INVESTMENT: When you hear the word *investment*, like most, you probably think of money invested for safekeeping, or a rainy day, or set aside for the future. At The Center for Workforce Development at County College of Morris, when we hear the word *investment*, we think of the future and the future shines bright for our students and our community.

CCM's Workforce Development Center is continually investing to make sure the needs of a changing and dynamic workforce in the greater Morris County area is prepared for the future.

We invest in **new programming** and survey the employment horizon to make sure that perennial favorites are offering the latest in certification requirements or content. We invest in **new facilities** and continually update existing facilities, equipment and technology.

**New and updated programs and facilities for spring 2020 include:**

- Data Analytics with new options and content.
- Women's Leadership and an expanded menu of Management and Leadership courses.
- Engineering and Manufacturing, including a range of beginner and advanced CAD programs.
- Nonprofit Leadership and Human Resources for professional growth and development.
- Technology and Emerging Technology along with IT and Networking certifications.
- Supply Chain and Project Management Essentials as well as preparation for certifications.
- Microsoft Office applications including an option to easily obtain MOS certification.
- Opportunity Programs for adults with development disabilities offering pre-vocational training.
- CCM’s brand new Advanced Manufacturing Building, opening in 2020, to meet the needs of students, business and industry with state-of-the-art equipment, apprenticeship opportunities and expanded curriculum and programs.

More importantly, The Center for Workforce Development is directly **investing in you**, the members of our community in workforce transition. The Center is sponsoring an on-going series of workshops from January to June focusing on **Job Search in the 21st Century**. If you are contemplating a job change, or already affected by the loss of a job, these meetings, with a focus on mutual support in the Neighbors-helping-Neighbors program or concrete tips and best practices for finding a new position, are open to everyone. They are free of charge and no pre-registration is required. See the details on page four and join us for the first meeting on Tuesday, January 7.

As The Center for Workforce Development looks to the future, we invite you to look with us. The continually changing landscape for employees and for businesses invites us to work together. CCM is committed to meeting the needs of the community and firmly believes that the future is bright, by **investing in skills, knowledge and experience through education and training**. Come meet the Workforce Development team, our expert instructors and staff of CCM at the Continuing Professional Education Open House on January 11 from 9 to 11:30 am. **Invest in yourself – Invest in your future!**

The Center for Workforce Development team –
Patrick Enright, Irena Kaler, Beth Rodgers, Julie Gause, Joanne Louie, Crystal Lutton, Kathy Sheehy, Anthony Horbert and Amber Pantiliano
Referrals to Local Social Service Agencies
Educational and Scholarship Opportunities for Short Term Training Programs

Programs and Services to Help Individuals
Re-enter the 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!**

For more information or to schedule an intake please complete the enrollment form available at www.ccm.edu/womenscenter

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**Keep your contact information up to date! See Student Records page 50.**
Solutions For Business

Skills Development Programs Essential to Retain and Advance Your Workforce
Providing Business Solutions for 30+ Years – Our Training Experts Deliver Proven Results!

Choose County College of Morris to educate your employees and join other leading employers to elevate your workforce

Delivered In Your Workplace

Customized Courses and Programs • Flexible Scheduling • On or Off-Site

Sample Topics Include:

<table>
<thead>
<tr>
<th>In Demand</th>
<th>Soft Skills</th>
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</thead>
<tbody>
<tr>
<td>Management and Leadership Development Programs</td>
<td>Emotional Intelligence</td>
</tr>
<tr>
<td>Women’s Leadership Development Series</td>
<td>Communications</td>
</tr>
<tr>
<td>Data Science and Analytic Tools</td>
<td>Supervisory Skills</td>
</tr>
<tr>
<td>Project Management</td>
<td>Team Effectiveness</td>
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<tr>
<td>Supply Chain Management</td>
<td>Customer Service Skills</td>
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<tr>
<td>Microsoft Office Suite</td>
<td>Conflict Management</td>
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<tr>
<td>Cyber and Data Security</td>
<td>Problem Solving/ Critical Thinking</td>
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<td>Sales Training</td>
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<td>ESL for the Workforce</td>
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<tr>
<td>Occupational Spanish</td>
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<thead>
<tr>
<th>Programming Languages &amp; Data Visualization</th>
<th>Industry Certifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Python, R, Blockchain, C#, C++</td>
<td>Supply Chain Management, APICS CSCP, CPIM</td>
</tr>
<tr>
<td>Tableau</td>
<td>Project Management, CAPM, PMP</td>
</tr>
<tr>
<td>JavaScript</td>
<td>CompTIA® A+, Network+, Security+</td>
</tr>
<tr>
<td></td>
<td>Cisco® CCNA</td>
</tr>
</tbody>
</table>

Join the list of satisfied clients who repeatedly count on CCM for skills development needs.

For information on all corporate training, call Beth Rodgers, Associate Director, Workforce Development 973-328-5186 or email Beth at brodgers@ccm.edu.

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

Course | Course Title | CEUs
--- | --- | ---
PMC-129 | Project Management Essentials | 4.2
PMC-127 | Project Management PMP, CAPM Prep | 3.5
PMC-130 | Microsoft Project 2016 | 1.5

Understand how to work with time constraints, smart planning, resource allocation, quality control, risk management, cost control and communications management.

This course, tailored for the new or future project manager, 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. PMC-129.

*Textbook required; see below. Search PMP.

INSTRUCTOR: Ciro Petti, PMP, MCT, MSO

PROJECT MANAGEMENT PMP, CAPM EXAM PREP

PREREQUISITE: Project Management Essentials, or substantial prior project management experience with a solid understanding of the principles of Project Management. 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). PMC-127.

*Textbook required; see below. Search PMP.

INSTRUCTOR: Ciro Petti, PMP, MCT, MSO

You may then apply directly to the PMI for details on obtaining their PMP or CAPM certification.

MICROSOFT PROJECT 2016

Microsoft Project is the most popular project planning tool in the world used in over 100 countries. PMC-130.

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

INSTRUCTOR: Ciro Petti, PMP, MCT, MSO

PROJECT MANAGEMENT ESSENTIALS

Project management is one of the most sought after competences for today’s business professional. This 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.

*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

SUPPLY CHAIN MANAGEMENT

**CCM is a leading training organization for all workforce supply chain needs.**

Businesses operating in today's local and global markets are dependent on a highly performing supply chain for operational success and sustainability. Supply chain management is an integral part of most businesses and is essential to company success and customer satisfaction.

According to a survey by Deloitte, 79% of companies with high-performing supply chains achieve revenue growth superior to the average within their industries. (LogisticsBureau.com)

Companies investing in a well-trained, knowledgeable supply chain workforce will boost customer service, reduce operating costs and improve the company’s financial position.

### Training/Certification Benefits

<table>
<thead>
<tr>
<th>Personal Benefits</th>
<th>Employer Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Realize higher salaries (statistics show individuals with APICS certifications earn 25% more)</td>
<td>• Establish a knowledgeable and current workforce</td>
</tr>
<tr>
<td>• Improve your hiring potential by 65%</td>
<td>• Increase job performance-Individuals will employ practical skills immediately</td>
</tr>
<tr>
<td>• Increase advancement opportunities</td>
<td>• Highly skilled/productive workforce contributes to the bottom line</td>
</tr>
<tr>
<td>• Certification demonstrates your expertise in the supply chain field</td>
<td>• Build a standard workforce skill set that is globally recognized</td>
</tr>
<tr>
<td>• Be among the most respected professionals in the supply chain industry-stand out from your peers</td>
<td>• Establish a common language</td>
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</table>

Choose the program that best fits you . . .

- Learn supply chain management essentials with Supply Chain Management for Professionals.
- Earn an APICS certification

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>CEUs</th>
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</thead>
<tbody>
<tr>
<td>SCM-113</td>
<td>Supply Chain Management for Professionals</td>
<td>3.0</td>
</tr>
<tr>
<td>SCM-108</td>
<td>Certified Supply Chain Professional (CSCP) Certification</td>
<td>4.8</td>
</tr>
<tr>
<td>SCM-110</td>
<td>Certified Production &amp; Inventory Management (CPIM) Certification – part 1</td>
<td>2.4</td>
</tr>
<tr>
<td>SCM-111</td>
<td>Certified Production &amp; Inventory Management (CPIM) Certification – part 2</td>
<td>4.8</td>
</tr>
</tbody>
</table>

### SUPPLY CHAIN MANAGEMENT FOR PROFESSIONALS

**Who Should Attend:** All business professionals, whether new to supply chain or seeking to gain a broad understanding of supply chain management, in diverse areas such as IT, Marketing, Sales, Finance, Operations, Supply Management/ Purchasing, Logistics, Transportation, Production, Quality and more will benefit!

**Overview:** A misstep in the supply chain costs organizations time, money and lost customers. This course 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. You will learn concepts and practical real-life applications of supply chain management through interactive discussions, activities, case studies, online resources and course designed materials. SCM-113.

**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, further your education and enhance your career advancement opportunities by participating in CCM’s APICS certification preparation programs.

**INSTRUCTOR:** Marilyn Gettinger, MBA, CPM, CPSM, CPIM, APICS CSCP

**Course Code #: 28421**
5 Sessions: 30 hours, CEU 3.0
Henderson Hall, HH III
Time: 8:30 a.m.-3:30 p.m., Sat, Feb 8-March 7
Cost: $499

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

*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.*
**EARN AN APICS SUPPLY CHAIN CERTIFICATION**

Why APICS? 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. It helps professionals gain knowledge and practical applications to effectively manage supply chain activities, demonstrate mastery of critical concepts and enhance credibility throughout the industry.

**Why is a credential beneficial?** A credential demonstrates your mastery of a unique skillset including concepts, strategies, terminology and technologies. It immediately establishes you as a valued candidate to an organization. Individuals with credentials increase their hiring and advancement opportunities and realize higher salaries. More and more companies are looking for individuals who hold APICS certifications.

Employers include “APICS certification preferred” in their job descriptions when they want to hire supply chain experts who are prepared to perform at a higher level. In fact, corporations such as BASF, DuPont, GE and Ingersoll Rand turn to programs for APICS training that elevate the performance of their complex supply chains to deliver measurable results.

Individuals holding APICS certification will find various levels of employment opportunities in Supply Management/Purchasing, Quality, Production, Logistics, Warehousing, Service Operations, Transportation and more.

**Which APICS Credential Best Suits You?**

**CERTIFIED SUPPLY CHAIN PROFESSIONAL (CSCP)**
APICS CSCP is the right designation if you want to demonstrate mastery of the extended supply chain, from an organization’s suppliers through to the end customer. The CSCP certification validates professional understanding of supply chain management and the integration of operations across the extended supply chain. SCM-108

**CERTIFIED PRODUCTION AND INVENTORY MANAGEMENT (CPIM)**
APICS CPIM is the right designation if you want to demonstrate mastery of an organization’s internal operations and in-depth understanding of materials management, master scheduling, forecasting, production planning and how it applies across the extended supply chain. SCM-110, SCM-111.

<table>
<thead>
<tr>
<th><strong>Who Should Attend</strong></th>
<th><strong>Certified Supply Chain Professional (CSCP) CERTIFICATION</strong></th>
<th><strong>Certified Production and Inventory Management (CPIM) CERTIFICATION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals wanting APICS certification to demonstrate supply chain mastery</td>
<td>Individuals wanting APICS certification to demonstrate production and inventory mastery</td>
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</table>

<table>
<thead>
<tr>
<th><strong>Overview</strong></th>
<th><strong>Area of Focus</strong></th>
<th><strong>Overview</strong></th>
<th><strong>Area of Focus</strong></th>
</tr>
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<tbody>
<tr>
<td>CSCP focuses on the mastery of the extended supply chain, from an organization’s suppliers through to the end customers. The CSCP designation validates professional understanding of supply chain management and the integration of operations across the extended supply chain.</td>
<td>• Supply chain design  • Supplier relationship management  • Supply chain logistics  • Supply chain management  • Supply chain risk management  • Supply chain improvements  • Customer relationship management</td>
<td>CPM focuses on the mastery of an organization’s internal operations and provides an in-depth understanding of materials management, master scheduling, forecasting, production, planning and provides the knowledge to apply this information across the extended supply chain.</td>
<td>• Buyers and planners  • Forecasting and S&amp;OP  • Master scheduling and MRP  • Operations management  • Production and inventory management  • Supply chain management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Supply Chain operations areas most suited for this designation</strong></th>
<th><strong>Candidate Benefit</strong></th>
<th><strong>Supply Chain operations areas most suited for this designation</strong></th>
<th><strong>Candidate Benefit</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Supply chain design  • Supplier management  • Transportation  • Supply chain management  • Distribution channels  • 3PL, 4PL  • Customer management</td>
<td>CSCP certification holders can effectively manage global supply chain activities and implement best practices to increase supply chain efficiencies.</td>
<td>• Production and inventory management  • Operations  • Supply chain management  • Procurement  • Materials management  • Purchasing  • Planning</td>
<td></td>
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<tr>
<th><strong>Eligibility requirements</strong></th>
<th><strong>Eligibility requirements</strong></th>
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<tbody>
<tr>
<td>Three years of related business experience; or Bachelor’s degree (or international equivalent); or hold one of the following APICS designations: CPIM, CFPIM, CIRM, SCOR-P, CPM, CSM or CPSM</td>
<td>None (no bachelor’s degree or international equivalent is required)</td>
</tr>
</tbody>
</table>

*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.
Online Certification preparation is now available for the CSCP certification. Using a blended learning approach (asynchronous and synchronous), learning is enhanced by a combination of "live," instructor led virtual classroom meetings to fully engage the entire class. Self-paced sessions provide flexibility and scheduling convenience.

