 24 hours

Emeriti Hall, EH 203

Time: 9 a.m.-5 p.m., Friday, Sept 21-28 and Oct 5

Cost: \$529

INSTRUCTOR: Ciro Petti, MCT

Ciro has been teaching Information Technology and Business subjects for over fifteen years. He is an Electrical Engineer who has journeyed up the technical ladder, blending grounded business and technical experience to effectively teach difficult concepts to adult professionals. He began his career designing electrical connectors and high voltage cable splicing kits for power distribution, and became the General Manager of the US's largest manufacturer of printed circuit boards. Today Ciro is a Lead Instructor in business and information technology subjects for CCM's Continuing Professional Education programs.

AGILE PROJECT MANAGEMENT

According to the Project Management Institute (PMI), the world leader in Project Management Certifications, the PMI Agile Certified Practitioner (PMI-ACP®) is the fastest growing certification. Agile is a newer and effective method for managing projects, which is being used by countless organizations.

This course is for those who are seeking to prepare for the PMI-ACP® certification exam or if you would like to learn more about the Agile principles and values. If you are already working on Agile projects but would like to formalize your education or if your organization is considering going to the Agile methods, this course would be a great place to start. PMC 123

Students will cover:

- Agile Principles and Mindset
- Value Driven Concepts
- Adaptive Planning
- Preparation for the PMI-ACP certification
- Many other topics driving the Agile method of successfully completing projects

88403. 16 Sessions: 48 hours

Health & PE Building, HPE 218

Time: 6 p.m.-9 p.m., Mon and Wed,

Oct 1-Nov 26 (No class Nov 21)

Cost: \$999

INSTRUCTOR: Robin McWilliams, MBA, PMP
Robin McWilliams brings diversified industry experience in project and operations management, working in the fields of pharmaceuticals and telecommunications, where she uses innovative technology and process solutions to solve business needs.

CERTIFICATE IN PROJECT MANAGEMENT (PMP OR CAPM)

This curriculum delivers documented and practical skills to help the student initiate, plan, execute, monitor, control and close projects. Class materials are based on best practices by the Project Management Institute (PMI), blended with practical real world experiences. Case studies are used to present project management scenarios for analysis and study in each course. Practice exams are given in each course to enable the student to calibrate their understanding of project management concepts and the Project Management Body of Knowledge (PMBOK).

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

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

REQUIRED TEXT: For required textbook information, go to <https://bookstore.ccm.edu/college> and click on NON-CREDIT. Select Department AHP. Students must obtain the textbook on their own and have it for the first day of class. Books are not stocked by the CCM bookstore and are available at retail and internet outlets.

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

INSTRUCTOR: Ciro Petti, PMP, MCT
Ciro has been teaching Information Technology and Business subjects for over fifteen years. He is an Electrical Engineer who has journeyed up the technical ladder, blending grounded business and technical experience to effectively teach difficult concepts to adult professionals. He began his career designing electrical connectors and high voltage cable splicing kits for power distribution, and became the General Manager of the US's largest manufacturer of printed circuit boards. Today Ciro is a Lead Instructor in business and information technology subjects for CCM's Continuing Professional Education programs.

COURSE DESCRIPTIONS AND SCHEDULE

PLANNING FOR PROJECT SUCCESS

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

88411. 6 Sessions: 18 hours

Cohen Hall, CH 271

Time: 6:30-9:30 p.m., Tues, Sept 18-Oct 23

Cost: \$399

PLANNING QUALITY IN THE PROJECT

Prerequisite: Planning for Project Success.

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

88412. 4 Sessions: 12 hours

Cohen Hall, CH 271

Time: 6:30-9:30 p.m., Tues, Oct 30-Nov 20

Cost: \$279

IDENTIFYING AND MANAGING PROJECT RISK

Prerequisite: Planning for Project Success.

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

88413. 4 Sessions: 12 hours

Cohen Hall, CH 271

Time: 6:30-9:30 p.m., Tues, Nov 27-Dec.18

Cost: \$279

MANAGING PROJECT PERFORMANCE

Prerequisite: Planning for Project Success. Once the results of the project planning activities are in place, the project manager cannot relax. Now the role shifts to one of directing execution, monitoring and evaluating results and controlling outcomes. This portion of the project is where most of the budget is spent and the deliverables are produced. The project manager must know how to monitor the progress and the pulse of the project, when to apply corrections and how to keep the stakeholders informed of progress. Changes are ever present in projects. The project manager must know how to use the integrated change control process to choose the most advantageous of changes. PMC 113
(Offered in Spring 2019)



Project Management was the number 3 specialized skill of all job listings in Morris county, spring 2018. (MSW-WDB)

MANAGING PROJECT TEAMS

Prerequisite: Planning for Project Success. Project teams are the productive components in a project. It is the project manager's responsibility to ensure the most effective use of these human resources on the project. This class helps you plan for, acquire and develop project staff. It also teaches you to identify obstacles that impede team performance, including conflict. You learn to recognize the primary causes of conflict in projects and how to lead team members through the conflict resolution process. You will also review and discuss the elements of the PMI Code of Ethics and Professional Conduct. PMC 111
(Offered in Spring 2019)

NEGOTIATION AND CONTRACT MANAGEMENT

Prerequisite: Planning for Project Success. For many people, negotiation is a topic that has a negative connotation. However, negotiation is a skill with which all project managers must be familiar. This class introduces key negotiating skills and develops strategies for dealing with a variety of negotiating situations. A common project activity where negotiation is appropriate is when contracting with external vendors. Utilizing external partners in your projects can supply needed expertise, benefiting the project and the organization. This class demonstrates a disciplined approach to all project activities required to secure qualified vendors and administer their performance. It also includes the fundamentals of procurement and contract management for the project manager. We discuss the legal and commercial requirements surrounding contracts and how they contribute to the project. PMC 112
(Offered in Spring 2019)

SUPPLY CHAIN MANAGEMENT

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

INFORMATION SESSION CAREERS IN SUPPLY CHAIN MANAGEMENT

Where to find employers • salaries • needed training • how to get started
Thurs, September 6, 6:00-8:00 p.m.

Student Community Center,
Davidson Rooms

Park in Lot 4, 5, 6 or 7 – Use temporary parking pass found on page 46

CERTIFICATE IN SUPPLY CHAIN MANAGEMENT

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

Learn how to synchronize supply with

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

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

REQUIRED TEXT: For required textbook information, go to <https://bookstore.ccm.edu/college> and click on NON-CREDIT. Select Department SCM. Students must obtain the textbook on their own and have it for the first day of class. Books are not stocked by the CCM bookstore and are available at retail and internet outlets.

Certification: You do not need to enroll in the full certificate program to benefit from these courses. Upon completion of all seven courses, the Certificate of Completion in Supply Chain Management may be awarded. See "Certificates" on General Information page.

Instructor: **Ciro Petti, MCT**
Ciro has been teaching Information Technology and Business subjects for over fifteen years. He is an Electrical Engineer

who has journeyed up the technical ladder, blending grounded business and technical experience to effectively teach difficult concepts to adult professionals. He began his career designing electrical connectors and high voltage cable splicing kits for power distribution, and became the General Manager of the US's largest manufacturer of printed circuit boards. Today **Ciro** is a Lead Instructor in business and information technology subjects for CCM's Continuing Professional Education programs.

COURSE DESCRIPTIONS AND SCHEDULE

THE STRATEGIC POWER IN SUPPLY CHAIN MANAGEMENT

This course is a prerequisite for the certificate program.

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

Supply Chain continued on next page.

BUSINESS PROGRAMS

underlying principles and drivers of the supply chain and examine the characteristics of the successful ones. SCM 100

88421. 4 Sessions: 12 hours

Cohen Hall, CH 271

Time: 6:30-9:30 p.m., Wed, Sept 19-Oct 10

Cost: \$279

SOURCING, SUPPLIERS AND SUPPLY CHAIN STRATEGY

Prerequisite: The Strategic Power in Supply Chain Management.

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

88422. 4 Sessions: 12 hours

Cohen Hall, CH 271

Time: 6:30-9:30 p.m., Wed, Oct 24-Nov 14

Cost: \$279

ANSWERING DEMAND IN SUPPLY CHAIN STRATEGY

Prerequisite: The Strategic Power in Supply Chain Management.

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

88423. 4 Sessions: 12 hours

Cohen Hall, CH 271

Time: 6:30-9:30 p.m., Wed, Nov 28-Dec 19

Cost: \$279

SUPPLY CHAIN CERTIFICATION EXAM PREP

See page 35.

LEAN PRODUCTION AND SIX SIGMA TACTICS IN SUPPLY CHAIN

Prerequisite: The Strategic Power in Supply Chain Management.

You will examine the major elements of Lean Production and Six Sigma quality goals and how they came about. Learn why Lean and Six Sigma are integral components of the supply chain. We'll examine the Toyota Production System and its relation to Lean. You will review the linkage between lean production and environmental protection. Become familiar with the tools of Lean Organizational Performance, Six Sigma and the elements of statistical process control. This class is one of the vital steps in raising your awareness and understanding of state of the art supply chain technology. SCM 103

(Offered in Spring 2019)

USING INFORMATION TECHNOLOGY STRATEGICALLY

Prerequisite: The Strategic Power in Supply Chain Management.

One of the essential components in supply chain management is information. It is a key element in facilitating the supply chain. This course reviews the sources of that information, the tools used for gathering information, protecting it and evaluating it. To understand the supply chain, one needs to understand what information is available and how to use it to further the strategic goals of the supply chain. The rapid pace of technology advances places a priority on understanding and using available technologies. It is imperative to learn to use high speed networks and databases for sharing data and to also utilize the information to manage, correct and innovate operations. SCM 104

(Offered in Spring 2019)

MEASURING SUPPLY CHAIN PERFORMANCE

Prerequisite: The Strategic Power in Supply Chain Management.

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

CREATING SUPPLY CHAINS FOR COMPETITIVE ADVANTAGE

Prerequisite: The Strategic Power in Supply Chain Management.

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

(Offered in Spring 2019)

BRAND NEW CAREER PROGRAM

APICS CERTIFIED SUPPLY CHAIN PROFESSIONAL (CSCP)

DISCOVER WHAT THIS INDUSTRY VALUED CREDENTIAL CAN DO FOR YOU!

APICS SUPPLY CHAIN PROFESSIONAL CERTIFICATION

APICS is the premier, globally recognized credential in the supply chain industry. World-renowned by employers and business professionals for aligning global supply chain strategies with business objectives, helping professionals gain knowledge and practical applications to effectively manage supply chain activities, demonstrating mastery of critical concepts and enhancing credibility throughout the industry.

THIS PROGRAM IS AN ADVANCED LEVEL COURSE.

It requires a prerequisite minimum of an undergraduate Bachelor's degree or 3 years of on-the-job supply chain experience.

This program is for you if you are looking to advance your career, obtain a new career, or simply make a career change to the supply chain field. APICS certification is a preferred supply chain certification in industry.



The supply chain operating environment is in a constant state of change. CCM's supply chain certification is an extensive and wide-ranging insight of the supply chain, applicable to any type of organization.

~ *Ciro Petti, PMP, MCT, Supply Chain, Project Management and Web Design*



According to APICS, individuals who earn the CSCP designation:

- See a salary increase of 27%, and
- Improve hiring potential by 65%.

A quick search on Indeed.com or Monster.com shows multiple new job listings and a strong employer preference for the well-recognized APICS credentials throughout the region. Individuals holding an APICS

certification will find a variety of employment opportunities at various levels in Logistics, Warehousing, Procurement, Service Operations and Transportation.

CCM's class is conveniently offered on Saturdays for working professionals and individuals looking to transition careers. The class will prepare you to sit for the APICS CSCP certification exam. Course registration includes all learning materials,

online exam practice and a voucher for the APICS CSCP exam. SCM 108

INSTRUCTOR: APICS Certified Instructor

88430. 6 Sessions: 48 hours
Henderson Hall, HH 204

Time: 8:30 a.m.-5:00 p.m., Sat, Sept 8, 22;
Oct 6, 20, 27; Nov 10

(No class Sept 15 & 29; Oct 13)

Cost: \$3,755 (includes materials and exam fees)

ASQ SIX SIGMA GREEN BELT CERTIFICATION PREP

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

SIX SIGMA INFORMATION SESSION

Find out about the employers, salaries, training requirements.

Thurs, September 6, 6:00-8:00 p.m.

Student Community Center,
Davidson Rooms

Park in lot 4, 5, 6 or 7 Use temporary parking pass found on page 46

Society for Quality Green Belt certification exam. You should be able to organize complex issues into a structured, prioritized format; define projects against a project metric; gather data relative to the project metric; and analyze the data and identify the improvement tasks necessary to improve the project metric to a target value. BCC 142

INSTRUCTOR: Carl Perini, BA, MS, ASQ CSSBB, CQA, CGMP

Carl Perini is a certified Six Sigma Black Belt, Certified Quality Auditor and Certified Pharmaceutical GMP Professional by the American Society of Quality. Mr. Perini's vast experience as an Adjunct Instructor and quality professional in the fields of pharmacy, chemicals, communication, aerospace

and manufacturing is sure to enrich your learning experience.

REQUIRED TEXT: For required textbook information, go to <https://bookstore.ccm.edu/college> and click on NON-CREDIT. Select Department BCC. Students must obtain the textbook on their own and have it for the first day of class. Books are not stocked by the CCM bookstore and are available at retail and internet outlets.

88391. 10 Sessions: 40 hours
Henderson Hall, HH 111

Time: 8:30 a.m.-12:30 p.m., Sat, Sept 29-Dec 8 (No class Nov 24)

Cost: \$599

GREEN BELT CERTIFICATION

Upon completion of this 40-hour course, you will be prepared to sit for the American

SKILLS FOR BUSINESS

ACCOUNTING FUNDAMENTALS

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

INSTRUCTOR: Leonor DiStefano

88231. 4 Sessions: 12 hours
Cohen Hall, CH 257

Time: 9 a.m.-12 p.m., Sat, Sept 29-Oct 20

Cost: \$229

QUICKBOOKS ESSENTIALS

The prerequisite for this course is CCM's Accounting Fundamentals, or a minimum of one-year work related bookkeeping or accounting experience. Students who register for this class, and do not meet the prerequisite, will not be allowed to continue in the course.

This course is for both experienced QuickBooks users and those who are brand new to QuickBooks. You will learn effective bookkeeping skills, including how to create

purchase orders, track sales and expenses, produce and manage invoices and monitor financial records. This course is taught using QuickBooks 2017. BDT 100

INSTRUCTOR: Rreze Zejnnullahi

88232. 6 Sessions: 18 hours
Henderson Hall, HH 114

Time: 9 a.m.-12 p.m., Sat, Oct 27-Dec 8 (No class Nov. 24)

Cost: \$319

MICROSOFT OFFICE COURSES

See page 10.



HEALTH OCCUPATIONS



The practice management class provides students with a greater perspective of employment opportunities based on billing and coding knowledge, real life medical practice workflow examples and explores their personal expectations to prepare for the right job fit.

~ Diane Fulton, Medical Billing and Coding

ADDICTIONS COUNSELING PROGRAMS

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

INFORMATION SESSION CAREERS IN ADDICTIONS COUNSELING

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

Thurs, September 6, 6:00-8:00 p.m.

Student Community Center,
Davidson Rooms

Park in Lot 4, 5, 6 or 7 – Use temporary parking pass found on page 46

BRAND NEW IN 2018 CERTIFIED PEER RECOVERY SPECIALIST

This entry level credential will promote competence and skill development in peer recovery support and peer delivered services in a variety of contexts; addiction crisis intervention, referral to treatment services and aftercare planning, prison re-entry, as well as in non-clinical settings, such as, peer run recovery centers.

