County College of Morris
Continuing Professional Education

www.ccm.edu/workforce

January – July, 2019

Susan Wise, Google Educator instructor, works with teacher Donna Roth.

• Customized Solutions for Businesses
• Career Pathways for Individuals
• Workforce Development
• Career Certificate Programs
• New Skills and Skills Enhancement

OPEN HOUSE
January 15, 2019
A new year invites each of us to take stock of the important elements of our lives. One of the most critical areas for review is career. As 2019 begins, take a moment to assess the landscape of your chosen profession. Has it changed? Ask yourself, “Am I up to date in my field, or are there things I should add to my toolbox?” Have you kept up with the competitive forces that define today’s fast-paced, ever-changing world, or are you ready to plan for a second or new career?

As you read through this Spring 2019 Continuing Professional Education schedule, you’ll find exciting new courses and industry standards that not only advance careers, but open up new pathways, increase your earning potential and bring you added professional recognition for knowledge and expertise. County College of Morris (CCM) Workforce Development non-credit programs are taught by industry professionals who bring passion and real-life experience to the classroom to help you achieve your goals. You can review the instructors’ bios on page 46.

Consider the opportunities that may be open if you attain a nationally recognized certification or learn new skills in information technology, supply chain, project management, Six Sigma, Microsoft Office Specialist or other in-demand skills. CCM’s popular eight-hour programs offer focused, targeted content to take back into the workplace and apply the very next day. Whether your career interests are in human resources, health care, the nonprofit sector, or manufacturing and engineering, CCM’s program of Continuing Professional Education offers something for everyone.

CCM is dedicated to helping you Get a Job, Get a Better job, or Be More Effective at the Job You’re in. So ask yourself, “What should I do to grow, change, develop and advance my career?” and then take affirmative action by coming to CCM’s Workforce Development Open House on January 15, 2019, at 6 P.M. Better yet, plan to arrive at 5:30 P.M. to attend the Open House Career Workshops with four topics to choose from. Meet the instructors and learn more about each of the programs and the certifications that are available. You can register that evening with staff onsite to assist you with instant enrollment.

CCM – where you’ll find the best in career education, certifications and customized business solutions. On behalf of the Workforce Development Team and the entire CCM family, we look forward to 2019 with its invitation to explore new possibilities and expand the horizons of personal professional development and learning. Come join us!

How to Get the Most Out of this Schedule

• Start with the Table of Contents, organized by categories. Multi-session courses in IT and Computer Training, Engineering, Business, Health Occupations, Professional Development, English Language Learning and On-line Learning offer a wide array of education opportunities.

• Look for programs and classes to prepare for industry-valued certifications to take your career to new heights. Spring 2019 features many new courses for skills that are in-demand.

• Career Education for Businesses and Professionals features one-day training courses of targeted, focused learning which is grant-supported for most NJ employees, but is available to everyone. See guidelines on page 37. If you are not eligible for grant-supported training, alternate registration information is on the bottom of page 43.

• Corporate and business training programs are available for on-site delivery at your location. See page 35 for a sample of CCM’s business solutions training and then contact Workforce Development.

• Check back often to our website for new programs, new courses and new opportunities. https://www.ccm.edu/workforce
Have you lost your primary source of income due to divorce, separation, death or disability of a spouse or partner?

Have you been out of the workforce for an extended period of time?

Do you need to obtain or upgrade skills to transition into the labor market?

WE CAN HELP!

**Job Readiness Program**
- One-on-One Career Counseling
- Career Inventory Assessments
- Development of Career/Educational/Vocational goals
- Resume and Cover Letter Assistance
- Mock Interviewing and Preparation

**Computer Training**
- We offer both a class setting and one-on-one computer training in:
  - Word I and II
  - Excel I and II
  - Outlook
  - PowerPoint
  - QuickBooks

**Family Law Programs**
- Free Legal Clinics: Individual private consultations with volunteer attorneys
- Free Divorce Workshop Series

**Workshops**
- Self-Esteem Building
- Job Search Methods
- Managing Finances

**Referrals to Local Social Service Agencies for Help with Other Barriers to Employment**

**Educational and Scholarship Opportunities for Short Term Training Programs**

For more information or to schedule an intake please complete the enrollment form available at www.ccm.edu/womenscenter
I highly recommend taking the R Programming course at CCM with Professor Fitzpatrick. It met and significantly surpassed my expectations. It took virtually no time at all to begin coding basic statistics in R and to generate high quality graphics as well. ~ Steve Lerit, CFA

**INTRODUCTION TO R PROGRAMMING AND DATA SCIENCE**
The job of a data scientist is expected to grow 27 percent by 2022. Business Insider magazine says R “is the programming language of choice for statisticians and anybody doing data analysis.” 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.

This ten-hour course is designed to introduce students to R, a free, open source, statistical software program 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. 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  
**28870. 5 Sessions: 10 hours, CEU 1.0  
Cohen Hall, CH 156  
Time: 5:30-7:30 p.m. Thurs, Jan 31-Feb 28  
Cost: $499**

**FUNDAMENTALS OF BLOCKCHAIN**
Blockchain technology has evolved beyond digital currency to encompass fundamental business practices and is predicted to be one of the most disruptive technologies in the coming years. Did you miss being out front with the transformations brought by the Google, Facebook, and Uber? Don’t miss being part of the blockchain revolution!

This course will teach you what blockchain is, how to construct it, where to use it and what the benefits are. This course will introduce and examine the various blockchain technologies (Bitcoin, Hyperledger, RecordsKeeper, projects/users) and ecosystems (exchanges, miners, developers, applications), private vs public blockchain and sample blockchain transactions. CPC 610

**INSTRUCTOR:** James Lam  
**28875. 3 Sessions: 12 hours, 27 1.2  
Cohen Hall, CH 261  
Time: 8:30 a.m.-12:30 p.m. Sat, March 9-23  
Cost: $299**

**VISUAL BASIC FOR EXCEL**
**PREREQUISITE:** Proficient knowledge of MS Excel  
VBA programming language makes your Excel spreadsheets fully functional and much more powerful. Learn the basics - read, write and debug VB codes, record macros, pass lists and floating variables through VB, use conditional statements, create input and message boxes. CPC 608

**INSTRUCTOR:** Kelly Fitzpatrick  
**28871. 4 Sessions: 8 hours, CEU 0.8  
Sheffield Hall, SH 151  
Time: 5:30-7:30 p.m. Thurs, May 9-30  
Cost: $299**

**PYTHON PROGRAMMING**
**PREREQUISITE:** Working knowledge of personal computers  
Simplicity, robust extensibility and 3rd-party package availability make Python 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. Most code written in Python is platform-independent or easily-portable, making distribution straightforward. 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  
**28872. 5 Sessions: 10 hours, CEU 1.0  
Cohen Hall, CH 156  
Time: 6:30-8:30 p.m. Thurs, March 7-April 4  
Cost: $499**

**INCREASE YOUR PROGRAMMING KNOWLEDGE AND SKILLS WITH THESE TWO NEW PROGRAMMING COURSES**

**C# - INTRO TO PROGRAMMING CONCEPTS**
**PREREQUISITE:** Working knowledge of personal computers  
C# is designed to be a simple, modern, general-purpose, object-oriented programming language, borrowing key concepts from several other languages. This is a perfect place to start even if you’ve never programmed before, or have limited programming experience. You will be introduced to programming concepts such as variable and argument usage, decision structures, and loops. A project will need to be completed that will reinforce your understanding of these basic programming tools. Once you have the basics learned in C#, you will be ready to expand into the world of object oriented programming offering in C++. CPC 612

**INSTRUCTOR:** Roberta Principe  
**28759. 10 Sessions: 30 hours, CEU 3.0  
Henderson Hall, HH 114  
Time: 6-9 p.m., Tues and Thurs, April 16-May 16  
Cost: $599**

*Textbook Required: If your course requires a textbook, for textbook information go to https://bookstore.ccm.edu/college and click on NON-CREDIT. Select the three-digit alpha code (for example AHP, CHR, etc.) that aligns to your course of study. Students must obtain the textbook on their own and have it for the first day of class. Titles not stocked by the CCM bookstore are available at other retail and internet outlets.

For complete program details and curriculum information, please visit our online catalog at https://www.ccm.edu/workforce
C++ OBJECT ORIENTED PROGRAMMING
PREREQUISITE: Working knowledge of personal computers and the C# class or equivalent programming skills
C++ is a sophisticated, efficient and general-purpose programming language based on C. Many of today’s operating systems, system drivers, browsers and games use C++ as their core language. This makes C++ one of the most popular languages today. This course builds the on basic programming concepts learned in C#. You will realize and experience the full power of an object oriented programming language. You will be introduced to the usage of arrays, classes, private members, constructors, and destructors. A project will be completed that will reinforce your understanding of these basic programming tools. CPC 613
*Textbook Required, see below for more information. Search CPC
INSTRUCTOR: Roberta Principe
28760. 10 Sessions: 30 hours, CEU 3.0
Henderson Hall, HH 114
Time: 6-9 p.m., Tues and Thurs, May 28-June 27
Cost: $599

CCM IS THE PLACE TO PREPARE FOR THE NATIONALLY RECOGNIZED COMPTIA® AND CISCO CERTIFICATION EXAMS
Are you looking to gain new skills to begin a career in the computer technology industry, or are you already an established IT professional that needs to learn new skills, update old skills and polish your resume for that new career opportunity? If so, CCM is the place for you to obtain the knowledge you will need to obtain three of the most popular CompTIA® certifications: A+, Network+ and Security+. Each certification builds on the previous, starting with the A+ foundation.

COMPTIA®A+ COMPUTER SERVICE TECHNICIAN
Cement your knowledge of computer operating systems, networking, using mobile devices and understanding the importance of security. CompTIA® A+ certifications are the benchmark of most entry-level positions in Information Technology. Achieve professional accreditation AND make yourself more marketable to employers. Completing two classes, Hardware and Software, will prepare you to achieve CompTIA® A+ certification, and put you on the path to a rewarding career as an IT professional. Upon completion of both courses, you will have basic knowledge of configuring, installing, diagnosing, repairing, upgrading and maintaining computers and associated technologies. The courses offered for the A+ certification exam are:

COMPTIA®A+ ESSENTIALS: HARDWARE
PREREQUISITE: Working knowledge of personal computers
Through lectures and labs, learn how to select parts and build a computer, and configure, troubleshoot, maintain and upgrade systems hardware. Learn to disassemble a computer down to its component parts and reassemble it again. Learn how a processor works, how memory is used and how mobile devices work (Apple or Android). A list of required tools will be distributed at the first class meeting. The CompTIA® exam registration fee is not included in the course. CPC 601
*Textbook Required, see below for more information. Search CPC
INSTRUCTOR: Igor Nachevnik
28860. 5 Sessions: 30 hours, CEU 3.0
Sheffield Hall, SH 151
Time: 8:30 a.m.-3 p.m., Sat, Feb 2-March 2
Cost: $459

COMPTIA®A+ ESSENTIALS: SOFTWARE
PREREQUISITE: Working knowledge of personal computers
Gain insight into multiple operating systems, including Linux, Windows and Mac. Learn how to secure your data, and the best way to troubleshoot and fix software problems. Master the information needed to pass the software portion of the certification exam. The CompTIA® exam registration fee is not included in the course. CPC 602
*Textbook Required, see below for more information. Search CPC
INSTRUCTOR: Igor Nachevnik
28861. 5 Sessions: 30 hours, CEU 3.0
Sheffield Hall, SH 151
Time: 8:30 a.m.-3 p.m., Sat, March 9-April 6
Cost: $459

Upon completion of both courses, the CCM CompTIA® A+ Computer Service Technician certificate may be awarded upon request. See “Certificates” on General Information page.

COMPTIA® NETWORK+ CERTIFICATION
PREREQUISITE: 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

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.

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 CompTIA® exam registration fee is not included in the course. CPC 606
*Textbook Required, see below for more information. Search CPC
INSTRUCTOR: Igor Nachevnik
28862. 10 Sessions: 40 hours, CEU 4.0
Sheffield Hall, SH 162
Time: 8:30 a.m.-12:30 p.m., Sat, April 13-June 29 (no class April 20 and May 25)
Cost: $749

Students may request a certificate by going to www.ccm.edu/workforce and click on “Request a Certificate.”

*Textbook Required: If your course requires a textbook, for textbook information go to https://bookstore.ccm.edu/college and click on NON-CREDIT. Select the three-digit alpha code (for example AHP, CHR, etc.) that aligns to your course of study. Students must obtain the textbook on their own and have it for the first day of class. Titles not stocked by the CCM bookstore are available at other retail and internet outlets.
The real promise of blockchain technology, then, is not that it could make you a billionaire overnight or give you a way to shield your financial activities from nosy governments. It’s that it could drastically reduce the cost of trust by means of a radical, decentralized approach to accounting—and, by extension, create a new way to structure economic organizations.

MIT Technology Review, 4-9-2018  Casey & Vigna

BRAND NEW FOR SPRING 2019
COMPTIA® SECURITY+ CERTIFICATION

PREREQUISITE: It is necessary to have the following skills and knowledge to take this course:

• Understand basics of encryption, data protection and incident response.
• Have basic understanding of how network security, compliance and operational security and application security works.
• Configure and manage users, groups and shared resources on a network.
• Understand the use of access control measures, authentication, security policy and firewalls.

The CompTIA Security+ course will teach the knowledge and skills required to install and configure systems to secure applications, networks, and devices; perform threat analysis and respond with appropriate mitigation techniques; participate in risk mitigation activities; and operate with an awareness of applicable policies, laws, and regulations. Key concepts include threats attacks and vulnerabilities, technologies and tools, architecture and design, identity and access management, risk management and cryptography and PKI.

Security+ emphasizes hands-on practical skills, ensuring the security professional is better prepared to problem solve a wider variety of network issues. This course focuses on the latest trends and techniques in risk management, risk mitigation, threat management and intrusion detection. This certification covers the Junior IT Auditor/Penetration Tester job role, in addition to the previous job roles for Systems Administrator, Network Administrator, and Security Administrator.

This course will enable IT professionals with job roles such as Network Engineer, Systems Administrator, Information Security Analyst, or Information Technology Manager to prepare and pass the Security+ certification. The CompTIA® exam registration fee is not included in the course. CPC 611

*Textbook Required, see below for more information. Search CPC

INSTRUCTOR: Jody Blanchard

Time: 6-9:05 p.m., Sat, May 11-July 27
Cost: $749

CISCO CERTIFIED ENTRY NETWORKING TECHNICIAN (CCENT)

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

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

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 101

*Textbook Required, see below for more information. Search CNA

INSTRUCTOR: Susan Wise

28891 7 Sessions: 21 hours, CEU 2.1
Emeriti Hall, EH 215
Time: 9 a.m.-12 p.m., Sat, March 30-May 18
Cost: $459

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

This course covers the Interconnecting Cisco Networking Devices Part 2 (ICND2) course. The exam 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

*Textbook Required, see below for more information. Search CNA

INSTRUCTOR: Susan Wise

28892 7 Sessions: 21 hours, CEU 2.1
Emeriti Hall, EH 215
Time: 9 a.m.-12 p.m., Sat, Jan 19-March 2
Cost: $459

Computer Users
Support Specialists
earn an average of
$64,400/year.
US DOL, BLS

*Textbook Required: If your course requires a textbook, for textbook information go to https://bookstore.ccm.edu/college and click on NON-CREDIT. Select the three-digit alpha code (for example AHP, CHF, etc.) that aligns to your course of study. Students must obtain the textbook on their own and have it for the first day of class. Titles not stocked by the CCM bookstore are available at other retail and internet outlets.

For complete program details and curriculum information, please visit our online catalog at https://www.ccm.edu/workforce
MICROSOFT OFFICE SUITE
INTRO, ESSENTIALS, NOVICE TO SPECIALIST CERTIFICATIONS

The Microsoft Office suite of applications are used universally by corporations, small businesses, in education and at home, by professionals, students and individuals, all who need to navigate and function effectively in a world powered by technology. Knowing Microsoft Word, Excel, PowerPoint and Outlook opens doors and improves your ability to compete in the workforce. Earning Microsoft Office Specialist (MOS) Certifications reflect proven technical skills with an industry valued credential. Each MS application has its own certification exam. Passing a core exam in any, allows you to add MOS to your resume.

ELEVATE YOUR CAREER POTENTIAL AND EARNING POWER

INTRODUCTION TO MICROSOFT OFFICE AND 365
PREREQUISITE: Basic Windows knowledge or Introduction to Microsoft Office and 365
Learn how to send/receive, reply to, forward e-mail messages, attach files, and how to organize items with filters and categories. Manage contacts, use calendar features, create and send appointments, schedule meetings, utilize voting buttons, change message appearance and archive email. MOS 117
INSTRUCTOR: Patricia Callahan
28751. 2 Sessions: 6 hours, CEU 0.6
Landscape and Horticulture Building, LHT 102
Time: 6:30-9:30 p.m., Wed and Mon, Jan 23 and 28
Cost: $99

OUTLOOK ESSENTIALS
PREREQUISITE: Basic Windows knowledge or Introduction to Microsoft Office and 365
Learn how to send/receive, reply to, forward e-mail messages, attach files, and how to organize items with filters and categories. Manage contacts, use calendar features, create and send appointments, schedule meetings, utilize voting buttons, change message appearance and archive email. MOS 117
INSTRUCTOR: Patricia Callahan
28752. 3 Sessions: 9 hours, CEU 0.9
Landscape and Horticulture Building, LHT 102
Time: 6:30-9:30 p.m., Wed and Mon, Jan 30-Feb 6
Cost: $159

MICROSOFT WORD MOS CERTIFIED
PREREQUISITE: Prior MS Word experience.
Students needing to learn the basics of Word should enroll in the Novice to MOS Certified (see next listing).
This course will refresh your knowledge of MS Word and may even introduce you to new skills and concepts that are often overlooked or underused in this powerful office tool. Plan to master new and higher level skills and to prepare for the core MOS Word Certification Exam 77-725. A review of important basics such as margins, tabs, indentations, tables, headers and footers, along with focused content like bulleted and numbered lists, mail merge, templates, macros, track changes and layout and design options are included. The objectives of the 77-725 Exam: document creation and management; formatting of text, paragraphs and sections; creating tables and lists; creating and managing references and inserting and formatting graphic elements will be covered. MOS 119
This course is bundled with textbooks and an exam voucher to take your MOS Word certification exam at CCM’s state-of-the-art Test Center in the Learning Resource Center. The test voucher, a $150 value, includes your test access code with GMetrix self-study modules, GMetrix timed exam practice sessions, 1 practice exam, the Certification Exam and 1 exam retake.
*Textbooks and exam voucher are included.
INSTRUCTOR: Patricia Callahan
28754. 6 Sessions: 18 hours, CEU 1.8
Landscape and Horticulture Building, LHT 102
Time: 6:30-9:30 p.m., Mon and Wed, Feb 18-March 6
Cost: $399

MICROSOFT WORD, NOVICE TO MOS CERTIFIED
PREREQUISITE: Introduction to Microsoft Office and 365, or some familiarity with MS Word
This course is designed to help novice users master essential Word skills or help those who want to “fill in the gaps” in their basic knowledge of Word. Following two dedicated sessions to increase your knowledge and understanding of the most common features of the program, you will be joined by additional students as you work to master new and higher level skills and to prepare for the core MOS Word Certification Exam 77-725. Basics such as enter, edit and format text, margins, tabs, indentations, headers and footers, clip art and bulleted and numbered lists, mail merge, tables, templates, track changes and layout and design options are included. The objectives of the 77-725 Exam: document creation and management; formatting of text, paragraphs and sections; creating tables and lists; creating and managing references and inserting and formatting graphic elements will be covered. MOS 118
This course is bundled with textbooks and an exam voucher to take your MOS Word certification exam at CCM’s state-of-the-art Test Center in the Learning Resource Center. The test voucher, a $150 value, includes your test access code with GMetrix self-study modules, GMetrix timed exam practice sessions, 1 practice exam, the Certification Exam and 1 exam retake.
*Textbooks and exam voucher are included.
INSTRUCTOR: Patricia Callahan
28753. 8 Sessions: 24 hours, CEU 2.4
Landscape and Horticulture Building, LHT 102
Time: 6:30-9:30 p.m., Mon and Wed, Feb 11-March 6
Cost: $499

*Textbook Required: If your course requires a textbook, for textbook information go to https://bookstore.ccm.edu/college and click on NON-CREDIT. Select the three-digit alpha code (for example AHP, CHR, etc.) that aligns to your course of study. Students must obtain the textbook on their own and have it for the first day of class. Titles not stocked by the CCM bookstore are available at other retail and internet outlets.