### COURSE SCHEDULE

<table>
<thead>
<tr>
<th>Certification</th>
<th>CSCP Learning Method</th>
<th>CPIM Learning Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Method</td>
<td>Online Learning with Synchronous and Asynchronous sessions</td>
<td>Instructor-Led Classroom at CCM Randolph Campus</td>
</tr>
<tr>
<td>What You’ll Receive</td>
<td>Learning manuals and online platform</td>
<td>Learning manuals and slide book</td>
</tr>
<tr>
<td>Dates and Time</td>
<td>Course Code #: 28422 48 hours, CEU 4.8 Virtual Classroom Sessions meet weekly Time: 7-9 p.m. (EST), Wed, March 4-April 29, 2020 Register @ <a href="https://www.ccm.edu/workforce/wfd-reg/">https://www.ccm.edu/workforce/wfd-reg/</a></td>
<td>CPIM Part 1 Course Code #: 28425 3 Sessions: 24 hours, CEU 2.4 Time: 8:30 a.m.-5 p.m., Sat, March 14-28 CPIM Part 2 Course Code #: 28426. 6 Sessions: 48 hours, CEU 4.8 Time: 8:30 a.m.-5 p.m., Sat, May 9-June 20 (No class May 23) Register @ <a href="https://www.ccm.edu/workforce/wfd-reg/">https://www.ccm.edu/workforce/wfd-reg/</a></td>
</tr>
<tr>
<td>Instructor</td>
<td>Joseph Shedlawski, MBA, CSCP, CPIM, CLTD</td>
<td>Robert Dowler, CPIM, CSCP, CSSGB</td>
</tr>
<tr>
<td>Location</td>
<td>Online (browser requirements below)</td>
<td>Henderson Hall 204</td>
</tr>
<tr>
<td>Cost</td>
<td>$2,295</td>
<td>CPIM Part 1 = $1,350 CPIM Part 2 = $1,895</td>
</tr>
</tbody>
</table>

**Browser Requirements:**
- Windows: Microsoft Edge 42 or later; Firefox 61 or later; Chrome 68 or later.
- Mac: Safari 12 or later; Firefox 61 or later; Chrome 68 or later.
- Phones and Tablets: Apple iOS 11 or later; Android 6 or later; Chrome 68 or later

“…”

I attended County College of Morris APICS certification preparation training to increase my opportunity to secure employment. Obtaining my CSCP certification helped me to demonstrate my knowledge and expertise in supply chain management. I am very grateful for the teaching excellence, proactive communication, and welcoming atmosphere that CCM provided along with a top-notch APICS instructor who had a wealth of experience and knowledge in supply chain. This complete package provided a solid base for which I could prepare and ultimately pass the APICS exam. The training and certificate has assisted in securing employment in supply chain. I highly recommend CCM to further your professional education.

**Steve DeFinis**  
CSCP, ADI  
American Distributors LLC

“…”

I signed up for the APICS CSCP course and found that Russ is an incredible teacher that was able to keep us all interested at any level of knowledge. This program is great for anyone interested in furthering their career.

**Courtney Krandel**

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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.*
CCM offers Six Sigma certification preparation in a format that allows individuals to continue working and immediately put into practice the skills learned in class. Smaller companies can benefit and afford to train at least one, or a few, key individuals to shepherd the company through the growth and increased profits that larger companies experience with Six Sigma improvements.

**SIX SIGMA: AN INTRODUCTION**

Six Sigma is a process and a set of tools 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. WDT-150

**INSTRUCTOR:** Jeff Lilley, MBA, BSChE

**Course Code #:** 28121

- **2 Session: 6 hours, CEU 0.6**
  - Henderson Hall, HH 111
  - Time: 6-9:15 p.m., Tues & Thurs, Jan 28-30

**Course Code #:** 28114

- **1 Session: 6 hours, CEU 0.6**
  - Henderson Hall, HH 215
  - Time: 9 a.m.-4 p.m., Fri, June 5
  - Cost: $199

**YELLOW BELT CERTIFICATION EXAM PREP COURSE**

Yellow Belts spend much of their time assisting process improvement teams using the DMAIC approach: Define, Measure, Analyze, Improve, Control. Anyone participating in process improvement in organizational functions including operations, quality, logistics, finance, production, engineering and other staff functions across a wide range of industries will benefit from this course. CCM’s Six Sigma Yellow Belt course gives you the knowledge, skills and experience needed to use basic Six Sigma methods and tools and will help you advance towards Six Sigma Yellow Belt Certification. Upon completion of this course, students will understand the American Society for Quality Six Sigma Yellow Belt Body of Knowledge, be exposed to basic statistical techniques and be prepared for the ASQ Six Sigma Yellow Belt exam. BCC-143.

**INSTRUCTOR:** Ed May, MBA, ASQ CSSBB, CMQ/OE, CQE, CQA

**Course Code #:** 28391

- **8 Sessions: 24 hours, CEU 2.4**
  - Morristown High School, 50 Early Street, Morristown, NJ 07960
  - Time: 6-9 p.m., Tues, Feb 11-March 31 (March 10 begins 7 p.m.)
  - Cost: $599

**GREEN BELT CERTIFICATION EXAM PREP COURSE**

**PREREQUISITE:** This is an entry-level course. Students must have, at least, a high school diploma. 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.

Lessons on the various Lean and Six Sigma processes is covered over the course of ten sessions. This pace allows you to integrate the processes into your work environment and thought process. Upon completion of this 40-hour course, you will be prepared to sit for the American Society for Quality Green Belt certification exam. You will be able to organize complex issues into a structured, prioritized format; define projects against a project metric; gather data relative to the project metric; and analyze the data and identify the improvement tasks necessary to improve the project metric to a target value. BCC-142.

*Textbook required; see below. Search BCC.

**INSTRUCTOR:** Carl Perini, BA, MS, ASQ CSSBB, CQA, CPGP

**Course Code #:** 28392

- **10 Sessions: 40 hours, CEU 4.0**
  - Cohen Hall, CH 259
  - Time: 8:30 a.m.-12:30 p.m., Sat, Feb 29-May 9 (no class April II)
  - Cost: $999

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**ASQ SIX SIGMA YELLOW AND GREEN BELT CERTIFICATION EXAM PREP**

According to the Bureau of Labor Statistics, “The median annual wage for industrial production managers was $103,380 in May 2018.”

A recent search on Indeed.com shows that Six Sigma certified quality Engineers and Managers are in demand across several sectors, with salaries of $80,000 on up.
HUMAN RESOURCES

CERTIFICATE IN HUMAN RESOURCES
PROFESSIONAL - GENERALIST

Employers know their workforce is a significant resource for the success of a company. Federal and state regulations require a knowledgeable, professional human resources department to handle the many requirements to remain legally compliant as an employer. These factors can be daunting to the untrained. CCM is your answer to establishing a safe, effective and compliant workplace.

Who Should Attend: Managers, HR professionals and entrepreneurs who would like to learn more about the hiring and handling of employees, health insurance, compensation and other human resources programs and procedures will benefit from this comprehensive program.

Whether you are interested in pursuing testing for credentials from organizations such as the Human Resources Certification Institute or the Society for Human Resource Management (SHRM), or simply looking to grow your expertise, this program provides you with the knowledge needed for career growth and preparation to sit for the SHRM certification exam.

Program content is based on the SHRM’s State of Human Resource Education Study in cooperation with the American Institutes for Research and the SHRM Human Resource Curriculum, An Integrated Approach to HR Education. The program includes two field trips to local SHRM chapter meetings and guest speakers who are subject matter experts. You do not need to take the classes in order.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHR-123</td>
<td>Strategic HR Management &amp; Capstone Project</td>
<td>0.9</td>
</tr>
<tr>
<td>CHR-119</td>
<td>Training &amp; Staff Development</td>
<td>0.9</td>
</tr>
<tr>
<td>CHR-121</td>
<td>HR Management and Staffing</td>
<td>1.5</td>
</tr>
<tr>
<td>CHR-122</td>
<td>Employment Law</td>
<td>1.8</td>
</tr>
<tr>
<td>CHR-117</td>
<td>Total Rewards: Compensation &amp; Benefits</td>
<td>1.5</td>
</tr>
</tbody>
</table>

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

ALL CLASSES HELD AT MORRISTOWN HIGH SCHOOL, 50 EARLY STREET, MORRISTOWN

Course Code #: 28384
5 Sessions: 15 hours, CEU 1.5
Morristown High School
Time: 6:15-9:15 p.m., Tues, Feb 18-March 17
Cost: $299

STRATEGIC HR MANAGEMENT & CAPSTONE PROJECT

PREREQUISITE: Students must complete at least one other of the HR certificate modules before enrolling in this course.
In order to be an active partner in the strategic management of a company, HR professionals must understand the business climate and the competition. HR translates corporate goals (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 discussed include SWOT (strengths, weaknesses, opportunities, and threats) analysis, health, safety and security risks, workforce changes including mergers/acquisitions and reductions in workforce.
CHR-123.

Course Code #: 28385
3 Sessions: 9 hours, CEU 0.9
Morristown High School
Time: 6:15-9:15 p.m., Tues, March 31-April 14
Cost: $199

The following courses will be offered Fall 2020

HR MANAGEMENT AND STAFFING

People are the most valuable asset of any organization. Learn how to identify and implement recruiting and retention programs to impact productivity and profitability. Students will use measurement tools to assess HR effectiveness. The class will attend a Society of Human Resources chapter meeting (Sussex-Warren) as a field trip. Topics include trends in HR Management and the contemporary role of HR in the large and small organization, recruiting and retention strategies and practices, managing a diverse workforce and a global workforce and evaluating HR performance/effectiveness with metrics. CHR-121.

EMPLOYMENT LAW

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

TRAINING & STAFF DEVELOPMENT

Continuous learning is essential to a productive and efficient workforce. HR delivers corporate training to employees based on business objectives. Topics include core competencies, conducting a needs assessment, designing and delivering training programs and linking career development and performance management to training. CHR-119.

*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.
WOmen’s Leadership Development Series

Choose One or Both Certificate Programs

The Women’s Leadership Development Series offers two tracks to address the unique skills, competencies and styles women bring to their roles as leaders.

Each track stands independently and there is no required sequence. Choose the track that suits your needs.

Using a blended learning approach, attendees engage in a highly interactive experience to identify and enhance their essential leadership skills. Four half-day sessions, held in-person, and three sessions as asynchronous-online, maximize time and learning. Participants post to online discussions at a time that best suits their schedules.

Learners engage in discussions of relevant topics, evaluate case studies and apply their knowledge to real-world situations. Readings between sessions reinforce classroom learning.

Benefits to Organizations and Women Leaders

• Leverage the difference in the unique leadership qualities of women leaders
• Support the development of women who are current leaders or have potential to become leaders
• Increase self-awareness and confidence as a leader
• Acquire practical tools that impact long-lasting effectiveness
• Unleash the valuable contributions women leaders make to organizations

Track 1: The Art of Leading Others

Program includes:

• Effective Delegation
• Giving and Receiving Feedback to Inspire Performance
• Conflict Management
• Negotiation Skills

Participants will complete the Thomas Kilmann Conflict Mode Indicator Assessment. This tool measures an individual’s response to conflict situations. The assessment identifies two dimensions when choosing a course of action in a conflict situation – assertiveness and cooperativeness. By identifying your response mode, you will more effectively utilize the response that provides an optimal outcome in a given situation. BDT-134.

At the end of the program, participants will have a strategic action plan tailored to their specific leadership skills and organizational roles.

A program outline may be viewed at https://www.ccm.edu/workforce/womens-leadership/

The Art of Leading Others

Course Code #: 28431
4 Sessions: 16 hours, CEU 1.6
Henderson Hall, HH 110
In-Person Dates: Thurs, Feb 6-27
Time: 8:30 a.m.-12:30 p.m.
8:00 a.m. light breakfast and networking
Asynchronous online: Weekly after each in-person session
Cost: $999

See next page for Registration Discounts.

I am glad I attended this program and invested the time for myself. Being a leader comes in all shapes and sizes, and this course helped encourage me to own my leadership style and embrace it.

Dina El-Bassinuni
Senior Director, Global Operations,
Sotheby’s International Realty Affiliates LLC

Learning through the experience of others is a way of knowing that you can do it as well. The program was fantastic!

Andrea Naranjo
Quality Lead, Mondelez

Register at https://www.ccm.edu/workforce/wfd-reg/
I enjoyed the open dialogue among the women taking the class. The program helped me to understand situational leadership and that it is okay to change styles when working with different people. This program will help you identify your strengths and areas of improvement to become a better leader for your role.

**Melisa Rizzo**  
Child & Family Services Coordinator/Pre-K, Collaboration Coordinator, NORWESCAP

**TRACK 2: UNDERSTAND AND STRENGTHEN YOUR LEADERSHIP ATTRIBUTES**

Program includes:

- Make Your Voice Heard For Powerful Communication
- Identify Your Leadership Style – Skills and Qualities of Successful Women Leaders
- Leverage Emotional Intelligence to Boost Your Career
- Capstone and Panel – Engage with Women Leaders Who Will Share Their Experiences

Participants will complete three confidential assessments to identify strengths and opportunities for growth:

1. The Myers-Briggs Type Indicator - identifies communication, behavior and leadership style preferences, as well as problem-solving approaches. This extensive assessment will yield a personalized report with tangible, actionable results.
2. The Big Five Inventory (BFI) – a self-report inventory designed to measure the Big Five dimensions, yielding a brief multidimensional personality inventory.
3. Emotional Intelligence – measures one’s current level of emotional intelligence and provides recommendations for areas of growth.

At the end of the program, participants will have a strategic action plan tailored to their specific leadership skills and organizational roles.

A program outline may be viewed at https://www.ccm.edu/workforce/womens-leadership/

**Understand and Strengthen Your Leadership Attributes**

- **Course Code #: 28433**
- 4 Sessions: 16 hours, CEU 1.6
- Henderson Hall, HH 111
- **In-Person Dates: Tues, March 17-April 7**
- **Time:** 8:30 a.m.-12:30 p.m.
- 8:00 a.m. light breakfast and networking
- **Asynchronous online:** Weekly after each in-person session
- **Cost:** $999

**See below for Registration Discounts.**

**Multi-Registration Discount**

Businesses registering 3+ employees or individuals registering for both programs receive a 15% discount over the single registration price.

Register for each program using the following course codes:

- **The Art of Leading Others**  
  Use Course Code #: 28432
  Cost: $849 per person/per course

- **Understand and Strengthen Your Leadership Attributes**  
  Use Course Code #: 28434

**ABOUT THE FACILITATOR:**

Rita Williams-Bogar, MBA, CPCU, ChFC, Founder, Personal Development Solutions, LLC

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, leadership, administration, HR and public affairs. She is a contributing author to the book, *Big Bold Business Advice*. Rita is an adjunct faculty member at County College of Morris, Montclair State University, William Paterson University, Walden University and Bergen Community College. Rita holds a BS from Bryant College and an MBA from Walden University, as well as professional certifications.

This program provides valuable tools and resources that help you self-assess and build awareness of your leadership style. I loved the panel discussion- it was very valuable to hear from successful women in different roles.