Students who successfully complete this course will fulfill the curricula requirements for N.J. state certification as a Certified Peer Recovery Specialist.

The Addiction Professional Certification Board of New Jersey has agreed that successful completion of this course is equivalent to completing the 46 hours of training required for the Certified Peer Recovery Specialist (CPRS) required by the International Credentialing and Reciprocity Consortium (IC&RC) in the Four Domains of Education/Mentoring, Recovery and Wellness, Advocacy and Ethical Responsibilities. This course is also intended to qualify individuals to

work in the newly emerging Peer Recovery Specialist workforce emerging nationwide. The CPRS is reciprocal with peer credentials in 48 of the 50 states, parts of South America, Europe and Asia. Some form of lived experience with addiction and recovery (in self-defined terms) is required for this course.

Recertification is required every two years and applicants must document 20 hours of work in any of the Four Domains of Peer Recovery. CPRS coursework does not count towards CADC certification requirements. AHP 342

88461. 8 Sessions: 48 hours

Cohen Hall, CH 271

Time: 9 a.m.-3:30 p.m., Sat, Oct 6-Dec 1
(No class Nov 24)

Cost: \$359

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

CERTIFIED ALCOHOL & DRUG COUNSELOR PROGRAM

GENERAL INFORMATION

Prerequisite: High School diploma or GED
County College of Morris is an approved education provider of classroom training required by the Addiction Professionals Certification Board of New Jersey, Inc.

(www.certbd.com). All information related to licensing (certification) requirements as well as regulatory information and class descriptions can be found at other websites (see below). There are multiple requirements to qualify for certification. The education provided by CCM is just one requirement.

There are five domains. Each domain has between six and nine courses, for a total of 54 hours of classroom instruction per domain. You can begin at any domain. CCM provides at least one domain in the fall and at least two domains for the spring sessions. Students may enroll in more than one domain each session. You receive a certificate of completion for each course.

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

Application for licensure: go to <http://www.njconsumeraffairs.gov/adf/Pages/applications.aspx>

Additional Information available at:

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

**CCM Now Offers Two Convenient Options To Obtain Your CADC
Evening Classes Twice Per Week or Full-Day Saturday
Interested Candidates May Register For One or Both Domain Offerings**

DOMAIN I - ASSESSMENT

INSTRUCTOR: Toni Manzione, LCADC, ACS, CCS. Toni specializes in addictions and mental health with over 15 years of experience treating and providing services to those in such diverse settings as inpatient and outpatient substance use facilities, jail systems and inpatient psychiatric hospitals. Toni was an Adjunct professor teaching addictions and psychology classes for 6 years and is currently the Manager of an Outpatient Addictions unit.

C101 - INITIAL INTERVIEWING PROCESS

At the end of this course, the student will be able to create a therapeutic alliance with the client by incorporating skills in listening, processing and providing feedback and demonstrate through role-playing the following eight skills: attending, paraphrasing, reflection of feeling, summarizing, probing, interpreting, providing information and feedback and appropriate use of self-disclosure. ADC 557 Professional Development Hours 6

88301. 2 Sessions: 6 hours
Cohen Hall, CH 269
Time: 6-9 p.m., Mon and Wed, Sept 24-26
Cost: \$99

C102 - BIOPSYCHOSOCIAL ASSESSMENT

At the end of this course, the student will be able to gather data systematically from the client and other available collateral sources using screening instruments and other methods that are sensitive to age, developmental level, culture and gender; describe the behavioral, psychological, physical health and social effects of psychoactive substances on the person using and significant others; determine the client's readiness for treatment and change as well as the needs of others involved in the current situation and based on the initial action plan, take specific steps to initiate an admission or referral and ensure follow through. ADC 917 Professional Development Hours 12

88302. 4 Sessions: 12 hours
Cohen Hall, CH 269
Time: 6-9 p.m., Mon and Wed, Oct 1-10
Cost: \$198

C103 - DIFFERENTIAL DIAGNOSIS

At the end of this course, the student will be able to develop a written diagnostic summary; document ongoing treatment needs;

formulate mutually agreed upon goals, objectives and treatment methods based upon assessment finding; define the terms reliability, validity and sample population; develop a familiarity with the recognized assessment instruments; select, administer, score and interpret to clients the results of alcohol, tobacco and other drug assessment; assess client's immediate needs by evaluating observed behavior and other relevant information; administer appropriate evidence-based screening and assessment instruments and analyze and interpret the data to determine treatment recommendations. ADC 918 Professional Development Hours 12

88303. 4 Sessions: 12 hours
Cohen Hall, CH 269
Time: 6-9 p.m., Mon and Wed, Oct 15-24
Cost: \$198

C104 - DIAGNOSTIC SUMMARIES

At the end of this course, the student will be able to describe the logic, purpose and function of the DSM diagnostic system; describe the organizational scheme of the DSM and diagnostic categories; list diagnostic criteria for substance abuse and substance Use Disorder; list frequently encountered differential diagnoses; understand that only licensed (not certified) counselors can diagnose; describe clinical presentations of co-occurring diagnoses; describe the ways in which substance use disorder and mental health diagnoses can interact; use SAMHSA's Four Quadrant Framework to conceptualize clients; recognize the potential for substance use disorders to mimic a variety of medical and mental health conditions and screen for psychoactive substance toxicity, intoxication and withdrawal symptoms. ADC 919 Professional Development Hours 12

88304. 4 Sessions: 12 hours
Cohen Hall, CH 269
Time: 6-9 p.m., Mon and Wed, Oct 29-Nov 7
Cost: \$198

C105 - PHARMACOLOGY

At the end of this course, the student will be able to define the meaning of psychopharmacology; identify the major structural and functional units of the brain; identify the major neurotransmitters within the nervous system; explain the mechanism of action of neurotransmitters within the CNS; define the meaning of half-life, therapeutic dose, effective and lethal dose; distinguish between tolerance and withdrawal; distinguish between fat and water solubility; and describe effects of various drugs of abuse on

the major physiological body systems. ADC 543 Professional Development Hours 6

88305. 2 Sessions: 6 hours
Cohen Hall, CH 269
Time: 6-9 p.m., Mon and Wed, Nov 12-14
Cost: \$99

C107 - COMPULSIVE GAMBLING

At the end of this course, the student will be able to develop understanding of the nature of Gambling Disorder; identification and assessment of disordered gamblers; recognize types of gamblers and stages of a gambling problem; identify vulnerable population and at-risk personality characteristics and design gambling treatment plans and course of recovery, including aftercare. ADC 545 Professional Development Hours 6

88306. 2 Sessions: 6 hours
Cohen Hall, CH 269
Time: 6-9 p.m., Mon, Nov 19-26
Cost: \$99

DOMAIN II - COUNSELING

INSTRUCTOR: Ronald Faines, LCADC, ACS, CCS. Ron Faines has been teaching CADC students for greater than 15 years, and has worked in the field of addictions counseling for 25 years. He has a strong interest in preparing upcoming counselors and therapists to assist individuals in recovering from addictions.

C201 - INTRODUCTION TO COUNSELING

At the end of this course, the student will be able to identify key concepts associated with the following counseling approaches: Cognitive Behavior Therapy, Rational Emotive Therapy, Motivational Enhancement, Therapy, Family Therapy, Client Centered Therapy, Solution Focused Therapy and Psychodynamic Therapy; describe the philosophies, practices, policies and outcomes of the most generally accepted and scientifically supported models of treatment, recovery, relapse prevention and continuing care for addiction and other substance-related problems and establish a helping relationship with the client. ADC 531 Professional Development Hours 6

88307. 1 Session: 6 hours
Cohen Hall, CH 269
Time: 9 a.m.-3:30 p.m., Sat, Sept 29
Cost: \$99

HEALTH OCCUPATIONS

C202 - INTRODUCTION TO TECHNIQUES & APPROACHES

At the end of this course, the student will be able to identify, demonstrate and explain the purpose of the following counseling skills: Attending, Paraphrasing, Reflection of Feeling, Summarizing, Probing, Counselor, Self-Disclosure, Interpreting and providing information and feedback; integrate self-help group participation; identify six stages of counseling and employ the skills and tailor helping strategies and treatment modalities to the client's stage of Use Disorder, change, or recovery. ADC 250 Professional Development Hours 6

88308. 1 Session: 6 hours
Cohen Hall, CH 269
Time: 9 a.m.-3:30 p.m., Sat, Oct 6
Cost: \$99

C203 - CRISIS INTERVENTION

At the end of this course, the student will be able to define crisis intervention within the framework of alcohol/drug counseling; identify causes of crises; understand and apply setting-specific policies and procedures for handling crisis and apply crisis prevention and management skills. ADC 533 Professional Development Hours 6

88309. 1 Session: 6 hours
Cohen Hall, CH 269
Time: 9 a.m.-3:30 p.m., Sat, Oct 13
Cost: \$99

C204 - INDIVIDUAL ADDICTION COUNSELING

At the end of this course, the student will be able to facilitate the client's engagement in the treatment and recovery process; work with the client to establish realistic, achievable goals; promote client knowledge, skills and attitudes; facilitate the development of basic and life skills and adapt counseling strategies to the individual characteristics of the client, including but not limited to disability, gender, sexual orientation, developmental level, culture, ethnicity, age and health status. ADC 251 Professional Development Hours 18

88310. 3 Sessions: 18 hours
Cohen Hall, CH 269
Time: 9 a.m.-3:30 p.m., Sat, Oct 20-Nov 3
Cost: \$297

C205 - GROUP COUNSELING

At the end of this course, the student will be able to describe, select and appropriately use strategies from accepted and culturally appropriate models for group counseling with clients with substance use disorders and carry out the actions necessary to form a group, including but not limited to determining group type, purpose, size and leadership; recruiting and selecting members; establishing group goals and clarifying behavioral ground rules for participating; identifying outcomes; and determining criteria and methods for termination or graduation from the group. ADC 535 Professional Development Hours 6

88311. 1 Session: 6 hours
Cohen Hall, CH 269
Time: 9 a.m.-3:30 p.m., Sat, Nov 10
Cost: \$99

C206 - FAMILY COUNSELING

At the end of this course, the student will be able to explain how SUD affect the family; identify the rules in SUD affected families; identify family roles & their features; distinguish between inter-Use Disorder, co-Use Disorder and Use Disorder; distinguish between performing A & D counseling with families and performing family therapy; define intervention and explain the intervention process; become familiar with family related support groups and community-based service providers for families; describe appropriate screening tools to be used with women of child bearing age regarding alcohol use during pregnancy; evaluate appropriate referral and treatment options for women who are pregnant and drinking; describe the salient characteristics of Fetal Alcohol Syndrome and Fetal Alcohol Spectrum Disorders across the lifespan; Comprehend the lifelong primary and secondary characteristics associated with FASD (Fetal Alcohol Spectrum Disorder); recognize the need for multidisciplinary assessment to determine appropriate services and evaluate appropriate treatment options for individuals with FASD. ADC 252 Professional Development Hours 12

88312. 2 Sessions: 12 hours
Cohen Hall, CH 269
Time: 9 a.m.-3:30 p.m., Sat, Nov 17-Dec 1
(No class Nov 24)
Cost: \$198



Healthcare and social assistance is the leading employment sector for Morris county. (Data: USA)

MEDICAL BILLING AND CODING

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

**INFORMATION SESSION
CAREERS IN MEDICAL BILLING
AND CODING**

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

Thurs, September 6, 6:00-8:00 p.m.

Student Community Center,
Davidson Rooms

Park in Lot 4, 5, 6 or 7 – Use temporary parking pass found on page 46

**CERTIFICATE IN MEDICAL
BILLING AND CODING**

CCM is pleased to partner with the AAPC to prepare candidates for the Certified Professional Coder (CPC) certification. These coding courses introduce the classification system used by health care facilities, physicians and insurance companies. Coding patient records for diagnoses and procedures has become an integral part of the health care reimbursement system. You may apply for entry-level administrative, coding and billing positions upon completion of these courses. Students are highly encouraged to include the Medical Billing Externship in their course of study; though

it is not required as part of the certificate process.

REQUIRED TEXT: For required textbook information, go to <https://bookstore.ccm.edu/college> and click on NON-CREDIT. Select Department AHP. Students must obtain the textbook on their own and have it for the first day of class. Books are not stocked by the CCM bookstore and are available at retail and internet outlets.

Certification: CCM's program prepares students for the AAPC Certified Professional Coder certification. Additionally, you may receive CCM's Certificate in Medical Billing and Coding Specialist. See "Certificates" on General Information page.

Curriculum in sequence: All Prerequisite Courses must be taken before registering for the advanced coursework. You do not need to enroll in the entire certificate program to benefit from these courses.

PREREQUISITE COURSES:

- Medical Terminology for Healthcare Professionals
- Anatomy for Healthcare Professionals
- ICD –10 CM Introduction and Applications
- CPT & HCPCS Coding

(The above four courses are the prerequisites required before taking any further courses.)

REMAINING CERTIFICATE COURSES:

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

COURSE DESCRIPTIONS AND SCHEDULE

MEDICAL TERMINOLOGY FOR HEALTHCARE PROFESSIONALS

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

REQUIRED TEXT: For required textbook information, go to <https://bookstore.ccm.edu/college> and click on NON-CREDIT. Select Department AHP. Students must obtain the textbook on their own and have it for the first day of class. Books are not stocked by the CCM bookstore and are available at retail and internet outlets.

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

88471. 8 Sessions: 24 hours
Cohen Hall, CH 271
Time: 6-9 p.m., Mon and Thurs, Sept 17-Oct 11
Cost: \$359

ICD-10-CM INTRODUCTION AND APPLICATIONS

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

REQUIRED TEXT: For required textbook information, go to <https://bookstore.ccm.edu/college> and click on NON-CREDIT. Select Department AHP. Students must obtain the textbook on their own and have it for the first day of class. Books are not stocked by the CCM bookstore and are available at retail and internet outlets.

INSTRUCTOR: Claude Garbarino, Jr., CCS
88472. 4 Sessions: 16 hours
Henderson Hall, HH 212
Time: 9 a.m.-1 p.m., Sat, Sept 15-Oct 6
Cost: \$224

ANATOMY FOR HEALTHCARE PROFESSIONALS

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

REQUIRED TEXT: For required textbook information, go to <https://bookstore.ccm.edu/college> and click on NON-CREDIT. Select Department AHP. Students must obtain the textbook on their own and have it for the first day of class. Books are not stocked by the CCM bookstore and are available at retail and internet outlets.

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

88473. 8 Sessions: 24 hours
Cohen Hall, CH 271
Time: 6-9 p.m., Mon and Thurs, Oct 15-Nov 8
Cost: \$359

CPT & HCPCS CODING COURSE

This course, in addition to a main focus on CPT coding, includes overviews of HCPCS Level II codes, as well as Category III codes. Practical application of the CPT coding system is part of every class. The importance and relevance of physician documentation is discussed, as well as the interpretation of this documentation in the assignment of CPT procedure codes. AHP 348

REQUIRED TEXT: For required textbook information, go to <https://bookstore.ccm.edu/college> and click on NON-CREDIT. Select Department AHP. Students must obtain the textbook on their own and have it for the first day of class. Books are not stocked by the CCM bookstore and are available at retail and internet outlets.

INSTRUCTOR: Claude Garbarino, Jr., CCS
88474. 3 Sessions: 15 hours
Henderson Hall, HH 212
Time: 9 a.m.-2:30 p.m. Sat, Oct 13-27
Cost: \$299

ICD-10-CM/CPT 4 CODING – PRACTICAL APPLICATION

Prerequisite: Knowledge of medical terminology and anatomy, basic knowledge of CPT and ICD coding.