Microsoft Office and other productivity tools are the second most requested skill cluster among Morris County employers.
MSW WDB, Q3 2018.

Web registration at https://webadvisor.ccm.edu for instant enrollment.
MICROSOFT EXCEL MOS CERTIFIED

PREREQUISITE: Prior MS Excel experience. Students needing to learn the basics of Excel should enroll in the Novice to MOS Certified (see next listing). This course will refresh your knowledge of MS Excel and may even introduce you to new skills and concepts that are often overlooked or underused in this powerful office tool. Plan to master new and higher level skills and to prepare for the core MOS Excel Certification Exam 77-727. A review of important basics such as add and format data; copy and paste data; insert/delete rows and columns will be covered. As the course progresses, you will sort data; create charts, formulas and functions; work with data, pivot tables, filters, macros and much more. The objectives of the 77-727 Exam: create and manage worksheets and workbooks; manage data cells and ranges; creating tables; performing operations with formulas and functions and creating charts and objects will be covered. MOS 120

This course is bundled with textbooks and an exam voucher to take your MOS Excel certification exam at CCM’s state-of-the art Test Center in the Learning Resource Center. The test voucher, a $150 value, includes your test access code with GMetrix self-study modules, GMetrix timed exam practice sessions, 1 practice exam, the Certification Exam and 1 exam retake.

*Textbooks and exam voucher are included.

INSTRUCTOR: Reze Zejnullahi
28756. 6 Sessions: 18 hours, CEU 1.8
Henderson Hall, HH 113
Time: 9 a.m.-12 p.m., Sat, March 23-May 4 (no class April 20)
Cost: $399

MICROSOFT EXCEL, NOVICE TO MOS CERTIFIED

PREREQUISITE: Introduction to Microsoft Office and 365, or some familiarity with MS Excel

This course is designed to help novice users master essential Excel skills or help those who want to “fill in the gaps” in their basic knowledge of Excel. Following two dedicated sessions to increase your knowledge and understanding of the most common features of the program, you will be joined by additional students as you work to master new and higher level skills and to prepare for the core MOS Excel Certification Exam 77-727. Spreadsheet basics such as add, rename and organize spreadsheets; add and format data; copy and paste data; insert/delete rows and columns will be covered. As the course progresses, you will learn to sort data; create charts, formulas and functions; work with data, pivot tables, filters, macros and much more. The objectives of the 77-727 Exam: create and manage worksheets and workbooks; manage data cells and ranges; creating tables; performing operations with formulas and functions and creating charts and objects will be covered. MOS 120

This course is bundled with textbooks and an exam voucher to take your MOS Excel certification exam at CCM’s state-of-the art Test Center in the Learning Resource Center. The test voucher, a $150 value, includes your test access code with GMetrix self-study modules, GMetrix timed exam practice sessions, 1 practice exam, the Certification Exam and 1 exam retake.

*Textbooks and exam voucher are included.

INSTRUCTOR: Reze Zejnullahi
28755. 8 Sessions: 24 hours, CEU 2.4
Henderson Hall, HH 113
Time: 9 a.m.-12 p.m., Sat, March 9-May 4 (no class April 20)
Cost: $499

MICROSOFT EXCEL EXPERT LEVEL CERTIFIED

PREREQUISITE: MOS Excel 77-727 certification or advanced knowledge of Excel

Expert-level Excel users have an advanced understanding of the full Excel environment. Expert level users in the fields of finance, accounting, data analysis, commercial banking, other financial institutions and professionals in data driven fields will want to obtain this certification as a demonstration of your expertise. This course will refresh your knowledge of advanced Excel functions and prepare you for the Expert Level Excel Certification Exam 77-728. Expert level users can create, manage and distribute professional spreadsheets; customize the Excel environment to meet project needs and to enhance productivity; create custom business templates and multiple-axis financial charts, amortization tables and inventory schedules. MOS 122

This course is bundled with textbooks and an exam voucher to take your MOS Excel Expert certification exam at CCM’s state-of-the art Test Center in the Learning Resource Center. The test voucher, a $150 value, includes your test access code with GMetrix self-study modules, GMetrix timed exam practice sessions, 1 practice exam, the Certification Exam and 1 exam retake.

*Textbooks and exam voucher are included.

INSTRUCTOR: Reze Zejnullahi
28757. 2 Sessions: 6 hours, CEU 0.6
Henderson Hall, HH 113
Time: 9 a.m.-12 p.m., Sat, June 8-15
Cost: $249

POWERPOINT ESSENTIALS

PREREQUISITE: Basic Windows knowledge or Introduction to Microsoft Office and 365

Learn to create PowerPoint presentations, including slide layout, text and lists, master slides, templates, graphics, charts tables, collaborative presentations, animation, media and how to set up a show. Improve your PowerPoint skills and become more effective at creating slides that tell a story and convey information clearly. MOS 115

*Textbook included.

INSTRUCTOR: Patricia Callahan
28758. 5 Sessions: 15 hours, CEU 1.5
Emeriti Hall, EH 208
Time: 6:30-9:30 p.m., Mon and Wed, May 20-June 5 (no class May 27)
Cost: $299

Even if you do not take one of CCM’s Microsoft Office courses, you can still sit for a Microsoft Office Specialist Certification for Office 2016 at the conveniently located CCM Testing Center in the Learning Resource Center.

- 77-725: MS Office Word 2016
- 77-726: MS Office Word 2016 Expert
- 77-727: MS Office Excel 2016
- 77-728: MS Office Excel 2016 Expert
- 77-729: MS Office PowerPoint
- 77-731: MS Office Outlook

CCM’s examination fee is $150 and includes Gmetrix self-study materials, 1 practice exam, the Certification Exam and 1 exam retake.

For more information, visit www.ccm.edu/testing

Students may request a certificate by going to www.ccm.edu/workforce and click on “Request a Certificate.”

For complete program details and curriculum information, please visit our online catalog at https://www.ccm.edu/workforce
WEB DESIGN AND DEVELOPMENT

CERTIFICATE IN WEB DEVELOPMENT AND DESIGN

PREREQUISITES: Competent computer skills, working knowledge of Windows

Web Design and Development Certification enables you to add digital expertise to your career as a digital web designer or web marketing/business specialist. Learn to develop and maintain websites using the tools used by web designers. Create digital content and digital media and employ technologies common to all websites. Learn CSS skills needed to format text, incorporate graphics and multimedia, create special effects, and create interactive forms using the most current web styling techniques. Create web pages with images, lists, tables, events, rollover images, slide presentations, FAQs, banners and more. Offer creative design and maintenance skills to your clients, employer, or to your personal website with complete confidence.

This class includes Web Design Using HTML5 & CSS3, JavaScript, jQuery and Adobe Dreamweaver, the production tool that simplifies the creation and maintenance of websites. You will use the complete set of tools to design and control websites. At the end of this course, you will have the knowledge and skills to develop and design professional, high-quality websites from start to finish. WDA 242

Certificate: Upon completion of the course, the Certificate in Web Development & Design may be awarded upon request. See “Certificates” on General Information page.

*Textbook Required, see below for more information. Search WDA

INSTRUCTOR: Ciro Petti
28880. 6 Sessions: 42 hours, CEU 4.2
Henderson Hall, HH 113, Sat, May 11-18
Emeriti Hall, EH 205, Sat, June 1-29
Time: 8:30 a.m.-4:30 p.m., Sat, May 11-June 29 (no class May 25 and June 22)
Cost: $749

WORDPRESS FOR BUSINESSES, ENTREPRENEURS, AND BLOGGERS

Students will be required to establish a WordPress account at the first class and should bring a credit card. The annual fee begins at $48; levels available for all budgets. At the end of this course, students will have a fully functional WordPress website.

PREREQUISITE: working knowledge of computers

WordPress is a powerful web design platform that is user-friendly for those with little to no programming experience. In this class, learn the tips and tricks to create a modern website that will allow for flexibility and easy updates, with many popular embedded features that can expand your reach through social media. Learn to add plugins to your site to maximize its performance. WDA 241

INSTRUCTOR: John Hester
28881. 4 Sessions: 12 hours, CEU 1.2
Sheffield Hall, SH 162
Time: 6-9 p.m., Tues, March 5-26
Cost: $199

Students may request a certificate by going to www.ccm.edu/workforce and click on “Request a Certificate.”

On average, Web Developers earn $77,000 annually in NJ.
US DoL, BLS
I have learned that waiting for tomorrow is effectively wasting precious time. Going back to college through the CCM Workforce Development program has allowed me to increase efficiency in the workplace.

– William Sandoval

**AUTOCAD**

**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. Students will get hands-on experience working with real world drawing examples and exercises in a supervised CAD lab. CAD 111.

INSTRUCTOR: Anthony Gaffney
28341. 8 Sessions: 24 hours, CEU 2.4
Sheffield Hall, SH 169
Time: 9 a.m.-12 p.m. Sat, Feb 2-March 23
Cost: $399

**AUTOCAD LEVEL 2: BEYOND BASIC**
Build on the concepts introduced in the Basic 2D Drawing class. 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 include: 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.

INSTRUCTOR: Anthony Gaffney
28342. 7 Sessions: 21 hours, CEU 2.1
Sheffield Hall, SH 169
Time: 9 a.m.-12 p.m. Sat, March 30-May 18
(no class April 20)
Cost: $349

**AUTOCAD CIVIL 3D**
PREREQUISITE: A working knowledge of AutoCAD. AutoCAD Civil 3D is used for civil engineering design, analysis, surveying, and mapping. Learn the user interface—analyze surfaces; work with alignments, profiles, assemblies, cross-sections and more. Knowledge of Civil 3D is a resume booster and increases your appeal to prospective employers. Designed for engineering students seeking internship opportunities (especially seniors), industry professionals who need to update their knowledge but cannot take time away from work, or anyone else that may be looking to learn or just “brush up” their skill set. Course topics and duration may be modified based upon the knowledge and background of the course participants. CAD 112.

*Textbook Required, see below for more information. Search CAD

**SOLIDWORKS**

**SOLID MODELING CAD**
SolidWorks is a widely used computer-aided design and engineering (CAD/CAE) package. Solid modeling topics include: sketching, basic 3D functions (extrude, revolve, etc.), advanced 3D functions (sweep, loft, etc.), assembly creation and an introduction to finite element analysis (FEA). Translate 3D solid models into 2D technical data packages for manufacturing. Learn fundamental and advanced functions in SolidWorks necessary for any designer, drafter, or engineer. 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
28344. 5 Sessions: 10 hours, CEU 1.0
Sheffield Hall, SH 162
Time: 6:30-8:30 p.m. Thurs, April 11-May 2
Cost: $349

**INVENTOR**

**SOLID MODELING CAD**
Inventor is intended for the prospective designer, inventor, prototyper, draftsperson, test fixture designer, advanced manufacturing technician, operator or engineer. This ten-hour course on harnesses the power of Inventor software tool to realize the 3D and 2D modeling of physical components as well as to introduce Inventor’s capabilities in assisting in the design and analysis of assemblies.

According to Autodesk, ‘With Inventor software, engineers can integrate 2D AutoCAD drawings and 3D data into a single digital model, creating a virtual representation of the final product that enables them to validate the form, fit, and function of the product before it is ever built.’ 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 114

INSTRUCTOR: Jeffson Cartano
28345. 5 Sessions: 10 hours, CEU 1.0
Sheffield Hall, SH 169
Time: 6:30-8:30 p.m. Fri, Feb 15-March 15
Cost: $349

*Textbook Required: If your course requires a textbook, for textbook information go to https://bookstore.ccm.edu/college and click on NON-CREDIT. Select the three-digit alpha code (for example AHP, CHR, etc.) that aligns to your course of study. Students must obtain the textbook on their own and have it for the first day of class. Titles not stocked by the CCM bookstore are available at other retail and internet outlets.

For complete program details and curriculum information, please visit our online catalog at [https://www.ccm.edu/workforce](https://www.ccm.edu/workforce)
The blended learning format of these two, three-month learning series includes one monthly half-day session at CCM, a monthly two-hour virtual session and focused reading and/or discussion board assignments. Course includes a personal behavioral assessment, interactive in-person sessions and some independent work. Time requirement for all assignments, in-person, virtual and independent is approximately 20 hours.

Choose The Program That Best Fits Your Development Stage!

**FOUNDATIONS OF LEADERSHIP**

28431, Sessions: 18 hours, CEU 1.8  
Henderson Hall, HH 111  
Time: 12:30-5 p.m., Wed, April 3, May 1, June 5  
Virtual Sessions: April 17, May 15, June 19  
Fee: $849

**Program Description:** This course is intended for newly promoted managers or those with supervisory responsibilities who have had limited formal management training.

**Session One: Transition to Management**

The four primary functions of managers are planning, organizing, leading, and controlling (P-O-L-C). Further, effective managers cultivate a range of competencies that encompass personal, interpersonal, group, and organizational skills. This session focuses on how to successfully transition from individual contributor to managing/overseeing others, by breaking down the four functions and exploring personal and interpersonal skills that are key to effective management. BDT 126

- Identify your natural management style
- Discuss how to build trust & rapport
- Review methods to delegate effectively
- Uncover common new manager missteps

**Session Two: Setting Expectations & Managing Performance**

This session includes developing consistent practices for effectively setting individual and departmental goals, coaching employees, and addressing performance concerns.

- Identify how to set expectations and goals
- Discuss how to address performance concerns
- Practice methods to coach for performance
- Examine the importance of developing your team

**Session Three: Managing with Emotional Intelligence**

Emotional Intelligence (EI) is a critical success factor in the workplace, this session will explore how developing Emotional Intelligence can take management skills to the next level.

- Identify the key components of Emotional Intelligence
- Gauge your current level of Emotional Intelligence
- Examine how competing priorities can impact your management behaviors
- Develop strategies to cultivate Emotional Intelligence with your team

12:30 p.m. (beverages and light refreshments)  
Session begins promptly at 1:00 p.m. and completes at 5:00 p.m.

**ENHANCED LEADERSHIP DEVELOPMENT**

28432, Sessions: 18 hours, CEU 1.8  
Henderson Hall, HH 111  
Time: 7:30-12 p.m., Wed, April 3, May 1, June 5  
Virtual Sessions: April 17, May 15, June 19  
Fee: $849

**Program Description:** This course is intended for individuals who have been in a management or supervisory position for at least a year, have some formal managerial training or want to enhance leadership skills and prepare for greater leadership responsibilities.

**Session One: Building Influencing and Decision-Making Skills**

This session addresses how to use influence to manage relationships and examines the decision-making process. Build skills that foster rational and effective decisions. BDT 127

- Identify six types of influence
- Examine the difference between power and influence
- Discuss the decision-making process
- Review the types of decisions you are required to make

**Session Two: Enhanced Performance Management**

This session will explore how to identify, address, and resolve conflict between team-members. We will also review the change process and discuss how to positively guide your team through change.

- Identify underlying causes of conflict
- Review a conflict resolution model
- Examine two perspectives on organizational change
- Create a conflict and change management action plan

**Session Three: Fostering a High-Performance Team**

This session will explore the development cycle of teams, the crucial role of managers play in promoting employee engagement, and the importance of building a diverse team. We will also explore behavioral interviewing techniques.

- Identify the phases of team development
- Review factors that cultivate employee engagement
- Examine how to foster a high-performance team
- Practice behavioral interviewing

7:30 a.m. (coffee/pastries)  
Session begins promptly at 8:00 a.m. and completes at 12:00 p.m.

For further information contact Beth Rodgers, Associate Director, WFD at brodgers@ccm.edu

Instructor: Carrie Ballone, Principal of the Leadership Distillery, has 20+ years’ experience in Learning and Development. She has provided training to employees of Fortune 500 companies, the non-profit sector, higher education, accounting and consulting, franchise organizations and the technology industry. Carrie received her MS in Management from the College of St. Elizabeth. She specializes in employee coaching and the design and development of learning programs.
The textbook, guest speakers, and especially the instructors prepare and provide you with current HR events that everyone, no matter how much experience in HR, can relate to.

– Steven M. Monteleone

HUMAN RESOURCES

CERTIFICATE IN HUMAN RESOURCES PROFESSIONAL - GENERALIST

Managers, HR Professionals, Entrepreneurs—if you would like to learn more about the hiring and handling of employees, health insurance, compensation, or other human resources programs and procedures, this course track is for you. Whether you are interested in pursuing testing for credentials from organizations such as the Human Resources Certification Institute or the Society for Human Resource Management (SHRM), or you are looking to grow your expertise, this program will provide you with the knowledge you need for your career growth and will prepare you to sit for the SHRM certification exam.