**Karen Coppa**  
Occupational Safety Officer III, Atlantic Health System

Register at https://www.ccm.edu/workforce/wfd-reg/
BUSINESS Web registration at https://webadvisor.ccm.edu for instant enrollment

MANAGEMENT SKILLS CERTIFICATES

Ignite Your Career Success in 2020

Attention: Interested in on-site training or sending 3+ employees to one of the scheduled certificate programs below?
Contact Beth Rodgers at brodgers@ccm.edu or 973-328-5186.

Highly effective managers know they create their own edge when it comes to career advancement. Your skills and/or technical ability landed the position, and now you need to do the work of influence and persuasion to inspire others to help get the job done. Learn the art of management and leadership to set yourself apart.

Select one or a multiple of these certificate programs to bridge skill gaps, sharpen your self-awareness and help you and your team achieve a higher level of performance.

Come prepared to apply what you learn and return to work energized with proven techniques, strategies and practical ways to boost your management success. In this interactive, highly engaging learning experience, access the power of the group as you share your ideas and experiences. Build your confidence level as a new or recently appointed manager. Between sessions, skill practice assignments will reinforce the knowledge and techniques learned during a session.

*Each Certificate Program includes The Leadership Blueprint and the TriMetrixEQ® online assessment taken prior to program start. The results of your individual assessment will help identify strengths, opportunities for leadership growth and will augment your learning in each certificate program.

Choose one program or, for optimal success to propel your career to the next level, obtain all the certificates.

Program outlines may be viewed at: https://www.ccm.edu/workforce/management-certificate/

“CCM’s Management Development Program was customized to meet our specific needs to further enhance our supervisors’ leadership skills. The facilitator was able to draw the best of all participants and encouraged fully engaged discussions. New ‘communication tools’ aimed at understanding personal and professional communication styles were coalesced into a management program that included emotional intelligence and high performing teams. Overall, supervisors are better prepared to make thoughtful, informed decisions and influence others to more effectively get things done. Highly recommend this program to develop critical thinking and communication skills for current or future leaders!”

Lois M. Plust M.A., HR Manager, Chugach Industries Inc., Picatinny Arsenal

Check with your employer for tuition reimbursement and professional development allowances.
**MANAGEMENT SKILLS CERTIFICATE PROGRAMS**

**BUSINESS COMMUNICATIONS CERTIFICATE**
Learn to build trust and rapport by delivering powerful messages for impact and influence. Understand your personal communication style, how to create engagement with others by leveraging your strengths and developing an awareness of your blind spots. You will create a conscious communication template to effectively deliver your message to a variety of audiences. BDT-135, BDT-136.

Program includes:
- The Leadership Blueprint - Building Your Leadership Identity**
- Persuasive Communications for Impact and Results
- Effective Presentations to Influence Outcomes: How to Build Confidence with a Clear Message

**MANAGEMENT SKILLS FOR NEW AND EMERGING SUPERVISORS CERTIFICATE**
This program is for professionals who are new to their supervisory/managerial role, emerging into the position or may have the role and responsibilities with no formal training. Learn how your leadership style affects team performance. Understand the core leadership competencies needed to be effective in your role. Identify clear ways to delegate to ensure follow-through. Learn powerful methods to give effective feedback to drive results. Prepare yourself for the top skills needed to succeed! BDT-137, BDT-138.

Program includes:
- The Leadership Blueprint - Building Your Leadership Identity**
- Leadership & Management Skills: Practical Tools to Ensure Success
- Art of Delegation
- Art of Giving Effective Feedback: How to Strengthen Performance

**MANAGEMENT EFFECTIVENESS CERTIFICATE**
Develop skills to be the dynamic leader who gets things done. Learn how to set standards for high performance by modeling effective behaviors. Resolve conflict and use emotional intelligence to gain employee engagement. This program is designed for supervisors and managers ready to polish their professional skills to lead and maximize productivity in fast-paced environments. BDT-139, BDT-140.

Program includes:
- The Leadership Blueprint - Building Your Leadership Identity**
- Business Professionalism
- Emotional Intelligence
- Navigating Conflict and Handling Difficult Personalities
- Managing Multiple Priorities and Deadlines

Discounts apply for businesses interested in on-site training or sending 3+ employees to one of the scheduled certificate programs below, contact Beth Rodgers at brodgers@ccm.edu or 973-328-5186.

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<tr>
<th>CERTIFICATE PROGRAMS</th>
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<tr>
<td><strong>Business Communication</strong></td>
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<td><strong>Program Information</strong></td>
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<td><strong>Register Using:</strong></td>
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<td><strong>Location:</strong> Landscape and Horticulture Building, LHT 110  •  Time: 9 a.m.-4 p.m. 8:30 a.m. - light breakfast and networking</td>
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**ABOUT THE FACILITATOR:**
Christina Martínez, CHBC, CPBA, CCA; President, Rising Above, LLC

Christina is a visionary and inspiring leader passionate about life and empowering others to achieve higher altitudes of success. An internationally known facilitator, she specializes in helping 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 with a background that includes talent development/human resources, marketing, diversity, college recruiting, public relations and health and wellness. Christina has appeared on CNBC’s On the Money. She holds a B.A. in Sociology from St. Mary’s University and Non-Profit Executive Leadership certificates from Notre Dame University. Christina is multilingual in Spanish & French.

*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
BUSINESS IMPACT SERIES

Looking for ways to make improvements in your business or career to yield sustained positive change with customers, lead to contributions to the bottom line and help you solve your most difficult business challenges? If so, the Business Impact Series features three perennially important areas for the life of all businesses and those responsible for its operations.

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<tr>
<th>Course</th>
<th>Course Title</th>
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<tr>
<td>BDT-143</td>
<td>Problem Solving Business Challenges Certificate Program</td>
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<tr>
<td>BDT-141</td>
<td>Customer Service Certificate Program</td>
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<tr>
<td>BDT-142</td>
<td>Motivation – Driving Superior Business Results Certificate Program</td>
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<tr>
<td>BDT-144</td>
<td>Spanish Communication in the Workplace</td>
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**PROBLEM SOLVING BUSINESS CHALLENGES CERTIFICATE PROGRAM**

Identifying the root cause of business challenges is important for implementing effective and efficient solutions. There are many symptoms to problems, but identifying and addressing the root cause ensures a better resolution. This interactive program provides an opportunity for participants to determine the root cause of actual business challenges that may lead to improved operations and strategies to achieve goals. BDT-143.

Program includes:
- **Introduction to Effective Problem Resolution: Root Cause Analysis**
  Discover the fundamentals of root cause analysis and its importance in cost effective and efficient problem resolution through an overview of a model for root cause analysis, including concrete applications to your organizational challenges.
- **Effective Data Gathering and Analysis**
  Excellent data gathering is essential when identifying the root cause of your challenge. This session focuses on techniques for pinpointing the right data and methods of analysis for your specific business situations.
- **Developing Solutions and Measuring Business Results**
  Participants will receive practical experience in planning and executing solutions that target the root cause(s) and set the measures of success. There will be an opportunity to determine which techniques will yield the best results and to create a communication plan for mobilizing a team and launching solutions.

**CUSTOMER SERVICE CERTIFICATE PROGRAM**

Customer Service is critical to achieving financial results and driving business growth. Utilizing your business’s existing customer service strengths, and learning how you can improve areas that are a challenge, you will lead your organization to customer service excellence. In three sessions, review case studies, articles and TED Talks, engage in interactive exercises and participate in group discussions. Reading assignments between sessions will continue the learning process and prepare individuals for classroom discussions. In preparation for the third session, students will complete the online StrengthsFinder Assessment. Attendance at all three sessions earns a CCM Certificate in Customer Service. BDT-141.

Program includes:
- **Customer Service is Key to Business Success**
  Although most organizations measure customer service results, this course will take the discussion further and focus on ways to leverage results to exceed goals.
- **Continually Enhancing the Customer Experience**
  From Disney to Nordstrom to Apple to Wegman’s, survey customer service strategies and practices to learn from recognized leaders. Discover the techniques used by the leaders and discern ways to put these practices into action for your organization. This study of best practices will assist in creating a plan to enhance customer service in your organization.
- **Applying Insights from The StrengthsFinder Assessment**
  The StrengthsFinder Assessment focuses on an individual’s strengths or positives. Apply insights from The StrengthsFinder Assessment to better communicate with customers and meet their needs. The class will work on real life challenges by using StrengthsFinder knowledge, and other course content, to create goals, plans and measures to improve customer service results.

**MOTIVATION – DRIVING SUPERIOR BUSINESS RESULTS CERTIFICATE PROGRAM**

For professionals new to a supervisory or management role, or a candidate for future management responsibility, or those with no formal training, learn how motivation helps organizations achieve their business goals for superior results. Gain an understanding of the importance of motivation in the supervisory role, as a means to inspire and lead, and new ways to motivate yourself and others. Participants learn proven ways to exceed objectives through measurement, feedback, communication and coaching. BDT-142.

Program includes:
- **Employee Motivators and Strategies to Increase Motivation Levels**
- **Assessing Your Team’s Motivation**
- **Creating Development Plans to Meet Business Goals**
- **Feedback and Coaching Skills for Individual Performance Needs**

**SPANISH COMMUNICATION IN THE WORKPLACE**

If you are a non-Spanish speaking professional who would like to enhance communications with your Spanish-speaking workforce, this program is for you. This non-academic, non-credit course will provide you the experience and necessary skills to communicate effectively with the Spanish-speaking workforce.

**Program Includes:**
- **Identifying the Target Audience**
- **Identifying the Communication Goal**
- **Identifying the Type of Message**
- **Identifying Communication Challenges**
- **Creating a Communication Plan**
- **Evaluating Communication Outcomes**

**Spanish Communication in the Workplace**

Course Code: BDT-143
3 Sessions: 18 hours, CEU 1.8
Henderson Hall, HH 212
Time: 9 a.m.-4 p.m., Fri, March 20-April 3
Cost: $599

**Course Code: BDT-144**
3 Sessions: 18 hours, CEU 1.8
Henderson Hall, HH 212
Time: 9 a.m.-4 p.m., Fri, June 5-19
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."

Web registration at https://webadvisor.ccm.edu for instant enrollment
non-grammar based program is designed for individuals who want an easy and quick way to learn functional everyday Spanish. The learning format is based on minimum Spanish for maximum communication. No prior knowledge of Spanish is required.

You will learn practical common phrases, expressions and questions, in Spanish, to help you effectively communicate with Spanish-speakers. Key elements of the Spanish language in business and cultural contexts are explained. The program includes cross-cultural components to help be mind-
ful of the Latin American cultural differences from country to country. The learning environment is highly active and will engage participants in role-play to practice and reinforce learnings. Attendees will receive a learning manual and audio CD. BDT-144.

INSTRUCTOR: Marina Cupo, BS
Course Code #: 28514
6 Sessions: 18 hours, CEU 1.8
Cohen Hall, CH 257
Time: 6-9 p.m.,
Wed, April 29-June 3
Cost: $599

WORKPLACE EDUCATION

The most effective professionals never stop learning, regardless of position or educational degrees. Investing in new skills, refreshing old skills or developing mastery over some of professionals’ most thorny issues – for example, public speaking – is something everyone needs. These courses are excellent skills boosters for everyone.

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, 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 a reader’s feedback. Through case studies and select samples, apply these techniques to specific business communications such as emails, 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. WDT-153.

INSTRUCTOR: Rita Williams-Bogar, MBA, CPCU, ARM, AI, AINS, ChFC
Course Code #: 28117
2 Sessions: 6 hours, CEU 0.6
Henderson Hall, HH III
Time: 1-4 p.m., Thurs, Feb 20 & 27
Cost: $199

FINANCE FOR THE NON-FINANCE PROFESSIONAL
Intended for the non-finance professional, this workshop will provide participants with an overview of the four most important financial statements, as well as basic 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, Profit and Loss Statement, as well as Key Terms and Ratios, the Budget Process and SEC filings. WDC-155.

INSTRUCTOR: Rita Williams-Bogar, MBA, CPCU, ARM, AI, AINS, ChFC
Course Code #: 28119
2 Sessions: 6 hours, CEU 0.6
Henderson Hall, HH III
Time: 1-4 p.m., Tues, March 17 and 24
Cost: $199

TIPS TO CONDUCT HIGHLY EFFECTIVE MEETINGS (HALF DAY)
People spend a lot of time in meetings, whether in person, on the phone or virtually. Attendees want to get some kind of result from the meeting. This training will present strategies 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. You will sharpen your public speaking skills and walk away with an elevator pitch. WDT-153.

INSTRUCTOR: Rita Williams-Bogar, MBA, CPCU, ARM, AI, AINS, ChFC
Course Code #: 28114
6 Sessions: 18 hours, CEU 1.8
Cohen Hall, CH 257
Time: 6-9 p.m.,
Wed, April 29-June 3
Cost: $599

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. You will sharpen your public speaking skills and walk away with an elevator pitch. WDT-153.

INSTRUCTOR: Rita Williams-Bogar, MBA, CPCU, ARM, AI, AINS, ChFC
Course Code #: 28117
2 Sessions: 6 hours, CEU 0.6
Henderson Hall, HH III
Time: 1-4 p.m., Thurs, Feb 20 & 27
Cost: $199

FINANCE FOR THE NON-FINANCE PROFESSIONAL
Intended for the non-finance professional, this workshop will provide participants with an overview of the four most important financial statements, as well as basic 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, Profit and Loss Statement, as well as Key Terms and Ratios, the Budget Process and SEC filings. WDC-155.

INSTRUCTOR: Rita Williams-Bogar, MBA, CPCU, ARM, AI, AINS, ChFC
Course Code #: 28119
2 Sessions: 6 hours, CEU 0.6
Henderson Hall, HH III
Time: 1-4 p.m., Tues, March 17 and 24
Cost: $199

TIPS TO CONDUCT HIGHLY EFFECTIVE MEETINGS (HALF DAY)
People spend a lot of time in meetings, whether in person, on the phone or virtually. Attendees want to get some kind of result out of their time together, possibly solving problems, brainstorming or simply sharing information. This course will provide tips and techniques to ensure efficient use of meeting time by inviting the right people, managing the agenda, engaging the attendees, handling disruptive personalities and developing accountability for post-meeting action items. WDT-123

INSTRUCTOR: Rita Williams-Bogar, MBA, CPCU, ARM, AI, AINS, ChFC
Course: 28120
1 Session: 4 hours, CEU 0.4
Time: Tues, April 7, 1-5 p.m.
Henderson Hall, HH III
Cost: $119

GOOGLE CLOUD: LEARN GOOGLE’S ONLINE SUITE OF APPS AND WORK FROM ANYWHERE
PREREQUISITE: 1) Solid comfort level using a computer and software programs 2) Have 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. 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 will learn about Google Drive/file storage, Google Docs/documents, Gmail/email, Google Slides/presentations, Google sheets/spreadsheets, Google Forms and Google Calendar. WDT-143.