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

REQUIRED TEXT: For required textbook information, go to <https://bookstore.ccm.edu/college> and click on NON-CREDIT. Select Department AHP. Students must obtain the textbook on their own and have it for the first day of class. Books are not stocked by the CCM bookstore and are available at retail and internet outlets.

INSTRUCTOR: JoAnn Baker, CCS, CPC, CPC-H, CPC-I, CHCC, AHIMA Approved ICD-10-CM/PCS Trainer

88475. 7 Sessions: 42 hours
Henderson Hall, HH 212
Time: 9 a.m.-3:30 p.m. Sat, Nov 3-Dec 22
(No class Nov 23)
Cost: \$649

BRAND NEW
Special 4-Hour AAPC CPC Certification Exam Review

9 a.m.-1 p.m., September 29

AND

Certification Exam

9 a.m., October 6

**CLASS IS LIMITED TO PAST
 CCM MEDICAL BILLING & CODING STUDENTS ONLY
 who have previously sat for or still need to take the exam.**

Students must register for the exam 4 weeks in advance of the exam date of October 6 or no later than September 8.

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

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

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

INSTRUCTOR: JoAnn Baker, CPC, CPC-H, CPC-I, CHCC, CCS.

AHP 349

88476. 2 Sessions

Landscape and Horticulture Building, LHT 109

Cost: \$100

Review Session Time:

9:00 a.m.-1:00 p.m. Sat, Sept 29

Exam: 9 a.m.-5 p.m., Sat, Oct 6

**The following courses
 will be offered in Spring 2019**

EVALUATION AND MANAGEMENT

Evaluation and Management coding is the key to appropriately maximizing reimbursement for physician visits. In this course, the student will learn the basics of the specific codes by location and type of visit. Also, code levels for history, physical examination and medical decision making based on acuity of diagnosis will be reviewed and discussed. The goal of this course is to ensure that the Evaluation and Management (E&M) code levels are chosen in compliance with the documentation given in the patient chart. AHP 331

INSTRUCTOR: Claude Garbarino, Jr., CCS

MEDICAL BILLING

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

Medicaid, Tricare, Workers Compensation and Disability Insurances. AHP 254

INSTRUCTOR: Kathleen Shera, CPC, CPB

PHYSICIAN'S PRACTICE MANAGEMENT AND REGULATORY ISSUES

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

INSTRUCTOR: Diane Fulton, CPAM

NAVIGATING THE MEDICAL RECORD

Prerequisites: ICD-10-CM Introduction and Applications and CPT-4 Coding.

This hands-on workshop is for new medical coders ready to review and code hospital medical records. Participants practice the knowledge learned in the ICD-10-CM and CPT-4 coding courses and code actual hos-

pital charts. Books from the ICD-10-CM Procedures and CPT-4 Coding courses are used in this class. AHP 243

INSTRUCTOR: Claude Garbarino, Jr., CCS

WORKPLACE SIMULATION TRAINING

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

INSTRUCTOR: Claude Garbarino, Jr., CCS

AAPC CPC NATIONAL CODING CERTIFICATION PREPARATION REVIEW COURSE (OPTIONAL)

Prerequisite: Complete all other courses for the CCM Medical Billing & Coding Certificate

This course is designed to prepare students to sit for the AAPC Certified Professional Coder (CPC) examination. Instruction will include review requirements for exam, overview of examination details, techniques to improve speed, test taking tips, in-class practice exam and individual assessment of coding skills to determine exam readiness. Student must have extensive coding experience either in classroom or from employment. Certification will increase chances of employment opportunities within a competitive space. AHP 329

INSTRUCTOR: JoAnn Baker, CPC, CPC-H, CPC-I, CHCC, CCS, AHIMA Approved ICD-10-CM/PCS Trainer

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

Exam fees are not included in the course fees.

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

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

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



According to a recent AAPC review, the average medical coder wage in the mid-atlantic region is \$57,013.

HEALTHCARE PROFESSIONALS CLINICAL TRAINING PROGRAMS

HEALTHCARE PROFESSIONAL BLS

DO YOU NEED BLS CERTIFICATION FOR YOUR JOB OR TO GET A JOB?

HAVE YOU CHECKED THE EXPIRATION DATE ON YOUR BLS CERTIFICATION RECENTLY? DON'T LET IT EXPIRE!

HEALTHCARE PROFESSIONAL BASIC LIFE SUPPORT

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

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

INSTRUCTOR: Alex Balish, AHA & ASHI Certified Instructor
Alex Balish is deeply passionate about pro-

viding 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 customers' needs and how they most effectively learn these life-saving techniques.

88211. 1 Session: 5 hours
Henderson Hall, HH 215
Time: 9 a.m.-2 p.m., Sat, Sept 22
Cost: \$99

88212. 1 Session: 5 hours
Henderson Hall, HH 215
Time: 9 a.m.-2 p.m., Sat, Oct 20
Cost: \$99

88213. 1 Session: 5 hours
Henderson Hall, HH 215
Time: 9 a.m.-2 p.m., Sat, Nov 17
Cost: \$99

88214. 1 Session: 5 hours
Henderson Hall, HH 215
Time: 9 a.m.-2 p.m., Sat, Dec 15
Cost: \$99

INTRAVENOUS THERAPY SKILLS COURSE

This ever-popular skills course, Peripheral IV Therapy, is a must have for nurses and other healthcare professionals who wish to update their skill set.

SEATS ARE LIMITED – REGISTER SOON!

PERIPHERAL INTRAVENOUS THERAPY SKILLS COURSE

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

You will acquire the knowledge and psychomotor skills needed to successfully insert a short peripheral intravenous catheter. Although the focus of the class is 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. Seats are limited to 8 in this class which fills quickly. NRS 426

INSTRUCTOR: Lesley Anne Andrew DNP, RN, CNE

Following the completion of a Bachelor of Science in Biology from Queen's University in Kingston, Ontario Canada, Dr. Andrew attended Rutgers University in Newark, receiving a Bachelor of Science in Nursing. With a background in acute care, specializing in Cardiac Critical Care, Dr. Andrew attained her Master of Science in Nursing at Fairleigh Dickinson University and her Doctor of Nursing Practice from Rutgers University. She is an Adjunct Professor of Nursing at CCM and a nurse for a leading healthcare system.

88491. 1 Session: 4 hours
Contact hours: 4
Cohen Hall, CH 120
Time: 8 a.m.-12 p.m., Sat, Sept 15
Cost: \$199

88492. 1 Session: 4 hours
Contact hours: 4
Cohen Hall, CH 120
Time: 8 a.m.-12 p.m., Sat, Oct 13
Cost: \$199

88493. 1 Session: 4 hours
Contact hours: 4
Cohen Hall, CH 120
Time: 8 a.m.-12 p.m., Sat, Nov 10
Cost: \$199

CERTIFIED NURSE'S AIDE (CNA) PROGRAM

CCM has developed this high quality short-term clinical healthcare program to help people quickly enter the workforce, earn money and begin a healthcare career. Certified Nurse's Aides may work in nursing homes or other residential care facilities. CNA's may also be employed in hospitals, rehab centers, long-term care facilities or in home health care companies.

CCM's Certified Nurse's Aides are in high demand and often have job opportunities before the course ends! For individuals contemplating a career in nursing, becoming a CNA is an excellent opportunity to earn money while you are attending school, and get real-life patient care experience.

INFORMATION SESSION

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

Thurs, September 6, 6:00-8:00 p.m.

Student Community Center,
Davidson Rooms

Park in Lot 4, 5, 6 or 7 – Use temporary parking pass found on page 46.

CERTIFIED NURSE'S AIDE COURSE– COMPREHENSIVE

The Certified Nurse's Aide Course Comprehensive, combines lecture and labs in a hospital setting, and clinical experience in a long-term care setting, allowing students to successfully master the essential skills to obtain an entry level position in the healthcare field. The Comprehensive course includes a three-day Skills Review & Exam program which concludes with the state required skills evaluation.

Upon the successful completion of the course, students are eligible to take the NJ State approved Certified Nurse's Aide certification examination.

Registration can take up to six weeks to complete the prerequisite documentation. You must participate in a Mandatory CNA Information Session before registering for this class. Prior to the first day of class, the program requires students to satisfactorily

Nurse's Aide continued on next page.

complete a criminal background investigation and a drug screening at facilities approved by CCM as well as complete an extensive medical history review and show proof of completing Healthcare Professional BLS (Basic Life Support) course. (See page 23 for BLS courses offered at CCM.) There are additional expenses incurred by the student for these and other items. **Class size is limited to 10 students.** AHP 160

REQUIRED TEXT: For required textbook information, go to <https://bookstore.ccm.edu/college> and click on NON-CREDIT. Select Department AHP. Students must obtain the textbook on their own and have it for the first day of class. Books are not stocked by the CCM bookstore and are available at retail and internet outlets.

INSTRUCTORS: All CNA instructors are NJ Registered Nurses, approved by the State of New Jersey for instruction of certified nurse's aides.

WEEKEND SCHEDULE

88441. 21 Sessions: 108 hours
Schedule to be determined – Call 973-328-5187 if interested in this option.
Cost: \$1,800

CNA SKILLS REVIEW & EXAM ONLY FOR PREVIOUSLY CERTIFIED CNAS

Is your CNA license out of date and you need to retake the exam? Did you have difficulty with the skills test or written exam and

need a review? This two-day review is what you need. Day one is spent reviewing the written exam materials. Day two focuses on the hands-on skills exam. Day three is the Skills practical exam. Class size is limited to 10 students. AHP 322

REQUIRED TEXT: For required textbook information, go to <https://bookstore.ccm.edu/college> and click on NON-CREDIT. Select Department AHP. Students must obtain the textbook on their own and have it for the first day of class. Books are not stocked by the CCM bookstore and are available at retail and internet outlets.

88448. 3 Sessions, 18 hours
Schedule to be determined – Call 973-328-5187 if interested in this option.
Cost: \$349

NORTH JERSEY IMAGING ACADEMY

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

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

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

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

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

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

Didactic courses will be offered as evening courses, beginning at 6:00 pm at the Passaic County Public Safety Academy (PSA) located at 300 Oldham Road, Wayne, NJ 07470. For directions and parking information, please go to: <http://www.pccc.edu/community/public-safety-academy/about-the-pccc-public-safety-academy/directions3>

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

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

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

* Mammography Clinical is limited to Morristown Medical Center.

REGISTRATION PROCESS:

All students entering the program will need to provide proof of the following:

- Certification by the American Registry of Radiologic Technologist in a primary discipline (radiography, radiation therapy and nuclear medicine).
- Copy of their New Jersey Department of Environmental Protection license in Diagnostic Radiography.
- Current Resume.
- Upon entering either the CT, MRI or Mammography clinical courses, the student must have a criminal background check, 11 panel drug screening, physical health exam, current immunizations, flu vaccine, malpractice insurance and a current American Heart Association Basic Life Support Certification (CPR). This clinical information will be explained at the first lecture class. These requirements do not need to be submitted for the lecture classes.
- All of these requirements are met at the student's expense.

All interested candidates must submit the application, their resume, ARRT and DEP NJ License to Professor Denise Vill'Neuve (address below) by August 31, 2018. Upon receiving this information, you will be contacted with the further steps to take to register for the course.

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

COURSE DESCRIPTIONS AND SCHEDULE**BLS**

If you need to update your current BLS/CPR certification, see page 23.

COMPUTED TOMOGRAPHY (CT) CERTIFICATION PROGRAM

CROSS SECTIONAL ANATOMY – 30 HOURS

This is a 30 hour, ten-week lecture course in sectional anatomy. Sectional Anatomy introduces the student to the fundamental anatomy of the head, neck, chest, abdomen, pelvis and extremities. In addition, imaging modalities are discussed and introduced to the student along with CT and MRI images. AHP 333

88531. 10 Sessions: Passaic County Public Safety Academy
Time: 6-9 p.m., Thurs, Oct 4–Dec 13
(No class Nov 22)
Cost: \$399

CT LECTURE – 60 HOURS

The Computed Tomography Program offers an educational opportunity for ARRT Registered Radiologic Technologist to gain enhanced skills in the advanced imaging modality of Computed Tomography.

The 60-hour lecture course includes, but is not limited to patient care and safety, CT physics, systems operations and instrumentation, data acquisition, image display and post processing of all imaging procedures, quality control, contrast media and administration. Midterm and Final Exams will be given. AHP 334

88532. 30 Sessions: Passaic County Public Safety Academy
Time: 6-8 p.m., Mon and Wed, Sept 10–Nov 14
Cost: \$900



According to Salary.com, MRI technologist annual median salary in Morris county is greater than \$80,000.

CT CLINICAL – 600 HOURS

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

88533. 600 hours: Clinical Affiliate to be scheduled by program faculty
Schedule to be determined with Instructor.
Cost: \$1,500

MAGNETIC RESONANCE IMAGING (MRI) CERTIFICATION PROGRAM

CROSS SECTIONAL ANATOMY – 30 HOURS

This is a 30 hour, ten-week lecture course in sectional anatomy. Cross Sectional Anatomy introduces the student to the fundamental anatomy of the head, neck, chest, abdomen, pelvis and extremities. In addition, imaging modalities are discussed and introduced to the student along with CT and MRI images. AHP 333

88531. 10 Sessions: Passaic County Public Safety Academy
Time: 6-9 p.m. Thurs, Oct 4–Dec 13
(No class Nov 22)
Cost: \$399

MRI LECTURE – 66 HOURS

The Magnetic Resonance Imaging (MRI) Program offers an educational opportunity for ARRT Registered Radiologic Technologists to further their career with a specialty in MRI.

This 66-hour lecture course provides a comprehensive overview of MR imaging principles as well as the instrumentation associated with MR imaging. It gives a basic understanding of the principles and system components of MR image acquisition. It will also give the specific clinical applications, coils that are available and their use, considerations in the scan sequences, specific choices in protocols and positioning

criteria. The course will provide the student with MR pulse sequences, image formation and image contrast. It will also give the MR scan procedures for the central nervous and musculoskeletal system as well as neck, chest, abdomen and pelvic systems. Weekly quizzes, midterm and final examinations will be given. AHP 351

88534. 30 Sessions: Passaic County Public Safety Academy
Time: 6-9 p.m. Mon and Wed, Sept 10–Dec 12 (No class Nov 19 and 21)
Cost: \$1,150

MRI CLINICAL – 1200 HOURS

This proctored course will provide the practical experience to go along with the MRI Lecture program. AHP 337

88535. 1200 hours: Clinical Affiliate to be scheduled by program faculty
Schedule to be determined with Instructor.
Cost: \$1,500

MAMMOGRAPHY

MAMMOGRAPHY LECTURE – 45 HOURS

The 45-hour course is designed to provide licensed/ARRT certified radiographers didactic preparation for the practice of mammography. AHP 340

88536. 15 Sessions: Passaic County Public Safety Academy
Time: 6-9 p.m. Tues, Sept 11–Dec 18
Cost: \$450

MAMMOGRAPHY CLINICAL – 250 HOURS

This proctored course will provide the practical experience to go along with the Mammography Lecture program. AHP 350

88537. 250 hours: Clinical Affiliate to be scheduled by program faculty
Schedule to be determined with Instructor.
Cost: \$1,000



In order to be employed in the field of CT, MRI or Mammography you must hold a post primary certification and registration in each of these specific professions. You will gain the knowledge, skills and confidence as you work toward your goal.