Program content is based on the SHRM’s State of Human Resource Education Study in cooperation with the American Institutes for Research. Based on SHRM Human Resource Curriculum: An Integrated Approach to HR Education. Includes two field trips to local SHRM chapter meetings and guest speakers who are subject matter experts.

To earn a CCM Certificate in Human Resources Professional – Generalist, you must successfully complete all the courses below:

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>HOURS</th>
<th>CEU</th>
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<tbody>
<tr>
<td>HR Management and Staffing</td>
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<tr>
<td>Employment Law</td>
<td>18</td>
<td>1.8</td>
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<tr>
<td>Training &amp; Staff Development</td>
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<td>0.9</td>
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<tr>
<td>Total Rewards: Compensation and Benefits</td>
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<td>1.5</td>
</tr>
<tr>
<td>Strategic HR Management and Capstone Project</td>
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<tr>
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<td>6.6</td>
</tr>
</tbody>
</table>

*Textbook Required, see below for more information. Search CHR

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

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 include: 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

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

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. Assess HR effectiveness using measurement tools. 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

*Textbook Required: If your course requires a textbook, for textbook information go to https://bookstore.ccm.edu/college and click on NON-CREDIT. Select the three-digit alpha code (for example AHP, CHR, etc.) that aligns to your course of study. Students must obtain the textbook on their own and have it for the first day of class. Titles not stocked by the CCM bookstore are available at other retail and internet outlets.

OPEN HOUSE
Wednesday, January 15, 6-8 p.m.
Student Community Center, Davidson Rooms.
Career Workshops begin at 5:30.
See back cover for details.

BUSINESS PROGRAMS

For complete program details and curriculum information, please visit our online catalog at https://www.ccm.edu/workforce
BUSINESS PROGRAMS

EMPLOYMENT LAW
Professionals provide training to managers and employees on compliance issues, develop and implement policies, practices and procedures. Learn about relevant legislation such as: Employment at will/wrongful discharge, NJ state and local legislation, OSHA, FLSA, ERISA, FMLA, NLR, WARN, COBRA, HIPAA, and EEO. CHR 122 (offered: fall 2019)

TRAINING AND STAFF DEVELOPMENT
Continuous learning is essential to a productive and efficient workforce. HR delivers corporate training to employees based on business objectives. Major topics include: Define core competencies; Conduct a needs assessment; Design and deliver training programs; Link career development and performance management to training. CHR 119 (offered fall 2019)

The average salary for a HR specialist in Morris County is $71,870. MSW WDB, Q3 2018

PROJECT MANAGEMENT

PROJECT MANAGEMENT PMP, CAPM PREPARATION
Project Management Practical Application I and II are appropriate prerequisite preparation for the novice (see next listing). This class meets the educational requirement for taking the Project Management Professional (PMP) or Certified Associate in Project Management (CAPM®) certification exams offered by the Project Management Institute (PMI). The course provides a robust foundation for the student’s preparation in becoming eligible to take these two certification exams. This course also satisfies requirements for obtaining Professional Development Units (PDUs). PMI 127

INSTRUCTOR: Ciro Petti, PMP, MCT, MSO
28406. 5 Sessions: 35 hours, CEU 3.5
Cohen Hall, CH 265
Time: 8:30 a.m.-4:30 p.m., Sat, March 20-May 4 (no class April 6)
Cost: $799

PROJECT MANAGEMENT PRACTICAL APPLICATION I AND II
Project management is one of the most sought after competences for today's business professional. This two-part course is your opportunity to acquire or increase your existing project management knowledge and understanding to apply project management skills and theory in your workplace. Skilled Project Managers are able to deliver results in the shortest time, at the least cost and with the highest quality.

The course lays out current, successful project management methods, diagrams, software, evaluation and review techniques. Experience the vital discipline of coordinating a team’s efforts toward successful project outcomes. Practice skills in creativity, situational problem solving and leadership. See how to work sensibly with project teams, conflict resolution and negotiations. Learn about practical and proven methods to manage people, procedures and time to achieve the results you need. Learn about realistic up-to-date project concepts like critical path, critical chain project management and agile project management. Understand how to work with time constraints, smart planning, resource allocation, quality control, risk management, controlling costs and communications management.

This is a comprehensive course presented in two parts. It is tailored for the new or future project manager, but is equally appropriate for the business owner, entrepreneurs and department heads who find themselves working in teams or at the helm of a project.

Students will work on a project plan of their choosing. Enrollment in Microsoft Project 2016 is recommended.

INSTRUCTOR: Ciro Petti, PMP, MCT, MSO
PROJECT MANAGEMENT PRACTICAL APPLICATION, PART I - PMC 125
28404, 3 Sessions: 21 hours, CEU 2.1
Cohen Hall, CH 271
Time: 8:30 a.m.-4:30 p.m., Sat, Feb 23 (no class Feb 9)
Cost: $499

PROJECT MANAGEMENT PRACTICAL APPLICATION, PART II - PMC 126
28405, 3 Sessions: 21 hours, CEU 2.1
Cohen Hall, CH 271
Time: 8:30 a.m.-4:30 p.m., Sat, March 23 (no class March 9)
Cost: $499

MICROSOFT PROJECT 2016 WITH CERTIFICATION PREP
Microsoft Project is the most popular project planning tool in the world. It is used in over 100 countries. With this hands-on course gain the knowledge to be able to:

- Develop a plan, build a schedule and assign resources
- Track and manage tasks, resources, and budgets
- Analyze workloads to share resources across multiple projects
- Apply best practice principles to plan, manage, maintain and direct projects
- Produce project status charts and reports

This class will also review the Microsoft Project 2016 certification exam, Exam 70-334: Managing Projects with Microsoft Project. PMI 124

INSTRUCTOR: Ciro Petti, PMP, MCT, MSO
28401, 3 Sessions: 21 hours, CEU 2.1
Landscape and Horticulture, LHT 102
Time: 8:30 a.m.-4:30 p.m., Fri, April 12-May 3 (no class April 26)
Cost: $499

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 professionals who are working in a team environment and want to learn more about the Agile principles and values to apply in the workplace. Topics covered include: Agile Principles and Mindset, Value Driven Concepts, Adaptive Planning, preparation for the PMI-ACP certification, and many other topics which drive the Agile Methodology.

In order to sit for the PMI-ACP exam, you must have: 1) 2,000 hours of general project experience working on teams. A current PMP® or PgMP® will satisfy this requirement but is not required to apply for the PMI-ACP; 2) 1,500 hours working on agile project teams or with agile methodologies. This requirement is in addition to the
BUSINESS PROGRAMS

For complete program details and curriculum information, please visit our online catalog at https://www.ccm.edu/workforce

The Project Management program at CCM helped me pass the PMP exam on my first attempt. – Steve Sherwood

PROJECT MANAGEMENT (FOR FALL 2018 STUDENTS ONLY)

To earn your CCM Certificate in Project Management, you must successfully complete the remaining courses below, which are being offered in Spring 2019 for the last time:

COURSE DESCRIPTIONS AND SCHEDULE

MANAGING PROJECT PERFORMANCE (FOR CONTINUING FALL 2018 STUDENTS ONLY.)

Once the results of the project planning activities are in place, the role shifts to one of directing execution, monitoring and evaluating results and controlling outcomes. PMC 113

28414. 5 Sessions: 15 hours, CEU 1.5
Cohen Hall, CH 271
Time: 6:30-9:30 p.m., Tues, Jan 29-March 5 (no class Feb 12)
Cost: $349

MANAGING PROJECT TEAMS (FOR CONTINUING FALL 2018 STUDENTS ONLY.)

Project teams are the productive components in a project. Recognize the primary causes of conflict in projects and the conflict resolution process. PMC 111

28415. 4 Sessions: 12 hours, CEU 1.2
Cohen Hall, CH 271
Time: 6:30-9:30 p.m., Tues, March 19-April 16 (no class April 9)
Cost: $279

NEGOTIATION AND CONTRACT MANAGEMENT (FOR CONTINUING FALL 2018 STUDENTS ONLY.)

Negotiation is a skill that all project managers must have. This class introduces key negotiating skills. PMC 112

28416. 4 Sessions: 12 hours, CEU 1.2
Cohen Hall, CH 271
Time: 6:30-9:30 p.m., Tues, April 23-May 14
Cost: $279

PROJECT MANAGEMENT is the 3rd leading skill among Morris County employers, MSW WDB, Q3 018.

ALL NEW SUPPLY CHAIN MANAGEMENT FOR 2019

SUPPLY CHAIN MANAGEMENT

COURSE DESCRIPTION AND SCHEDULE

SUPPLY CHAIN MANAGEMENT FOR PROFESSIONALS

Do you know your role in Supply Chain Management? The integrated nature of today’s Supply Chain makes this an essential course for all business professionals: IT, Marketing, Sales, Finance, Operations, Supply Management/Purchasing, Logistics, Transportation, Production, Quality and more! Every department and external resource plays an integral role in a company's supply chain.

Whether you’re new to the workforce, or an experienced staff member, manager or executive, missteps in the supply chain costs organizations time, money and lost customers.

This class will give you a new way of looking at and conducting business across tiers inside and outside the organization, resulting in cost savings, revenue growth and an increased competitive advantage. In this class you will learn the concepts and the practical real-life applications of supply chain management through interactive discussions and activities, case studies, online resources and course designed materials. You’ll discover:

• What a supply chain is
• How to break down silos to work cross-functionally among departments
• Collaborative efforts with suppliers and customers

• Methods to set up an effective supply chain
• The evolving practices and future trends in supply chain management

Following this course, you can further your education and enhance your resume and career opportunities by preparing to become a Certified Supply Chain Professional with CCM’s APICS certification. SCM 109

INSTRUCTOR: Marilyn Gettinger
28421 8 Sessions: 40 hours, CEU 4.0
Cohen Hall, CH 267
Time: 8:30-2 p.m., Sat, Feb 23-April 13
Cost: $499

*Textbook Required: If your course requires a textbook, for textbook information go to https://bookstore.ccm.edu/college and click on NON-CREDIT. Select the three-digit alpha code (for example AHP, CHP, etc.) that aligns to your course of study. Students must obtain the textbook on their own and have it for the first day of class. Titles not stocked by the CCM bookstore are available at other retail and internet outlets.
BUSINESS PROGRAMS

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 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.

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
28430. 6 Sessions: 48 hours, CEU 4.8
Cohen Hall, CH 259
Time: 8:30 a.m.-5:00 p.m., Sat, May 4-June 15
(no class May 25)
Cost: $3,755 (includes materials and exam fees)

In my role as Procurement Manager, the detailed teachings of the APICS CSCP program at CCM have empowered me to strategically analyze various obstacles throughout the supply chain. This course was time well invested.

~ Chris Angotti, Procurement Manager, Maquet Acute Care Therapies

SUPPLY CHAIN MANAGEMENT (FOR FALL 2018 STUDENTS ONLY)

To earn your CCM Certificate in Supply Chain Management, you must successfully complete the remaining courses below, which are being offered in Spring 2019 for the last time:

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>HOURS</th>
<th>CEU</th>
</tr>
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<tbody>
<tr>
<td>Lean Production and Six Sigma Tactics in Supply Chain</td>
<td>12</td>
<td>1.2</td>
</tr>
<tr>
<td>Using Information Technology Strategically</td>
<td>12</td>
<td>1.2</td>
</tr>
<tr>
<td>Measuring Supply Chain Performance</td>
<td>12</td>
<td>1.2</td>
</tr>
<tr>
<td>Creating Supply Chains for Competitive Advantage</td>
<td>12</td>
<td>1.2</td>
</tr>
</tbody>
</table>

These classes are only for students previously registered in Fall 2018, Certificate in Supply Chain Management.

MEASURING SUPPLY CHAIN PERFORMANCE

FOR CONTINUING FALL 2018 STUDENTS ONLY.

Supply chain performance is the current measure of success. This course focuses on the chain’s ability to meet customer needs. SCM 105

28426. 4 Sessions: 12 hours, CEU 1.2
Cohen Hall, CH 271
Time: 6:30-9:30 p.m., Wed, May 1-22
Cost: $279

CREATING SUPPLY CHAINS FOR COMPETITIVE ADVANTAGE

FOR CONTINUING FALL 2018 STUDENTS ONLY.

Organizations that excel at what they do realize the potential of their supply chain’s critical elements. SCM 106

28427. 4 Sessions: 12 hours, CEU 1.2
Cohen Hall, CH 271
Time: 6:30-9:30 p.m., Wed, June 5-26
Cost: $279

*Textbook Required: If your course requires a textbook, for textbook information go to https://bookstore.ccm.edu/college and click on NON-CREDIT. Select the three-digit alpha code (for example AHP, CHR, etc.) that aligns to your course of study. Students must obtain the textbook on their own and have it for the first day of class. Titles not stocked by the CCM bookstore are available at other retail and internet outlets.

Web registration at https://webadvisor.ccm.edu for instant enrollment
APICS CERTIFICATIONS – EXAM PREPARATION

Since 1957 APICS has been training supply chain professionals across the globe. APICS’ mission is to be “the world’s leading community for end-to-end supply chain excellence.” Employees who hold an APICS certification are among the most respected professionals in supply chain logistics.

APICS CERTIFIED SUPPLY CHAIN PROFESSIONAL (CSCP)

According to APICS, more than 25,000 professionals in 100 countries have earned the CSCP designation since it was first offered in 2006. Employees of your organization that hold this designation will have mastered the essential technology, concepts and strategies related to end-to-end supply chain operations, enabling your business to operate more efficiently and effectively in all of its supply chain requirements.

In this program, individuals will prepare for the CSCP exam by learning about:

- Supply Chain Design
- Supply Chain Planning and Execution
- Supply Chain Improvements and Best Practices

APICS CERTIFIED IN LOGISTICS, TRANSPORTATION AND DISTRIBUTION (CLTD)

The Certified in Logistics, Transportation and Distribution (CLTD) certification is a comprehensive body of knowledge that sets the global standard for best practices in logistics, transportation and distribution. Employees with CLTD certification gain recognition in the field as logistics experts using the latest trends in global supply chain logistics.

The CCM program in CLTD covers these key elements required for certification:

- Logistics and Supply Chain Overview
- Capacity Planning and Demand Management
- Order Management
- Inventory and Warehouse Management
- Transportation
- Global Logistics Considerations
- Logistics Network Design
- Reverse Logistics and Sustainability

APICS CERTIFIED IN PRODUCTION AND INVENTORY MANAGEMENT (CPIM)

With certification as a CPIM, your employees will be recognized internationally as a team that knows, understands and applies best in class production and inventory activities to support global operations. CPIM certification provides the basis for common terminology, processes and frameworks across the organization, the ability to streamline operations and improve productivity, collaboration and innovation in the workforce.

The CPIM program at CCM incorporates the following critical elements needed for certification:

- Demand management
- Procurement management
- Supplier planning
- Material requirements planning
- Capacity planning
- Sales and operations planning
- Master scheduling
- Performance measurement
- Supplier relationships
- Quality control
- Continuous improvement

Did you know . . . CCM is a leading training organization for all of your workforce SUPPLY CHAIN needs?

“Individuals who earn CSCP certification improve their hiring potential by 65% and see a 27% increase in salary on average.”

~ APICS (American Production and Inventory Control Society)

Advance Your Employees’ Supply Chain Knowledge and Skills by Earning Global Certifications

“Advance your employees’ supply chain knowledge and skills by earning global certifications.”

~ Courtney Krandel

For more information regarding the APICS certification courses or to schedule a class at your facility, contact Beth Rodgers, Associate Director for Workforce Development at 973-328-5186.
BUSINESS PROGRAMS

Instructors’ real world experiences and their willingness to share their professional knowledge takes this program way beyond the textbook!

– Seaneen Carton

ASQ SIX SIGMA GREEN BELT CERTIFICATION PREP

Salaries for ASQ certified Six Sigma Green Belts are $80K-$90K; and 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.

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 that larger companies experience with Six Sigma improvements. This course is affordable, offered over ten weeks, to allow individuals to continue working and immediately put into practice the skills being learned in class.

GREEN BELT CERTIFICATION
Prerequisite: This is an entry level course. Students must have, at a minim, a high school diploma.
Upon completion of this 40-hour course, you will be prepared to sit for the American Society for Quality Green Belt certification exam. You should be able to organize complex issues into a structured, prioritized format; define projects against a project metric; gather data relative to the project metric; analyze the data, and identify the tasks necessary to improve the project metric to a target value. BCC 142
*Textbook required, see below for more information. Search BCC
INSTRUCTOR: Carl Perini, BA, MS, ASQ CSSBB, CQA, CGMP

To sit for the ASQ Green Belt Exam requires three years of work experience in one or more areas of the Six Sigma Green Belt body of knowledge.

28391. 10 Sessions: 40 hours, CEU 4.0
Henderson Hall, HH 204
Time: 8:30 a.m.-12:30 p.m., Sat, April 13-June 29 (no class April 20 and May 25)
Cost: $599

SKILLS FOR BUSINESS

According to PayScale.com, the average bookkeeper in Morris county makes $58,000 per year. December 2018

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 124
INSTRUCTOR: Leonor DiStefano
28231. 5 Sessions: 15 hours, CEU 1.5
Cohen Hall, CH 257
Time: 9 a.m.-12 p.m., Sat, March 16-April 13
Cost: $299

QUICKBOOKS ESSENTIALS
PREREQUISITE: Accounting Fundamentals, or a minimum of one-year work related bookkeeping or accounting experience. Students who register for this class, and do not have the prerequisite knowledge, will be limited in their ability to participate in this course.
This course is for both experienced QuickBooks users and those who are brand new to QuickBooks. You will work in QuickBooks 2017 desk top and QuickBooks cloud. You will create a company and work in “your company” learning effective bookkeeping skills, including how to create purchase orders, track sales and expenses, produce and manage invoices and monitor financial records. BDT 125
INSTRUCTOR: Leonor DiStefano
28232. 7 Sessions: 21 hours, CEU 2.1
Henderson Hall, HH 114
Time: 9 a.m.-12 p.m., Sat, May 4-June 22 (No class May 25)
Cost: $349

*Textbook Required: If your course requires a textbook, for textbook information go to https://bookstore.ccm.edu/college and click on NON-CREDIT. Select the three-digit alpha code (for example AHP, CHR, etc.) that aligns to your course of study. Students must obtain the textbook on their own and have it for the first day of class. Titles not stocked by the CCM bookstore are available at other retail and internet outlets.