INSTRUCTOR: Alyce Garver, BA
Course Code #: 28107
1 Session: 6 hours, CEU 0.6
Henderson Hall, HH II
Time: 9 a.m.-4 p.m., Tues, April 21
Cost: $199

PREREQUISITE: 1) Solid comfort level using a computer and software programs 2) Have 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. 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 will learn about Google Drive/file storage, Google Docs/documents, Gmail/email, Google Slides/presentations, Google sheets/spreadsheets, Google Forms and Google Calendar. WDT-143.

INSTRUCTOR: Alyce Garver, BA
Course Code #: 28107
1 Session: 6 hours, CEU 0.6
Henderson Hall, HH II
Time: 9 a.m.-4 p.m., Tues, April 21
Cost: $199

PREREQUISITE: 1) Solid comfort level using a computer and software programs 2) Have 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. 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 will learn about Google Drive/file storage, Google Docs/documents, Gmail/email, Google Slides/presentations, Google sheets/spreadsheets, Google Forms and Google Calendar. WDT-143.

INSTRUCTOR: Alyce Garver, BA
Course Code #: 28107
1 Session: 6 hours, CEU 0.6
Henderson Hall, HH II
Time: 9 a.m.-4 p.m., Tues, April 21
Cost: $199

*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
SMALL BUSINESS SUCCESS/ENTREPRENEURSHIP

The ownership and operation of a small business demands a wide range of skills for everyone in the company. Wearing multiple hats, knowing how to deliver excellent customer support, publicize your products and services, perform or supervise the all-important function of accounting and keep up with technology, are just some of the daily challenges for a small business. Fortunately, CCM offers a diverse range of courses to address a multitude of your greatest needs.

FINANCE

Financial accounting is important for all companies, regardless of size. Small businesses sometimes become overwhelmed trying to keep up with records of billing and expenses, so they get behind with recordkeeping. Through our business courses at the Center for Workforce Development at CCM, businesses can learn to record transactions thoroughly and systematically. This is important for establishing a record of a company’s financial health, which becomes critical when applying for loans or establishing a working relationship with other businesses.

In Accounting Fundamentals, you will learn the basics of recording financial data. In QuickBooks Essentials, you will learn how this popular accounting software can help you keep up, manage your inventory, bills and expenses and get organized for tax time. Both classes will give you the tools to analyze your company’s transactions so that you can move forward and make sound financial decisions.

ACCOUNTING FUNDAMENTALS
Discover the basics of double entry bookkeeping, as well as how to analyze and record financial transactions. Get hands-on experience handling accounts receivable, accounts payable, payroll procedures, sales taxes and various common banking activities. Whether you are a sole proprietor who wants to manage business finances, or 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. BDT-124.

INSTRUCTOR: Leonor DiStefano, BS
Course Code #: 28232. 5 Sessions: 15 hours, CEU 1.5
Cohen Hall, CH 257
Time: 2:00-3:30 p.m., Tues, May 5-June 30
Cost: $179

QUICKBOOKS 2019
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 new to QuickBooks. You will learn effective bookkeeping skills, including how to create purchase orders, track sales and expenses, produce and manage invoices and monitor financial records. The course will also help you prepare for the QuickBooks certification exam. This course uses QuickBooks 2019, desktop and cloud versions. BDT-125.

INSTRUCTOR: Leonor DiStefano, BS
Course Code #: 28232. 7 Sessions: 21 hours, CEU 2.1
Henderson Hall, HH 114
Time: 9 a.m.-12 p.m., Sat, April 18-June 6 (no class May 23)
Cost: $419

MICROSOFT OFFICE SUITE
The skills needed for every job to keep your business humming, are contained in the Microsoft Office Suite. CCM offers a wide range of additional applications in the Microsoft Office Suite. For a full description of courses, see page 28.

WORDPRESS FOR BUSINESSES, ENTREPRENEURS AND BLOGGERS
Learn to create a modern WordPress website that allows for flexibility and easy updates, with many popular embedded features such as plugins that can expand reach through social media. For a full description of the course, see page 31.

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. For a full description of the course, see page 17.

COMING IN SPRING 2020

CCM, recognized as a National Center of Excellence for Cybersecurity Education by the National Security Agency, Department of Homeland Security, is extending that expertise to the small business community.

Programs to keep your business safe from cyber threats, educate your staff on best-practices for online security and safety and knowing what proactive and preventive practices are must haves, will be presented in a series of seminars and workshops.

Dates and Time: TBD For additional information regarding this program offering, please go to 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.

Web registration at https://webadvisor.ccm.edu for instant enrollment.
Check with your employer for tuition reimbursement and professional development allowances.

NONPROFIT LEADERSHIP TRAINING

CCM understands the unique needs of professionals working in nonprofit 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. This CCM series will help you improve and develop a stronger donor base and potentially increase contributions to further your mission.

If you are already a nonprofit leader or manager and want to stand out professionally, or you need to improve your skills to help your organization move to the next level, the CCM Nonprofit Leadership Training Program is for you and members of your staff. Consider it an investment into your organization’s future when an entire team attends and learns together.

You can earn two CCM specialty certificates: Nonprofit Fundraising Professional and Grant Writing. You can also further your career by becoming credentialed through the preeminent credentialing organization for fundraising professionals, the Fund Raising Executive (CFRE) credential. First awarded in 1981, it is the first globally recognized credential for fundraising professionals. http://www.cfre.org/

NONPROFIT FUNDRAISING ESSENTIALS CERTIFICATE

Is your nonprofit organization in need of cash? Could it be more effective and make a greater impact if it had more money? Do you want to learn how to raise funds like the pros? The Nonprofit Fundraising Essentials Certificate is just what your organization needs.

This certificate program is composed of five required interactive courses that include case studies and projects to meet nonprofit fundraising professionals’ needs and challenges. It offers a complete overview of integrated programs for raising funds from individual donors and features the most current information and techniques. It complements the Grant Writing Certificate program to give nonprofit fundraising professionals a complete toolbox of skills, techniques and program components to increase capital and improve cash flow for nonprofits of any size.

This program is best for people who have some grant writing experience or nonprofit managers and leaders whose organizations are lacking in their overall approach to capital growth and management.

The Certificate of Completion consists of the following five courses, however, individuals can take any one or a combination of courses. The certificate is only granted to those who complete the entire series.

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>NPC-222</td>
<td>Fundamentals for Fundraising Professionals</td>
<td>1.5</td>
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<tr>
<td>NPC-215</td>
<td>Making the Ask - Face to Face Communications</td>
<td>0.6</td>
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<tr>
<td>NPC-216</td>
<td>Create Donor-Centric Communications</td>
<td>1.2</td>
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<tr>
<td>NPC-223</td>
<td>Creating Special Events That Raise Funds And Friends</td>
<td>0.9</td>
</tr>
<tr>
<td>NPC-218</td>
<td>Putting It All Together - Creating An Annual Fund Plan</td>
<td>0.6</td>
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</tbody>
</table>

*Textbook required; see below. Search NPC.

FUNDAMENTALS FOR FUNDRAISING PROFESSIONALS

Course is required for both certificate programs

This team-taught course, presented by 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, among other topics, an overview of the fundraising climate, giving trends and understanding an organization’s unique niche in the nonprofit space. Subsequent sessions cover legal basics and best practices including by-laws and requirements that will keep an organization legally compliant; review of key financial reports to understand an organization’s financial picture from an outside perspective; the fundamentals of nonprofit finance including how to read audited financial statements, with emphasis on income statements and balance sheets; the special tax implications and considerations for a nonprofit; tax code changes that affect nonprofit organizations and finally, the unique aspects of managing a board and board governance in the nonprofit world.

Nonprofit continued on next page.

*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 new organizations or those that have a seasoned board. NPC-222.

LEAD INSTRUCTOR: Lauren R. Swern, BA, CFRE

CO-INSTRUCTORS:
- Nancy Eberhardt, Esq., Executive Director, Pro Bono Partnership
- Gina Sideris, BA, CFRE
- Leonor DiStefano, BS, Tax Consultant

Course Code #: 28360
5 Sessions: 15 hours, CEU 1.5
Landscape and Horticulture Building, LHT 110
Time: 6:30-9:30 p.m., Mon, Feb 3-March 2
Cost: $249

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 will be able to identify donor prospects by mapping your organization’s network, beginning to generate your own list of prospective donors, explaining effective strategies for developing donors and applying 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
Course Code #: 28361
2 Sessions: 6 hours, CEU 0.6
Landscape and Horticulture Building, LHT 110
Time: 6:30-9:30 p.m., Mon, March 9-16
Cost: $119

CREATE DONOR-CENTRIC COMMUNICATIONS
For fundraising professionals, written communications are the cornerstone of your development program - case statements, social media, direct mail appeals, annual reports and newsletters. In this course, you will learn the fundamentals of written communications including assessing organizational capacity, 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
Course Code #: 28362
4 Sessions: 12 hours, CEU 1.2
Landscape and Horticulture Building, LHT 110
Time: 6:30-9:30 p.m., Mon, March 23-April 13
Cost: $239

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
Course Code #: 28363
3 Sessions: 9 hours, CEU 0.9
Landscape and Horticulture Building, LHT 110
Time: 6:30-9:30 p.m., Mon, April 20-May 4
Cost: $179

PUTTING IT ALL TOGETHER - CREATING AN ANNUAL FUND PLAN
Do you want to shift from being reactive to proactive with your annual fundraising initiatives? Then you need a fundraising plan. The purpose of the development plan is to focus on the organization’s goals, method of achieving the goals and resources required. You will learn about the key components of a successful fundraising plan and how to involve board members, staff and volunteers in the planning process to ensure that the plan produces ownership and results. NPC-218.

INSTRUCTOR: Lauren R. Swern
Course Code #: 28364
2 Sessions: 6 hours, CEU 0.6
Landscape and Horticulture Building, LHT 110
Time: 6:30-9:30 p.m., Mon, May 11-June 1
Cost: $119

*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
Following the Fundamentals course, improve your understanding and skills with four more specialized courses. Whether you are 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 feedback on why they would or would not accept your work.

This program is best for newcomers to the grant development process, and those who have some experience. This includes community-based organization staff, volunteers and board members.

The Certificate of Completion consists of the following courses, however, individuals may take any one or a combination of courses. The certificate is only granted to those who complete the entire series.

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<td>Fundamentals for Fundraising Professionals - see page 19</td>
<td>1.5</td>
</tr>
<tr>
<td>NPC-211</td>
<td>Prospecting for Grants</td>
<td>0.6</td>
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<tr>
<td>NPC-210</td>
<td>Grant Researching and Proposal Writing Workshop</td>
<td>1.3</td>
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<tr>
<td>NPC-212</td>
<td>Interactive Proposals Writing</td>
<td>0.7</td>
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<tr>
<td>NPC-213</td>
<td>Ethics in Grant Writing</td>
<td>0.2</td>
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*Textbook required; see below. Search NPC.

INSTRUCTOR: Lauren R. Swern, BA, CFRE

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.

Course Code #: 28371
3 Sessions: 6 hours, CEU 0.6
Landscape and Horticulture Building, LHT 110
Time: 6:30-8:30 p.m., Wed, March 25-April 8
Cost: $179

GRANT RESEARCHING AND PROPOSAL WRITING WORKSHOP
This course provides a solid foundation in the fundamentals of grant writing. Learn how to develop grant proposals through 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.

Course Code #: 28372
4 Sessions: 13 hours, CEU 1.3
Landscape and Horticulture Building, LHT 110
Time: 6:30-9:45 p.m., Wed, April 15-May 6
Cost: $239

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

Course Code #: 28373
2 Sessions: 7 hours, CEU 0.7
Cohen Hall, CH 156
Time: 6-9:30 p.m., Wed, May 13-20
Cost: $119

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.

Course Code #: 28374
1 Session: 2 hours, CEU 0.2
Landscape and Horticulture Building, LHT 110
Time: 6:30-8:30 p.m., Wed, May 27
Cost: $59

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

*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
Basic programming skills and the ability to extract, manipulate and understand data are in-demand for the 21st century workforce. Unlocking business intelligence through analysis of "big data," using Blockchain technology to secure business transactions and harnessing the power of Artificial Intelligence to propel business are driving forces for today’s cutting-edge businesses.

**DATA ANALYTICS AND VISUALIZATION**

For the past four years, Glassdoor.com has rated Data Scientist as the 'Best Job in America.' Data science allows companies to make data driven decisions to improve the performance of the organization. Companies are adopting a culture where data drives decisions in marketing, sales, finance and purchasing. Through a progression of courses at CCM, you can earn a Certificate in Data Analytics or Data Visualization.

### DATA ANALYTICS CERTIFICATE PROGRAM

**Prerequisite: A solid foundation in Microsoft Excel**. The CCM Certificate in Data Analytics, offered through Workforce Development, provides participants with data acumen in the areas of data manipulation, visualization and interpretation. To obtain your certificate, you must take all of the following courses. Classes may be taken in any order, but the recommended sequence is:

<table>
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<tr>
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<tbody>
<tr>
<td>CPC-603</td>
<td>Introduction to R Programming and Data Science</td>
<td>1</td>
</tr>
<tr>
<td>CPC-629</td>
<td>Business Analytics with Excel</td>
<td>0.6</td>
</tr>
<tr>
<td>CPC-624</td>
<td>Visual Basic Applications in Excel</td>
<td>0.6</td>
</tr>
<tr>
<td>CPC-625</td>
<td>Tableau I</td>
<td>0.6</td>
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<tr>
<td>CPC-626</td>
<td>Tableau II</td>
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Through hands on projects, students will gain a working knowledge of data science and develop a working toolkit of software applications.

### DATA VISUALIZATION CERTIFICATE PROGRAM

The CCM Certificate in Data Visualization provides participants with an understanding of a visualization tool which presents large amounts of complex data in an easy to understand format. Visual context such as charts and graphs make it easy to identify correlations, patterns, trends or areas needing improvement.