~ Professor Denise Vill'neuve



NURSES' CONTINUING EDUCATION

RN REFRESHER PROGRAM – NJ BON approved CCM's popular RN Refresher Program is held every other spring. Interested candidates must attend the mandatory information session.

**ATTENDANCE AT ONE OF THE FOLLOWING
MANDATORY INFORMATION SESSIONS IS REQUIRED**

Interested candidates must attend one of these Mandatory Information sessions which will be held twice.

Fall 2018 Open House, **September 6, 2018**, beginning at 6 p.m. or

Spring 2019 Open House, **January 8, 2019** (snow date January 10, 2019). Beginning at 6 p.m.

This mandatory session will identify whether the RN Refresher program is for you. The session reviews the RN Refresher application process and NJ BON requirements. We will discuss class schedule, admission requirements for health and physical exams, criminal background checks and go over expectations for licensing requirements. *There is no fee to attend the Mandatory Information session.*

To proceed through the registration process, you will be required to separately register and pay a \$99 processing fee. This NON-REFUNDABLE fee covers expenses incurred by the college to admit you into the program. NRS 424

*RN Refresher non-refundable processing fee: \$99
Section 88500*

Applicant Sessions will be scheduled following registration.

**RN REFRESHER PROGRAM
(LECTURE/CLINICAL)**

**MARK YOUR CALENDAR NOW
FOR SPRING 2019, COURSE DATES
AND TIMES ARE LISTED BELOW.**

This is an intensive program for RN's who want to return to the nursing workforce and need to update their skills and nursing theory. Also excellent for current RN's in non-clinical roles wanting to revive their clinical skills. In this program you will acquire the nursing knowledge and skills to assist with re-entry or initial entry to the acute care and long-term care setting. The program consists of 24 lecture hours at County College of Morris and 77 clinical hours of experiences arranged at an area hospital. The clinical

experience is mandatory. Topics include: physical assessment, skills review, pharmacology update, legal and ethical issues, fluid and electrolyte imbalances, infection control and assessment and nursing management of major clinical problems. Objectives of the program include and are not limited to: 1) Employing the nursing process utilizing critical thinking and clinical judgment in the acute care and long term care setting. 2) Review and increase knowledge related to care of patients with common medical surgical conditions, including use of technology and psychomotor skills. NRS 298

INSTRUCTOR: CCM Nursing Staff

*RN Refresher Program: Total of 19 Sessions,
101 hours, May 13-June 13, 2019*

*Lectures will be held in the CCM Nursing
Laboratory.*

*Clinical Sessions are upon assignment to local
hospitals.*

Cost (lecture and clinical): \$1,800

*Lecture Series: 8 Sessions, 24 hours
Nursing Laboratory, Cohen Hall, CH 163-165
Time: 9 a.m.-12p.m., Mon-Thurs, May 13-23,
2019*

*Clinical & Lab Sessions: 11 Sessions, 77 hours
Location: TBD (assignments to a local hospital)
Time: Approximately 7 a.m.-2 p.m., Mon-Thurs,
May 28-June 13, 2019*

**PERIPHERAL INTRAVENOUS
THERAPY SKILLS COURSE**

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

You will acquire the knowledge and psychomotor skills needed to successfully insert a short peripheral intravenous catheter. Although the focus of the class is 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. Seats are limited to 8 in this class which fills quickly. NRS 426

See page 23 for additional details

**SPECIALIZED NURSING
CERTIFICATES AND PROFESSIONAL
DEVELOPMENT COURSES FROM
CCM'S ON-LINE TRAINING
PARTNER, ED2GO (WWW.
ED2GO.CCM.EDU)**

ED2Go offers convenient, six-week, instructor led courses online. Specialized Nursing Certificates include Perinatal Issues, Infectious Diseases and Infection Control, Gerontology, End of Life Care, Legal and Ethical Issues and many others. For a full listing of course options, go to www.ed2go.com/ccm

See page 42 for additional details



The CCM IV therapy course is a practical, skills based course that teaches or improves the learner's ability to insert and care for short peripheral IV catheters. Knowledge of these devices is expected in today's healthcare professional.

~ Lesley Andrew, DNP, RN, CNE



PROFESSIONAL DEVELOPMENT



If your passion is to become a highly effective teacher in New Jersey, then the New Pathways to Teaching in New Jersey program will prepare you for your new career.

~ Robert Grundfest, New Pathways to Teaching

ALTERNATE ROUTE TO TEACHING

County College of Morris, in collaboration with New Jersey City University (NJCU) and other county colleges of New Jersey, offers New Pathways to Teaching NJ (NPTNJ) an Alternate Route to Teaching program. Please plan to attend this information session if you are interested in becoming a NJ Certified K-12 teacher through the alternate route program.

INFORMATION SESSION CAREERS IN K-12 TEACHING PROFESSIONS

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

Thurs, September 6, 6:00-8:00 p.m.

Student Community Center
Davidson Rooms

Park in Lot 4, 5, 6 or 7 – Use temporary parking pass found on page 46

NEW PATHWAYS TO TEACHING IN NEW JERSEY (NPTNJ)

New Pathways to Teaching New Jersey is a statewide alternate route teacher preparation program of 400 hours designed to provide candidates with the skills and strategies necessary to become excellent, successful teachers. The program provides a process for individuals who already hold a bachelor's degree (or higher) to become licensed teachers without having to complete a traditional teacher training program. Candidates can take the NPTNJ Pre-Service coursework (50 hours) at CCM. Following the required 50-hour program, the remaining 350 hours are spread across four semesters or approximately two years of on-line learning under the oversight and administration of NJCU.

The NPTNJ program is regulated and approved by the N.J. Department of Education (NJDOE) and accredited by the Council for the Accreditation of Educator Preparation (CAEP). After the Candidate completes the 400 hour (24 credit) instructional program, while also successfully teaching for two years, he/she will be issued a Standard Certificate.

This program prepares candidates for a standard K-12 Teaching Certificate.

PreK-3 and Certificates of Technical Education must find alternate programs. Please see page 28 for Brookdale County College's CTE Alternate Route to Teacher Education program.

Certification will be obtained after successfully completing the 400 hours of course work and an edTPA Portfolio completed and graded with a passing grade.

Before beginning the alternate route to teaching process, prospective candidates should visit the following websites:

- New Pathways site: <https://www.njcu.edu/academics/new-pathways-overview>
- NJ Department of Education: <http://www.nj.gov/education/educators/license>

Offered at CCM:

- Introduction to Teaching, 50-hour Pre-Service (see below for details)

Offered by NJCU:

- Semester 1 (105 hours): may be taken for 7 graduate credits. You may take as non-credit only if employed.
- Semester 2 (90 hours): may be taken for 6 graduate credits. You may take as non-credit only if employed.
- Semester 3 (90 hours): may be taken for 6 graduate credits. You may take as non-credit only if employed.
- Semester 4 (84 hours): may be taken for 5 graduate credits. You may take as non-credit only if employed.
- State Performance Assessment via edTPA Portfolio.

CCM'S NPTNJ INTRODUCTION TO TEACHING – 50 HOUR PRESERVICE COMPONENT

This 50-hour course includes 30 hours of classroom training, 8 hours of observing other NJ certified teachers and 12 hours of direct student contact as a substitute, tutor or afterschool program teacher. ALT 113

INSTRUCTOR: Robert I. Grundfest, M.Ed., NJ Certified Social Studies Teacher Grades 6-12, NJ Certified Elementary Teacher

88521. 10 Sessions: 30 classroom hours
DeMare Hall, DH 107

Time: 6-9 p.m., Mon, Sept 17-Nov 19
Cost: \$299

NJCU NEW PATHWAYS TO TEACHING IN NEW JERSEY

Semesters 1, 2, 3 and 4 are offered fully on-line by NJCU.

REQUIREMENTS TO APPLY: Upon successful completion of the Preservice Component students will need to acquire a Certificate of Eligibility (CE) from the NJ Department of Education and secure a job prior to enrolling in Semester One. Doing so allows you the option of paying the non-credit tuition price. **NOTE:** If you do not have a job you may still enroll in Semester One but you will need to pay the graduate tuition as you will be enrolled in NJCU's Masters of Arts in Teaching (MAT) program.

For further information, call 201-200-2128 or email newpathways@njcu.edu

New Pathways continued on page 29.

INTERESTED IN A DEGREE PROGRAM?

Register Early to Get the Best Choice of Classes

Applications for the Fall 2018 Semester are currently being accepted at County College of Morris (CCM). By applying early, students are presented with the best opportunity to enroll in classes that take place on the days and times that best fit their schedules.

At CCM, students are able to select from more than 45 associate degrees and a wide selection of certificate programs. In addition, students who want to go on and earn a bachelor's degree can save \$20,000 or more by starting at CCM.

To get started, review the degree and certificate programs at CCM www.ccm.edu/academics/. To apply to the college, go to www.ccm.edu/admissions or visit the Admissions Office in the Student Community Center on CCM's Randolph campus, 214 Center Grove Road. For more information, email admiss@ccm.edu or call 973-328-5100.



BROOKDALE

CONTINUING AND PROFESSIONAL STUDIES

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



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

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

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

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

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



For more information, visit us at: www.brookdalecc.edu/cte

NJCU TUITION

(as of the schedule print date, July 2018):

- **NON-CREDIT:** Non-credit \$550 each semester or \$2,200 for all four semesters. Subject to change without notice.
- **FOR-CREDIT:** Tuition is \$694.15 per graduate credit. Ex: For a six credit graduate course the cost would be (6 x \$694.15 = \$4,164.90). Based on the NJCU Board of Trustees and subject to change. Check the NJCU New Pathways website for the latest information.

To begin the New Pathways to Teaching process:

1. Candidates must possess the following prior to beginning Semester 1 training:
 - a. Bachelor's degree or higher from an accredited four-year college or university
 - b. GPA of 3.0 or higher
 - c. Passing PRAXIS II score
 - d. Successful completion of the Introduction to Teaching 50 Hour Preservice Component
 - e. Certificate of Eligibility (CE) from NJDOE
 - f. Obtain employment as a teacher to enroll as a non-credit candidate in the NPTNJ program. Otherwise, candidates must enroll in the MAT for-credit program of NJCU. Enrolled for-credit candidates will earn 24 masters level credits toward the MAT degree requiring 30 credits. Following employment, candidates may remain in the for-credit degree granting program or rollover to the non-credit option. Individuals initially electing the non-credit option have up to five years to convert the course work to credits for the MAT degree.
 - g. Obtain a Provisional Teaching Certificate
2. Concurrently during the Preservice phase, candidates should:
 - a. Complete the NJ DOE requirements to obtain a Certificate of Eligibility to teach. See the NJ DOE website for the required documents.
3. A Provisional Certificate will be issued by the NJDOE through the School District in which the candidate works, after candidates have completed the 50 hours of Preservice, have accepted an offer of employment, have confirmed enrollment in the New Pathway's 400-hour program and are enrolled in a district mentoring program.

“*CCM's Non-Profit Leadership training courses provide the practical skills and proven techniques to advance your philanthropic efforts.*
~ Lauren Swern

NON-PROFIT LEADERSHIP TRAINING

INFORMATION SESSION CAREERS IN NON-PROFIT LEADERSHIP

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

Thurs, September 6, 6:00-8:00 p.m.

Student Community Center,
Davidson Rooms

Park in Lot 4, 5, 6 or 7 – Use temporary parking pass found on page 46

NON-PROFIT LEADERSHIP TRAINING

CCM understands the unique needs of professionals working in the nonprofit space, particularly the challenges you face in developing awareness of your organization, fundraising on large and small scales, cultivating and soliciting a donor base, creating special events that have impact and communicate your organization's mission and message, writing effective grant applications that yield results, along with being financially, legally and ethically compliant.

If you're already a non-profit leader or manager, or a rising star and want to stand out professionally, or if you simply need to improve your skills to help your organization move to the next level, the CCM Non-Profit Leadership Training Program is for you. You can earn two CCM specialty certificates: Nonprofit Fundraising Professional and one for Grant Writing. Following the training received in this program, students may also wish to investigate the Certified Fund Raising Executive (CFRE) credential. First awarded in 1981, it is also the first globally-recognized credential for fundraising professionals. <http://www.cfre.org/>

For either certificate, start with the foundational course, Fundamentals for Fundraising Professionals which has been updated and expanded with new content and additional instructors.

ALL NEW FOR FALL 2018 FUNDAMENTALS FOR FUNDRAISING PROFESSIONALS

FUNDAMENTALS FOR FUNDRAISING PROFESSIONALS

This team-taught course, presented by leading industry recognized professionals, meets for four sessions. It lays the groundwork for all other courses, creating a better understanding of the unique aspects of the management and work performed in the nonprofit sector.

Session one presents a broad overview of

the nonprofit sector including, among other topics, an overview of the funding raising climate, giving trends and understanding your organization's unique niche in the nonprofit space. Session two covers legal basics and best practices including by-laws and requirements that will keep your organization legally compliant. Session three will teach you how to review key financial reports and understand your organization's financial picture from an outside perspective. This session covers the fundamentals of nonprofit finance including how to read audited financial statements, with emphasis on income statements and balance sheets. Session four wraps up with special tax implications and considerations for the nonprofit organization, as well as reviewing tax code changes that affect nonprofit organizations. NPC 221

88361. 4 Sessions: 12 hours
Landscape Horticultural Technology Building, LHT 109
Time: 6:30-9:30 p.m., Mon, Sept 17-Oct 15 (No class Oct 8)
Cost: \$199

LEAD INSTRUCTOR: Lauren R. Swern
Lauren began her career in fundraising and development at Noah's Ark Animal Welfare Association, Inc. She has greater than 10 years' experience as a development professional. She is the Development Director at the New Jersey Highlands Coalition and serves on several nonprofit boards. Lauren has a passion for connecting donors to the causes they care about, and inspiring students to optimize their fundraising so they can focus on changing the world.

CO-INSTRUCTORS:

- Nancy Eberhardt, Esq., Executive Director Pro Bono Partnership
- Gina Sideris, CFRE, Senior Development Director, Cancer Hope Network
- Mariana Moghadam, CPA, Tax, Director, Sobel & Co., LLC

NON-PROFIT FUNDRAISING ESSENTIALS CERTIFICATE

CCM's Nonprofit Fundraising Essentials Certificate is just what your organization needs to be more effective. When your fundraising is effective, you increase your organization's ability to impact more lives, spread your message further or provide more services. If you want to learn how to fundraise like the pros, then obtain this Essentials Certificate and learn the techniques and strategies that will improve your fundraising efforts.

In addition to the totally new Fundamentals for Fundraising Professionals foundation course, the Nonprofit Fundraising Essentials

Non-Profit continued on next page.



This program is an opportunity to build a solid foundation in grant writing and fundraising, with access to professional fundraising expertise and to receive advice on your philanthropic work.

~ Lauren Swern, Non Profit & Grants



Certificate includes four additional interactive courses with case studies and projects to meet nonprofit fundraising professionals' needs and challenges. The certificate program offers a complete overview of integrated programs for raising funds from individual donors to corporations and features the most current information and techniques. It complements the Grant Writing Certificate program to give nonprofit fundraising professionals a complete review of skills, techniques and program components to increase capital and improve cash flow for non-profits of any size.

Certification: You do not need to enroll in the full certificate program to benefit from these courses. Upon completion of all five courses, the Certificate of Completion in Nonprofit Fundraising Essentials by the college may be awarded. See "Certificates" on General Information page.