BUSINESS PROFESSIONALS

Don’t forget to check out these other important topics:

HUMAN RESOURCES
See page 13.

MICROSOFT OFFICE COURSES
See page 8.

WORD PRESS WEBSITE DEVELOPMENT
See page 10.

Indeed.com cites 414 Quickbooks jobs available in NJ. December 2018
HEALTH OCCUPATIONS

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.

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 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.

The required textbook, Certified Peer Recovery Specialist Training, is $40 and will be purchased in class. 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

INSTRUCTOR: Patrick Roff MA, LCADC, CPRS, CPP

28260. 8 Sessions: 48 hours, CEU 4.8
Cohen Hall, CH 271
Time: 9 a.m.-3:30 p.m., Sat, April 6-June 8 (no class April 20 and May 25)
Cost: $359

CERTIFIED ALCOHOL AND 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/adc/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/adc/Pages/default.aspx

For complete program details and curriculum information, please visit our online catalog at https://www.ccm.edu/workforce

*Textbook Required: If your course requires a textbook, for textbook information go to https://bookstore.ccm.edu/college and click on NON-CREDIT. Select the three-digit alpha code (for example AHP, CHR, etc.) that aligns to your course of study. Students must obtain the textbook on their own and have it for the first day of class. Titles not stocked by the CCM bookstore are available at other retail and internet outlets.
CCM NOW OFFERS TWO CONVENIENT OPTIONS TO OBTAIN YOUR CADC – EVENING CLASSES OR FULL-DAY SATURDAYS.
INTERESTED CANDIDATES MAY REGISTER FOR ONE OR BOTH DOMAIN OFFERINGS.

DOMAIN II – COUNSELING
Instructor: Ronald Faines, LCADC, ACS, CCS

**C201 - INTRODUCTION TO COUNSELING**
Learn 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

28261. 2 Sessions: 6 hours, CEU 0.6
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Fri, Feb 1-8
Cost: $99

**C202 - INTRODUCTION TO TECHNIQUES & APPROACHES**
Learn 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

28262. 2 Sessions: 6 hours, CEU 0.6
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Fri, Feb 15-22
Cost: $99

**C203 - CRISIS INTERVENTION**
Define crisis intervention within the framework of alcohol/drug counseling; identify causes of crises; understand and apply setting-specific policies and procedures for handling crises; and apply crisis prevention and management skills. ADC 533 Professional Development Hours 6

28263. 2 Sessions: 6 hours, CEU 0.6
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Fri, March 1-8
Cost: $99

**C204 - INDIVIDUAL ADDICTION COUNSELING**
Learn 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

28264. 6 Sessions: 18 hours, CEU 1.8
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Fri, March 15-April 26 (no class May 24)
Cost: $297

**C205 - GROUP COUNSELING**
Describe, select and 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

28265. 2 Sessions: 6 hours, CEU 0.6
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Fri, May 3-10
Cost: $99

**C206 - FAMILY COUNSELING**
Learn how substance use disorders (SUD) affect families; 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 childbearing 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 (FASD) across the lifespan; Comprehend the life-long primary and secondary characteristics associated with FASD; 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

28266. 4 Sessions: 12 hours, CEU 1.2
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Fri, May 17-June 14 (no class May 24)
Cost: $198

DOMAIN III – CASE MANAGEMENT
(Offered 2 times in spring 2019)
INSTRUCTOR: Thomas Viola, ICADC

**C301 - COMMUNITY RESOURCES**
At the end of this course, the student will be able to formulate and discuss diagnostic assessment and recommendations with the client; match client needs with community resources; communicate with community resources regarding needs of the client; develop a plan with the client to strengthen ongoing recovery outside of primary treatment; utilize multiple pathways of recovery in treatment planning and referral; identify community resources; match community resources with client needs; explain to the client the necessity for referral and identify self-help groups pertinent to the client's needs. ADC 253 Professional Development Hours 18

28271. 3 Sessions: 18 hours, CEU 1.8
Cohen Hall, CH 269
Time: 9 a.m.-3:30 p.m., Sat, Jan 26-Feb 9
Cost: $297

28281. 6 Sessions: 18 hours, CEU 1.8
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Mon and Wed, April 22-May 8
Cost: $297

**C302 - CONSULTATION (CASE MANAGEMENT)**
Learn to define consultation goals and benefits and consult with supervisors, counselors, professionals, and/or other public health service providers to assure comprehensive, quality care for the client. ADC 254 Professional Development Hours 18

28272. 3 Sessions: 18 hours, CEU 1.8
Cohen Hall, CH 269
Time: 9 a.m.-3:30 p.m., Sat, Feb 16-March 2
Cost: $297

28282. 6 Sessions: 18 hours, CEU 1.8
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Mon and Wed, May 13-June 3 (no class May 27)
Cost: $297

*Textbook Required: If your course requires a textbook, for textbook information go to https://bookstore.ccm.edu/college and click on NON-CREDIT. Select the three-digit alpha code (for example AHP , CHR, etc.) that aligns to your course of study. Students must obtain the textbook on their own and have it for the first day of class. Titles not stocked by the CCM bookstore are available at other retail and internet outlets.
C303 - DOCUMENTATION
Learn to define documentation; know and adhere to Federal & State Laws and Regulations specific to the maintenance of client records, and differentiate among the following types of documentation: Intake, Assessment, Treatment Plan, Treatment Plan Review, Progress Note, Discharge Plan, Discharge Summary. ADC 255 Professional Development Hours 12

28273. 2 Sessions: 12 hours, CEU 1.2
Cohen Hall, CH 269
Time: 9 a.m.-3:30 p.m., Sat, March 9-16
Cost: $198

28293, 4 Sessions: 12 hours, CEU 1.2
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Mon and Wed, June 10-19
Cost: $198

C304 - HIV & RESOURCES
Promote client knowledge, skills, and attitudes consistent with the maintenance of health and prevention of HIV/AIDS, tuberculosis, sexually transmitted diseases, hepatitis C, and other infectious diseases. ADC 570 Professional Development Hours 6

28274. 1 Session: 6 hours, CEU 0.6
Cohen Hall, CH 269
Time: 9 a.m.-3:30 p.m., Sat, March 23
Cost: $99

28294. 2 Sessions: 6 hours, CEU 0.6
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Mon and Wed, June 24-26
Cost: $99

DOMAIN IV – CLIENT EDUCATION
Instructor: Ronald Faines, LCADC, ACS, CCS

C401 - Addiction Recovery
Understand the difference between Substance Use and Substance Use Disorder; acquire basic knowledge of the various models of addiction; explain to a client the various stages of addiction and recovery, and be able to explain the following terms: Addiction, Recovery, Harm reduction, Self Help groups, Relapse and Relapse Prevention, Abstinence, Sobriety, and Wellness (Biopsychosocial). ADC 548 Professional Development Hours 6

28284. 1 Session: 6 hours, CEU 0.6
Cohen Hall, CH 269
Time: 9 a.m.-3:30 p.m., Sat, June 8
Cost: $99

C402 - PSYCHOLOGICAL CLIENT EDUCATION
Describe the behavioral, psychological, physical health, and social effects of psychoactive substances; facilitate the development of basic and life skills associated with recovery and make constructive therapeutic responses when the client’s behavior is inconsistent with stated recovery goals. ADC 549 Professional Development Hours 6

28282. 1 Session: 6 hours, CEU 0.6
Cohen Hall, CH 269
Time: 9 a.m.-3:30 p.m., Sat, May 4
Cost: $99

C403 - BIOCHEMICAL/MEDICAL CLIENT EDUCATION
Understand a variety of models and theories of addiction and other problems related to substance use; describe the behavioral, psychological, physical, and social effects of psychoactive substances; describe a variety of helping strategies for reducing the negative effects of substance use, abuse, and Use Disorder; tailor helping strategies and treatment modalities to the client’s stage of Use Disorder, change, or recovery; adapt practice to the range of treatment settings and modalities and be familiar with medical and pharmacological resources in the treatment of substance use disorders. ADC 256 Professional Development Hours 18

28283. 3 Sessions: 18 hours, CEU 1.8
Cohen Hall, CH 269
Time: 9 a.m.-3:30 p.m., Sat, May 11-June 1 (no class May 25)
Cost: $297

C404 - SOCIOCULTURAL CLIENT EDUCATION
Learn to recognize the social, political, economic, and cultural context within which addiction and substance abuse exist, including risk and resiliency factors that characterize individuals and groups and their living environments and provide treatment services appropriate to the personal and cultural identity and language of the client. ADC 551 Professional Development Hours 6

28281. 1 Session: 6 hours, CEU 0.6
Cohen Hall, CH 269
Time: 9 a.m.-3:30 p.m., Sat, April 27
Cost: $99

C405 - ADDICTION RECOVERY & FAMILY PSYCHOLOGICAL EDUCATION
Understand the characteristics and dynamics of families, couples, and significant others affected by substance use. Appropriately use models of diagnosis and intervention for families, couples, and significant others, including extended, kinship, or tribal family structures; facilitate their engagement in the treatment and recovery process; assist them in understanding the interaction between the family system and substance use behaviors, and assist them in adopting strategies and behaviors that sustain recovery and maintain healthy relationships. ADC 552 Professional Development Hours 6

28285. 1 Session: 6 hours, CEU 0.6
Cohen Hall, CH 269
Time: 9 a.m.-3:30 p.m., Sat, June 15
Cost: $99

C406 - BIOCHEMICAL AND SOCIOLOGICAL FAMILY EDUCATION
Become familiar with warning signs, symptoms, and the course of substance use disorders; describe how substance use disorders affect families and concerned others; describe the continuum of care and resources available to the family and concerned others; describe principles and philosophy of prevention, treatment, and recovery, and understand and describe the health and behavior problems related to substance use, including transmission and prevention of HIV/AIDS, tuberculosis, sexually transmitted diseases, hepatitis C, and other infectious diseases. ADC 553 Professional Development Hours 6

28286. 1 Session: 6 hours, CEU 0.6
Cohen Hall, CH 269
Time: 9 a.m.-3:30 p.m., Sat, June 22
Cost: $99

C407 - COMMUNITY & PROFESSIONAL EDUCATION
Recognize the importance of family, social networks, and community systems in the treatment and recovery process; understand the obligation of the addiction professional to participate in prevention and treatment activities; provide culturally relevant formal and informal education programs; describe factors that increase the likelihood for an individual, community, or group to be at risk for, or resilient to, psychoactive substance use disorders; sensitize others to issues of cultural identity, ethnic background, age, and gender in prevention, treatment, and recovery; describe warning signs, symptoms, and the course of substance use disorders; describe how substance use disorders affect families and concerned others; describe the continuum of care and resources available to the family and concerned others; describe principles and philosophy of prevention, treatment, and recovery; understand and describe the health and behavior problems related to substance use, including transmission and prevention of HIV/AIDS, tuberculosis, sexually transmitted diseases, hepatitis C, and other infectious diseases and teach life skills. ADC 554 Professional Development Hours 6

28287. 1 Session: 6 hours, CEU 0.6
Cohen Hall, CH 269
Time: 9 a.m.-3:30 p.m., Sat, June 29
Cost: $99

*Textbook Required: If your course requires a textbook, for textbook information go to https://bookstore.ccm.edu/college and click on NON-CREDIT. Select the three-digit alpha code (for example AHP, CHR, etc.) that aligns to your course of study. Students must obtain the textbook on their own and have it for the first day of class. Titles not stocked by the CCM bookstore are available at other retail and internet outlets.

For complete program details and curriculum information, please visit our online catalog at https://www.ccm.edu/workforce
GENERAL INFORMATION
CCM, in partnership with Creative Positive Expression Team, offers a unique opportunity for volunteers to be trained as facilitators for the Creative Positive Expression Program (CPEP). CPEP is a collaborative program for Drug Court’s adjudicated offenders. This multi-dimensional program of expression, including writing, poetry and art, allows Drug Court participants (adjudicated offenders) to develop and tap into new avenues of expression.

In this interactive, hands on program, you will have the opportunity to explore your own creative side. This program has positively affected the lives of hundreds of Drug Court participants working toward long term recovery and building a future without active addiction.

The operation of Drug Court, and assignment and management of volunteers, is under the oversight of the Drug Court. Volunteers may need to attend sessions during business hours however, there are many opportunities to fit most any schedule.

The course is spread over four sessions covering the following topics: the physiology and psychology of addiction, Drug Court’s role and mission, utilizing CPEP techniques for writing topics and graphic art assignments, the Jail Cell Presentation as a prevention tool, responsibilities and activities of a CPEP volunteer. The course material is participatory as well as interactive.

The program, Creative Positive Expression to Support Recovery from Substance Use Disorder, was founded in 2012 by Rebecca Conviser, (DLitt). AHP 162

INSTRUCTOR: Rebecca Conviser, DLitt, Eulena Horne, PharmD, and the Creative Positive Expression Team.

CPEP is a collaborative program for volunteers to be trained as facilitators for the Creative Positive Expression Program (CPEP). CPEP is a collaborative program for Drug Court’s adjudicated offenders. This multi-dimensional program of expression, including writing, poetry and art, allows Drug Court participants (adjudicated offenders) to develop and tap into new avenues of expression.

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INSTRUCTOR: Rebecca Conviser, DLitt, Eulena Horne, PharmD, and the Creative Positive Expression Team.

CREATIVE POSITIVE EXPRESSION,
SUPPORTING ADDICTION RECOVERY VOLUNTEER TRAINING PROGRAM

MEDICAL BILLING AND CODING
As the healthcare industry continues to grow, the need for qualified medical billing and coding specialists increases as well. This has been compounded by a rise in retirements from the field. CCM’s graduates are in demand because CCM trains on the leading hospital coding software - the 3M Coding and Reimbursement System - in partnership with the American Academy of Professional Coders (AAPC).

CCM is pleased to partner with 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.

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.

All prerequisite courses must be taken before registering for the advanced coursework. If you are a medical professional or have previously taken courses in Medical Terminology or Anatomy, you may be able to “test out” of these prerequisite courses. Please contact Workforce Development at 973-328-5187.

To earn a CCM Certificate in Medical Billing and Coding Specialist – you must successfully complete all the courses below:

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>HOURS</th>
<th>CEU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Terminology for Healthcare Professionals</td>
<td>24</td>
<td>2.4</td>
</tr>
<tr>
<td>Anatomy for Healthcare Professionals</td>
<td>24</td>
<td>2.4</td>
</tr>
<tr>
<td>ICD-10-CM Introduction and Applications</td>
<td>16</td>
<td>1.6</td>
</tr>
<tr>
<td>CPT &amp; HCPCS Coding</td>
<td>20</td>
<td>2.0</td>
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**Remaining certificate courses after successful completion of prerequisites above:**

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>HOURS</th>
<th>CEU</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICD-10-CM /CPT 4 Coding – Practical Application</td>
<td>42</td>
<td>4.2</td>
</tr>
<tr>
<td>Medical Billing</td>
<td>32</td>
<td>3.2</td>
</tr>
<tr>
<td>Evaluation and Management</td>
<td>16</td>
<td>1.6</td>
</tr>
<tr>
<td>Physician’s Practice Management and Regulatory Issues</td>
<td>18</td>
<td>1.8</td>
</tr>
<tr>
<td>Navigating the Medical Record</td>
<td>8</td>
<td>0.8</td>
</tr>
<tr>
<td>Workplace Simulation Training</td>
<td>16</td>
<td>1.6</td>
</tr>
</tbody>
</table>

**TOTAL**

| 216 | 21.6 |

To prepare for the Coding Exam, you will take the CCM course:

CPC Certification Exam Prep (Exam registration fee is not included in the course fee.)

**ALL STUDENTS MUST OBTAIN REQUIRED COURSE MATERIALS AND ONLINE BLACKBOARD ACCESS DIRECTLY FROM AAPC IMMEDIATELY UPON REGISTERING FOR THE CCM COURSES.**

- PMCC Textbook/Workbook Bundle $89.95+shipping ISBN: 9781626887329
- Online AAPC Blackboard Access Fee $150.00 Code: Blackboard Fee

Failure to obtain the listed materials will limit your ability to participate in this course. Contact Justine White @ AAPC, Justine.White@aapc.com or call directly to place your order: 801-800-8797.
HEALTH OCCUPATIONS

MEDICAL TERMINOLOGY FOR HEALTHCARE PROFESSIONALS
This course focuses on the basic foundation of medical word building. Prefixes, suffixes, root words and combining forms will be 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

*Additional textbook required, see below for more information. Search AHP
INSTRUCTOR: Michelle Sykes, MD
28471. 8 Sessions: 24 hours, CEU 2.4
Cohen Hall, CH 271
Time: 6:30-9:30 p.m., Mon and Thurs, Jan 28-Feb 21
Cost: $359

ICD-10-CM INTRODUCTION AND APPLICATIONS
This course reviews the background of the ICD system, with roots in the mid-1600s. Learn ICD-10-CM diagnosis coding, including steps for coding assignment, review and clarification of coding conventions and hands-on coding exercises. AHP 199

*Required textbook must be obtained in advance through AAPC. See AAPC ordering information above.
INSTRUCTOR: Claude Garbarino, Jr., CCS
28472. 4 Sessions: 16 hours, CEU 1.6
Henderson Hall, HH 212
Time: 9 a.m.-1 p.m., Sat, Feb 2–23
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. Develop skills to apply anatomy fundamentals to the medical record, and gain an understanding of the anatomy organs referenced in medical procedures and diagnosing coding. AHP 301

*Additional textbook required, see below for more information. Search AHP
INSTRUCTOR: Michelle Sykes, MD
28474. 4 Sessions: 20 hours, CEU 2.0
Henderson Hall, HH 212
Time: 9 a.m.-2:30 p.m. Sat, March 2-23
Cost: $299

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 352

*Required textbook must be obtained in advance through AAPC. See AAPC ordering information above.
INSTRUCTOR: Claude Garbarino, Jr., CCS
28476. 4 Sessions: 16 hours, CEU 1.6
Henderson Hall, HH 212
Time: 6:30 - 9:30 p.m., Mon and Thurs, Feb 25-March 21
Cost: $359

ADVANCED LEVEL COURSE DESCRIPTIONS AND SCHEDULE (prerequisites required)

ICD-10-CM/CPT 4 CODING – PRACTICAL APPLICATION
Enhance your basic knowledge of coding, and learn to put the ICD & CPT pieces together using both CPT and ICD scenarios. Learn to code 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. Includes in-depth instruction on CPT procedural coding–anesthesia, pathology, laboratory, medicine and surgery. Practice includes workbook examples, operative reports and group discussions. This course will prepare students for the American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC) national certification. AHP 341

*Required textbook must be obtained in advance through AAPC. Online AAPC Blackboard access is required. See AAPC ordering information above.
INSTRUCTOR: JoAnn Baker, CCS, COC, CPC
28475. 14 Sessions: 42 hours, CEU 4.2
Cohen Hall, CH 271
Time: 6-9 p.m. Mon and Thur, March 25–May 9
Cost: $649

MEDICAL BILLING
The knowledge and skills needed for a career as a medical billing specialist have increased substantially. 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 the reimbursement process, 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 be covered. Additionally, the course will touch on other healthcare payers such as Medicare, Medicaid, TriCare, Workers Compensation and Disability Insurances. AHP 343

*Textbook required, see below for more information. Search AHP
INSTRUCTOR: Kathleen Shera, CPC, CPB
28477. 8 Sessions: 32 hours, CEU 3.2
Henderson Hall, HH 204
Time: 9 a.m.-1 p.m., Sat, Feb 2–March 30 (no class Feb 23)
Cost: $499

Medical Billing continued on next page

28481. 7 Sessions: 32 hours, CEU 3.2
Henderson Hall, HH 212
Time: 8:30 a.m.-1 p.m., Sat, May 18–July 27 (no class May 25, June 22, 29 and July 6)
Cost: $499

EVALUATION AND MANAGEMENT
Evaluation and Management coding is the key to appropriately maximizing reimbursement for physician visits. In this course, learn the basics of the specific codes for location and type of visit, code levels for history, physical examination and medical decision making based on acuity of diagnosis. This course ensures 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
28473. 8 Sessions: 24 hours, CEU 2.4
Cohen Hall, CH 271
Time: 6:30 - 9:30 p.m., Mon and Thurs, Feb 25-March 21
Cost: $359

For complete program details and curriculum information, please visit our online catalog at https://www.ccm.edu/workforce

*Textbook Required: If your course requires a textbook, for textbook information go to https://bookstore.ccm.edu/college and click on NON-CREDIT. Select the three-digit alpha code (for example AHP, CHR, etc.) that aligns to your course of study. Students must obtain the textbook on their own and have it for the first day of class. Titles not stocked by the CCM bookstore are available at other retail and internet outlets.
The average salary for medical coders in New Jersey is $63,390. Continued education and certifications boost that salary even higher.