By taking all four courses, individuals will be prepared to take the Tableau Desktop Specialist certification exam. To obtain your data visualization certificate, you must take all of the following courses:

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<tr>
<td>CPC-625</td>
<td>Tableau I</td>
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<tr>
<td>CPC-627</td>
<td>Tableau III</td>
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<tr>
<td>CPC-628</td>
<td>Tableau IV</td>
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Web registration at [https://webadvisor.ccm.edu](https://webadvisor.ccm.edu) for instant enrollment.
INTRODUCTION TO R PROGRAMMING AND DATA SCIENCE
PREREQUISITE: Working knowledge of personal computers.
This ten-hour course introduces students to R, a free, open source, statistical software program used to analyze large data sets. Students will complete projects analyzing large data sets related to environmental and business issues. The course will cover exploratory data analysis techniques, visualization methods, modeling and ideas in reproducible research. R’s widespread 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, incorporating technology into statistics lessons, an element of the common core curriculum. At the completion of this introductory class, students will be able to produce their own R-based report in their own business or school environment. Enrollment is limited to 20. CPC-603.

INSTRUCTOR: Kelly Fitzpatrick, MA
Course Code #: 28871
5 Sessions: 10 hours, CEU 1.0
Cohen Hall, CH 156
Time: 5:30-7:30 p.m., Thurs, Jan 23-Feb 20
Cost: $499

BUSINESS ANALYTICS WITH EXCEL
PREREQUISITE: Proficient/intermediate knowledge of MS Excel.
The Business Analytics course is designed to teach students how data science is applied in business. Students will utilize the Analysis ToolPak built into Excel to explore concepts in correlation, regression analysis and hypothesis testing. Students will learn the theory behind these statistical methods as they master the practical application. Students will explore multivariate analysis and how correlation can help them understand portfolio diversification and design. ‘What If’ analysis will be covered utilizing the Solver and Go Seek features of Excel. CPC-629.

INSTRUCTOR: Rrez Zejnullahi-Berisha, MA
Course Code #: 28877
2 Sessions: 6 hours, CEU 0.6
Cohen Hall, CH 156
Time: 6-9 p.m., Mon and Wed, Feb 3-5
Cost: $299

VISUAL BASIC APPLICATIONS IN EXCEL
PREREQUISITE: Proficient knowledge of MS Excel.
You will learn how to apply the VBA programming language to make your Excel spreadsheets much more powerful. This course starts out with learning how to record macros and the basics of VB programming. The course will teach you to read, write and debug VB code. You will also learn how to pass lists and floating variables though VB. The course will teach you to use conditional statements and create input and message boxes. At the end of this course, you will be familiar with the VBA programming language as it applies to Microsoft Excel. You will be able to apply this knowledge to make interactive and fully functional spreadsheets. CPC-624.

INSTRUCTOR: Kelly Fitzpatrick, MA
Course Code #: 28872
1 Session: 6 hours, CEU 0.6
Cohen Hall, CH 156
Time: 9:30 a.m.-4:30 p.m., Fri, Feb 28
Cost: $299

TABLEAU
Tableau has advanced capability to analyze large datasets easily. Tableau allows users to analyze data using multiple dimensions and creates tables and visualizations ready for the boardroom. Start your journey to the CCM Data Visualization Certificate with Tableau I and take all four classes. Following the CCM courses, if you are interested in demonstrating your mastery of Tableau, there are multiple levels of certification available through Tableau. Search https://tinyurl.com/Tableau-Certifications.

INSTRUCTOR: Kelly Fitzpatrick, MA
Tableau included with all classes.

TABLEAU I
The first session in CCM’s four-part series introduces Tableau. Learn basic Tableau fundamentals as well as connecting and preparing data, exploring data and managing, sorting and grouping data. CPC-625.

*Textbook included.
Course Code #: 28873
1 Session: 6 hours, CEU 0.6
Cohen Hall, CH 156
Time: 9:30 a.m.-4:30 p.m., Fri, March 13
Cost: $499

TABLEAU II
This course picks up where Tableau I leaves off, and includes saving and sharing, filtering data, custom visualizations and creating maps, dashboards and stories. CPC-626.

*Textbook included.
Course Code #: 28874
1 Session: 6 hours, CEU 0.6
Cohen Hall, CH 156
Time: 9:30 a.m.-4:30 p.m., Fri, April 24
Cost: $499

TABLEAU III
Students will move beyond fundamentals to perform advanced data visualization. Blend data to visualize relationships, join data, access data in PDFs and refine your visualizations with sets and parameters. CPC-627.

*Textbook included.
Course Code #: 28875
1 Session: 6 hours, CEU 0.6
Cohen Hall, CH 156
Time: 9:30 a.m.-4:30 p.m., Tues, May 19
Cost: $499

TABLEAU IV
Complete the CCM Tableau series and earn your Data Visualization Certificate as you conclude with manipulating data with calculations, visualizing data with advanced calculations, performing statistical analysis and forecasting and learning to enrich visualizations, dashboards and maps. CPC-628.

*Textbook included.
Course Code #: 28876
1 Session: 6 hours, CEU 0.6
Cohen Hall, CH 156
Time: 9:30 a.m.-4:30 p.m., Tues, June 9
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.
CPC-621 Introduction to Computer Programming
CPC-622 Python Programming
CPC-623 Python Programming: Special Topics (Numerical Computing)
CPC-616 JavaScript
CPC-613 C++ Object Oriented Programming
CPC-612 C# - Intro to Programming Concepts
CPC-603 Introduction to R Programming and Data Science
CPC-624 Visual Basic Applications in Excel

**INTRODUCTION TO CODING AND COMPUTER PROGRAMMING**

This classroom course will provide an overview of programming methodology for those without prior coding experience, and aims to prepare those interested in any of the language-specific programming courses offered at CCM (R, C#, C++ and Python). Topics covered will include computer science fundamentals (data types, data structures, input/output, functions, sorting/searching, program structure, etc.) and basic algorithm. CPC-621.

**INSTRUCTOR:** Samuel Jacobs, MEng
Course Code #: 28321
2 Sessions: 8 hours, CEU 0.8
Henderson Hall, HH 215
Time: 8:30 a.m.-12:30 p.m., Sat, Feb 8-15
Cost: $229

**PYTHON PROGRAMMING**

**PYTHON INTRODUCTION**

**PREREQUISITE:** Introduction to Computer Programming or prior coding experience. Python is a general-purpose programming language. Its simplicity, robust extensibility and 3rd-party package availability make it an ideal language to learn for any application. Professional-quality packages are freely available for scientific computing, networking, web development, databases, image processing, cryptography and dozens of other applications. Additionally, most code written in Python is platform-independent or easily portable, making distribution straightforward as a developer. In this course, students are introduced to the core language, learn about built-in data types and functions and work with imported modules. Students will directly apply these topics to a series of in-class projects. CPC-622.

**INSTRUCTOR:** Samuel Jacobs, MEng
Course Code #: 28322
3 Sessions: 9 hours, CEU 0.9
Cohen Hall, CH 156
Time: 9 a.m.-12 p.m., Sat, Feb 22-March 7
Cost: $499

**PYTHON SPECIAL TOPIC: NUMERICAL COMPUTING**

**PREREQUISITE:** Prior Python experience, STEM background.
This course is aimed at those with a STEM background looking to lessen their reliance on Excel or MATLAB with the use of high quality, freely available scientific packages in the Python ecosystem. Topics covered will include an introduction to the Spyder IDE and the Python packages SciPy (FFT, Optimization, Image Processing), NumPy (Linear Algebra), and Matplotlib (2D/3D data visualization). CPC-623.

**C++ OBJECT ORIENTED PROGRAMMING**

**PREREQUISITE:** Introduction to Computer Programming, the C# class or prior coding experience.

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 the core language. This makes C++ one of the most popular languages today. This course builds on the 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. Search CPC.

**INSTRUCTOR:** Roberta Principe, MS
Course Code #: 28324
10 Sessions: 30 hours, CEU 3.0
Emeriti Hall, EH-229
Time: 6-9 p.m., Tues, April 7-June 9
Cost: $599

**OFFERED IN FALL 2020**

**C# - INTRO TO PROGRAMMING CONCEPTS**

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

C# is a simple, modern, general-purpose, object-oriented programming language, borrowing key concepts from several other languages. This class is an introduction to programming concepts such as variable and argument usage, decision structures and loops. CPC-612.

**JAVASCRIPT**

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

JavaScript is a dynamic, interpretive object-oriented language, most often used for web pages, but with other useful applications. Learn to add functionality to web pages in this hands-on course as you master the most common and useful features of the JavaScript language. CPC-616.

*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
INSTRUCTOR: CCM Staff

Course Code #: 28325
4 Sessions: 10 hours, CEU 1.0
Cohen Hall, CH 156
Time: 10:30 a.m.-3 p.m., Wed and Fri, Apr 2-Mar 17
Cost: $499

INTRODUCTION TO R
PROGRAMMING AND DATA SCIENCE

PREREQUISITE: Working knowledge of personal computers.

This ten-hour course introduces students to R, a free, open source, statistical software program used to analyze large data sets. Students will complete projects analyzing large data sets related to environmental and business issues. The course will cover exploratory data analysis techniques, visualization methods, modeling and ideas in reproducible research. R’s widespread 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, incorporating technology into statistics lessons, an element of the common core curriculum. At the completion of this introductory class, students will be able to produce their own R-based report in their own business or school environment. Enrollment is limited to 20. CPC-603.

INSTRUCTOR: Kelly Fitzpatrick, MA

Course Code #: 28871
5 Sessions: 10 hours, CEU 1.0
Cohen Hall, CH 156
Time: 5:30-7:30 p.m. Thurs, Jan 23-Feb 20
Cost: $499

VISUAL BASIC APPLICATIONS IN EXCEL

PREREQUISITE: Proficient knowledge of MS Excel.

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INSTRUCTOR: Kelly Fitzpatrick, MA

Course Code #: 28872
1 Session: 6 hours, CEU 0.6
Cohen Hall, CH 156
Time: 9:30 a.m.-4:30 p.m., Fri, Feb 28
Cost: $299

COMPTIA® CERTIFICATIONS

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

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<td>CPC-601</td>
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COMPTIA® A+
COMPUTER SERVICE TECHNICIAN

The value of certification to an IT professional is without question. Cement your knowledge of computer operating systems, networking, using mobile devices and understanding the importance of security with CompTIA® A+ certifications, the benchmark of most entry-level positions in Information Technology. Achieve professional accreditation AND make yourself more marketable to employers.

Completing two classes— Core 1 and Core 2 – 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.

COMPTIA® A+ CORE 1
PREREQUISITE: Working knowledge of personal computers.

You do not need to enroll in the certificate program to benefit from these courses. Upon completion of both courses, you may be awarded the CompTIA® A+ Computer Service Technician Certificate of Completion. See “Certificates and Transcripts” in General Information.

*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.

For complete program details and curriculum information, please visit our online catalog at https://www.ccm.edu/workforce
**COMPTIA® NETWORK+ CERTIFICATION**

This course enables 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.

**COMPTIA® NETWORK+**

**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

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 cost of the course. CPC-606.

*Textbook required; see below. Search CPC.*

**INSTRUCTOR:** James Lam, CISA, CISM, CRISC, TOGAF, ACC, MSc., MySQL Associate

**Course Code #:** 28863

13 Sessions: 40 hours, CEU 4.0

Emeriti Hall, EH 211

Time: 6-9:05 p.m., Fri, March 20–June 26 (no class April 10, May 22)

Cost: $799

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**COMPTIA® SECURITY+ CERTIFICATION**

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.

**COMPTIA® SECURITY+**

**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 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. The CompTIA® exam registration fee is not included in the cost of the course. CPC-611.

*Textbook required; see below. Search CPC.*

**INSTRUCTOR:** James Lam, CISA, CISM, CRISC, TOGAF, ACC, MSc., MySQL Associate

**Course Code #:** 28864

10 Sessions: 40 hours, CEU 4.0

Emeriti Hall, EH 210

Time: 8:30 a.m.-12:30 p.m., Sat, April 18–June 27 (No class May 23)

Cost: $799

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**CISCO® CCNA CERTIFICATION PREP**

**NEW FOR SPRING 2020**

Cisco® has updated the Certified Network Associate (CCNA) effective February 2020. The certification exam has been updated and streamlined into ONE certification exam. This course prepares you to sit for the new CCNA exam. According to Cisco®, 78% of technology executives and managers consider technical certifications to be a critical success factor, and 99% of organizations use certifications in making hiring decisions. You can earn a CCNA to establish your credentials in the ever-changing networking industry. Bring your skills up to date with the latest in networking, security, automation and programmability. Boost your confidence and credibility. This single certification validates your expertise across many IT careers. CNA-105.

**INSTRUCTOR:** Susan Wise, AAS

**Course Code #:** 28866

Dates: April 25–June 30

Time: TBD

For additional information regarding this course offering, please go to www.ccm.edu/workforce

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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.

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**NETWORKING AND COMMUNICATIONS**

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

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Web registration at https://webadvisor.ccm.edu for instant enrollment
The world of technology changes rapidly. Existing older technologies become more sophisticated, and a whole realm of new and emerging technologies are changing behaviors and everyday life at warp speed. AI, or artificial intelligence, is not limited to self-driving cars. AI is behind things we now take for granted – computer search engines, personal assistants like Siri® and Alexa®, ride-sharing apps, health care and industry and business applications that touch everyone’s lives. Blockchain is a secure, continuously updated record available for view by everyone to check on the security and veracity of ownership of items of value. Most people think of cryptocurrency, one of the most common applications, but it also aids in the instant transfer of payments and reduces settlement times in transactions.

Let CCM’s experts teach you about these new trends so you can remain on the cutting edge of technology.

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<td>CPC-620</td>
<td>Artificial Intelligence (AI)</td>
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<tr>
<td>CPC-610</td>
<td>Fundamentals of Blockchain</td>
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**ARTIFICIAL INTELLIGENCE (AI)**

**PREREQUISITE:** Ability to write code in Python.

**REQUIREMENT:** Students will be required to establish a personal FloydHub account at the first class and should bring a credit card.