COURSE DESCRIPTIONS AND SCHEDULE

MAKING THE ASK – FACE TO FACE COMMUNICATIONS

People say the number one reason they don't give charitably is because they haven't been asked. This course is a combination of theory and interactive role-plays that will leave you feeling confident and equipped to successfully incorporate different ways to 'make the ask' as part of your fundraising strategy. You will learn how to personalize all stages of the giving process —from the time you make your first contact, to the "ask" itself. You'll be able to: identify donor prospects by mapping your organization's network; begin generating your own list of prospective donors; explain effective strategies for developing donors; and, apply techniques to effectively ask for donations. This workshop will also provide useful tools to identify and develop donors that will open the doors to effective and ongoing donor development. NPC 215

INSTRUCTOR: Lauren R. Swern

88362. 2 Sessions: 6 hours
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Tues, Oct 16-Oct 23
Cost: \$99

CREATE DONOR-CENTRIC COMMUNICATIONS

Case statements, social media, direct mail appeals, annual reports and newsletters. For fundraising professionals, written communications are the cornerstone of your development program. In this course you will learn the fundamentals of written communications including assessing organizational capacity and resources available for written communications and developing a strategy for the timing and processing of each piece. You will also learn about strategies for each communication piece including social media that focus on best practices for donor stewardship and raising funds. NPC 216

INSTRUCTOR: Gina Sideris, CFRE

Gina's love for music, and her undergraduate degree in music education led her to her first nonprofit funding raising position as a Grants Coordinator for the New Jersey Symphony Orchestra. She honed her craft, becoming a development professional that has raised hundreds of thousands of dollars. Gina brings fundraising experience across several nonprofit sectors including eldercare, theatre, education and healthcare.

88363. 4 Sessions: 12 hours
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Tues, Oct 30-Nov 20
Cost: \$199

CREATING SPECIAL EVENTS THAT RAISE FUNDS AND FRIENDS

Special events are a great way for nonprofits to recognize and strengthen relationships with current donors, recruit or introduce your organization to new donors, generate publicity for your organization and its mission and to raise unrestricted funds. From choosing the right event to the best way of expressing thanks afterwards, this course covers all aspects of producing a fundraiser for your organization. In addition to managing planning and logistics, you will learn strategies for networking, volunteer recruitment, public relations and of course, raising funds with an emphasis on fitting events into the larger framework of your nonprofit organization's goals. NPC 220

INSTRUCTOR: Gina Sideris, CFRE

88364. 2 Sessions: 6 hours
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Tues, Nov 27-Dec 4
Cost: \$99

PUTTING IT ALL TOGETHER – CREATING AN ANNUAL FUND PLAN

Do you want to shift from being reactive to proactive with your annual fundraising initiatives? Then you need a fundraising plan. The purpose of the development plan is to focus on the organization's goals, method of achieving the goals and resources required.

You will learn about the key components of a successful fundraising plan and how to involve board members, staff and volunteers in to the planning process to ensure that the plan produces ownership and results. NPC 218

INSTRUCTOR: Lauren R. Swern

88365. 2 Sessions: 6 hours
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Tues, Dec 11-18
Cost: \$99

NONPROFIT PROFESSIONALS DON'T FORGET TO CHECK OUT THESE OTHER IMPORTANT TOPICS RELEVANT TO MANY SMALLER ORGANIZATIONS:

HUMAN RESOURCES

See page 12.

ACCOUNTING FUNDAMENTALS

See page 17.

QUICKBOOKS

See page 17.

MICROSOFT OFFICE COURSES

See page 10



An industry recognized certification places a professional at the forefront of the labor market.

~ Ciro Petti

GRANT WRITING SERIES

Start your journey to more effective grant writing with a solid understanding of the Fundamentals for Fundraising Professionals. This team-taught course, presented by leading industry recognized professionals, meets for four sessions. It lays the groundwork for all other courses, creating a better understanding of the unique aspects of the management and work performed in the nonprofit sector.

FUNDAMENTALS FOR FUNDRAISING PROFESSIONALS

This team-taught course, presented by leading industry recognized professionals, meets for four sessions. It lays the groundwork for all other courses, creating a better understanding of the unique aspects of the management and work performed in the nonprofit sector.

Session one presents a broad overview of the nonprofit sector including, among other topics, an overview of the funding raising climate, giving trends and understanding your organization's unique niche in the nonprofit space. Session two covers legal basics and best practices including by-laws and requirements that will keep your organization legally compliant. Session three will teach you how to review key financial reports and understand your organization's financial picture from an outside perspective. This session covers the fundamentals of nonprofit finance including how to read audited financial statements, with emphasis on income statements and balance sheets. Session four wraps up with special tax implications and considerations for the nonprofit organization, as well as reviewing tax code changes that affect nonprofit organizations. NPC 221

88361. 4 Sessions: 12 hours
Landscape Horticultural Technology Building,
LHT 109
Time: 6:30-9:30 p.m., Mon, Sept 17-Oct 15
(No class Oct 8)
Cost: \$199

LEAD INSTRUCTOR: Lauren R. Swern
Lauren began her career in fund raising and development at Noah's Ark Animal Welfare Association, Inc. She has greater than 10 years' experience as a development professional. She is the Development Director at the New Jersey Highlands Coalition and serves on several nonprofit boards. Lauren has a passion for connecting donors to the causes they care about, and inspiring students to optimize their fundraising so they can focus on changing the world.

CO-INSTRUCTORS:

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- Gina Sideris, CFRE, Senior Development Director, Cancer Hope Network
- Mariana Moghadam, CPA, Tax, Director, Sobel & Co., LLC

GRANT WRITING CERTIFICATE

Following the foundational course, improve your understanding and skills with four more specialized courses. Whether you're new to the field of grant writing or just want to improve your success rate in securing grant funds, this special CCM Grant Writing Certificate Program will provide you with an overview of necessary techniques for writing foundation grant proposals. This is a HANDS-ON program that includes a unique expert panel discussion from a variety of local nonprofits and foundations offering tips on presenting and submitting successful grant application as well as the opportunity to ask questions.

Come to the program with your funding need and leave the program with the necessary tools to be successful. Research the funding options that are best for your need. Write the statement of need, narrative and other pieces of the proposal. Several times throughout the program, professional grant writers and grant funders are invited into the class to provide current grant trends and evaluate your work providing real-life feedback on why they would or would not accept your work.

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

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

COURSE DESCRIPTIONS AND SCHEDULE

PROSPECTING FOR GRANTS

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

INSTRUCTOR: Lauren R. Swern
88371. 3 Sessions: 6 hours
Cohen Hall, CH 269
Time: 6:30-8:30 p.m., Thurs, Sept 20-Oct 4
Cost: \$99

GRANT RESEARCHING AND PROPOSAL WRITING WORKSHOP

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

INSTRUCTOR: Lauren R. Swern

88372. 4 Sessions: 13 hours
Cohen Hall, CH 269
Time: 6:30- 9:45 p.m., Thurs, Oct 11-Nov 1
Cost: \$149

INTERACTIVE PROPOSALS WRITING

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

INSTRUCTOR: Lauren R. Swern

88373. 2 Sessions: 7 hours
Henderson Hall, HH 114
Time: 6-9:30 p.m., Thurs, Nov. 15-29
(No class Nov 22)
Cost: \$99

ETHICS IN GRANT WRITING

Learn current standards of professional practice, grant industry's code of ethics, common causes of unethical behavior and possible consequences. Students will participate in small group discussions to resolve various questionable ethics scenarios. NPC 213

INSTRUCTOR: Lauren R. Swern

88374. 1 Session: 2 hours
Cohen Hall, CH 269
Time: 6:30-8:30 p.m., Thurs, Dec 6
Cost: \$49



ENGLISH LANGUAGE LEARNING PROGRAM

We are a team of Instructors who care about your success and will go the extra mile to meet course objectives as well as students' needs and expectations.



~ Ramon Gordon, English Language Learning Instructor

INFORMATION SESSION ON ENGLISH LANGUAGE LEARNING

Thurs, September 6, 6:00-8:00 p.m.

Student Community Center,
Davidson Rooms

Park in Lot 4, 5, 6 or 7 – Use temporary
parking pass found on page 46

Placement testing is required for all new students, see schedule below.

CCM's English Language Learning (ELL) program provides English language instruction for limited English proficient adults to increase their ability to communicate in English. The content is compatible with principles of language acquisition for adult learners of English and includes skills useful in the workplace, life and academics.

Early Beginner, Beginner and Intermediate levels are made up of units (A, B, C) that allow the learner to logically progress and build upon new knowledge. In general, you will remain in a class level for three semesters, with one book specific to the class level. Advanced level students will improve their English language mastery using skills that are critical to the workplace or future academic studies. The ELL program at CCM has something for everyone whose first language is not English. Your ability, confidence and success will grow with each level of learning. The goal of ELL is to improve your knowledge and comfort communicating in English.

Skills will be integrated into reading, writing, speaking and listening formats. Progress through levels will be measured by an approved standardized test or documentation of attainment of competencies. The CCM ELL program course curriculum conforms to the federally defined Workforce Development ESL levels and certificates are available in Early Beginner, Beginner, Intermediate, Advanced Level and TOEFL.

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

REQUIRED TEXT: For required textbook information, go to <https://bookstore.ccm.edu/college> and click on NON-CREDIT. Select Department ENS. Students must obtain the textbook on their own and have it for the first day of class. Books are not stocked by the CCM bookstore and are available at retail and internet outlets.

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

ALL NEW STUDENTS FOR THE ENGLISH LANGUAGE LEARNING PROGRAM MUST COMPLETE A PLACEMENT TEST AT CCM'S TEST CENTER.

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

Students enrolled in the prior Fall 2017 or Spring 2018 program do not need to retest.

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

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

Date	Time	Section #
Monday, September 10	4:00 p.m.	88840
	5:30 p.m.	88841
	7:00 p.m.	88842
Tuesday, September 11	4:00 p.m.	88843
	5:30 p.m.	88844
	7:00 p.m.	88845
Thursday, September 13	3:00 p.m.	88846
	4:30 p.m.	88847
	6:00 p.m.	88848

ESL EARLY BEGINNER

This course is designed for non-native speakers with very limited English language skills. This class will explore all aspects of the English language focusing mainly on grammar through group and class discussion, online exercises and vocabulary. Emphasis is on practical every day English and communication skills. Students will gain the baseline proficiency needed to advance to a Beginner level. Early Beginner students will utilize the Pearson Focus on Grammar 1 book, 4th edition. ENS 213

EARLY BEGINNER A

INSTRUCTOR: Hilda Bahner
88800. 20 Sessions: 40 hours
Henderson Hall, HH 215
Time: 9:30-11:30 a.m., Mon and Wed, Sept 17-Nov 26 (No class Nov 21)
Cost: \$299

EARLY BEGINNER C
(this is the final unit of the Spring 2018 class)

INSTRUCTOR: Hilda Bahner
88803. 20 Sessions: 40 hours
Henderson Hall, HH 215
Time: 9:30-11:30 a.m., Tues and Thurs, Sept 18-Nov 27 (No class Nov 22)
Cost: \$299

EARLY BEGINNER A

INSTRUCTOR: Julian Gomez
88801. 20 Sessions: 40 hours
Henderson Hall, HH 215
Time: 6-8 p.m., Mon and Wed, Sept 17-Nov 26 (No class Nov 21)
Cost: \$299

EARLY BEGINNER A

INSTRUCTOR: Ramon Gordon
88802. 20 Sessions: 40 hours
Henderson Hall, HH 204
Time: 6-8 p.m., Tues and Thurs, Sept 18-Nov 27 (No class Nov 22)
Cost: \$299

ESL BEGINNER

This course is designed for non-native speakers who are less limited in English language skills than Early Beginners. It is the next level for individuals who have completed the CCM Early Beginners series. In this course, you will continue to improve your English skills as you explore all aspects of the English language, focusing mainly on grammar and vocabulary through group and class discussion and online exercises. Emphasis is on practical every day English and communication skills. Beginner 2 students will utilize the Pearson Focus on Grammar 2 book, 5th edition. ENS 226

BEGINNER A

INSTRUCTOR: Mary-Helen Mach
88811. 20 Sessions: 40 hours
Henderson Hall, HH 111
Time: 9:30-11:30 a.m., Tues and Thurs, Sept 18-Nov 27 (No class Nov 22)
Cost: \$299

BEGINNER C

(this is the final unit of the Spring 2018 class)
INSTRUCTOR: Anna Taylor
88813. 20 Sessions: 40 hours
Henderson Hall, HH 204
Time: 9:30-11:30 a.m., Mon and Wed, Sept 17-Nov 26 (No class Nov 21)
Cost: \$299

BEGINNER A

INSTRUCTOR: Ramon Gordon
88810. 20 Sessions: 40 hours
Henderson Hall, HH 204
Time: 6-8 p.m., Mon and Wed, Sept 17-Nov 26 (No class Nov 21)
Cost: \$299

BEGINNER A

INSTRUCTOR: Jessica Kari
88812. 20 Sessions: 40 hours
Landscape & Horticulture Building, LHT 110
Time: 6-8 p.m., Tues and Thurs, Sept 18-Nov 27 (No class Nov 22)
Cost: \$299

ESL INTERMEDIATE

Intermediate Level ESL will focus on English skills necessary to communicate effectively on health and nutrition topics, understand the U.S. concepts of time and money, how to access transportation and travel, understand safety and security issues and consumer education issues. Intermediate students will utilize the Pearson Focus on Grammar 3 book, 5th edition. ENS 215.