AAPC (American Academy of Professional Coders)

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’s office is covered. No textbook required. AHP 267

INSTRUCTOR: Diane Fulton, CPAM
28478. 6 Sessions: 18 hours, CEU 1.8
Cohen Hall, CH 271
Time: 6:30 p.m.-9:30 p.m. Mon and Thurs, May 16–June 6 (No class May 27)
Cost: $229

NAVIGATING THE MEDICAL RECORD
This hands-on workshop is for new medical coders ready to review and code hospital medical records. Participants practice the knowledge learned in the ICD-10-CM and CPT-4 coding courses and code actual hospital charts. Books from the ICD-10-CM Procedures and CPT-4 Coding courses are used in this class. AHP 243

INSTRUCTOR: Claude Garbarino, Jr., CCS
28479. 2 Sessions: 8 hours, CEU 0.8
Henderson Hall, HH 212
Time: 9 a.m.-1 p.m., Sat, April 6-13 Cost: $269

WORKPLACE SIMULATION TRAINING
Learn 3-M Encoding Software, the leading program used by hospitals, and get valuable hands-on experience. 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
Summer course registration begins March 1.
58480. 5 Sessions: 16 hours, CEU 1.6
Henderson Hall, HH 113
Time: 6-9:15 p.m., Mon and Thurs, July 8–July 22
Cost: $289

AAPC CPC NATIONAL CODING CERTIFICATION PREPARATION REVIEW COURSE AND CODING EXAM
PREREQUISITE: Completion of ICD-10-CM/ CPT 4 CODING – PRACTICAL APPLICATION
This course is designed to prepare students of the CCM program to sit for the AAPC Certified Professional Coder (CPC) examination. Instruction will include review of 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 349

Students are required to register and pay the AAPC examination fee separately.
- Exam fees are not included in the course fee
- Students must register for the exam 4 weeks in advance of the exam date
- CCM students may not opt to sit for the exam given at CCM, without having completed the CCM Preparation Review Course.

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, CCS, COC, CPC
28482. 6 Sessions: 23 hours
Henderson Hall, HH 212
Review: 6:30-9:00 p.m., Tues, Jan 22–Feb 19
Exam: 9 a.m. – 5 p.m. Sat, Feb 23
Henderson Hall, HH-III
Cost: $299

28483. 6 Sessions: 23 hours
Cohen Hall, CH 271
Review: 6:30-9:30 p.m. Mon and Thurs, June 10-24
Exam: 9 a.m.– 5 p.m. Sat, June 29
Henderson Hall, HH 212
Cost: $299

Students may request a certificate by going to www.ccm.edu/workforce and click on “Request a Certificate.”

HEALTHCARE PROFESSIONALS CLINICAL TRAINING PROGRAMS

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. CPR 129

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

INSTRUCTOR: Alex Balish, AHA & ASHI Certified Instructor
28211. 1 Session: 5 hours, CEU 0.5
Henderson Hall, HH 212
Time: 9 a.m.-2 p.m., Sat, Jan 26
Cost: $99

28212. 1 Session: 5 hours, CEU 0.5
Henderson Hall, HH 215
Time: 9 a.m.-2 p.m., Sat, Feb 9
Cost: $99

28213. 1 Session: 5 hours, CEU 0.5
Henderson Hall, HH 215
Time: 9 a.m.-2 p.m., Sat, March 16
Cost: $99

28214. 1 Session: 5 hours, CEU 0.5
Henderson Hall, HH 215
Time: 9 a.m.-2 p.m., Sat, April 27
Cost: $99

28215. 1 Session: 5 hours, CEU 0.5
Henderson Hall, HH 215
Time: 9 a.m.-2 p.m., Sat, May 18
Cost: $99

28216. 1 Session: 5 hours, CEU 0.5
Henderson Hall, HH 215
Time: 9 a.m.-2 p.m., Sat, June 29
Cost: $99

*Textbook Required: If your course requires a textbook, for textbook information go to https://bookstore.ccm.edu/college and click on NON-CREDIT. Select the three-digit alpha code (for example AHP, CHR, etc.) that aligns to your course of study. Students must obtain the textbook on their own and have it for the first day of class. Titles not stocked by the CCM bookstore are available at other retail and internet outlets.

Web registration at https://webadvisor.ccm.edu for instant enrollment
Summer course registration begins March 1
58211. 1 Session: 5 hours, CEU 0.5
Henderson Hall, HH 215
Time: 9 a.m.-2 p.m., Tues, July 16
Cost: $99

58212. 1 Session: 5 hours, CEU 0.5
Henderson Hall, HH 215
Time: 9 a.m.-2 p.m., Sat, July 27
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: Dr. Lesley Anne Andrew
DNP, RN, CNE

28491. 1 Session: 4 hours, CEU 0.4
Cohen Hall, CH 120
Time: 8 a.m.-12 p.m., Sat, Mar 23
Cost: $199

28492. 1 Session: 4 hours, CEU 0.4
Cohen Hall, CH 120
Time: 8 a.m.-12 p.m., Sat, May 11
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 hospita, 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.

**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 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 24 for BLS courses offered at CCM.) There are additional expenses incurred by the student for these and other items. AHP 160 Class size is limited to 10 students.

**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.arrt.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 classes 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/directions

Imaging continued on next page.

*Textbook Required: If your course requires a textbook, for textbook information go to https://bookstore.ccm.edu/campaign and click on NON-CREDIT. Select the three-digit alpha code (for example AHP, CHIR, etc.) that aligns to your course of study. Students must obtain the textbook on their own and have it for the first day of class. Titles not stocked by the CCM bookstore are available at other retail and internet outlets.

For complete program details and curriculum information, please visit our online catalog at https://www.ccm.edu/workforce
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’Neve (address below) by January 25, 2019. Upon receiving this information, you will be contacted with the further steps to take to register for the course.

Prof. Denise Vill’Neve
County College of Morris
214 Center Grove Road
Randolph, NJ 07869
dvillneve@ccm.edu

BLS
If you need to update your current BLS/CPR certification, see page 24.

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

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

CT LECTURE – 66 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 66-hour lecture course includes, but is not limited to patient care and safety, CT physics, systems operations and instrumentation, data acquisition, image display and post processing of all imaging procedures, quality control, contrast media and administration. Midterm and Final Exams will be given. AHP 353

28532. 22 Sessions: Passaic County Public Safety Academy
Time: 6-9 p.m., Mon and Wed, Feb 18–May 8 (no class March 11 and 13)
Cost: $900

MAGNETIC RESONANCE IMAGING (MRI) 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

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

MRT LECTURE – 60 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 60-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 354

28534. 20 Sessions: Passaic County Public Safety Academy
Time: 6-9 p.m., Mon and Tues, Feb 18–April 30 (no class March 11 and 12)
Cost: $1,150

*Textbook Required: If your course requires a textbook, for textbook information go to https://bookstore.ccm.edu/college and click on NON-CREDIT. Select the three-digit alpha code (for example AHP, CHR, etc.) that aligns to your course of study. Students must obtain the textbook on their own and have it for the first day of class. Titles not stocked by the CCM bookstore are available at other retail and internet outlets.
MRI CLINICAL – 1200 HOURS
This proctored course will provide the practical experience to go along with the MRI Lecture program. AHP 337
28535, 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
28536, 15 Sessions: Passaic County Public Safety Academy
Time: 6-9 p.m., Tues, Feb 12–May 28 (no class March 12)
Cost: $450

MAMMOGRAPHY CLINICAL – 250 HOURS
This proctored course will provide the practical experience to go along with the Mammography Lecture program. AHP 350
28537, 250 hours: Clinical Affiliate to be scheduled by program faculty
Schedule to be determined with Instructor.
Cost: $1,000

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 THE MANDATORY OPEN HOUSE INFORMATION SESSION IS REQUIRED

Spring 2019 Open House, January 15, 2019 (snow date January 16, 2019). Beginning at 6 p.m.
Interested candidates must attend this Mandatory Information Session.

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.

EACH APPLICANT FOR THE RN REFRESHER COURSE MUST REGISTER FOR THE FOLLOWING BEFORE PROCEEDING:

To continue 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
Section 28500
RN Refresher non-refundable processing fee: $99
Applicant Information Sessions will be scheduled following registration.

INSTRUCTOR: CCM Nursing Staff
Section 28501 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.-12 p.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

For complete program details and curriculum information, please visit our online catalog at https://www.ccm.edu/workforce
ALT 20 GAME DEVELOPMENT
Open House
Wednesday, January 15, 6-8 p.m.
Student Community Center, Davidson Rooms.
Career Workshops begin at 5:30.
See back cover for details.

PROFESSIONAL DEVELOPMENT

NEW PATHWAYS TO TEACHING IN NEW JERSEY (NPTNJ)

New Pathways to Teaching New Jersey (NPTNJ) is a statewide alternative 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 online 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). A Standard Certificate will be issued after the candidate completes the 400 hours of course work, successfully teaches for two years, and completes an edTPA Portfolio with a passing grade. 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 29 for Brookdale County College's CTE Alternate Route to Teacher Education program.)

Before beginning the alternate route to teaching process, prospective candidates should review 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

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 after-school program teacher. ALT 113

*Textbook Required, see below for more information. Search ALT

INSTRUCTOR: Robert L. Grundfest, M.Ed.

28521. 10 Sessions: 30 classroom hours, CEU 3.0
Henderson Hall, HH III
Time: 6-9 p.m., Mon, Jan 28-April 1
Cost: $299

28522. 10 Sessions: 30 classroom hours, CEU 3.0
Henderson Hall, HH III
Time: 6-9 p.m., Mon, April 8-June 17 (no class May 27)
Cost: $299

NJCU NEW PATHWAYS TO TEACHING IN NEW JERSEY

Semesters 1, 2, 3 and 4 are offered fully online by NJCU.
- Semester 1 (105 hours): may be taken for 7 graduate credits.
- Semester 2 (90 hours): may be taken for 6 graduate credits.
- Semester 3 (90 hours): may be taken for 6 graduate credits.
- Semester 4 (84 hours): may be taken for 5 graduate credits.

State Performance Assessment via edTPA Portfolio.

To begin the New Pathways to Teaching process:
1. Application into Semester One requires the following:
   - Verification of completion of 50-hour Pre-service coursework overview
   - Letter of employment from school district (if you have a job)
   - Bachelor's degree or higher from an accredited four-year college or university
   - GPA of 3.0 or higher
   - Passing PRAXIS II score
   - Copy of your Certificate of Eligibility (CE).

2. Concurrently during the Preservice phase, candidates should:
   - Complete the NJDOE requirements to obtain a Certificate of Eligibility to teach. See the NJDOE website for the required documents.

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.

NJCU TUITION (as of the schedule print date, December 2018):
- NON-CREDIT: $550 each semester or $2,200 for all four semesters. Subject to change without notice.
- FOR-CREDIT: Tuition is $711.40 per graduate credit. Based on the NJCU Board of Trustees and subject to change. Click here for latest information. The NJCU Masters Programs that accept NPTNJ credits provides additional information.

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

In ten weeks I learned how to plan lessons, manage a classroom, make assessments, and to communicate with students, parents, and administration. Within two weeks of completing the course, I was offered two full-time teaching positions. - Jeff Kitts

“Bookstore Information: If your course requires a textbook, for textbook information go to https://bookstore.ccm.edu/college and click on NON-CREDIT. Select the three-digit alpha code (for example AHP, CHR, etc.) that aligns to your course of study. Students must obtain the textbook on their own and have it for the first day of class. Titles not stocked by the CCM bookstore are available at other retail and internet outlets.
The Career and Technical Education Educator Preparation Program

(CTE CE EPP)

Are you looking for a career change?
Earned a degree, but don't know how to apply it?
Looking to explore your options outside of your current industry?

Your degree and/or relevant work experience may qualify you for a career as a K-12 educator!

New Jersey’s Career 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 teachers of K-12 Career and Technical Education (CTE) subject areas.

Brookdale Community College is New Jersey's sole provider of the 400-hour CTE CE EPP. The program is delivered in a hybrid format: most of the work is completed online with the exception of face-to-face meetings designed as Cohort Saturdays.

For more information or to apply, visit www.brookdalecc.edu/cte and complete an information request form, or email cte@brookdalecc.edu
NON-PROFIT LEADERSHIP TRAINING

CCM understands the unique needs of professionals working in non-profit organizations, particularly the challenges 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 and want to standout 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: Non-profit Fundraising Professional and 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 instructed by a team of industry professionals.

FUNDAMENTALS FOR FUNDRAISING PROFESSIONALS

This team-taught course, presented by leading industry recognized professionals, 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:
- Target 
- Current 

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 raise funds 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 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.

To earn a CCM Certificate in Non-Profit Fundraising Essentials, you must successfully complete all the courses below:

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>HOURS</th>
<th>CEU</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals for Fundraising Professionals</td>
<td>15</td>
<td>1.5</td>
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<tr>
<td>Making the Ask – Face to Face Communications</td>
<td>6</td>
<td>0.6</td>
</tr>
<tr>
<td>Create Donor-Centric Communications</td>
<td>12</td>
<td>1.2</td>
</tr>
<tr>
<td>Creating Special Events that Raise Funds and Friends</td>
<td>9</td>
<td>0.9</td>
</tr>
<tr>
<td>Putting It All Together – Creating an Annual Fund</td>
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<td><strong>TOTAL</strong></td>
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*Textbook Required: If your course requires a textbook, for textbook information go to https://bookstore.ccm.edu/college and click on NON-CREDIT. Select the three-digit alpha code (for example AHP, CHR, etc.) that aligns to your course of study. Students must obtain the textbook on their own and have it for the first day of class. Titles not stocked by the CCM bookstore are available at other retail and internet outlets. 

Web registration at https://webadvisor.ccm.edu for instant enrollment
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
28361. 2 Sessions: 6 hours, CEU 0.6
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Thurs, March 14-21
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
28362. 4 Sessions: 12 hours, CEU 1.2
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Tues, March 26-April 16
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 223
INSTRUCTOR: Gina Sideris, CFRE
28363. 3 Sessions: 9 hours, CEU 0.9
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Tues, April 23-May 7
Cost: $149

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 into the planning process to ensure that the plan produces ownership and results. NPC 218
INSTRUCTOR: Lauren R. Swern
28364. 2 Sessions: 6 hours, CEU 0.6
Cohen Hall, CH 269
Time: 6:30-9:30 p.m., Tues, May 14-21
Cost: $99

NONPROFIT PROFESSIONALS
Don’t forget to check out these other important topics relevant to many smaller organizations:

HUMAN RESOURCES – See page 13.
ACCOUNTING FUNDAMENTALS – See page 18.
QUICKBOOKS – See page 18.
MICROSOFT OFFICE COURSES – See page 8.
WORD PRESS WEBSITE DEVELOPMENT – See page 10.

OCCUPATIONAL SPANISH
An interactive and engaging Spanish language course for business professionals.

Effectively manage an increasingly diverse workforce using occupational Spanish language skills while developing an understanding and appreciation of the cultural aspects that influence the workplace.

This course is oriented to business professionals who want to acquire key elements of the Spanish language in business and cultural contexts. The program is designed to have business simulations that allow participants to learn the language on real applications, and at the same time, be aware of cultural differences of Latin-American cultures from country to country. The course is set on Google classroom platform and uses different applications such as Flipgrid, Education Skype and Voicethread. ENS 305

Instructor:
Guilermo Reina, BS Business and MBA, FDU
Certified teacher of Spanish and ESL, Rutgers and TCNJ
Certified Organizational and Executive Coach, NYU
28855. 10 Sessions: 20 hours, CEU 2.0
Dates and Location TBD
Cost: $499

*Textbook Required: If your course requires a textbook, for textbook information go to https://bookstore.ccm.edu/college and click on NON-CREDIT. Select the three-digit alpha code (for example AHP, CHR, etc.) that aligns to your course of study. Students must obtain the textbook on their own and have it for the first day of class. Titles not stocked by the CCM bookstore are available at other retail and internet outlets.

For complete program details and curriculum information, please visit our online catalog at https://www.ccm.edu/workforce
PROFESSIONAL DEVELOPMENT

GRANT WRITING SERIES

Start your journey to more effective grant writing with a solid understanding of the Fundamentals for Fundraising Professionals, the foundational course for this certificate. See description on page 30.

GRANT WRITING CERTIFICATE

Following the Fundamentals 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 a 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.