This course is a technical class where students will code artificial intelligence models in Python. You will learn about AI concepts in machine learning and deep learning neural networks. You will apply this knowledge, along with skills in Python, to efficiently work on AI projects in your chosen area that may include computer vision, reinforcement learning, natural language processing and more. CPC-630

**INSTRUCTOR:** Joshua Denholtz, ME

Course Code: 28891
15 Sessions: 40 hours, CEU 4.0
Dates: January 27 - May 11 (no class March 16)
Time: 5:30 - 8:15 p.m. Limited to 5 students.
Location: TBD
Cost: $799

**FUNDAMENTALS OF BLOCKCHAIN**

This course is an introduction to 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:** CCM Instructor

Dates and Time: TBD
For additional information regarding this course offering, please go to www.ccm.edu/workforce

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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.*
MICROSOFT OFFICE SUITE

Upon earning a certification, 23% of Microsoft certified technologists reported receiving up to a 20% salary increase. What’s more, certified employees are often entrusted with supervising their peers—putting them on the fast track for a promotion. (Microsoft.com)

INTRODUCTION TO MICROSOFT OFFICE AND 365

PREREQUISITE: Basic Windows knowledge and computer skills. This beginner-level course is an introduction to the most popular Microsoft Office applications: Outlook, Word, Excel and PowerPoint, as well as MS 365, the cloud-based version of the MS Office package. Knowledge of MS applications, used almost universally in the workplace, are often minimum requirements. Learn how to create calendar entries and meeting invitations, a simple text document, a basic spreadsheet and a simple slide presentation. Students with no prior MS Office experience should start with this course and progress to the essentials courses, with a goal of becoming a certified MS Office Specialist. MOS-117.

INSTRUCTOR: Patricia Callahan, MBA
Course Code #: 28731.
1 Session: 6 hours, CELI 0.6
Henderson Hall, HH 114
Time: 9 a.m.-4 p.m., Tues, Jan 21
Cost: $129

WORD ESSENTIALS

Who Should Attend: In today’s office environment, Microsoft Word is used to create most all documents. Whatever your job title, a mastery of Microsoft Word is essential. In this course, learn to create and manage professional quality documents with ease, while streamlining your work process and improving efficiency. This program is for individuals who have a desire to become proficient in understanding and applying the features of Microsoft Word.

Word Essentials begins with the basics of creating and working with documents, expands to templates, lists, tables and borders, continues with special formatting, tools such as spell check, readability statistics and references and culminates with powerful tools like mail merge, tables of contents, indexes and much more. Topics covered align with the core Word Microsoft 2016 Office Specialist (MOS) certification exam. The knowledge gained in this program will prepare individuals to be successful in obtaining their certification.

Textbooks are included in this course. Receive a 50% discounted exam voucher for the MOS Word Specialist Core Exam at CCM’s state-of-the-art Testing Center. The exam voucher, a $150 value, will be available to you for $75 and includes your test access code with GMatixx self-study modules, GMatixx timed exam practice sessions, 1 practice exam, the Certification Exam and 1 exam retake CCM’s state-of-the-art Testing Center is located in the Learning Resource Center. MOS-118.

INSTRUCTOR: Laraine Gilberti, BA
Course Code #: 28732
8 Sessions: 24 hours, CELI 2.4
Henderson Hall, HH 114
Time: 9 a.m.-12 p.m., Tues and Thurs, Jan 26 – Feb 20
Cost: $399

*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.
**EXCEL ESSENTIALS**

**Who Should Attend:** This course is for individuals who have a desire to become proficient in understanding and applying the features of Microsoft Excel. Start with the Essentials class and keep going until you are certified. Enhance your skills with our Special Topics in Excel to boost your resume even further.

Topics covered in Excel Essentials align with the core Excel Microsoft 2016 Office Specialist (MOS) certification exam. The knowledge gained in this program will prepare individuals to be successful in obtaining their certification.

Excel Essentials will teach you the essential Excel skills to make yourself invaluable to any organization. You will create, modify and format worksheets, modify cells, columns and rows and print and manage workbooks. Learn formulas, insert functions, use conditional formatting and templates, as well as create and modify charts, construct pivot tables and master many other of the amazing Excel tools.

Textbooks are included in this course. Receive a 50% discounted exam voucher for the MOS Excel Specialist Core Exam at CCM’s state-of-the-art Test Center. The exam voucher, a $150 value, will be available to you for $75 and 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.

CCM's state-of-the-art Test Center is located in the Learning Resource Center. MOS-120.

**Two sections are offered.**

**INSTRUCTOR:** Lisa Kenneweg, BS

**Course Code #: 28733**

8 Sessions: 24 hours, CEU 2.4

**Henderson Hall, HH 114**

Time: 9 a.m.-12 p.m., Mon and Wed, March 8-4 April 6 (No class March 23)

Cost: $399

**INSTRUCTOR:** Rreze Zejnullahi-Berisha, MA

**Course Code #: 28735**

4 Sessions: 20 hours, CEU 2.0

**Henderson Hall, HH 113**

Time: 9 a.m.-3 p.m., Sat, April 25-May 16

Cost: $399

**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 professionals 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 enhance productivity and create custom business templates and multiple-axis financial charts, amortization tables and inventory schedules.

Textbooks are included in this course.

Receive a 50% discounted exam voucher for the MOS Excel Expert Exam at CCM’s state-of-the-art Test Center. The exam voucher, a $150 value, will be available to you for $75 and 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.

CCM’s state-of-the-art Test Center is located in the Learning Resource Center. MOS-308.

**INSTRUCTOR:** Rreze Zejnullahi-Berisha, MA

**Course Code #: 28877**

1 Session: 6 hours, CEU 0.6

**Henderson Hall, HH 116**

Time: 6-9 p.m., Mon and Wed, Feb 3-5

Cost: $299

**SPECIAL TOPICS IN EXCEL**

A company’s ever-increasing need to access, understand and harness the power of data makes it essential to have employees on board who can manage and analyze the data. With the power of Excel, it is easier than ever to use data to drive business decisions.

**PIVOT TABLES FOR DATA ANALYTICS - ADVANCED USERS**

**PREREQUISITE:** Experience working with Excel and basic Pivot Tables. 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 pivot tables to summarize data, but Excel is capable of doing much more. Being able to harness the power of advanced pivot table 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 be made with a stronger understanding of the underlying data.

**INSTRUCTOR:** Rreze Zejnullahi-Berisha, MA

**Course Code #: 28100**

2 sessions: 6 hours, CEU 0.6

**Henderson Hall, HH 114**

Time: 6-9 p.m., Mon and Wed, Feb 17-19

Cost: $199

**PARKING PERMIT**

Use the parking pass on page 53 or stop by the public safety building for a parking permit.

* *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.*
VISUAL BASIC APPLICATIONS IN EXCEL (VBA)  
PREREQUISITE: Proficient Intermediate knowledge of MS Excel.  
You will learn how to apply the VBA programming language to make your Excel spreadsheets much more powerful. This course starts out with learning how to record macros and the basics of VB programming. The course will teach you to read, write and debug VB code. You will also learn how to pass lists and floating variables though VB. The course will teach you to use conditional statements and create input and message boxes. At the end of this course, you will be familiar with the VBA programming language as it applies to Microsoft Excel. You will be able to apply this knowledge to make interactive and fully functional spreadsheets. CPC-624.  
INSTRUCTOR: Reze Zejnullahi-Berisha  
Course Code #: 28102  
1 Session: 6 hours, CEU 0.6  
Henderson Hall, HH 113  
Time: 9 a.m.-4 p.m., Fri, March 20  
Cost: $199

EXCEL FUNCTIONS: ENHANCE YOUR WORKSHEETS UTILIZING ADVANCED FUNCTIONS  
PREREQUISITE: Understand and use intermediate Excel 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. WDT-138.  
INSTRUCTOR: Kelly Fitzpatrick, MA  
Course Code #: 28872  
1 Session: 6 hours, CEU 0.6  
Cohen Hall, CH 156  
Time: 9:30 a.m.-4:30 p.m., Fri, Feb 28  
Cost: $299

POWERPOINT – INTRODUCTION  
PREREQUISITE: Basic understanding of Microsoft Windows.  
Master 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. WDT-140.  
INSTRUCTOR: Emily O’Brien, AS  
Course Code #: 28103  
2 Sessions: 6 hours, CEU 0.6  
Henderson Hall, HH 113  
Time: 9 a.m.-12 p.m., Tues and Thurs, Jan 28-30  
Cost: $199

POWERPOINT ADVANCED – DESIGN SKILLS TO CREATE A CUTTING-EDGE PRESENTATION  
PREREQUISITE: Working knowledge of PowerPoint.  
This course is for those who already know how to create a PowerPoint presentation, but want to learn advanced functions that will make your presentation sensational. Capture your audience with easy to use, impressive and powerful PowerPoint features that most people do not 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. WDT-141.  
INSTRUCTOR: Reze Zejnullahi-Berisha, MA  
Course Code #: 28105  
2 Sessions: 6 hours, CEU 0.6  
Cohen Hall, CH 156  
Time: 6-9 p.m., Mon and Wed, April 20-22  
Cost: $199

MICROSOFT TEAMS – COLLABORATIVE COMMUNICATION IN THE WORKPLACE  
PREREQUISITE: Personal computer skills.  
Microsoft Teams is the robust upgrade replacement for Skype for Business and is included in Microsoft Office 365. Teams is the pivotal communications app within Office 365. It maximizes and heightens both group and one-on-one work collaboration. Navigate the interface and features, as well as its seamless tie-in with Microsoft OneDrive. Learn to send instant messages, initiate audio and video conferencing, share and present files in an online meeting, set up scheduled meetings, create strong meeting agendas, switch seamlessly between two active meetings, create unimportant gatherings, share your screen, record and manage meetings using Microsoft Stream, as well as add other program apps and web resources to any of your Teams. WDT-142.  
INSTRUCTOR: Alyce Garver, BA  
Course Code #: 28106  
1 Session: 6 hours, CEU 0.6  
Emeriti Hall, Eh 211  
Time: 9 a.m.-4 p.m., Thurs, March 5  
Cost: $199

ONE NOTE INTRODUCTION  
Microsoft OneNote is a powerful tool that provides a wide range of features for all users. Getting the most out of those features is the focus of this workshop. Topics covered in this workshop include creating a notebook, formatting text, handwriting text, drawing shapes, advanced picture tasks, customizing pages, working with sections and section groups, syncing a notebook, managing notebook properties, managing OneNote files and hacking up OneNote files. The course also covers editing tools, tags, Quick Notes and Docked Notes. Sharing, collaborating with teams, saving and printing notebooks is also discussed. The course wraps up with a look at how to customize the interface. WDT-152.  
INSTRUCTOR: Rita Williams-Bogar, MBA, CPCU, ARM, AII, AINS, ChFC  
Course Code #: 28116  
1 Session: 4 hours, CEU 0.4  
Henderson Hall, HH 114  
Time: 1 p.m.-5 p.m., Tues, March 31  
Cost: $119

ADDITIONAL MICROSOFT APPLICATIONS FOR EVERY PROFESSIONAL

OUTLOOK INTRODUCTION  
PREREQUISITE: Basic understanding of Microsoft Windows.  
Email is one of the most widely used methods of communication, whether for business or personal use. In this course, you will use Outlook to send, receive and manage email messages, manage your contact information, schedule appointments and meet-

*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.

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

WORDPRESS FOR BUSINESSES, ENTREPRENEURS AND BLOGGERS

Prerequisites: Working knowledge of computers.
Requirements: Students will be required to establish a WordPress account at the first class and should bring a credit card.

WordPress is a powerful web design platform that is user-friendly for those with little-to-no programming experience. This course covers how to create a modern WordPress website that allows for flexibility and easy updates, with many popular embedded features such as plugins that can expand reach through social media. At the end of this course, students will have an understanding of how to create a fully functional WordPress website. WDA-243.

Instructor: John Hester, BA
Course Code #: 28851
5 Sessions: 20 hours, CEU 1.5
Henderson Hall, HH 114
Time: 6-9 p.m., Thurs, April 2-30
Cost: $299

MODIFYING AND CREATING WEB PAGES WITH HTML5 & CSS3

Prerequisites: Competent computer skills, working knowledge of the Windows operating system and familiarity with the Internet or WDA-244.

Are you frustrated with adding to or modifying Web pages created by someone else? This introductory course in HTML5 (Hypertext Markup Language) and CSS (Cascading Style Sheets) provides the foundation for all webpages. You can access any Web page no matter who or what created it and add new and structure all types of webpages. The CSS3 skills enable you to format text and incorporate graphics and multimedia and create interactive forms using the most current Web styling techniques used today.

This course is ideal for Graphic Designers who wish to become familiar with Web sites and add that skill to their offerings. WDA-245.

Instructor: CIro Petti, PMP, MCT, MSO
Course Code #: 28852
6 Sessions: 18 hours, CEU 1.5
Cohen Hall, CH 156
Time: 6-9 p.m., Tues and Thurs, April 30-May 19
Cost: $399

WEBPAGE INTERACTIVITY WITH JAVASCRIPT AND JQUERY

Prerequisites: Competent computer skills, working knowledge of the Windows operating system and familiarity with the Internet or MODIFYING AND CREATING WEB PAGES WITH HTML5 & CSS3.

JavaScript is the interactive engine of your Web site. It enables you to easily create and add lightweight instructions to your Web pages that respond to user needs and actions. See how this useful, powerful and easy to understand language is used to develop intuitive animations and user interaction for your Web site. You will create many useful interactive pages with JavaScript and jQuery with little effort.

Learn how to create an animated Frequently Asked Questions (FAQ) page, improve the presentation of images, interactive navigation bars, tabbed panels, photo gallery and fade page elements in and out. Construct slide shows, rollovers, banners and more. Produce slide shows, images that fade in and out, text boxes that accordion open to reveal their contents, interactive data entry forms and active navigation bars. After taking this course, you will be eager to start adding attention getting motion and interactivity to Web pages. WDA-245.

Instructor: CIro Petti, PMP, MCT, MSO
Course Code #: 28853
6 Sessions: 18 hours, CEU 1.8
Cohen Hall, CH 156
Time: 6-9 p.m., Tues and Thurs, June 2-18
Cost: $399

Use the parking pass on page 53 or stop by the public safety building for a parking permit.
The manufacturing industry is an important part of the economy of Morris County and northern New Jersey. The industry supports jobs and careers with good wages and benefit packages. County College of Morris is committed to supporting the needs of employers for a well-trained workforce through training classes and programs for their current workers while also providing the skills necessary for job seekers to enter the advanced manufacturing industry. The below selection of classes is just the start of an expanding program of advanced manufacturing training classes. Continue to check the Workforce Development website for up-to-date information on program offerings, dates, times and location.