INTERMEDIATE A

INSTRUCTOR: Norma Pravec
88806. 20 Sessions: 40 hours
Landscape & Horticulture Building, LHT 109
Time: 9:30-11:30 a.m., Mon and Wed, Sept 17-Nov 26 (No class Nov 21)
Cost: \$299

INTERMEDIATE B
(this is the 2nd unit of the Spring 2018 class)

INSTRUCTOR: Norma Pravec
88808. 20 Sessions: 40 hours
Landscape & Horticulture Building, LHT 109
Time: 9:30-11:30 a.m., Tues and Thurs, Sept 18-Nov 27 (No class Nov 22)
Cost: \$299

INTERMEDIATE A

INSTRUCTOR: Anna Taylor
88807. 20 Sessions: 40 hours
Henderson Hall, HH 212

Time: 6-8 p.m., Mon and Wed, Sept 17-Nov 26 (No class Nov 21)
Cost: \$299

INTERMEDIATE B

(this is the 2nd unit of the Spring 2018 class)
INSTRUCTOR: Donna Puizina
88809. 20 Sessions: 40 hours
Henderson Hall, HH 114 except 9/30,11/15 HH 111
Time: 6-8 p.m., Tues and Thurs, Sept 18-Nov 27 (No class Nov 22)
Cost: \$299

ESL ADVANCED

Advanced level ESL will focus on the English skills necessary to listen, speak, read and write effectively in the workplace or for academics, to apply standard grammar structures, for development of pronunciation skills, for family and parenting in U.S. society and to understand issues relative to the environment and the world. Advanced students will utilize the Pearson Focus on Grammar 4 book, 5th edition. ENS 214

ADVANCED

INSTRUCTOR: Sharon Ferreira
88804. 20 Sessions: 40 hours
Henderson Hall, HH 111
Time: 9:30-11:30 a.m., Mon and Wed, Sept 17-Nov 26 (No class Nov 21)
Cost: \$299

ADVANCED

INSTRUCTOR: Sharon Ferreira
88815. 13 Sessions: 40 hours
Henderson Hall, HH 204
Time: 9:00 a.m. - 12:00 p.m., Friday, Sept 21-Dec 21 (No class Nov 23)
Cost: \$299

ADVANCED

INSTRUCTOR: Stacy Publik
88805. 20 Sessions: 40 hours
Henderson Hall, HH 111
Time: 6-8 p.m., Mon and Wed, Sept 17-Nov 26 (No class Nov 21)
Cost: \$299

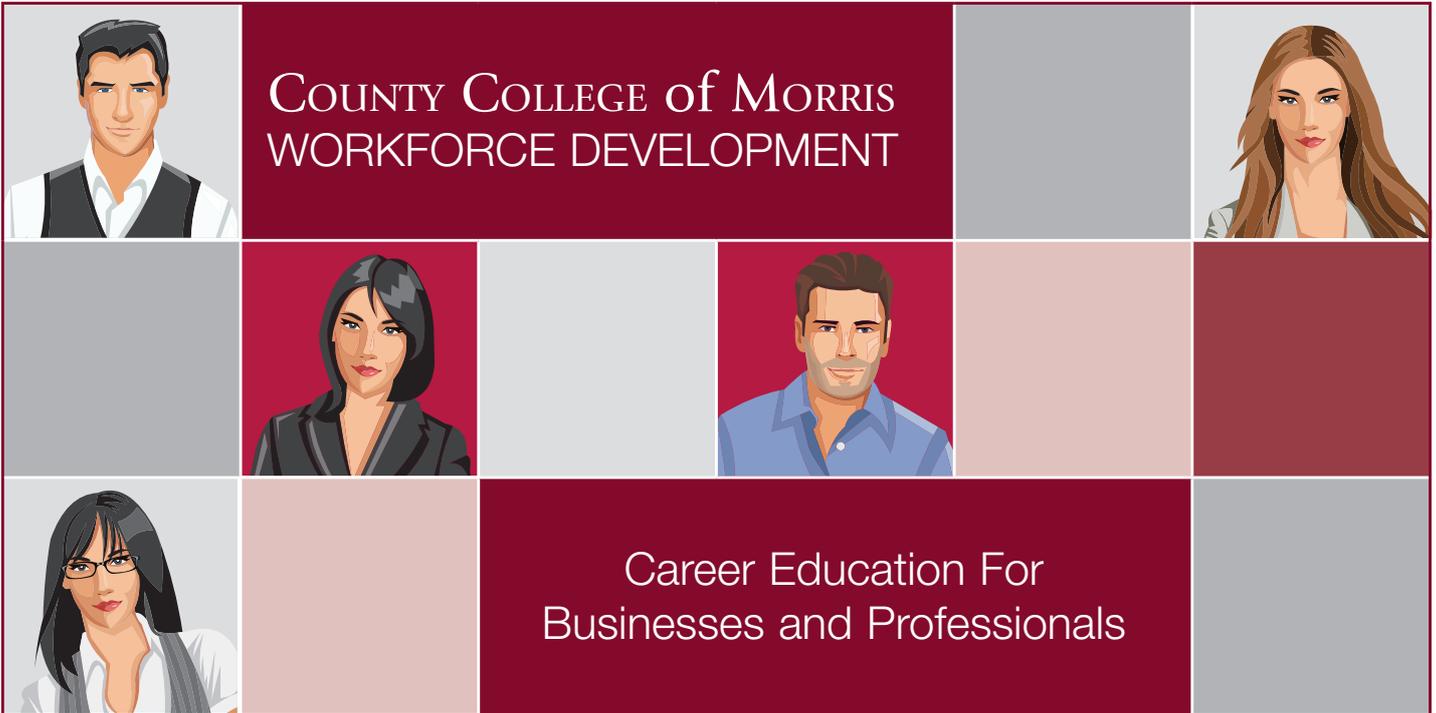
ESL TOEFL PREP

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

TOEFL EXAM PREP

INSTRUCTOR: Sharon Ferreira
88814. 15 Sessions: 30 hours
Henderson Hall, HH 212 9/18-10/25, HH 204 10/30-11/27
Time: 9:15-10:45 a.m., Tues and Thurs, Sept 18-Nov 27 (no class Nov 22)
Cost: \$299

CAREER EDUCATION FOR BUSINESSES AND PROFESSIONALS



COUNTY COLLEGE of MORRIS
WORKFORCE DEVELOPMENT

Career Education For
Businesses and Professionals

Customized Solutions

Flexible Scheduling

On or Off-Site

Certification Programs

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

In Demand Programs:

- Sales Training for Results
- Cyber & Data Security
- Management & Leadership Development
- Succession Planning
- Supervisory Skills
- ESL for the Workforce

Soft Skills:

- Team Effectiveness
- Performance Management
- Customer Service
- Communications
- Problem Solving/Critical Thinking
- Conflict Resolution

*THESE INDUSTRY CERTIFICATIONS WILL RAISE
YOUR ORGANIZATION TO NEW HEIGHTS*

*ARE YOU READY TO BRING A GREATER DEGREE OF
RECOGNIZED PROFESSIONALISM AND EXPERTISE TO YOUR
STAFF WITH AN INDUSTRY VALUED CERTIFICATION?*

Check out these certifications:

- Information Technology
- ASQ Six Sigma
- APICS Supply Chain
- Project Management
- CompTIA A+
- CompTIA Network+

GRANT-SUPPORTED TRAINING FOR NEW JERSEY EMPLOYEES

August – December 2018

Grant funded training not available to government entity employees. Register online as follows:

TO REGISTER FOR GRANT SUPPORTED **BUSINESS SKILLS TRAINING**: <https://form.jotform.com/81916260591156>

TO REGISTER FOR GRANT SUPPORTED **COMPUTER TRAINING**: <https://form.jotform.com/81916344686164>

ALL CLASSES BELOW MAY BE CUSTOMIZED AND SCHEDULED FOR ON-SITE DELIVERY AT YOUR COMPANY'S LOCATION
FEES AS LOW AS \$500 WILL SECURE THIS TRAINING EXCLUSIVELY FOR YOUR EMPLOYEES.

AUGUST: BUSINESS SKILLS COURSES

IMPROVE YOUR COMMUNICATIONS, IMPROVE YOUR SUCCESS - CLOSED

Have you ever been intrigued by someone who always seems to know what to say and how to say it in any situation? Now you too can learn skills that help you communicate with diplomacy, tact and confidence. This workshop will help you master body language, understand personality styles and their preferred methods of communication, manage your emotions and learn successful communication skills that will build rapport and strengthen relationships that create positive outcomes.

Wed, Aug 29, Henderson Hall, HH 111, 9am-5pm

AUGUST: COMPUTER SKILLS COURSES

EXCEL: PIVOT TABLES & BEYOND

This course focuses on learning the usage of Pivot Tables and Pivot Charts to analyze large amounts of data quickly. Additional topics that will be covered will include analyzing data through What If Analysis, Subtotaling and Outlining. You will also learn how to streamline your day to day tasks by learning to record and run Macros. This training will assist you in increasing productivity and improving efficiency by streamlining your workflow. **PREREQ:** *Intermediate Excel or equivalent.*

Wed, Aug 22, Henderson Hall, HH 113, 9am-5pm

SEPTEMBER: BUSINESS SKILLS COURSES

EMOTIONAL INTELLIGENCE

Why is Emotional Intelligence (EI) vital in the workplace? How skilled are you in actively applying EI concepts? Business professionals who understand the connection between emotions and actions and apply EI skills to maximize effectiveness, have an advantage in any organization. In this workshop participants will take a deep dive into the dimensions associated with emotional

intelligence, discuss behavioral styles and identify ways to increase ability to effectively communicate, collaborate and connect with co-workers.

Tues, Sept 11, Henderson Hall, HH 111, 9am-5pm

MANAGEMENT SKILLS FOR FIRST TIME SUPERVISORS

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

Fri, Sept 14, Henderson Hall, HH 215, 9am-5pm

MANAGING MULTIPLE PRIORITIES UNDER PRESSURE

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

Fri, Sept 14, Henderson Hall, HH 111, 9am-5pm

LINKEDIN

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

Thurs, Sept 27, Henderson Hall, HH 113, 9am-1pm

TECHNIQUES TO BUILD PRODUCTIVE TEAMS

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

Fri, Sept 28, Henderson Hall, HH 212, 9am-5pm

SEPTEMBER: COMPUTER SKILLS COURSES

EXCEL FUNCTIONS: ENHANCE YOUR WORKSHEETS WITH ADVANCED FUNCTIONS

This course is designed for participants who have a basic knowledge of Excel functions and want to discover how advanced functions can help save time at work. Learn how to analyze data using advanced formula skills by focusing on functions from various categories within the function library. Also learn how to create conditional formatting rules using formulas, perform complex calculations using Array formulas and create customized lists using data validation. **PREREQ:** Understand and use Basic Excel functions.

Thurs, Sept 6, Henderson Hall, HH 113, 9am-5pm

DESIGN SKILLS TO CREATE A CUTTING EDGE POWERPOINT

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

Thurs, Sept 13, Henderson Hall, HH 113, 9am-5pm

INTRODUCTION TO POWERPOINT

This class will provide students with a basic understanding of Microsoft PowerPoint. Upon completing this course, students will be able to identify the basic features and functions of PowerPoint, perform advanced text editing, add and create graphics, modify objects and animate presentations. PREREQ: Working knowledge of computers.

Fri, Sept 14, Henderson Hall, HH 114, 9am-5pm

EXCEL FOR BEGINNERS

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

Fri, Sept 21, Henderson Hall, HH 113, 9am-5pm

SHAREPOINT 2016 FOR USERS AND OWNERS: MS OFFICE 365

Microsoft SharePoint 2016 is an online collaboration tool that is very prominent for businesses and organizations. At the end of this course, users will be able to navigate through SharePoint, search documents, content, libraries and lists. Users will know how to update their SharePoint profile, use SharePoint with Microsoft Office and access SharePoint from mobile devices. PREREQ: Must attend both sessions and have working knowledge of a computer.

Mon, Sept 24, Henderson Hall, HH 113, 6pm-9pm (1st half of class)
Tues, Sept 25, Henderson Hall, HH 113, 6pm-9pm (2nd half of class)

ACCESS: ACQUIRE FUNDAMENTAL DATABASE SKILLS

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

Wed, Sept 26, Landscape Horticulture Bldg., LHT 102, 9am-5pm

OCTOBER: BUSINESS SKILLS COURSES

AGILE PROJECT MANAGEMENT OVERVIEW

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

Tues., Nov 2, Henderson Hall, HH 204, 9am-5pm

EMAIL ETIQUETTE: THE DO'S & DON'TS OF PROFESSIONAL EMAILS

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

Tues, Oct 2, Henderson Hall HH 114, 9am-5pm

INTRODUCTION TO QUICKBOOKS

This course is for those who are brand new to QuickBooks. You will learn how to setup a new company file, create a chart of accounts, create invoicing and payables. You will also gain an understanding of the financial reports, Profit and Loss and Balance Sheet. This class is being delivered over two half days to allow for practicing of learning materials. PREREQ: Must attend both sessions and have working knowledge of a computer.

Tues, Oct 9 Henderson Hall, HH 114, 1pm - 5pm (1st half of course)
Tues, Oct 23 Henderson Hall, HH 114, 1pm - 5pm (2nd half of course)

ESSENTIAL TRAITS OF SUCCESSFUL WOMEN LEADERS

There are key traits that are critical to a leader's ability to be successful in organizations, whether they are currently in a leadership position or aspire to be in one. Examples include the ability to communicate a vision or coalesce the teams to achieve strategic goals. During this workshop, you will have the opportunity to identify and define those traits and qualities, assess your own and come away with practical strategies you may readily implement.

Fri, Oct 5, Henderson Hall HH 111, 9am-5pm

ELEVATE THE CUSTOMER SERVICE EXPERIENCE

Learn to delight the customer and create a culture for excellent customer service by energizing your staff with essential customer service skills. This program discusses: attitude, identifying customer needs, listening skills, body language, tone of voice, choice of words, angry customers, recovery and exceeding expectations.

Fri, Oct 12, Henderson Hall, HH 215, 9am-5pm

SUPPLY CHAIN MANAGEMENT FUNDAMENTALS

This course provides basic definitions and concepts for planning and controlling the flow of materials into, through and out of an organization. It explains fundamental relationships among the activities that occur in the supply chain from suppliers to customers. Included will be an explanation of how the supply chain supports an organization's strategic and financial goals. Upon completion of the training you will understand the supply chain management process from flows, metrics, frameworks and goals to organizational structures.

Fri, Oct 12, Henderson Hall, HH 212, 9am-5pm

FINANCE FOR THE NON-FINANCE PROFESSIONAL

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

Fri, Oct 19, Henderson Hall HH 212, 9am-5pm

PUT A STOP TO YOUR INBOX MADNESS & TASK OVERLOAD

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

Wed, Oct 24, Landscape & Horticultural Technology Building, LHT 102, 9am-5pm

MANAGERS MATTER: A RELATIONSHIP-CENTERED APPROACH TO DRIVING EMPLOYEE ENGAGEMENT

The bottom line for engagement is that managers matter. As a front-line manager, you have more control over your employees' engagement levels than any other contributing factor—more than senior management, more than benefits and perks and even more than money! This workshop is designed for leaders and HR professionals who want to reduce turnover, increase productivity and build an engaged workforce that is aligned with the goals of the organization.

Fri, Oct 19, Henderson Hall HH 111, 9am-5pm

SOCIAL MEDIA FOR BUSINESS SUCCESS

Social Media is an integral part of every business' marketing plan. So many different platforms make it overwhelming (Facebook, Twitter, LinkedIn, Instagram and Pinterest). Which platforms should you be using? How do you use them more effectively? What are the tips and tricks to gain you more followers, improve engagement and spread the word about your business? In this hands-on class you will review the major social media platforms in depth. The class will work directly with these platforms so you can improve your pages and profiles, as well as discover creative ways to talk to your audience. You will walk away from this class with improvements to your current social media strategies as well as feeling more confident and competent in using social media to market your business. **Be sure to bring your log on information for the platforms, so you can work directly within your pages and profiles in class.*

Wed, Oct 24, Henderson Hall HH 114, 9am-5pm

CRITICAL THINKING SKILLS TO BECOME A SUCCESSFUL PROBLEM SOLVER

This course will enable you to think independently, make better decisions, deal with change quickly and effectively, think more creatively and be more self-reflective. This is the basis for effective critical thinking, which is an essential skill in the workplace. You will learn to develop critical thinking skills to detect inconsistencies and common mistakes in reasoning, recognize your own assumptions and biases, identify the importance and relevance of various ideas and reach well-reasoned conclusions and solutions.

Fri, Oct 26, Henderson Hall, HH 212, 9am-5pm

PLANNING PROJECTS WITH MICROSOFT PROJECT

Planning a project is made easy with this tool. Microsoft Project is the most popular project planning tool in the world that is used to plan both small and large projects. This course is for those who need to create or modify project plans. You will learn and apply important project management concepts using the latest version of Microsoft Project's world class project management planning tool. In this course you will learn how to start a new plan, build a schedule and assign resources. Learn to capture and fine-tune the work to be done and define who will do it. Produce task responsibilities for each of your resources. Utilization of Gantt charts will be taught to share plan details. Uncover ways to share resources across multiple projects and consolidate projects. Come learn to Master the Best Practices.