To earn a CCM Certificate in Grant Writing, you must successfully complete all the courses below:

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>HOURS</th>
<th>CEU</th>
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</thead>
<tbody>
<tr>
<td>Fundamentals for Fundraising Professionals</td>
<td>15</td>
<td>1.5</td>
</tr>
<tr>
<td>Prospecting for Grants</td>
<td>6</td>
<td>0.6</td>
</tr>
<tr>
<td>Grant Researching and Proposal Writing Workshop</td>
<td>13</td>
<td>1.3</td>
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<tr>
<td>Interactive Proposals Writing</td>
<td>7</td>
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<tr>
<td>Ethics in Grant Writing</td>
<td>2</td>
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</table>

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

28371. 3 Sessions: 6 hours, CEU 0.6
Cohen Hall, CH 269
Time: 6:30-8:30 p.m., Thurs, March 28-April 11
Cost: $149

INTERACTIVE PROPOSALS WRITING

In this course, students will spend a session writing a letter of intent and a session on writing 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

28372. 4 Sessions: 13 hours, CEU 1.3
Cohen Hall, CH 269
Time: 6:30-9:45 p.m., Thurs, April 18-May 9
Cost: $199

ETHICS IN GRANT WRITING

Learn current standards of professional practice, the 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

28374. 1 Session: 2 hours, CEU 0.2
Cohen Hall, CH 269
Time: 6:30-8:30 p.m., Thurs, May 30
Cost: $49

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

28374. 4 Sessions: 13 hours, CEU 1.3
Cohen Hall, CH 269
Time: 6:30-9:45 p.m., Thurs, April 18-May 9
Cost: $199

Web registration at https://webadvisor.ccm.edu for instant enrollment

*Textbook Required: If your course requires a textbook, for textbook information go to https://bookstore.ccm.edu/college and click on NON-CREDIT. Select the three-digit alpha code (for example AHP, CHR, etc.) that aligns to your course of study. Students must obtain the textbook on their own and have it for the first day of class. Titles not stocked by the CCM bookstore are available at other retail and internet outlets.
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 three units (Part 1, Part 2, Part 3) that allow the learner to logically progress and build upon new knowledge. Students will remain in a class level for several sessions to assure mastery of all of the concepts and content that will successfully transition the student to the next level. There is one book specific to each class level and students will work through the book. Advanced level students will improve 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 to communicate 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.

*Textbook Required, see below for more information. Search ENS Certificate: Upon completion of a course, a certificate of completion may be awarded. See “Certificates” on General Information page.

**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 use the Pearson Focus on Grammar 1 book, 4th edition. ENS 213

**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 students will use the Pearson Focus on Grammar 2 book, 5th edition. ENS 226

**ESL INTERMEDIATE**
Intermediate 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

**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

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

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

You may register and pay online (at least 3 business days prior to the test date) at https://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 previously enrolled in the Spring 2018 or Fall 2018 ELL 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.

*Textbook Required: If you course requires a textbook for textbook information, go to https://bookstore.ccm.edu and click on NON-CREDIT. Select the three-digit alpha code (for example AHP, CHF, etc.) that aligns to your course of study. Students must obtain the textbook on their own and have it for the first day of class. Titles not stocked by the CCM bookstore are available at other retail and internet outlets.
**ENGLISH LANGUAGE LEARNING**

**PLACEMENT TEST SCHEDULE**

<table>
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<tr>
<th>Placement Test – EARLY Spring, 2019</th>
<th>Placement Test – LATE Spring, 2019</th>
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<tr>
<td><strong>Date</strong></td>
<td><strong>Date</strong></td>
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<tr>
<td>Thursday, January 24</td>
<td>Saturday, March 30</td>
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<td>3:00 p.m.</td>
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<td>4:30 p.m.</td>
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**COURSE SCHEDULE**

**ESL - Early Spring 2019 - MORNING Classes - Meets 9:30-11:30 AM (TOEFL meets 9 AM-12PM) All Classes $299**

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<tr>
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<tbody>
<tr>
<td>Part 1</td>
<td>Part 2</td>
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<td>Part 3</td>
</tr>
<tr>
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<td>Bahner</td>
<td>Taylor</td>
<td>Mach</td>
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<tr>
<td>Date</td>
<td>T/Th 2/5-4/11</td>
<td>M/W 2/4-4/10</td>
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**ESL - Early Spring 2019 - NIGHT Classes - Meets 6-8 PM All Classes $299**

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<tr>
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**ESL - Late Spring 2019 - MORNING Classes - Meets 9:30-11:30 AM (TOEFL meets 9 AM-12PM) All Classes $299**

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<tr>
<td>Part 2</td>
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**ESL - Late Spring 2019 - NIGHT Classes - Meets 6-8 PM All Classes $299**

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<td>Room</td>
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In Demand:
- Management and Leadership Development Programs
- Project Management
- Supply Chain Management
- Microsoft Office Suite
- Cyber and Data Security
- Sales Training
- ESL for the Workforce
- Occupational Spanish
- DISC Assessment Tools, Individual and Team

Soft Skills:
- Emotional Intelligence
- Communications
- Supervisory Skills
- Team Effectiveness
- Customer Service Skills
- Conflict Management
- Problem Solving/Critical Thinking

Programming Languages:
- Python, R, BlockChain, C#, C++, etc.

Delivered In Your Workplace
- Customized Solutions
- Flexible Scheduling
- Certification Programs
- On or Off-Site
  - 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

CCM’s proven Career Accelerator Program

Basic Skills Development/College Readiness Program
With the unemployment rate at new lows, invest in your workforce.
- Customized industry-specific focus
- Cross-curricular development program
- Advance basic skills: Math, English, Technology
- Improve workplace effectiveness
- New competencies for workplace advancement
- Enable employees to pursue post-secondary education
- Earn college credits

For information on all corporate and grant-supported training, call Beth Rodgers, Associate Director, Workforce Development 973-328-5186 or email Beth at brodgers@ccm.edu.
Opportunities and Programs for the Unemployed, Underemployed or Dislocated

You may qualify for educational vouchers up to $5,000 covering:

training, materials and exam fees

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.

Morris/Sussex/Warren Employment and Training Services
To inquire, go to: msw-ets@co.morris.nj.us or call 973-285-6880.

WORKFORCE GRANT ELIGIBLE CAREER CERTIFICATIONS AT CCM

- APICS Certified Supply Chain Professional (CSCP) (pages 16)
- CompTIA A+ and CompTIA Network+ Certifications (page 6)
- Network+, Security+ (page 6)
- Computer Programing courses (page 5)
- ASQ Six Sigma Green Belt Certification (page 18)
- Agile Project Management (PMI-ACP) (pages 14)
- Project Management (page 14)
- Microsoft Office Specialist Certifications (MOS) (page 8)
- Cisco Certified Entry Networking Technician (CCENT) (page 7)
- Cisco Certified Routing & Switching Technician (CCNA) (page 7)
- Certified Nurse’s Aide (CNA) (page 25)
- Medical Billing & Coding, Certified Coder (CPC) (page 22)
- Certified Alcohol & Drug Counselor (CADC) (page 19)

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, 6:00-8:00 p.m., Jan 22 – May 18
(No meeting April 16)
GRANT-SUPPORTED TRAINING FOR NEW JERSEY EMPLOYEES

January - April 2019

Grant funding is not available to government entity employees. See alternate registration below.

Register online as follows:

TO REGISTER FOR GRANT-SUPPORTED BUSINESS SKILLS TRAINING: https://form.jotform.com/83395596003159

TO REGISTER FOR GRANT-SUPPORTED MANUFACTURING RELATED SKILLS TRAINING: https://form.jotform.com/83395536022154

TO REGISTER FOR GRANT-SUPPORTED TECHNOLOGY SKILLS TRAINING: https://form.jotform.com/83396174542160

ALL CLASSES BELOW MAY BE CUSTOMIZED AND SCHEDULED FOR ON-SITE DELIVERY AT YOUR COMPANY’S LOCATION https://www.ccm.edu/BusinessCommunity/BusinessSolutions/GrantSupported/

FEES AS LOW AS $500 WILL SECURE THIS TRAINING EXCLUSIVELY FOR YOUR EMPLOYEES.

IF YOU ARE A GOVERNMENT ENTITY EMPLOYEE, OR CURRENTLY NOT EMPLOYED, BUT WOULD LIKE TO TAKE ONE OF THE FOLLOWING CLASSES, PLEASE SEE THE ALTERNATE REGISTRATION INFORMATION AT THE END OF THIS SECTION, PAGE 43.

BUSINESS SKILLS

• Accounting Fundamentals
• Agile Project Management - Overview
• Business Forecasting Using Statistical Modeling
• Business Professionalism: Eliminating Roadblocks to Success – Half Day
• Coaching & Mentoring Skills to Develop Your Team
• Communications - The Key to Office Cooperation and Improved Customer Relations
• Creating Accountability and Ownership in the Workplace
• Driving Employee Engagement for Business Success
• Economic Trends: Understanding the Impact on Business Cycles
• Elevate the Customer Service Experience
• Email Writing: Professional Emails Matter
• Emotional Intelligence
• Essential Traits of Successful Women Leaders
• Finance for the Non-Finance Professional
• Improve Your Business Writing Skills - Tips and Techniques
• Learning to Lead to Achieve Organizational Success
• Linked In: Your Calling Card - Half Day
• Logistics - Fundamentals

MANUFACTURING-RELATED SKILLS

• Blueprint Reading
• Geometric Dimensioning and Tolerancing (GD&T)
• Principles of Value Stream Mapping
• Shop Math & Measurement Instruments
• Six Sigma: An Introduction

TECHNOLOGY SKILLS

• Access - Acquire Fundamental Database Skills
• Access: Intermediate Database Skills
• Access Advanced Database Skills
• Excel for Beginners
• Excel Intermediate
• Excel Advanced
• Excel Functions: Enhance Your Worksheets Utilizing Advanced Functions
• Excel Regression Analysis and Interpretation
• Google Cloud: Learn Google’s Online Suite of Apps and Work from Anywhere
• Microsoft Teams-Collaborative Communication in the Workplace
• Outlook in a Nutshell
• Pivot Tables For Data Analysis - Half Day
• Power Pivot - Half Day
• PowerPoint- Introduction
• PowerPoint Advanced: Learn Design Skills to Create a Cutting Edge Presentation
• PowerPoint Organization & Delivery Techniques
• SharePoint 2016 For Users and Owners: MS Office 365
• Word-Advanced

Course descriptions and schedule on next page.

For more information on corporate and business training, contact cbt@ccm.edu or call 973-328-5188

For complete program details and curriculum information, please visit our online catalog at https://www.ccm.edu/workforce
These are great classes and I value them. I’ve been a big advocate for this program and have been referring colleagues from our company.

~ Simman Wong
PLANNING PROJECTS USING MICROSOFT PROJECT
Planning any size project is made easy with Microsoft Project, the most popular project planning tool in the world. This course is for those who need to create or modify project plans. Apply important project management concepts: 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. Uncover ways to share resources across multiple projects and consolidate projects. Utilization of Gantt charts will be taught to share plan details.

Tues, Feb 26, Classroom TBD, 9am-5pm
Instructor: Ciro Petti

LOGISTICS – FUNDAMENTALS
American organizations spend approximately $1.4 trillion yearly on moving, storing and handling materials and products, offering jobs and growth opportunities. An understanding of logistics provides for better decision making, management of resources and lower total cost of ownership. This course will introduce you to logistics and its role in supply chain success. A clear definition of logistics, skills, knowledge and functions will be provided. You will learn best practices, and discover environmental challenges and initiatives. Participants will receive a host of resources to take back to their organizations.

Tues, Feb 26, Henderson Hall, HH 111, 9am-5pm
Instructor: Marilyn Gettigter

LEARNING TO LEAD TO ACHIEVE ORGANIZATION SUCCESS
The success of an organization relies on a leader's ability to encourage innovative ideas in others. In this class, explore aspects of good leadership: inspire teams to use tools and technology to facilitate creativity; create clarity around decisions through excellent communication and feedback; model behaviors based on values; display transparency and authenticity. During this workshop we will discuss these essential components of leadership and ways to enhance these skills.

Wed, Feb 27, Henderson Hall, HH 212, 9am-5pm
Instructor: Georgann Occhipinti

SOCIAL MEDIA FOR BUSINESS SUCCESS
Social Media is an integral part of every business’ marketing plan. With so many different platforms available, it is important to choose those that are most helpful to your organization. In this hands-on class you will review the major social media platforms in depth (Facebook, Twitter, LinkedIn, Instagram and Pinterest), and make improvements to your current social media profiles and strategies. Learn tips for gaining more followers, improving engagement and spreading the word about your business.

Leaving feeling more confident and competent in using social media to market your business. *Be sure to bring your login information for all your social media accounts, so you can work directly within your pages and profiles in class.

Wed, Feb 27, Henderson Hall HH 113, 9am-5pm
Instructor: Frank Morales

FEBRUARY MANUFACTURING RELATED SKILLS

SHOP MATH AND MEASUREMENT INSTRUMENTS
If you are new to manufacturing or are looking to gain knowledge of the basic math and measurement instruments used in the manufacturing industry, this course is for you. The focus will be on an overview of mathematics, common industry formulas and unit conversions. Individuals will also be trained in how to properly read measuring instruments common to manufacturing. The knowledge gained will provide a solid foundation for individuals interested in taking the blueprint reading class.

Fri, Mar 8, Sheffield Hall, SH 155, 9am-5pm
Instructor: Ron Kilgore

EXCEL FOR BEGINNERS
An introduction 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.

Tues, Feb 5 Henderson Hall, HH 113, 9am-5pm
Instructors: Alyce Garver & Lisa Kenneweg

FEBRUARY TECHNOLOGY SKILLS

PIVOT TABLES FOR DATA ANALYSIS- HALF DAY
Advances in technology have made it possible to store ever increasing amounts of data. The need to analyze that data and gain actionable insight is greater than ever. You already have experience working with Excel and creating basic PivotTables to summarize data, but Excel is capable of doing much more. Being able to harness the power of advanced PivotTable features and create Pivot Charts will help you to gain a competitive edge. You will not only be able to summarize data to analyze, but also organize the data in a way that can be meaningfully presented to others. Data-driven business decisions will now have a better chance for success for everyone involved. PREREQ: Experience working with Excel and basic PivotTables.

Fri, Feb 1, Henderson Hall, HH 113, 8:30 am-12:30 pm
Instructors: Lisa Kenneweg & Reze Zejnullahi-Berisha

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, and find the data you need quickly and efficiently. You will be instructed to design, create, edit and analyze a relational database. Acquire skills to create tables, forms, simple queries and reports. PREREQ: Working knowledge of Microsoft Word and/or Excel.

Fri, Feb 8 Henderson Hall, HH 113, 9am-5pm
Instructor: Lisa Kenneweg

POWERPOINT – INTRODUCTION
Learn to identify the basic features and functions of Microsoft PowerPoint, a powerful presentation tool. Perform advanced text editing, add and create graphics, modify objects and animate presentations. PREREQ: Working knowledge of computers.

Thurs, Feb 14, Henderson Hall, HH 113, 9am-5pm
Instructor: Lisa Kenneweg

EXCEL INTERMEDIATE
Expand upon concepts from Excel Beginner to include using advanced functions and working with various tools to analyze data in spreadsheets. Create tables, filter data, organize table data, present data as charts and enhance the look and appeal of workbooks by adding graphical objects. PREREQ: Beginner Excel or equivalent.

Thurs, Feb 28, Henderson Hall, HH 113, 9am-5pm
Instructors: Lisa Kenneweg & Emily O’Brien

For complete program details and curriculum information, please visit our online catalog at https://www.ccm.edu/workforce
MARCH BUSINESS SKILLS

ACCOUNTING FUNDAMENTALS

Discover the basics of double-entry bookkeeping, as well as how to record, analyze and read financial statements. This class will provide you with hands-on experience handling accounts receivable, accounts payable, payroll procedures, revenue, sales taxes and various common banking transactions. Whether you want to learn to manage business finances, or simply gain an understanding of accounting basics for career advancement or personal use, this class will provide a solid foundation in accounting and financial matters.

Fri, March 1, Henderson Hall, HH 212, 9am-5pm
Instructor: Reze Zejnullahi-Berisha

CREATING ACCOUNTABILITY AND OWNERSHIP IN THE WORKPLACE

Supervisors must identify what motivates individuals on their team, and learn active techniques to increase their motivation. Discover ways to increase employee accountability. Foster ownership of the work product and deploy effective recognition strategies. The level of ownership positively impacts the retention, performance, productivity and satisfaction of employees. Leave this class with a clear action plan to take back to your workplace.

Fri, March 1, Henderson Hall, HH 113, 9am-5pm
Instructor: Georgann Occhipinti

EMAIL WRITING: PROFESSIONAL EMAILS MATTER

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

Tues, March 5, Henderson Hall HH 113, 9am-5pm
Instructor: Rita Williams-Bogar

PUT A STOP TO YOUR INBOX MADNESS & TASK OVERLOAD

Are you overwhelmed by your email inbox and/or to-do list? Is your workload not as productive as it should be? In this course you will learn how to use Outlook to organize your day while keeping up 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.

Thurs, March 7, Henderson Hall, HH 113, 9am-5pm
Instructor: Emily O’Brien

IMPROVE YOUR BUSINESS WRITING SKILLS – TIPS AND TECHNIQUES

Learn to tailor your writing style for a specific business audience. Make clear, declarative statements to your manager, to executives, peers, subordinates and outside contacts. What is clear for one group may need different language or structure for another. Learn a communication model to construct documents that speak to your audience and prepare you for reader’s feedback. Through case studies and select samples, apply these techniques to specific business communications such as progress reports, instructions, giving positive or negative messages, troubleshooting and problem solving. You will also develop language choices for special communications situations such as praise, discipline and change.

Fri, Mar 8, Henderson Hall, HH 212, 9am-5pm
Instructor: Wilma Hurwitz

DRIVING EMPLOYEE ENGAGEMENT FOR BUSINESS SUCCESS

From junior level managers to CEO’s, you have more control over your employees’ engagement levels than any other contributing factor, and employee engagement drives successful businesses. This interactive workshop is designed for leaders on the floor, HR professionals, project managers and senior management who want to reduce turnover, increase productivity and build an engaged workforce that is aligned with the goals of the organization.

Wed, Mar 6, Henderson Hall, HH 212, 9am-5pm
Instructor: Dale Favia

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. Come to class with a problem or project in mind.