**COMPUTER AIDED DESIGN (CAD)**

CCM offers a variety of courses in 2-D, 3-D and solid modeling Computer Aided Design (CAD). Industry professionals use CAD in many contexts. It is an essential skill set you can continue to build, with advanced courses covering various types of modeling.

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<td>CAD-120</td>
<td>AutoCAD Level 2: Beyond Basic</td>
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<td>CAD-115</td>
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<td>CAD-112</td>
<td>AutoCAD Civil 3D</td>
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**AUTOCAD LEVEL 1: BASIC 2-D DRAWING**

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

**INSTRUCTOR:** Anthony Gaffney, BA  
Course Code #: 28341  
7 Sessions: 24 hours, CEU 2.4  
Sheffield Hall, SH 169  
Time: 9 a.m.-12:30 p.m., Sat, Feb 1-March 14  
Cost: $499

**AUTOCAD LEVEL 2: BEYOND BASIC**

This course continues the concepts introduced in the Basic 2D Drawing class. It is designed for the AutoCAD user looking to advance their knowledge of AutoCAD to comprehend and utilize features, command, 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, BA  
Course Code #: 28342  
6 Sessions: 21 hours, CEU 2.1  
Sheffield Hall, SH 169  
Time: 9 a.m.-12:30 p.m., Sat, March 28-May 9 (no class April 11)  
Cost: $419

**AUTOCAD LEVEL 3: ADVANCED**

This course is designed for the seasoned AutoCAD user looking to progress into the more advanced features and tools within AutoCAD. Applications to be covered include parametrics, creating and editing dynamic blocks and advanced layer management tools with external references. Also, working with the sheet set manager, configuring CAD standards, program customization and menus, macros, lisp routines and tool palettes. Introduction to 3D modeling. Students will get hands-on experience working with real world drawing examples and exercises in a supervised CAD lab. CAD-115.

**INSTRUCTOR:** Anthony Gaffney, BA  
Course Code #: 28343  
7 Sessions: 21 hours, CEU 2.1  
Sheffield Hall, SH 162  
Time: 6-9 p.m., Wed, Jan 29-March 11  
Cost: $419

*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.*

Tony, Thank you for your efforts . . . you are tops! I did 90% of my education at night school and was always impressed how people from the trenches were such practical and effective teachers.

Gary Schmitt
**AUTOCAD CIVIL 3D**
For professionals already experienced in AutoCAD, a healthy knowledge of AutoCAD Civil 3D is a real resume booster and ups your appeal to prospective employers. For current engineering students, this is a great addition as you seek internship opportunities. Also great for current industry professionals who need to update their knowl-
dge but cannot take time away from the work schedule, or anyone else that may be looking to learn or to just 'brush up' their skillset. Topics Covered: AutoCAD Civil 3D user interface, create points, point styles and label styles, work with point groups, create, edit, view and analyze surfaces, create data shortcuts, create and edit alignments, create profiles and profile views, assemblies, cor-
ridors and intersections, cross-sections and grading solutions. CAD-112.
*Textbook required; see below. Search CAD.
**INSTRUCTOR:** Anthony Gaffney, BA
Course Code #: 28344
10 Sessions: 30 hours, CEU 3.0
Sheffield Hall, SH 162
Time: 6-9 p.m., Wed, April 1-June 3
Cost: $599

**SOLIDWORKS 1: INTRODUCTION**
SolidWorks is a parametric computer-aided design and engineering (CAD/CAE) solid modeling design package. Using SolidWorks, users can generate three kinds of interconnected files: parts, assemblies and drawings. Through the SolidWorks user interface, students will learn about 2D sketching, basic 3D functions (extrude, revolve, etc.) and intermediate 3D functions (sweep, loft, etc.). Learn fundamental operations in SolidWorks necessary for any designer, drafter or engineer. Each topic will have an associated exercise for 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 be used for job interviews as evidence of proficiency. CAD-116.
**INSTRUCTOR:** Jeff Stearns, BS
Course Code #: 28347
5 Sessions: 12.5 hours, CEU 1.25
Sheffield Hall, SH 162
Time: 6:30-8:30 p.m., Fri, April 24-May 22
Cost: $399

**SOLIDWORKS 2: ADVANCED**
**PREREQUISITE:** SolidWorks 1 or prior SolidWorks experience.
SolidWorks 2 is intended for intermediate level users and will cover sketching techniques including 3D sketches and splines. Topics include advanced modeling techniques such as multi-body parts and assemblies, sheet metal parts, mold cavities from parts, animation, display states, renderings and finite element analysis (FEA). SolidWorks has excellent surface modeling techniques such as multi-body parts and assemblies, sheet metal parts, mold cavities from parts, animation, display states, renderings and finite element analysis (FEA). SolidWorks has excellent surface modeling tools, and students will use them to create complex, free-form shapes. Like SolidWorks 1, students will be able to save models made in class for use as proof of advanced solid modeling proficiency. CAD-117.
**INSTRUCTOR:** Jeff Stearns, BS
Course Code #: 28348
5 Sessions: 12.5 hours, CEU 1.25
Sheffield Hall, SH 162
Time: 6-8:30 p.m., Thurs, March 19-April 16
Cost: $399

**SOLID MODELING CAD**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAD-116</td>
<td>SolidWorks 1: Introduction</td>
<td>1.25</td>
</tr>
<tr>
<td>CAD-117</td>
<td>SolidWorks 2: Advanced</td>
<td>1.25</td>
</tr>
<tr>
<td>CAD-114</td>
<td>Inventor Solid Modeling CAD</td>
<td>1</td>
</tr>
</tbody>
</table>

**INVENTOR SOLID MODELING CAD**
Inventor is intended for the prospective designer, inventor, prototype, draftsperson, test fixture designer and advanced manufacturing technician, operator or engineer. This ten-hour course harnesses the power of the 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. 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 be used for job interviews as evidence of proficiency. CAD-114.
**INSTRUCTOR:** Jefferson Cartano, MS
Course Code #: 28346
5 Sessions: 10 hours, CEU 1.0
Sheffield Hall, SH 169
Time: 6:30-8:30 p.m., Fri, April 24-May 22
Cost: $399

*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.*
Today’s world of Advanced Manufacturing is a blend of fundamental and new skills. Basic blueprint reading is a must-have for everyone from line to leadership. These one-day, six-hour skills enhancement courses provide novice and experienced workers with new knowledge and refresh the toolkit required of all staff in the manufacturing arena. An introduction to Six Sigma provides an understanding of the fundamentals of this dynamic set of process tools. In addition, CCM offers Six Sigma certification prep courses at the Yellow Belt and Green Belt levels.

Companies that would like to have any of the following training programs customized for employees should contact Beth Rodgers at brodgers@ccm.edu or 973-328-5186

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>WDT-144</td>
<td>Shop Math &amp; Measurement Instruments</td>
<td>0.6</td>
</tr>
<tr>
<td>WDT-145</td>
<td>Blueprint Reading</td>
<td>0.6</td>
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<tr>
<td>WDT-146</td>
<td>Geometric Dimensioning and Tolerancing (GD&amp;T)</td>
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<tr>
<td>WDT-147</td>
<td>Introduction to Engineering Drawing</td>
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</tr>
<tr>
<td>WDT-148</td>
<td>Manual Machining</td>
<td>0.6</td>
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<tr>
<td>WDT-149</td>
<td>Computer Numerical Controls (CNC)</td>
<td>0.6</td>
</tr>
<tr>
<td>WDT-150</td>
<td>Six Sigma: An Introduction</td>
<td>0.6</td>
</tr>
<tr>
<td>WDT-151</td>
<td>Principles of Value Stream Mapping</td>
<td>0.6</td>
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</tbody>
</table>

**SHOP MATH & 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 an overview of mathematics, common industry formulas and unit conversions. Individuals will be trained 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. WDT-144.

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

Course Code #: 28108
1 Session: 6 hours, CEU 0.6
Henderson Hall, HH 212
Time: 9 a.m.-4 p.m., Fri, Jan 24
Cost: $199

**BLUEPRINT READING**

This course will teach you how to read shop and engineering blueprints and learn the information needed to fabricate parts and perform assembly operations. You will study current drafting standards and blueprint reading techniques, as well as develop your ability to accurately locate and interpret dimensions on drawings. We will review standard lines and symbols, sketching techniques, orthographic projection, auxiliary views, drawings, dimensions, tolerances, sectional views, title block information, machining specifications and specialized forms of engineering drawings. You will learn how to draw principal and isometric views and understand how blueprints and tolerances relate to the manufacturing process. WDT-145.

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

Course Code #: 28109
1 Session: 6 hours, CEU 0.6
Henderson Hall, HH 212
Time: 9 a.m.-4 p.m., Fri, Feb 14
Cost: $199

**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 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. WDT-146.

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

Course Code #: 28110
1 Session: 6 hours, CEU 0.6
Henderson Hall, HH 212
Time: 9 a.m.-4 p.m., Fri, March 6
Cost: $199

*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
INTRODUCTION TO ENGINEERING DRAWING

Computer aided design is an essential skill in manufacturing and engineering. This course introduces students to the basics of AutoCAD 2D drawing and its applications in the field. Preview the features, commands and techniques that make AutoCAD an invaluable tool with a wide range of applications. WDT-147.

INSTRUCTOR: Anthony Horbert, AAS, CSWA, CSWPA-WD, CSWPA-SM
Course Code #: 28111
1 Session: 6 hours, CEU 0.6
Cohen Hall, CH 156
Time: 9 a.m.-4 p.m., Fri, April 3
Cost: $199

MANUAL MACHINING

This course covers precision measurements and elementary theory of cutting and machining methods with emphasis on the proper operation of the manual lathe and the vertical mill. WDT-148.

INSTRUCTOR: Anthony Horbert, AAS, CSWA, CSWPA-WD, CSWPA-SM
Course Code #: 28112
1 Session: 6 hours, CEU 0.6
Sheffield Hall, SH 161
Time: 9 a.m.-4 p.m., Fri, May 15
Cost: $199

COMPUTER NUMERICAL CONTROLS (CNC)

This course provides a practical application of computerized product development and related prototyping concepts, as well as exposure to basic G-code programming, machine setup, manual and post processed programs, tool offsets and tool changing. Participants will be able to implement all previously learned prototyping concepts to successfully setup and operate CNC milling and CNC turning centers. WDT-149.

INSTRUCTOR: Anthony Horbert, AAS, CSWA, CSWPA-WD, CSWPA-SM
Course Code #: 28113
1 Session: 6 hours, CEU 0.6
Sheffield Hall, SH 161
Time: 9 a.m.-4 p.m., Fri, May 22
Cost: $199

SIX SIGMA: AN INTRODUCTION

Six Sigma is a process and a set of tools 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. WDT-150.

INSTRUCTOR: Jeff Lilley, MBA, BSChE
Course Code #: 28121
2 Session: 6 hours, CEU 0.6
Henderson Hall, HH III
Time: 6-9:15 p.m., Mon and Wed, Jan 28-30
Cost: $199

Course Code #: 28114
1 Session: 6 hours, CEU 0.6
Henderson Hall, HH 215
Time: 9 a.m.-4 p.m., Fri, June 5
Cost: $199

PRINCIPLES OF VALUE STREAM MAPPING

This course introduces 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, identify opportunities for improvement and subsequently design a path to a future desired state. WDT-151.

INSTRUCTOR: Jeff Lilley, MBA, BSChE
Course Code #: 28115
1 Session: 6 hours, CEU 0.6
Henderson Hall, HH 212
Time: 9 a.m.-4 p.m., Fri, June 26
Cost: $199

Over 1800 manufacturing-related jobs were advertised this year in Morris County. A search on Indeed.com shows salaries ranging from $65,000-$95,000 per year.

EARN WHILE YOU LEARN!

Coming spring 2020, new apprenticeship opportunities in manufacturing.
Find out how CCM’s recent grant award can jump start a new career with a manufacturing apprenticeship or assist employers with training for their workforce.
Email wfd@ccm.edu for more information.

*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
Health Occupations

The Center for Workforce Development at County College of Morris offers a range of health occupations training programs to meet the growing demand for entry into healthcare professions, as well as programs for seasoned professionals. Please see below for more information about our programs and visit our website www.ccm.edu/workforce for updates and course schedules.

# ADDICTIONS COUNSELING PROGRAMS

## CERTIFIED ALCOHOL AND DRUG COUNSELOR - CADC

Substance abuse counselors aid in the diagnosis, treatment and recovery process for people who struggle with addiction. Courses cover topics including, but not limited to, assessment, addiction recovery, counseling skills, crisis intervention, group and family counseling, consultation, disability, employment, child and family services, ethics and culture. A supervised externship of 3000 hours is part of the Addiction Professionals Certification Board’s certification requirement.

### GENERAL INFORMATION

**PREREQUISITE:** High School diploma or GED.

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

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

Each individual domain course provides CEUs at 0.6, 1.2, or 1.8 (6 hours, 12 hours or 18 hours respectively), depending on total number of hours per course. CEUs are awarded upon completion of each domain course. While the NJ Division of Consumer Affairs (DCA) and the NJ Addictions Certification Board prefer that you complete the lessons and domains in order, there is no regulatory requirement to do so.