Thurs, Oct 25, Henderson Hall HH 114, 9am-5pm

OCTOBER: COMPUTER SKILLS COURSES

365 ONLINE: LEARN MICROSOFT'S ON-LINE OFFICE SUITE AND WORK FROM ANYWHERE

Microsoft 365 ONLINE apps are designed as a collaborative cloud-based suite of apps that allows you to be device independent. With internet access you can open and work seamlessly with any of your files from any computer. This course will provide in depth coverage of Microsoft's OneDrive file management app as well as explore the ONLINE interfaces of Word, Excel, PowerPoint, Outlook and their collaborative features. PREREQ: Solid comfort level using a computer and prior work with Word, Excel, PowerPoint and Outlook. *Please note: The 365/2016 Desktop versions of the Microsoft Office Suite software are not covered in this course.*

Wed, Oct 3, Henderson Hall, HH 114, 9am-5pm

SKYPE FOR BUSINESS

Skype for Business is a widely used collaborative program designed for communications and conferencing in the work place. In this course you will learn how to instant message, set up meetings, share your screens and create agendas. You will also use features such as Meet Now, Polling, Q&A and Whiteboard as well as explore meeting controls, audio calls and video conferencing. PREREQ: Solid comfort level using a computer. *Please Note: This is not the personal version of Skype often used to communicate with family members.*

Thurs, Oct 25 Room TBD, 9am – 3pm

OUTLOOK IN A NUTSHELL

If you want to build on your basic Outlook knowledge, then this course is for you. You will learn how to improve and streamline your work process by refining email management through sorting, grouping, filtering, searching, quick steps, auto-replies, blocking senders, rules and alerts and conditional formatting. You will also learn advanced settings for Calendar, Contacts and more. PREREQ: Beginning knowledge of Outlook.

Wed, Oct 17, Henderson Hall, HH 114, 9am-5pm

EXCEL INTERMEDIATE

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

Fri, Oct 19, Henderson Hall, HH 113, 9am-5pm

POWERPOINT PRESENTATIONS: DEVELOP & PRACTICE DELIVERY TECHNIQUES

Want to create dynamic PowerPoint presentations? This interactive class is designed to help students organize their thoughts and data into a powerful PowerPoint presentation. In this class you will learn how to plan PowerPoint presentations, create handouts and deliver presentations with confidence. PREREQ: Basic understanding of how to create a PowerPoint *(it will be helpful to bring PowerPoint draft to class).*

Thurs, Oct 25, Henderson Hall, HH 113, 9am-5pm

NOVEMBER: BUSINESS SKILLS COURSES

LEADING OTHERS THROUGH CHANGE

Organizational shifts can bode either a positive or negative experience for those involved, depending on how effectively they are led through the process. Leaders play a vital role in seeing that employees understand the benefits and new opportunities brought about by change. This course recognizes that to affect a positive and productive experience, leaders must ACT - Activate The Change, Create a plan and Transition the change. This course takes participants through the three phases and identifies techniques for ensuring that the change is not only a success, but that it becomes a lasting part of the culture. You will learn to manage resistance, garner commitment and increase motivation for the change, from start to finish, including how to evaluate efforts in order to steer the success of future initiatives.

Fri, Nov 2, Henderson Hall, HH 212, 9am-5pm

AGILE PROJECT MANAGEMENT

See Page 37 for description and date.

PUBLIC SPEAKING: DELIVER YOUR MESSAGE WITH CONFIDENCE

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

Tues, Nov 13, Henderson Hall HH 111, 9am-5pm

SIX SIGMA: AN INTRODUCTION

Six Sigma is a process and a set of tools that is used by organizations to improve products, processes and results by eliminating defects reducing variation and decreasing delays. This

course will train participants in the fundamentals of Six Sigma, including use of the DMAIC process (Define, Measure, Analyze, Improve, Control) and basic tools. Participants will have an opportunity to use the process and tools during the course to work on solutions to real problems and should come to class with a problem or project in mind.

Fri, Nov 9, Henderson Hall, HH 212, 9am-5pm

TRACKING PROJECTS WITH MICROSOFT PROJECT

Do you have a project plan but need a simple way to track its progress? This course will teach you to use MS Project, the most popular tool, to manage your projects. You will gain knowledge to track, revise and update your projects as the work is accomplished, and develop your project management skills while controlling your project. This course will teach you to update project plans, create custom reports, reuse project plan information and collaborate on project plans with others. A project plan that matches its current status enables more insightful decision making. This course emphasizes the simple tasks you need to keep your project up to date.

Fri, Nov 16, Henderson Hall, HH 114, 9am-5pm

NAVIGATING CONFLICT: BEST APPROACHES

Conflict is an organizational reality and when approached correctly, can bring about positive change and improve business results. Too often we shy away from conflict because we are afraid of injuring important relationships or rocking the boat. In this interactive and practical course, you will identify your natural and adapted approach to conflict, discover multiple ways to navigate conflict and develop an individual plan to apply a four-step conflict model.

Fri, Nov 16, Henderson Hall, HH 111, 9am-5pm

COACHING & MENTORING SKILLS TO DEVELOP YOUR TEAM

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

Wed, Nov 28, Henderson Hall, HH 111, 9am-5pm

NOVEMBER: COMPUTER SKILLS COURSES

VISUAL BASIC FOR EXCEL (MICROSOFT VBA)

In this course you will learn how to apply the VBA programming language to make your Excel spreadsheets much more powerful. This course starts you out with learning how to record macros and the basics of VB programming. You will learn to read, write and debug VB code. Additionally, you will learn how to pass lists and floating variables through VB. The course will teach you to use conditional statements, create input and message boxes. Upon completion of this course, you will be familiar with the VBA programming language, as it applies to Microsoft Excel. You will be able to apply this knowledge to make interactive and fully functional spreadsheets. PREREQ: Proficient knowledge of MS Excel.

Fri, Nov 2, Henderson Hall, HH 113, 9am-5pm

DECEMBER: BUSINESS SKILLS COURSES

UNDERSTANDING AND MANAGING GENERATIONAL DIFFERENCES

Millennials, Gen X, Baby Boomers, Gen Y... and the upcoming Gen Z. The presence of multiple generations in the workplace presents opportunities to create understanding of the differences in communication styles, workplace expectations and collaboration, to name a few. How do you motivate employees and colleagues when their generation is different from yours? What are common misconceptions you face about your own generation – or that you have about others? What are style flexes that will be wise to adopt? Attend this workshop to gain techniques to break down generational barriers to create a more understanding and effective workplace.

Tues, Dec 4, Henderson Hall, HH 111, 9am-5pm

PROBLEM SOLVING: ELIMINATE BARRIERS & ACHIEVE GOALS

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

Tues, Dec 4, Henderson Hall, HH 215, 9am-5pm

GRANT-SUPPORTED TRAINING**LEADERSHIP: INTRODUCING 21ST CENTURY INNOVATION**

Innovation is the only defense against crush-ing competition and a dismal economy. Innovation must become a responsibility of every single employee in order to achieve greater success and breakthrough products and services. Participants will gain a framework for helping others to acquire the skills needed to establish a culture of innovation. You will come to understand the 4 keys to achieving innovation, ways to challenge current beliefs and how to lead a team to identifying emerg-ing trends. This course will ultimately provide the insights to prepare leaders and teams to uncover hidden talent skills and assets.

Tues, Dec 11, Henderson Hall, HH 111, 9am-5pm

DECEMBER: COMPUTER COURSES

GOOGLE CLOUD: Learn about Google's free powerful cloud-based suite of apps that allow you to work, collaborate, communicate and manage your life from wherever you are. You'll learn about Google Drive/file storage, Google Docs/docu-ments, Gmail/email, Google Slides/presenta-tions, Google sheets/spreadsheets, Google Forms and Google Calendar. PREREQ: 1) Solid comfort level using a computer and soft-ware programs 2) Having a Gmail or Google account prior to class. You can do this by going to Gmail.com and creating an account. Remember your sign-in and password. Fri, Dec 7, Henderson Hall, HH 113, 9am-5pm

ACCESS INTERMEDIATE

In this course, you will expand your knowl-edge of relational database design, write advanced queries, structure existing data, share data across applications and customize reports. You will learn how to design a relational data-base, join tables to retrieve data from unrelated tables and organize a database for efficiency and performance and to maintain data integ-ri-ty. Additionally, you will be shown how to customize reports to organize the displayed information and produce specific print layouts. PREREQ: Access Fundamentals or equivalent. Wed, Dec 5, Landscape Horticulture Bldg., LHT 102, 9am-5pm

EXCEL: PIVOT TABLES & BEYOND

This course focuses on learning the usage of Pivot Tables and Pivot Charts to analyze large amounts of data quickly. Additional topics that will be covered will include analyzing data through What If Analysis, Subtotaling and Outlining. You will also learn how to streamline your day to day tasks by learning to record and run Macros. This training will assist you in increasing productivity and improving efficiency by streamlining your workflow. PREREQ: Intermediate Excel or equivalent. Fri, Dec 7, Landscape Horticulture Bldg., LHT 102, 9am-5pm

SELECT TOPICS AVAILABLE FOR CORPORATE ON-SITE TRAINING:

Some topics are available with Grant-Supported funding.* An additional on-site delivery fee of \$500 applies. All other topics are available for a flat fee of \$1600.

UNDERSTANDING PERSONALITY STYLES

Where do you begin? Motivation, manage-ment, communications and relationships, whether focused on yourself or others, is a lot more effective when you understand yourself as well as with the people you work with. Personality awareness will improve qualities and behaviors which directly impact an organization's effectiveness and success. People rarely set out to upset each other, or interact negatively, they just behave differently because they are different. Knowing yourself and your co-workers' per-sonality types will improve communication, resolve conflicts quickly and effectively and lead to better decision-making. This train-ing will help you understand the varying personality styles encountered in the work environment to help you increase awareness of yourself and others, work more effectively with co-workers and customers, become a more effective leader and accomplish proj-ects in a collaborative and timely manner.

HARMONY AT WORK: MANAGING STRESS FROM THE INSIDE OUT

This course is designed to help participants restore inner peace and manage stress. Now, more than ever, organizations are realizing that high stress environments lead to employ-ee burnout, absenteeism, low productivity and high turn-over. Helping an employee maintain work-life balance is as vital to the staff, as it is to the overall health of the com-pany. Self-care in the workplace is a critical component of employee appreciation and satisfaction. Attendees will learn tips, tech-niques and strategies for managing stress lev-els, reclaiming personal strength, energy and vitality and will become more productive.

THE ART OF DELEGATION: HOW TO DELEGATE & GET RESULTS!

Increased workloads and leaner resources cause today's employee to be even more creative in the art of delegating tasks. Do you sometimes have trouble delegating work because you think it will take longer to the complete the task? If so, you fall into the trap of taking it on yourself and adding more stress to your day, while missing opportunities to empower your staff to grow. This course will address how to establish delegation parameters, how to be proactive to ensure the work is getting done, without being perceived as a "micro-manager," and how to establish a step-by-step process to get maximum results. PREREQ: Participants are recommended to have completed, or have knowledge of, Skills for First Time Supervisors.

NEGOTIATING AND INFLUENCING SKILLS

The ability to negotiate and influence others to your perspective is an art. Both actions are skills essential in work and life. Negotiating is a fundamental fact of life at any level. This workshop will help you gain confidence when negotiating with internal and external colleagues, customers and oth-ers you would like to influence. This interac-tive workshop also includes techniques to promote effective communication and turn face-to-face confrontation, into side-by-side problem solving to achieve results.

INNOVATION: UNLEASH THE POWER OF YOUR THINKING POTENTIAL

Feeling hungry for increased creativity and innovation in your team? Come prepared to get your creativity inspired, and passion reignited, to boost productivity and attain results. Learn what it takes to foster an envi-ronment where creativity thrives. Successful work environments leverage the talent inherent in their teams to problem solve, energize the culture and commit to a level of excellence which allows others to reach their highest potential.

PERFORMANCE REVIEWS: A TWO-WAY CONVERSATION

Both managers and employees are known to dread the performance review process. However, if it is handled as a dialog with input from both the manager and the employ-ee, the process can be enriched. Whether you are the manager or the employee, attend this workshop to acquire strategies and techniques to clearly set goals, measure progress and have an engaging dialog along the way.

BUSINESS PROFESSIONALISM & WORKPLACE ETIQUETTE – HALF DAY*

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

essional in your field. *Available through Grant-Supported funding for corporate on-site training for \$500 (headcount requirement of 10 for no additional fee).

SERVICE EXCELLENCE FOR PRIVATE PRACTICES*

Today's healthcare environment has become exponentially competitive. Patients are becoming even more selective about the providers they choose. Customer service, along with professional expertise, are the pillars of a well-run practice. This course is designed for healthcare professionals and physicians who come in contact with patients (aka "customers"). Customers are defined as either external (patients who pay for services) or internal (staff who support the private practice and core values). Recommended to also take companion course: Business Professionalism. *Available through Grant-Supported funding for corporate on-site training for \$500 (headcount requirement of 10 for no additional fee).

ETHICAL ISSUES IN THE WORKPLACE

This course will help individuals identify the traits of ethical managers, along with understanding the contemporary ethical issues that leaders are facing today. Tools will be introduced that will help navigate and manage ethical issues and challenges. This is an interactive workshop where varied perspectives on ethical behavior will be discussed and individuals will apply concepts to a relevant case study.

ACCESS - ADVANCED

Learn advanced Access features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multi-user access, and more. Knowledge of these features separate database professionals from the casual database users or occasional designers.

PREREQ: Intermediate Access

DATA ANALYSIS WITH POWER PIVOT

Learn one of Excel's most powerful tools. Power Pivot will help you organize, manipulate, and report on your data in the best way possible. Students will gain a solid understanding of Power Pivot to maximize effectiveness when analyzing data. In this class you will learn how to manage relationships, create Power Pivot reports, create calculations in Power Pivot, and work with advanced functionality. PREREQ: Ability to create and analyze basic PivotTables.

ONE NOTE – INTRODUCTION*

Explore the basics of OneNote. Whether using OneNote for the first time or for years, you will make the most of OneNote 2016's new features and interface. Highlights include the basics of notebooks and their contents, how to use and customize the interface, a brief overview of all the commands in the ribbon as well as how to create, format, and sort notes; manage sections, section groups, and notebooks; how to view, search and print; how to save and manage OneNote files and add shapes, tables and images to notes. The basics of the OneNote Web App are also described. *Available through Grant-Supported funding for corporate on-site training for \$500 (headcount requirement of 10 for no additional fee)

ONE NOTE – ADVANCED*

Highlights include creating page templates, changing page setup and how to use, customize and search for tags. You will also learn how to attach files to notes, create and use audio/video files and use OneNote with Microsoft Outlook. Additional topics cover handwritten text, custom drawing and input methods and how to share and collaborate with others in OneNote. This course will discuss how to work with hyperlinks and linked files, perform basic math, create custom equations and use a variety of OneNote customization options. Finally, this course will discuss how to use and customize research tools as well as create outlines in OneNote. *Available through Grant-Supported funding for corporate on-site training for \$500 (headcount requirement of 10 for no additional fee)

UTILIZING DISC (PERSONALITY STYLES) TO BUILD & IMPROVE COMPANY TEAMS

DISC is the study of the various Personality Types and how they impact Human Communications and Interaction. These assessment tools provide you with information to help maximize the performance of your employees and eliminate expensive mistakes, wasted resources and time, as well as enhance customer satisfaction. Attendees will learn that although the typical Four-Quadrant DISC model is useful in the most basic analysis of human behaviors, it can be too general in more specific applications. Attendees will learn the Extended DISC® Diamond, which shows that we are more complex and multidimensional. Learning these tools and skills will help attendees with recruiting, interviewing, hiring, on-boarding, team building, training, coaching, mentoring and leading all kinds of staff.