Wed, March 13, Henderson Hall, HH III, 9am-5pm
Instructor: Jeff Lilley

PLANNING TO ACHIEVE YOUR GOALS

Planning helps organize everyone on a team to work efficiently to achieve goals. Participants will learn a planning process that will guide them to address actual work related situations. Learn to: understand the components of an effective plan; conduct a SWOT analysis; develop specific steps to achieve your goals; develop methods to address barriers to the goals; create measurements for goals; and develop a plan framework that can be enhanced beyond the class.

Tues, March 12, Henderson Hall, HH 212, 9am-5pm
Instructor: Georgann Occhipinti

MANAGING CHANGE FOR POSITIVE RESULTS

Organizations face change on a daily basis due to expansion of products or services, increased competition, budget constraints, or new technology. Some individuals welcome change and are excited by the possibilities created by change, while others resist it. This class helps individuals learn to work effectively through changes. Topics discussed will include: factors that impact change, understanding different reactions to change, various barriers and ways to address them, techniques to create change, and a change process model. Individuals will take with them a clear action plan to begin implementing in their workplace.

Thurs, March 14, Henderson Hall, HH 212, 9am-5pm
Instructor: Georgann Occhipinti

EMOTIONAL INTELLIGENCE - Mar 14
See Feb. description

For more information email cbt@ccm.edu or call 973-328-5188.
SUPPLY CHAIN MANAGEMENT – AN INTRODUCTION
Learn basic definitions and concepts for planning and controlling the flow of materials into, through and out of an organization, and about the 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, March 22, Henderson Hall, HH 215, 8:30am-12:30pm
Instructor: Frank Morales

LINKEDIN: YOUR CALLING CARD – HALF DAY
Are you using LinkedIn to its greatest potential? Whether for business or personal use, LinkedIn helps to increase exposure and build credibility, resulting in the attraction of new business. LinkedIn is the world’s largest professional network with over 133 million users in the U.S. alone. This workshop will help you leverage all that LinkedIn has to offer. Come maximize your profile, learn how to expand your LinkedIn connections, create a company page that adds value, and uncover advanced prospecting techniques.
Fri, March 22, Henderson Hall, HH 215, 8:30am-12:30pm
Instructor: Dale Favia

MARCH MANUFACTURING RELATED SKILLS

SHOP MATH AND MEASUREMENT INSTRUMENTS - Mar 8 (see Feb. description)

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. Learn 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. Come to class with a problem or project in mind.
Wed, March 13, Henderson Hall, HH 111, 9am-5pm
Instructor: Jeff Lilley

FINANCE FOR THE NON-FINANCE PROFESSIONAL
Intended for the non-finance professional, this workshop will provide participants with an overview of the most important financial statements as well as financial and accounting concepts. Apply these concepts to a simulated business or to your own organization. Topics covered include: 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.
Tues, Mar 19, Henderson Hall HH 111, 9am-5pm
Instructor: Rita Williams-Bogar

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.
Wed, March 20, Henderson Hall, HH 212, 9am-5pm
Instructor: Dale Favia

TRACKING PROJECTS USING MS PROJECT
Do you have a project plan and need a simple way to track its progress? Learn how to use MS Project, the most popular project management tool, to track, revise, and update your projects as the work progresses. A project plan aligned and updated with current status allows for more insightful decision making, resulting in greater success. Learn to update project plans, create custom reports, reuse project plan information and collaborate on project plans with others.
Tues, March 26, Classroom TBD, 9am-5pm
Instructor: Ciro Petti

BUSINESS FORECASTING USING STATISTICAL MODELING
Learn to use past data and to understand the structure of the data to predict values that are likely to occur in the future. These include, but are not limited to: Economic Forecasting, Sales Forecasting, Stock Market Analysis and Budgetary Analysis. The statistical models that will be covered are: Exponential Smoothing and the Holt-Winters Method, ARMA Modeling and Time-Series Regression. Students will work hands-on, utilizing R for model fitting and data analysis. However, all concepts are easily incorporated using other statistical packages. Whether, you are a sole-proprietor, in an executive supervisory role or in any management role, this class will provide a solid understanding of how to use past data to make future decisions.
PREREQ: Basic knowledge of statistics
Fri, March 29, Henderson Hall, HH 212, 9am-5pm
Instructor: Edmond Berisha

Eslick use your knowledge of relational database design, write advanced queries, structure existing data, share data across applications, and customize reports. Learn how to design a relational database, join tables to retrieve data from unrelated tables, and organize a database for efficiency and performance and to maintain data integrity. Customize reports to organize information and produce specific print layouts. PREREQ: Access Fundamentals or equivalent.
Tues March 26, Henderson Hall, HH 114, 9am-5pm
Instructor: Birthe Ciccolella

ACCESS INTERMEDIATE
For complete program details and curriculum information, please visit our online catalog at https://www.ccm.edu/workforce
MICROSOFT TEAMS – COLLABORATIVE COMMUNICATION IN THE WORKPLACE
Microsoft Teams is the robust upgrade replacement for Skype for Business and is included in Microsoft Office 365. This upgrade process is ongoing as companies have been, and continue, to make the migration. Teams is the pivotal communications app within Office 365. It maximizes and heightens both group and one-on-one work collaboration. Navigate the new interface and features as well as its seamless tie-in with Microsoft OneDrive. Learn to send instant messages, initiate audio and video conferencing, and share and present files in an online meeting, set up scheduled meetings, create strong meeting agendas, switch seamlessly between two active meetings, create impromptu gatherings, share your screen, record and manage meetings using Microsoft Stream, as well as adding other program apps and web resources to any of your Teams.
Prerequisite: Personal computer skills.
Fri, March 8, Henderson Hall, HH 113, 9am-5pm
Instructor: Alyce Garver

EXCEL FUNCTIONS: ENHANCE YOUR WORKSHEETS UTILIZING ADVANCED FUNCTIONS
Discover how advanced functions can help you save time at work. Learn how to analyze data using advanced formula skills by focusing on functions from various categories within the function library. You will acquire skills to create conditional formatting rules using formulas, perform complex calculations using Array formulas and use wildcard characters to help filter results.
Prerequisite: Understand and use Intermediate Excel functions.
Wed, March 13, Henderson Hall, HH 113, 9am-5pm
Instructors: Lisa Kenneweg & Reze Zejnullahi-Berisha

WORD – ADVANCED
This course is designed for participants who want to gain advanced skills necessary to manage lengthy documents, collaborate with others and secure documents. You will learn how to create, manage, revise and distribute documents. Upon completion of the course, you will be able to use Word with other programs, collaborate on documents, manage document versions, add reference marks and notes and create forms.
Prerequisite: Intermediate Word or equivalent.
Thurs, March 14, Henderson Hall, HH 113, 9am-5pm
Instructor: Lisa Kenneweg

EXCEL REGRESSION ANALYSIS AND INTERPRETATION
Regression analysis is used for a variety of business applications. Using data correctly will help you strategize to make better decisions, impacting future growth. This class utilizes Excel as a statistical software to draw valid conclusions with raw data. This course will help employees to understand the basic economic concepts of data analysis, and to use Excel to extract, clean, create histograms, find quartiles and standard deviation, determine skewness, run a regression analysis and finally, be able to read, understand, analyze and make decisions based on the results.
PREREQ: Excel Intermediate
Fri, March 15, Henderson Hall, HH 113, 9am-5pm
Instructor: Reze Zejnullahi-Berisha

SHAREPOINT 2016 FOR USERS AND OWNERS: MS OFFICE 365
Microsoft SharePoint 2016 is a customizable online collaboration tool that is used to facilitate team projects through sharing files and resources among team members. Learn to navigate through SharePoint, search documents, content, libraries and lists. Learn to update a 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.
(Must attend both sessions)
Tues, March 19, Henderson Hall, HH 113, 6pm-9pm (1st half of class)
Wed, March 20, Henderson Hall, HH 113, 6pm-9pm (2nd half of class)
Instructor: Patricia Callahan

POWERPOINT ADVANCED: LEARN DESIGN SKILLS TO CREATE A CUTTING EDGE PRESENTATION
This course is for those who already know how to create a PowerPoint presentation, but want to learn more advanced functions that make your presentation sensational. Capture your audience with easy to use, impressive and powerful PowerPoint features most people don’t know about. Keep your audience’s attention with engaging messages and graphics that communicate a clear message. Have your charts build themselves before your viewers’ eyes. Learn to use these helpful tools without a huge commitment of time. PREREQ: Working knowledge of PowerPoint.
Thurs, March 21, Henderson Hall, HH 113, 9am-5pm
Instructor: Lisa Kenneweg

POWER PIVOT – HALF DAY
We are now living in the age of big data. Data is being collected all the time and for increasingly detailed transactions. PowerPivot is an Excel add-in that enables you to prepare your data, merge data from multiple sources and work with Big Data (hundreds of millions rows of data). When prepared, this data will be analyzed by a PivotTable in Excel. Excel provides Power Pivot to help you organize, manipulate and report on your data in the best way possible. Since a tool is only as good as the person using it, it is important to gain a solid understanding of Power Pivot to maximize your effectiveness when analyzing data. You will learn how to get started with Power Pivot, visualize Power Pivot data and work with advanced functionality in Power Pivot.
PREREQ: To ensure your success in this course, you should have experience working with Excel and an advanced understanding of PivotTables.
Thurs, Mar 28, Henderson Hall, HH 113, 8:30 am-12:30 pm
Instructors: Lisa Kenneweg & Reze Zejnullahi-Berisha

GOOGLE CLOUD: LEARN GOOGLE’S ONLINE SUITE OF APPS AND WORK FROM ANYWHERE
Learn about Google’s powerful, free 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/documents, Gmail/email, Google Slides/presentations, Google sheets/spreadsheets, Google Forms and Google Calendar.
PREREQ: 1) Solid comfort level using a computer and software programs 2) Having a Gmail/Google account prior to class. You can do this by going to Gmail.com and creating an account. Remember to bring your sign-in and password.
Fri, March 29 Henderson Hall, HH 113, 9am-5pm
Instructor: Alyce Garver
APRIL BUSINESS SKILLS

QUICKBOOKS – INTRODUCTION
This course is for those who are brand new to QuickBooks. Learn how to set up a new company file, create a chart of accounts, create invoiceing and payables, understand financial reports, Profit and Loss and Balance Sheets. This class takes place over two half-days to allow for practice of concepts learned. PREREQ: Must attend both sessions and have working knowledge of a computer.

(Must attend both sessions)
Tues, April 2 Henderson Hall, HH II.3, 8:30 am – 12:30 pm (1st half of course)
Tues, April 9 Henderson Hall, HH II.3, 8:30 am – 12:30 pm (2nd half of course)
Instructor: Reze Zejnullahi-Berisha

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 communication 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, April 2, Henderson Hall, HH III.1, 9am-5pm
Instructors: Cindy Nolte & Carrie Ballone

COACHING & MENTORING SKILLS TO DEVELOP YOUR TEAM
Coaching is a critical management responsibility that can unlock an individual’s potential to maximize performance. Learn to create customized coaching plans for each person in your organization using a successful format that can bring individuals to a higher potential and develop additional skills. This approach can be customized for employees at all levels, and can also assist individuals who have serious performance issues.

Tues, April 9, Henderson Hall, HH III.1, 9am-5pm
Instructor: Carrie Ballone

AGILE PROJECT MANAGEMENT OVERVIEW
Learn the latest techniques to manage project development and implementation through the methodology of the 12 Agile Principles. Learn how to create the Agile environment and how to participate in, assign and 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.

Wed., April 10, Henderson Hall, HH 212, 9am-5pm
Instructor: Ciro Petti

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, April 12, Henderson Hall, HH III.1 9am-5pm
Instructor: Carrie Ballone

APRIL MANUFACTURING RELATED SKILLS

PRINCIPLES OF VALUE STREAM MAPPING
This course is designed to introduce individuals to a lean manufacturing technique used to analyze the flow of materials and information required to bring a product or service to a customer. In this course, participants will be introduced to how this diagnostic tool is used to visualize the current state of a value stream, and then identify opportunities for improvement, and subsequently design a path to a future desired state.

Wed, April 3, Classroom TBD, 9am-5pm
Instructor: Jeff Lilley

GEOMETRIC DIMENSIONING AND TOLERANCING (GD&T)
Acquiring an understanding of GD&T is essential to ensure that no matter who receives a drawing, they will be able to understand it. This course will provide you with essential knowledge of how to create a well-structured GD&T which will improve communications within your machine shop and ensure everyone involved is speaking the same language. GD&T concepts covered will include CNC machining tolerances, the Datum Reference Frame (DRF), interpretation of symbols, the Feature Control Frame, communicating basic dimensions and material condition modifiers.

Fri, April 12, Henderson Hall, HH 212, 9am-5pm
Instructor: Ron Kilgore

APRIL TECHNOLOGY SKILLS

OUTLOOK IN A NUTSHELL
If you want to build upon your basic Outlook knowledge, then this course is for you. Learn 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, April 3, Henderson Hall, HH II.3, 9am-5pm
Instructor: Lisa Kenneweg

EXCEL ADVANCED
Many businesses require individuals to possess advanced Excel skills. In this course, learn how to use What If Analysis tools such as Scenarios and Solver. Record and run macros, create advanced charts and use complex functions. PREREQ: Intermediate Excel or equivalent.

Fri April 5, Henderson Hall, HH II.3, 9am-5pm
Instructors: Lisa Kenneweg & Emily O’Brien

POWERPOINT: ORGANIZATION & DELIVERY TECHNIQUES
This interactive class is designed to help students organize their thoughts and data into a powerful PowerPoint presentation. Learn to speak to your points and minimize slide content. 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).

Wed, April 24, Henderson Hall, HH II.3, 9am-5pm
Instructor: Lisa Kenneweg

ACCESS ADVANCED DATABASE SKILLS
Learn advanced access features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multiple-user access and more. Knowledge of these features separate database professionals from the casual database users or occasional designers. In this course, you will learn to create and manage a fundamental Access 2016 database. PREREQ: Access intermediate or equivalent.

Tues, April 30 Henderson Hall, HH II.3, 9am-5pm
Instructor: Lisa Kenneweg

IF YOU ARE AN EMPLOYEE OF A GOVERNMENTAL AGENCY, OR UNEMPLOYED, you may register for all of these courses by going to: https://www.ccm.edu/workforce and click on the link to One-Day Skills Training. Select the section number that corresponds to the class and register instantly at https://webadvisor.ccm.edu

All one-day skills courses are $200 each. Half-day courses are $100.
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 courses, 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.

**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 childbirthing 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.

**Students may request a certificate by going to www.ccm.edu/workforce and click on “Request a Certificate.”**
ONLINE LEARNING

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

For complete program details and curriculum information, please visit our online catalog at https://www.ccm.edu/workforce
Meet Our Instructors

Lesley Anne Andrew, DNP, RN, CNE
Following the completion of a Bachelor of Science in Biological and Organizational Systems 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 earned 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.

Hilda Bahner, BA
Hilda is a multilingual language instructor who has developed customized education and training programs for cross-cultural groups of all ages to help them adapt to new countries, languages, schools and work environments. She has worked as a language instructor, counselor and translator and has lived and worked all over the world. Hilda has been at CCM for four years and helped countess individuals to improve their English pronunciation, reading, writing and speaking skills.

JoAnn Baker, CCS, COC, CPC
JoAnn has more than 20 years of experience in coding, auditing and training for acute-care hospital inpatient and outpatient departments, physicians' offices and government services. She holds several national coding certifications with the American Health Information Management Association and the American Academy of Professional Coders. Currently, she is employed full time at 3M HIS Silver Spring, Maryland, as clinical documentation analyst for the computer assisted coding products. Ms. Baker is a past member of the AAPC National Advisory Board, founder and past president of the AAPC local chapter Essex County, New Jersey. She earned an AA in applied Social Science from County College of Morris.

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

Carrie Ballone, MS, CPBA, CPDFA, CPEQA, CPHDA
Carrie, Principal of the Leadership Distillery, has over 20 years of experience in both Learning & Development and Professional Development. Her background includes Fortune 500 companies, the non-profit sector, higher education, accounting and consulting, franchised organizations and the technology industry. She has an MS in Management that holds a number of professional certifications including Certified Professional Behavioral Analyst (CPBA), Certified Professional Driving Forces Analyst (CPDFA), Certified Professional Emotional Quotient Analyst (CPEQA) and Certified Professional HD Analyst (CPHDA) from TTI Success Insights, the Myers-Briggs Type Indicator certification from the American Management Association and an Executive Coaching Certification from Kaplan University.

Edmond Berisha, PhD
Dr. Berisha received his PhD in Economics and Graduate Certificate in Applied Statistics from West Virginia University. He is an Assistant Professor of Economics at the daytime high school in Hungary. He has also taught in CCM’s Medical Information Management and a Master of Science in Information Management, a Master of Science in Cybersecurity and a Bachelor of Science in Criminal Justice Administration. He has held assigned roles such as Information Systems Security Officer (ISSO), Information Systems Manager (ISM), Chief Training Officer, Senior Intelligence Officer, Commander and Executive Officer supporting various DoD/Government agencies. He holds several professional IT certifications such as CompTIA Advanced Security Practitioner (CASP), Security+, Project+, ITILv3, ISC(2) Systems Security Certified Practitioner (SSCP), EC-Council Certified Ethical Hacker (C|EH), EC-Council Certified Network Defense Architect (C|NDA), EC-Council Computer Hacking Forensic Investigator (C|HFI), EC-Council Certified Incident Handler (E|CHI), EC-Council Certified Encryption Specialist (E|C|ES) and Netapp Certified Data Management Administrator (NCDA).

Jody Blanchard, MS
Jody is currently an Associate Director, IT security for a Fortune 500 Life Sciences company. She has a Master of Science in Information Management, a Master of Science in Cybersecurity and a Bachelor of Science in Criminal Justice Administration. She has held assigned roles such as Information Systems Security Officer (ISSO), Information Systems Manager (ISM), Chief Training Officer, Senior Intelligence Officer, Commander and Executive Officer supporting various DoD/Government agencies. She holds several professional IT certifications such as CompTIA Advanced Security Practitioner (CASP), Security+, Project+, ITILv3, ISC(2) Systems Security Certified Practitioner (SSCP), EC-Council Certified Ethical Hacker (C|EH), EC-Council Certified Network Defense Architect (C|NDA), EC-Council Computer Hacking Forensic Investigator (C|HFI), EC-Council Certified Incident Handler (E|CHI), EC-Council Certified Encryption Specialist (E|C|ES) and Netapp Certified Data Management Administrator (NCDA).

Ronald Faines, LCADC
Ron has been teaching CADC students for more 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. He holds an MS in Human Services from Lincoln University and a BSBA from Bloomfield College.

Dale Favia
Dale spent almost 30 years in Pharmaceutical Market Research. She held various positions in Operations, Customer Service, Marketing and Sales. As a coach and instructor, she creates interactive learning experiences to teach corporate soft skills and job search skills. Dale works with the unemployed to give them the skills they need to succeed in today's job marketplace. Dale has taught at the Department of Labor as well as at several community colleges in New Jersey, including CCM.

Sharon Ferreira, BA
Sharon has over 30 years of experience working with students from every corner of the globe, from Nepal to Nicaragua. She has earned degrees in German Language and Studies and Elementary Education from American University and The University of the District of Columbia. She has taught ESL at Fairleigh Dickinson University and has been at her present position as an ESL instructor at CCM since 2001. Sharon was the founding ESL consultant on the Soulphia Project in 2017, which offers English education online courses online for ESL students abroad.

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

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

Anthony Gaffney, BA
Tony has over 20 years of experience in the industry as an AutoCAD/Civil 3D Consultant, Instructor and Design/Operator for a wide variety of both civil and environmental firms. He brings real world scenarios into the classroom to make the training curriculum relevant and relatable. Tony has a BA from Boston College and many industry-recognized credentials including AutoCAD Drafting and Design, Architectural Woodworking, AutoCAD and Microsoft Professional Certifications.

Claude Garbarino, Jr., BS, CCS
Claude has been a CCM instructor for Medical Billing and Coding courses for more than 20 years. He has a long history working with medical records, from the days of paper-intensive record keeping up through today’s highly digitized systems. Claude really enjoys teaching and is proud to help his students receive new certifications and new jobs as a result of completing his classes successfully. Claude is a Certified Coding Specialist (CCS), certified by the American Health Information Management Association.

Meet Our Instructors
Alysce Garver, BA
Alysce has been a corporate trainer for twenty years and has trained over ten thousand people in New Jersey. She has worked in graphic design and logo creation, and has guided students and start-up companies to build a unified design team. Alysce is a clear and patient instructor, who works with students of all levels to ensure understanding. Alysce holds a Bachelor of Liberal Arts in Communications and Marketing from Rollins College and Certificate in Interior Design from the Parsons School of Design.

Marinly Gethinger, MBA, CPM, CPSM, CPIM, APICS CSCP
Marinly brings over 30 years of corporate experience to her students, specializing in the field of Strategic Supply Chain Management. Marinly has conducted management training for hospitals, state, county and federal governments, service industries and manufacturing companies. She holds an MBA from Fairleigh Dickinson University, a bachelor’s degree from Bloombfield College and multiple industry-recognized certifications.

Julian Gomez, MA
Julian has been a teacher of English as a Second Language at the college level for 12 years. He holds a Master of Arts Degree in Multicultural Education from New Jersey City University, a Bachelor of Arts in Latin American Studies and Culture from Rutgers University and an associate’s degree in Journalism from CCM. He has also worked as a college admissions professional at several NJ colleges and universities for 15 years.

Ramon Gordon, MS
Ramon has been an instructor at CCM for many years, teaching both technology and ESL. Ramon is a technology, computer science, project management and business professional who has worked with people of all ages and backgrounds to offer financial, communication and technology services. He currently serves as an ESL instructor at CCM and has authored a book presenting new techniques for teaching ESL.

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

John Hester, BA
John has nearly two decades of full-time experience in web design and programming and has been the webmaster at CCM for 16 years where he is the Digital Communications Coordinator. He has taught classes in WordPress to dozens of CCM employees and has a great deal of experience problem solving issues related to websites. John is experienced in WordPress, HTML, CSS, JavaScript, C#, ASP.net and Photoshop. He earned a BA from Rutgers University and an AA from Northampton County College. John holds a Certificate in Computer Programming from The Clubb Institute.

Wilma A. Hurwitz, BA
Wilma has 20+ years of success as a writing skills instructor, public relations consultant and feature writer. As an adjunct instructor at five NJ community colleges, she has designed/delivered popular business writing skills improvement courses for continuing education and in-company training audiences. Wilma believes that top-notch business writing depends on the clarity of a message and how a reader understands, interprets and follows your communication. Wilma holds a B.A. degree from Douglass College/Rutgers University; teaching certification in grades 7-12 in Social Studies/English/CUNY, a master’s degree in educational psychology/business training and development from New York University.

Sam Jacobs, MEng
Sam 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 with the technical foundation needed to be effective leaders in the workplace. Sam is skilled in multiple CAD and CAE packages, as well as multiple programming languages. Sam holds a master’s degree in Mechanical Engineering from Stevens Institute of Technology, where he is currently studying Computer Engineering, and a bachelor’s degree in Mechanical Engineering from Rutgers University.

Lisa Krennweg, BS
Lisa has a Bachelor of Science degree and over 18 years of experience in training adults. For the past 12 years she has instructed beginners to advanced students in Microsoft applications as a Continuing Education Instructor at County College of Morris. Prior to working at the college Lisa was a corporate trainer and an organizational effectiveness specialist.

Ron Kligore, BS
Ron is a Production Manager, CNC machinist, product trainer and programmer with over 20 years of experience in the manufacturing industry. He has served as an advisor for machine production programs at multiple technical institutions and has managed international supply chains, shipping, delivery and quality control. Ron is an instructor for Raritan Valley Community College’s “Engineering Design and Advanced Manufacturing” program. Ron holds a BS in Manufacturing Technology from California University of Pennsylvania, completed several Mastercam Certificates through the CNC Machining & Manufacturing Program at the Lincoln Technical Institute and holds multiple NIMS certifications through the National Institute for Metallurgical Skills.

James Lam, CISA, CISM, CRISC, TOGAF, ACC, MSc., MySQL Associate
James is a cloud and cyber security advisor with 10 years of experience as an Adjunct Instructor in computer science at County College of Morris. He has presented at conferences for IBM and Sybase and served on the panels for professional certification exams for IT security and IT risk management.

Jeff Lilley, MBA, BSCE
Jeff has broad experience in product management, new product commercialization and global market development. He has a Bachelor of Science in Civil Engineering from Virginia Tech and is Six Sigma Green Belt certified at Honeywell.

Mary-Helen Mach, MA
Mary-Helen has over 13 years of experience as an ESL instructor of adult populations in the areas of academic, business and community English language programs. Her teaching background includes corporate, workforce, international, cross-cultural and community ESL training. Mary-Helen holds an MA from Rutgers University and a BA from Drew University.

Christina Martinez, BA, CHBC, CPBA
Christina is President of Rising Above, LLC, which helps clients solve problems that affect leadership strategies, team collaboration, service excellence and productivity. Her expertise is in high performance leadership, communication, wellness and life mastery. She is an engaged, dynamic instructor who brings years of experience from her roles in business, industry, academia and the non-profit sector. Christina is a DISC Advanced Certified Human Behavior Consultant and Master Trainer and a Certified Professional Behavioral Analyst. She holds Non-Profit Executive Leadership certificates from Notre Dame University and a Bachelor of Arts degree in Sociology from St. Mary’s University.

Christina is also a TEDx speaker and has appeared on CNBC’s On the Money.

Robin McWilliams, MBA, PMP
Robin 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. Robin holds a MBA from Centenary University and a Project Management Professional (PMP) certification from the Project Management Institute.

Russ Miller, CPM, CIRM, CSCP, CLTD
Russ has been teaching APICS certification courses for over 15 years and holds the Master Instructor designation from APICS, the highest designation offered. He has taught undergraduate courses at Rutgers Newark in their Supply Chain Management program, as well as internal courses for Solvay’s Supply Chain Academy.

Frank Morales, BA
Frank is a business development trainer, coach and mentor, as well as an entrepreneur who has owned and operated five companies over a 30+ year career. He has helped automate over 500 companies and trained thousands of people in over 20 vertical markets. During the past 10 years, Frank has trained business professionals in the strategies and tactics of management and sales. He considers himself more of an Enter- Trainer and makes his classes fun and interactive. An alumnus of Fordham University, he is also a Certified Sandler Trainer and Certified Extended DISC trainer.

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

Cynthia Nolte, BS
Cynthia is a business instructor at CCM with over 17 years of experience in training and supervising employees. She is skilled at motivating workers towards a higher standard of achievement. Cindy has authored two books and hosts a cable television show. She has been a coach and corporate speaker for over 10 years. She holds a BS in Business Administration from Ramapo College and is working towards her MBA at Centenary University.

Emily O’Brien, AS
Emily has over 13 years of experience as an instructor for CCM’s Workforce Development Department providing instruction in various MS Office applications for corporate clients and open enrollment programs. For almost 20 years, she has provided instruction at the adult level in multiple settings and is a sought after trainer and instructor. Emily is skilled in developing, coordinating and implementing training sessions for client needs and delivering technical information to effectively train non-technical audiences. Emily is an alumnus of CCM.

Georgann Occhipinti, MA
Georgann has provided consultative and training service to Fortune 500 international companies, to a broad spectrum of industries, government agencies and non-profit organizations. She is the Managing Director of a firm that focuses on optimizing the talents and results of individuals and organizations. Georgann is a graduate of Rutgers University with a BA in Psychology. She also received her MA in Organizational Psychology from Fairleigh Dickinson University.
Meet Our Instructors

Carl Perini, BA, MS, ASO CSSBB, CQA, CGMP
Carl is a certified Six Sigma Black Belt, Certified Quality Auditor and Certified Pharmaceutical GMP Professional by the American Society of Quality. Mr. Perini has vast experience as an Adjunct Instructor and quality professional in the fields of pharmacy, chemicals, communication, aerospace and manufacturing.

Ciro Petti, PMP, MCT, MOS
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 controls and high voltage cable splicing kits, 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.

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

Robert Principe, MS
Bobbi has 20 years of experience in computer science and web development and is currently enrolled in the Graduate Certificate in Internet Programming at FD1. She is skilled in MS Office Applications, Web Development, C# and C++ programming. Bobbi holds a MS in Computer Science from Pace University and a BA in International Economics and Finance from SUNY Fredonia. Bobbi is an Adjunct Professor at Fairleigh Dickinson University, teaching a course called Computers and Computing. She has a passion for sharing knowledge, teaching and providing the technical foundation necessary to effectively work with computers at all levels.

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

Donna Puinizza, MEd
Donna received her master’s degree in Teaching English as a Second Language from Framingham University while living in Puerto Rico. Since then, she has taught English to elementary, middle school, high school, college and adult students at various levels. She received her ESL certification from Seton Hall University.

Patrick Roff, MA, LCADC, CPRS, CPP
Patrick, 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 (MCPK). He is an Ex-Husband Certified Director in NF’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.

Joe Shedlawski, MBA, CLTD, CPIM
Joe has over 35 years of leadership and supply chain experience in the pharmaceuticals, biotech and consumer goods industries. He has taught APICS Certification classes for 30 years and is an APICS Master Examiner. Joe also teaches Train the Trainer and Learning Dynamics for Instructors for APICS and has been an adjunct lecturer at six different universities in the fields of supply chain management, project management and quality management and control. In 2009, Joe established himself as a consultant, coach and educator, specializing in Supply Chain, Project Management and Business Planning. Joe served on the APICS Board of Directors in various capacities for nine years and was the global President of APICS in 2007. Joe is Executive Vice President of the Greater North Jersey Chapter of APICS. Joe holds a B.A in Biology from Bucknell University and an MBA in Finance from Iona College.

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

Gina Sideris, BA, CFRE
Gina’s love for music and her undergraduate degree in music education led her to her first non-profit fundraising role in the New Jersey Symphony Orchestra. She honed her craft, becoming a development professional that has raised hundreds of thousands of dollars. Gina brings fundraising expertise to several nonprofit sectors including eldercare, theatre, education and healthcare. Gina is a Certified Funding Raising Executive from the Association of Fundraising Professionals.

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

Lauren R. Swern, BA
Lauren is a Development Director for the New Jersey Highland Community Health Foundation (NHCHF), a non-profit organization. Lauren has worked on increasing and expanding New Jersey Highlands Coalition’s and Noah’s Ark Animal Welfare funding sources. She serves on the Street Smart Advisory Committee, New Jersey AIDS Services Dine for Life Committee, as well as on several Boards of Directors and associated Committees. Lauren received a BA in Business Management from Curry College in Massachusetts.

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

Anna Taylor, MEd
Anna Taylor is a professional English language instructor with 20 years of experience teaching ESL/EFL in the US and overseas. Having worked with English learners for a long time, she has especially enjoyed working with immigrants as well as other ESL students. She is passionate about helping English learners achieve their goals. Anna holds a master’s degree in Teaching English as a Foreign Language from Bilbent University, Turkey. Her professional interests include fostering learner autonomy, a learner-centered approach and developing communicative skills in English.

Judy Treibman, MBA, SHRM-SCP, SPHR
Judy is a dynamic, results-oriented HR Professional with more than 20 years of experience in business. She is an evening Instructor at County College of Morris for the HR Certificate program, which she also designed. She currently holds the position of Benefits Supervisor at Formosa Plastics Corp. in Livingston and her prior experience ranges from large manufacturers to small entrepreneurial companies. Judy earned a master’s degree in Business Administration from Fairleigh Dickinson. She holds the credentials of SPHR and SHRM-SCP.

John N. Tse, MBA, PMP, CSM
John has over 20 years of experience in program and project management and has successfully led projects for clients in financial services, telecommunications, automotive and retail. He has been teaching project management at the college level since 2001 and is the VP of Professional Development for Project Management Institute New Jersey. John earned a BS in Management and Information Systems from New York University and an MBA in Corporate Finance from Pace University. He holds certifications as a Project Management Professional (PMP) and a Certified ScrumMaster (CSM).

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

Rita Williams-Bogar, MBA, CPCU, ARM, AU, AINS, ChFC
Rita is an award-winning, expert facilitator in the areas of leadership development, team building, emotional intelligence and diversity. She is a dynamic keynote speaker and conference presenter. Rita brings corporate experience in management, administration, HR and public affairs. She is a contributing author to the book, Big Bold Business Advice. Rita is an Adjunct Faculty member at Montclair State University, William Paterson University, Walden University, Bergen Community College and CCM, having taught at the colleges for more than 20 years. Rita holds a BS from Bryant College and an MBA from Walden University, as well as many industry certifications.

Suzan Wise, AAS
Susan is an alumna of County College of Morris, having received her AAS in Telecommunications. Susan is a Networking and Telecommunications professional. 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.

Vivian Yost, MSHR, SPHR-SCP, SPHR
Vivian is an accomplished HR professional with over 30 years of experience working in the private sector on issues involving staffing, employee relations, corporate culture and inter-departmental collaboration. Vivian holds a MS in Human Resource Management from Thomas Edison State University and a BS in Business Administration from Rowan University.

Frezze Zejnullahi, MA
Frezze teaches QuickBooks and Excel at CCM, as well as Economics at Montclair State University and CCM. She has over five years of experience using statistical methods to analyze data as applied to academic research. Vivian also uses her experience working in the hospitality industry to develop and teach training about data analysis. She holds a Master of Arts in Economics from Eastern Michigan University.

Web registration at https://webadvisor.ccm.edu for instant enrollment
To review all the general information and policies, please visit our online catalog, at www.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 clicking 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/y9x8t35t 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 registration and payment may only be done via a single credit card per student.

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

LIFETIME LEARNING CREDIT ACT
Individuals 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. *Textbook Required: If your course requires a textbook, for textbook information, go to https://bookstore.ccm.edu/college and click on NON-CREDIT. Select the three-digit alpha code (for example AHP, CHR, etc.) that aligns to your course of study. Students must obtain the textbook on their own and have it for the first day of class. Titles not stocked by the CCM bookstore are available at other retail and internet outlets.

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 to withdraw 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. 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

For complete program details and curriculum information, please visit our online catalog at https://www.ccm.edu/workforce
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All trustees also serve concurrently as members of the CCM Foundation. Members noted with an * serve on the Foundation Board of Directors.

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Kathy Vincelette, Job Developer
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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

Web registration at https://webadvisor.ccm.edu for instant enrollment
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)
**Web registration at https://webadvisor.ccm.edu for instant enrollment**

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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: ______________________________ ____________________ ____________________

Address: ................................................................................................................ Aps: ______

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

<table>
<thead>
<tr>
<th>Course Code Number</th>
<th>Class Begins</th>
<th>Course Title</th>
<th>Total Cost</th>
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<tbody>
<tr>
<td>8 8 3 0 2</td>
<td>2/15</td>
<td>Microsoft Word (EXAMPLE)</td>
<td>$299</td>
</tr>
</tbody>
</table>

Alternate Choice

Total

Amount Enclosed: $__________________  ☐ Check #__________________  ☐ Money Order #__________________
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](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 54.

**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](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](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](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](http://catalog.ccm.edu).

For complete program details and curriculum information, please visit our online catalog at [https://www.ccm.edu/workforce](https://www.ccm.edu/workforce).
OPEN HOUSE – Tuesday, January 15, 2019, 6-8 p.m.
(Snow Date – Wednesday, January 16)

Student Community Center, Davidson Rooms (parking lots 4, 5, 6, 7)
Career Workshops begin at 5:30. See below.

Learn About CCM Career Certificate Programs

- Business Programs
  - Project Management
  - Supply Chain Management
  - MS Office Suite
  - Human Resources
  - Management and Leadership Development

- Engineering Programs
  - AutoCAD
  - AutoCAD Civil 3D
  - SolidWorks/Inventor

- Quality Programs
  - ASQ Six Sigma

- Information Technology Programs
  - R, C#, C++
  - Python
  - CompTIA®A+, Network+, Security+
  - Cisco
  - Web Design
  - Blockchain

- Health Career Programs
  - Peer Recovery Specialist
  - Medical Billing and Coding (CPC)
  - Certified Alcohol and Drug Counselor
  - North Jersey Imaging Academy
  - Certified Nurse's Aide
  - RN Refresher

- Professional Programs
  - Alternate Route to Teaching
  - Non-Profit Leadership
  - Accounting Fundamentals
  - QuickBooks
  - WordPress
  - One-day Grant-Supported Business Skills
  - Occupational Spanish

- English Language Learning Programs

Open House Career Workshops (registration is not required)

<table>
<thead>
<tr>
<th>Room</th>
<th>5:30-6:00 p.m.</th>
<th>6:00-6:30 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room A</td>
<td>Creating a Resume for Today’s Job Market</td>
<td>LinkedIn: What’s in Your Profile?</td>
</tr>
<tr>
<td>Room B</td>
<td>Nailing Your Interview: Do’s and Don’ts</td>
<td>Job Search in the Digital Age</td>
</tr>
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