SERIES CLASSES – DEVELOPING A STRONG TEAM FOR LONG-TERM SUCCESS

This 4-part MOTIVATIONAL MANAGEMENT series is offered in 4 hour sessions for a fee of \$995.00 each and will cover:

1. Utilizing DISC (Personality Styles) to build and improve company teams
2. Recruiting and hiring the right team members for your company culture and vision
3. Properly on-boarding your team members and launching them to success
4. Retaining your valuable investment and avoiding a costly revolving-door of staff

1. Utilizing DISC (Personality Styles) to build and improve company teams
DISC is the study of the various Personality Types and how they impact Human Communications and Interaction. These assessment tools provide you with information to help maximize the performance of your employees and eliminate expensive mistakes, wasted resources, time, and costly problems, as well as enhance customer satisfaction. Attendees will learn the Extended DISC® Diamond, which shows that we are more complex and multidimensional. Learning these tools and skills will help attendees with recruiting, interviewing, hiring, on-boarding, team building, training, coaching, mentoring and leading various staff.

2. Recruiting and hiring the right team members for your company culture and vision
Hiring the wrong candidate can cost a company significant money. Attendees will learn that recruiting is a series of skills. Leaders must master the art of creating the right search models for key staff positions. Learn where and when to strategically place job postings. Interviewing is a skill that must be learned and honed over time. Finally, hiring an individual is not the last step.

3. Properly on-boarding your team members and launching them to success
Not properly on-boarding a new candidate can result in losing the best person for the job before they are even trained. Attendees will learn a formal process for on-boarding their new asset and to develop a structure for where and what this new team member will be doing from day 1 through their year-long on-boarding schedule. Lastly, a management leader is needed to train, coach, mentor and hold their team members accountable.

4. Retaining your valuable investment and avoiding a costly revolving-door of staff
Properly training a team member is costly. Retaining this asset requires a deep understanding of Motivational Management. It is important to understand the goals and aspirations of the team to properly align with departmental and company goals. They will also learn the difference between achieving goals and meeting quotas.



ONLINE LEARNING

www.ed2go.com/ccm

Taking a CCM Continuing Professional Education course demonstrates to your current or future employer, that you are dedicated to enhancing your skills and expertise.



CCM, in partnership with Ed2Go, brings affordable, relevant on-line learning with easily accessible, internet based learning modules, offered in a variety of formats to meet your life-style and learning needs.

PROFESSIONAL DEVELOPMENT COURSES

These six-week, online course, will help you learn a new skill or enhance your existing one. You'll spend roughly two to four hours each week completing two engaging lessons in an enjoyable, interactive learning environment. Expert instructors develop and lead every course. You'll be able to interact with them and with fellow students in lively online discussion areas. New sessions start every month, so you can sign up anytime. For a full listing of course options, go online to www.ed2go.com/ccm. If you need more information about the courses, please contact ed2go.support@cengage.com.

CAREER TRAINING CERTIFICATION PROGRAMS

Are you looking to start a new career or gain skills to advance in your existing career? If so, you've come to the right place! You can start these career training programs anytime and work at a pace that suits your individual style. You'll have access to all the lessons and assignments from day one, and many of these programs can be completed in less than six months. You'll get all the materials and instructor assistance you need to have a truly comprehensive learning experience. For a full listing of course options, go online to <https://careertraining.ed2go.com/ccm>. If you need assistance with program selection, program mechanics and enrollment assistance, please call 855-598-3856.

ONLINE NURSING PROFESSIONAL DEVELOPMENT COURSES

NURSING CERTIFICATES*

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

CERTIFICATE IN PERINATAL ISSUES*

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

CERTIFICATE IN INFECTIOUS DISEASES AND INFECTION CONTROL*

(13 contact hours) Offers insights into common infectious diseases and procedures for controlling their spread.

CERTIFICATE IN GERONTOLOGY*

(25 contact hours) Designed to enhance the knowledge and skills required to meet the health care needs of a rapidly aging population.

CERTIFICATE IN END OF LIFE CARE*

(19 contact hours) Provides the knowledge and skills to effectively meet the needs of individuals who are experiencing chronic, terminal illnesses.

CERTIFICATE IN PAIN ASSESSMENT AND MANAGEMENT*

(12 contact hours) Provides an overview of the mechanisms of pain, the multidisciplinary methods of assessment, management and treatment of pain, which include adults, children and the elderly with cancer related and non-cancer related pain.

CERTIFICATE IN LEGAL AND ETHICAL ISSUES IN HEALTHCARE*

(12 contact hours) Explore the legal and ethical risks healthcare professionals face, including issues related to HIPPA rules, medication errors, social media and healthcare, organ donation and workplace violence.

SPANISH FOR MEDICAL PERSONNEL

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

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

ONLINE GRADUATE & PROFESSIONAL EXAM PREPARATION COURSES

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

GRE PREPARATION - PART 1 (VERBAL AND ANALYTICAL) & GRE PREPARATION - PART 2 (QUANTITATIVE)

Discover powerful strategies for success in the verbal reasoning and analytical writing sections and useful techniques for tackling the quantitative reasoning sections of the computerized GRE® revised General Test (2 courses).

GMAT PREPARATION

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

LSAT PREPARATION - PART 1 & PART 2

Learn about law school entrance procedures, developing analytical reasoning skills and

improving your test-taking skills. Taking both part 1 and part 2 of this course will prepare you to perform well on all three question types on the LSAT: reading comprehension, logical reasoning and analytical reasoning.

PRAXIS CORE PREPARATION

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

How to Get Started:

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

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

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

ONLINE BUSINESS PROFESSIONAL DEVELOPMENT COURSES

Convenient, six-week, instructor led courses available to you online. COURSES START AS LOW AS \$115. Prepare for employment in some of today's hottest careers with comprehensive, affordable and self-paced online courses. You can begin these programs at any time and learn at your own pace. Upon successful completion of all required coursework, you receive a Certificate of Completion. See a sample list of available topics below. *For a full listing of available courses go to www.ed2go.com/ccm.*

ACCOUNTING AND FINANCE

- Accounting Fundamentals
- QuickBooks

BUSINESS

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

COMPUTER APPLICATIONS

- Microsoft Office Suite – Excel, Word, PowerPoint, Access
- Adobe

- Photoshop
- InDesign

DESIGN AND COMPOSITION

- Creating Web Pages

HEALTHCARE

- Medical Terminology

PERSONAL DEVELOPMENT

- Grammar Refresher
- Speed Spanish

SALES AND MARKETING SKILLS

- Professional Sales Skills
- Effective Selling

TECHNOLOGY

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

WRITING AND PUBLISHING

- Effective Writing
- A to Z Grant Writing
- Technical Writing

ONLINE CAREER TRAINING CERTIFICATION PROGRAMS

Prepare for employment in some of today's hottest careers with comprehensive, affordable and self-paced online Career Training Program. You can begin these programs at any time and learn at your own pace. Upon successful completion of all required coursework, you receive a Certificate of Completion. *For a full listing of available courses go to: <https://careertraining.ed2go.com/ccm/>*

BUSINESS, PROFESSIONAL & LEGAL

- Administrative Professional
- Paralegal
- Six Sigma Yellow Belt, Green Belt, Black Belt

HEALTH CAREERS AND FITNESS

- Medical Transcription
- Pharmacy Technician
- Veterinary Assistant

HOSPITALITY

- Certified Wedding Planner

- Event Management and Design
- Travel Agent Training

IT AND SOFTWARE

- Amazon Web Services (AWS) Systems Operations Certification
- Full Stack Software Developer
- Java Programmer
- Microsoft Certified Solutions Associate

MEDIA AND DESIGN

- Digital Arts Certificate

- Video Game Design and Development
- Graphic Design

SKILLED TRADES AND INDUSTRIAL

- HVACR Certified Technician
- Home Inspection Certificate

TEACHER PROFESSIONAL DEVELOPMENT

- Child Development Associate Training



THE LONGO PLANETARIUM

PUBLIC SHOW SCHEDULE 2018

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

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

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

August 10, 7 p.m.
Our Perilous Universe

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

August 11, 5 p.m.
Postcards from Space

September 14, 7 p.m.
Our Perilous Universe

September 15, 3 p.m.
Shapes in the Sky

October 12, 7 p.m.
Our Perilous Universe

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

October 13, 5 p.m.
Postcards from Space

November 9, 7 p.m.
Our Perilous Universe

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

November 10, 5 p.m.
Postcards from Space

Special program "A HOLIDAY UNDER THE STARS"

A sophisticated, historical, look at the different perspectives of the night sky from cultures throughout the world.

(geared for adults) December 14 at 7 p.m. and December 15 at 5 p.m.

Reservations are strongly recommended!

All Tickets \$10 – Cash or Check Only

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

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CCM Mission Statement

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

CCM Values Statement

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

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



02-2016

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



Workforce Development
 Continuing Professional Education

Temporary Parking Pass

Students should park in Lots 1,2,3,4 and 7 and Lot 5 after 5 p.m. No parking in Lot 8.

If your class meets more than 3 times you must obtain a temporary parking permit from Public Safety (parking lot 10)

To review all the general information and policies, please visit our online catalog, at <http://catalog.ccm.edu>

CERTIFICATES AND TRANSCRIPTS

Certificates may be awarded upon request to participants who successfully complete an entire certificate program or the individual classes within these programs. A minimum of 80% attendance and participation is required. Programs may have additional requirements. Students may request a certificate by going to www.ccm.edu/workforce and under "Other useful links", click on "Request a Certificate." Please allow 7-10 business days to receive your certificate.

For proof of course or program completion, please request a transcript from the Office of Records and Registration by going to <https://tinyurl.com/ybx8fxa7> and following the instructions for completing the form. Be sure to indicate you are seeking your **NON-CREDIT** course transcript.

COURSE CANCELLATIONS AND CHANGES

It is to your advantage to register early to ensure a class will run. On occasion, courses may be cancelled for a variety of reasons including low enrollment. Every effort is made to contact students using the contact information of record on file with the Office of Records and Registration as far in advance of the class as possible. Students will receive a full refund. **Please be sure your current contact information has been recorded by the Office of Records and Registration by using the "Change of Information" form found at <https://tinyurl.com/y9x8t35t>.** For regulatory compliance reasons, the information entered at the time of online registration may not update your official college information of record.

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

ACCESSIBILITY SERVICES STATEMENT

In accordance with the policies underlying Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act (ADA) of 1990, the ADA Amended Acts (ADAA) of 2008 and County College of Morris policy, no qualified individual with a disability shall, solely on the basis of that disability, be excluded from participation to County College of Morris programs or activities. Student may seek reasonable accommodations for their documented disability by self-identifying and registering with the Accessibility Services Office. 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 accessibilityservices@ccm.edu.

EMERGENCY AND INCLEMENT WEATHER CLOSINGS

In case of severe weather, the college may cancel classes. You can call the 24-hour information number or access CCM's website for emergency closing information.

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

See your instructor at the next class for make-up information. In the event that the college closed on what was to have been your only or last session, you will be contacted regarding the make-up class. We regret it is not possible to notify each person individually.

EMPLOYER PAID TRAINING

CCM welcomes payment by employers. To do so, each employee must register individually and pay at the time of registration. Online registra-

tion and payment may only be done via a single credit card per student. Other ways to register include mailing separate registration forms and checks for each individual to the Records and Registration Office, or coming in person to the Records and Registration Office. Purchase Orders will only be accepted from County of Morris Agencies (see below). All registrations must be accompanied by full payment for the course(s) for which the student is registering.

LIFETIME LEARNING CREDIT ACT

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

MORRIS COUNTY AGENCIES ONLY - PAYMENT PROCEDURE

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

PURCHASING TEXTBOOKS

Courses which require textbooks state so in the course description. It is the student's responsibility to have the necessary book in hand for the beginning of the first class. You may purchase most books in advance as posted. For textbook information, availability and pricing please contact the CCM Campus Store online at <https://bookstore.ccm.edu/college>. The CCM Campus store is open 8:30AM-4:30PM Tuesday, Wednesday and Friday and 8:30AM-6:30PM on Monday and Thursday during the academic year.

STUDENT RECORDS

All student records are maintained by the Office of Records and Registration. This office is the only office on campus to have access to social security numbers. For regulatory purposes related to out-of-county tuition costs, changes of address, phone and email address must be made in writing using the appropriate form provided by the Office of Records and Registration found at <https://tinyurl.com/y9x8t35t>. **Simply entering correct information at the time of class registration does not change your official information. Please ensure CCM has current and correct contact information.**

STUDENT WITHDRAWAL AND REFUNDS

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

TRAFFIC AND PARKING REGULATIONS

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

VISIT CCM'S WEBSITE

CCM's website is complete with tools to make your experience more personal. We look forward to meeting you at www.ccm.edu

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Registration Form

Register by Web: See Registration Information

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

Remember: Confirmations are not mailed.

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

Social Security: - - Birthdate: / /

(Required for ALL Registrations)

Name: _____
Last First Int.

Address: _____ Apt.: _____

City: _____ State: _____ Zip: _____ County: _____

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

Telephone: day (_____) _____ evening (_____) _____

Cell phone: (_____) _____ Emergency phone: (_____) _____

Race (Optional): _____ Birth year (Optional): _____

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

Please check applicable boxes:

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

*Print and complete **Change of Information Form** <https://tinyurl.com/y9x8t35t>

Course Code Number					Class Begins	Course Title	Total Cost
8	8	3	0	2	2/15	Microsoft Word (EXAMPLE)	\$299
Alternate Choice						Total	

● Amount Enclosed: \$

Check # _____ Money Order # _____

HOW TO SIGN UP FOR WFD CONTINUING PROFESSIONAL EDUCATION

Courses begin throughout the semester. Online registration should be completed **three business days prior to the first class**. Late registration may be accepted up through the start date. Check for registration information at <https://webadvisor.ccm.edu>. Seats are limited so register early. Courses are for those 18 years of age or older or as otherwise stated in the course description.

Payment in FULL is due at the time of registration.

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

You must use the registration form on **page 50**.

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

PLEASE NOTE: Change of Information. The online system is unable to automatically update changes of name, address or phone number since your last registration. To change your information, go to <https://tinyurl.com/y9x8t35t>. Print and complete *Change of Information Form*. This helps the college contact you with mailings, course changes or cancellations. You may not receive your certificate or transcript if your information is not updated. Please help us to serve you better.

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

* **How to REGISTER AND PAY at <https://webadvisor.ccm.edu> for NON-CREDIT COURSES:**

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

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

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

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

To view a complete list of continuing education policies, detailed descriptions of certificate programs and a campus map, please go to our online catalog at <http://catalog.ccm.edu>.





COUNTY COLLEGE of MORRIS
 Workforce Development
 Continuing Professional Education
 214 Center Grove Road
 Randolph, New Jersey 07869-2086

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Learn About CCM Career Certificate Programs

FOR MORE INFORMATION ATTEND OUR OPEN HOUSE – Thursday, September 6, 2018, 6-8 p.m.

CCM’s Workforce Development Continuing Professional Education instructors will be available in the **Student Community Center, Davidson Rooms.**

- **Business Programs**
 Project Management
 Supply Chain Management
 Human Resources
 MS Office Suite
 ASQ Six Sigma
- **Information Technology Programs**
 R Programming
 CompTIA A+
 Cisco - CCNA
 Python
 AutoCAD
 Web Development and Design
- **Health Career Programs**
 Certified Nurse's Aide
 Certified Peer Recovery Specialist
 Medical Billing and Coding (CPC)
 Certified Alcohol and Drug Counselor
 North Jersey Imaging Academy
- **Professional Programs**
 Alternate Route to Teaching
 Non-Profit Leadership Training
- **English Language Learning Programs**
- **AND MORE!**



Watch for our Spring 2019 Schedule!
 Available in November 2018.

SPRING Open House – January 8, 2019 (snow date – January 9, 2019)