To become a Certified Alcohol and Drug Counselor (CADC), you need to complete the following:

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

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

- **Addiction Professionals Certification Board:** https://certbd.org/ Go to Approved Course; Manuals and Study Guides; CADC Education Materials
- **Legislation:** http://www.njconsumeraffairs.gov/regulations/Chapter-34C-Alcohol-and-Drug-Counselors.pdf
- **Application for licensure:** http://www.njconsumeraffairs.gov/adc/Pages/applications.aspx
- **Frequently Asked Questions:** 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

Visit our website for course descriptions https://www.ccm.edu/workforce/health/cadc

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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.
C504 - PROFESSIONAL GROWTH
ADC-561.
Course Code #: 28264
2 Sessions: 6 hours, CEU 0.6
Cohen Hall, CH 271
Time: 6-9 p.m., Mon and Wed, Feb 17-19
Cost: $99

C505 - PERSONAL GROWTH
ADC-562.
Course Code #: 28265
2 Sessions: 6 hours, CEU 0.6
Cohen Hall, CH 271
Time: 6-9 p.m., Mon and Wed, Feb 24-26
Cost: $99

C506 - DIMENSIONS OF RECOVERY
ADC-563.
Course Code #: 28266
2 Sessions: 6 hours, CEU 0.6
Cohen Hall, CH 271
Time: 6-9 p.m., Mon and Wed, March 2-4
Cost: $99

C507 - SUPERVISION
ADC-564.
Course Code #: 28267
2 Sessions: 6 hours, CEU 0.6
Cohen Hall, CH 271
Time: 6-9 p.m., Mon and Wed, March 9-11
Cost: $99

C508 - CONSULTATION PROFESSIONAL
ADC-565.
Course Code #: 28268
2 Sessions: 6 hours, CEU 0.6
Cohen Hall, CH 271
Time: 6-9 p.m., Mon and Wed, March 16-18
Cost: $99

C509 - COMMUNITY INVOLVEMENT
ADC-565.
Course Code #: 28269
2 Sessions: 6 hours, CEU 0.6
Cohen Hall, CH 271
Time: 6-9 p.m., Mon and Wed, March 23-25
Cost: $99

C101 - INITIAL INTERVIEWING PROCESS
ADC 557.
Course Code #: 28271
1 Session: 6 hours, CEU 0.6
Cohen Hall, CH 271
Time: 9 a.m.-3:30 p.m., Sat, Jan 25
Cost $99

C102 - BIOPSYCHOSOCIAL ASSESSMENT
ADC 917.
Course Code #: 28272
2 Sessions: 12 hours, CEU 1.2
Cohen Hall, CH 271
Time: 9 a.m.-3:30 p.m., Sat, Feb 1-2
Cost $198

C103 - DIFFERENTIAL DIAGNOSIS
ADC 918.
Course Code #: 28273
2 Sessions: 12 hours, CEU 1.2
Cohen Hall, CH 271
Time: 9 a.m.-3:30 p.m., Sat, Feb 15-22
Cost $198

C104 - DIAGNOSTIC SUMMARIES
ADC 919.
Course Code #: 28274
2 Sessions: 12 hours, CEU 1.2
Cohen Hall, CH 271
Time: 9 a.m.-3:30 p.m., Sat, Feb 29-March 7
Cost $198

C105 - PHARMACOLOGY
ADC 543.
Course Code #: 28275
1 Session: 6 hours, CEU 0.6
Cohen Hall, CH 271
Time: 9 a.m.-3:30 p.m., Sat, March 14
Cost $99

C107 - COMPULSIVE GAMBLING
ADC 545.
Course Code #: 28276
1 Session: 6 hours, CEU 0.6
Cohen Hall, CH 271
Time: 9 a.m.-3:30 p.m., Sat, March 21
Cost $99

Use the parking pass on page 53 or stop by the public safety building for a parking permit.
HEALTH OCCUPATIONS

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.

CERTIFIED PEER RECOVERY SPECIALIST COURSE
This course will develop competence and skill in peer recovery support and peer delivered services in a variety of contexts: addiction crisis intervention, referral to treatment services and aftercare planning, prisoner 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 NJ state certification as a Certified Peer Recovery Specialist.

INSTRUCTOR: CCM Staff
Course Code #: 28260
8 Sessions: 48 hours, CEU 4.8
DeMare Hall, DH 161
Time: 9 a.m.-3:30 p.m., Sat, May 2-June 27 (no class May 23)
Cost: $399

CREATIVE POSITIVE EXPRESSION: SUPPORTING ADDICTION RECOVERY VOLUNTEER TRAINING PROGRAM
CCM, in partnership with the 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.

INSTRUCTOR: Eulena Horne, Pharm D, and the Creative Positive Expression Team
Course Code #: 28300
2 Sessions: 6 hours
Henderson Hall, HH 212
Time: 9 a.m.-12 p.m., Sat, March 28-April 4
Cost: $35

CERTIFIED PEER RECOVERY SPECIALIST
The Addiction Professional Certification Board of New Jersey has confirmed this course as equivalent to completing the 46 hours of training required for the Certified Peer Recovery Specialist (CPRS) conferred 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 qualifies individuals to work in the newly emerging Peer Recovery Specialist workforce. The CPRS is reciprocal with peer credentials in 48 of the 50 states, parts of South America, Europe and Asia. Some form of lived experience with addiction and recovery (in self-defined terms) is required for this course.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>CEUs</th>
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</thead>
<tbody>
<tr>
<td>AHP-342</td>
<td>Certified Peer Recovery Specialist</td>
<td>4.8</td>
</tr>
</tbody>
</table>

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

C201 - INTRODUCTION TO COUNSELING
ADC 531.
Course Code #: 28291
1 Session: 6 hours, CEU 0.6
Cohen Hall, CH 271
Time: 9 a.m.-3:30 p.m., Sat, April 18
Cost: $99

C202 - INTRODUCTION TO TECHNIQUES & APPROACHES
ADC 250.
Course Code #: 28292
1 Session: 6 hours, CEU 0.6
Cohen Hall, CH 271
Time: 9 a.m.-3:30 p.m., Sat, April 25
Cost: $99

C203 - CRISIS INTERVENTION
ADC 533.
Course Code #: 28293
1 Session: 6 hours, CEU 0.6
Cohen Hall, CH 271
Time: 9 a.m.-3:30 p.m., Sat, May 2
Cost: $99

C204 - INDIVIDUAL ADDICTION COUNSELING
ADC 251.
Course Code #: 28294
3 Sessions: 18 hours, CEU 1.8
Cohen Hall, CH 271
Time: 9 a.m.-3:30 p.m., Sat, May 9-30 (no class May 23)
Cost: $297

C205 - GROUP COUNSELING
ADC 535.
Course Code #: 28295
1 Session: 6 hours, CEU 0.6
Cohen Hall, CH 271
Time: 9 a.m.-3:30 p.m., Sat, June 6
Cost: $99

C206 - FAMILY COUNSELING
ADC 252.
Course Code #: 28296
2 Sessions: 12 hours, CEU 1.2
Cohen Hall, CH 271
Time: 9 a.m.-3:30 p.m., Sat, June 13-20
Cost: $198

CREATIVE POSITIVE EXPRESSION: SUPPORTING ADDICTION RECOVERY VOLUNTEER TRAINING PROGRAM
HEALTHCARE PROFESSIONALS CLINICAL TRAINING PROGRAMS

HEALTHCARE PROFESSIONAL BLS (BASIC LIFE SUPPORT)

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

<table>
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<tr>
<th>Course</th>
<th>Course Title</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR-129</td>
<td>Healthcare Professional BLS (Basic Life Support)</td>
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</tr>
</tbody>
</table>

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

HEALTHCARE PROFESSIONAL BLS (BASIC LIFE SUPPORT)

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).

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. CPR-129.

INSTRUCTOR: Alex Balish, AHA & ASHI Certified Instructor

| Course Code #: 28211 | 1 Session: 5 hours, CEU 0.5 | Henderson Hall, HH 215 | Time: 9 a.m.-2 p.m., Sat, Jan 18 | Cost: $99 |
| Course Code #: 28212 | 1 Session: 5 hours, CEU 0.5 | Henderson Hall, HH 215 | Time: 9 a.m.-2 p.m., Sat, Feb 29 | Cost: $99 |
| Course Code #: 28213 | 1 Session: 5 hours, CEU 0.5 | Henderson Hall, HH 215 | Time: 9 a.m.-2 p.m., Sat, March 28 | Cost: $99 |
| Course Code #: 28214 | 1 Session: 5 hours, CEU 0.5 | Henderson Hall, HH 215 | Time: 9 a.m.-2 p.m., Sat, April 25 | Cost: $99 |
| Course Code #: 28215 | 1 Session: 5 hours, CEU 0.5 | Henderson Hall, HH 215 | Time: 9 a.m.-2 p.m., Sat, May 30 | Cost: $99 |
| Course Code #: 28216 | 1 Session: 5 hours, CEU 0.5 | Henderson Hall, HH 215 | Time: 9 a.m.-2 p.m., Sat, June 20 | Cost: $99 |
| Summer course registration begins March 1 |

A report from Burning Glass Technologies states that nursing assistants are in high demand in Morris County, with over 150 jobs advertised in the Spring of 2019 alone.

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.
HEALTH OCCUPATIONS

CERTIFIED NURSE AIDE - COMPREHENSIVE
The Certified Nurse Aide - Comprehensive Course combines lecture and labs in a hospital setting and clinical experience in a long-term care setting, allowing students to master the essential skills to obtain an entry-level position in the healthcare field. This Comprehensive course includes Healthcare Professional BLS (Basic Life Support) certification and a three-day Skills Review and Exam program concluding with the state required skills evaluation. Upon the successful completion of the course, students are eligible to take the New Jersey State approved Certified Nurse Aide certification examination. Class size is limited to 10 students. AHP-163.

*Textbook required; see below. Search AHP.

Spring 2020 Weekend Schedule
Course Code #: 28441
22 Sessions: 114 hours
Cohen Hall, CH 118
Feb 15-May 9 (no class April 12)
Cost: $2,200

As someone in the healthcare industry, I would highly recommend this program. It covers everything the newcomer needs to know in order to pass the exam and get a job in the healthcare field. The instructors are knowledgeable and very helpful.

Julia Sheridan

CERTIFICATE IN MEDICAL BILLING AND CODING SPECIALIST

CCM is pleased to partner with the American Academy of Professional Coders (AAPC) - the nation’s leading professional association and medical coding certification organization - 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.

Upon receiving a passing grade in each of the courses, students will qualify to complete the CPC certification exam and may eliminate or reduce the need for apprenticeship work experience before obtaining their national certification. Students can apply for entry level administrative, coding and billing positions upon completion of these courses and may request a CCM Certificate of Completion for any course or the entire program (once all courses are satisfactorily completed). See "Certificates and Transcripts" in General Information.

This certificate requires up to two semesters to complete and is offered twice each year. The four prerequisite courses are offered each semester. Once the prerequisite courses have been completed, a student may take the other courses in any order.

This program requires textbooks purchased directly from AAPC to assure the most current versions, which are incorporated in the certification examination. All students must obtain required course materials and online Blackboard access directly from AAPC immediately upon registering for the CCM courses. Failure to obtain the listed materials will limit your ability to participate in this course.

Student membership in AAPC is also recommended as part of the program, and required by the AAPC to take the CPC exam after completing the program.

All students must obtain required course materials and online Blackboard access directly from AAPC upon registering for the CCM courses.

To place your order, contact Justin.White@AAPC.com for special CCM student pricing.

AAPC Ordering Information
- MCC Textbook/Workbook Bundle, $89.95+shipping
- 2020 Code Books (CPT, ICD-10 and HCPCS), $209.95+shipping
- Online AAPC Blackboard Access Fee $150.00
- Code: Blackboard Fee

PREREQUISITE: The following four courses are prerequisites that are required before taking any further course.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>CEUs</th>
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<tbody>
<tr>
<td>AHP-256</td>
<td>Medical Terminology for Healthcare Professionals</td>
<td>2.4</td>
</tr>
<tr>
<td>AHP-199</td>
<td>ICD-10-CM Introduction and Applications</td>
<td>1.6</td>
</tr>
<tr>
<td>AHP-301</td>
<td>Anatomy for Healthcare Professionals</td>
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</tr>
<tr>
<td>AHP-352</td>
<td>CPT &amp; HCPCS Coding Course</td>
<td>2</td>
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</tbody>
</table>

PERIPHERAL IV THERAPY SKILLS

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

Acquire the knowledge and psychomotor skills needed to successfully insert a short peripheral intravenous catheter. Although the focus of the class is on skill acquisition, additional content will include the assessment and care of the peripheral intravenous catheter site and a discussion of the indications and complications of infusion therapy. NRS-426.

INSTRUCTOR: Dr. Lesley Anne Andrew DNP, RN, CNE

Course Code #: 28491
1 Session: 4 hours, CEU 0.4
Cohen Hall, CH 120
Time: 8 a.m.-12 p.m., Sat, Feb 15
Cost: $199

This continuing nursing education activity was approved by New Jersey State Nurses Association, an accredited approver with distinction by the American Nurses Credentialing Center’s Commission on Accreditation – Nursing Continuing Professional Development (COA-NCPD).

INSTRUCTOR: Dr. Lesley Anne Andrew DNP, RN, CNE

Course Code #: 28492
1 Session: 4 hours, CEU 0.4
Cohen Hall, CH 120
Time: 8 a.m.-12 p.m., Sat, April 25
Cost: $199

MEDICAL BILLING AND CODING

All students must obtain required course materials and online Blackboard access directly from AAPC upon registering for the CCM courses.

To place your order, contact Justin.White@AAPC.com for special CCM student pricing.

AAPC Ordering Information
- MCC Textbook/Workbook Bundle, $89.95+shipping
- 2020 Code Books (CPT, ICD-10 and HCPCS), $209.95+shipping
- Online AAPC Blackboard Access Fee $150.00
- Code: Blackboard Fee

PREREQUISITE: The following four courses are prerequisites that are required before taking any further course.

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<td>CPT &amp; HCPCS Coding Course</td>
<td>2</td>
</tr>
</tbody>
</table>

*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
Students may opt to "test out" of Medical Terminology for Healthcare Professionals and Anatomy for Healthcare Professionals by achieving a passing grade on an assessment. Equivalent applicable work experience may be considered in lieu of testing or at the discretion of the instructor.

This certificate may require two semesters to complete. Courses not offered one semester will be offered the following semester.

**REMAINING CURRICULUM**

<table>
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<tr>
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<tr>
<td>AHP-331</td>
<td>Evaluation and Management</td>
<td>1.6</td>
</tr>
<tr>
<td>AHP-341</td>
<td>ICD-10-CM/CPT 4 Coding - Practical Application</td>
<td>4.2</td>
</tr>
<tr>
<td>AHP-343</td>
<td>Medical Billing</td>
<td>3.2</td>
</tr>
<tr>
<td>AHP-243</td>
<td>Navigating the Medical Record</td>
<td>0.8</td>
</tr>
<tr>
<td>AHP-267</td>
<td>Physician’s Practice Management and Regulatory Issues</td>
<td>1.8</td>
</tr>
<tr>
<td>AHP-355</td>
<td>Physician’s Practice Management and Regulatory Issues (accelerated)</td>
<td>1.4</td>
</tr>
<tr>
<td>AHP-312</td>
<td>Workplace Simulation Training</td>
<td>1.6</td>
</tr>
<tr>
<td>AHP-329</td>
<td>AAPC CPC National Coding Certification Preparation Review Course &amp; Coding Exam (Optional)</td>
<td>0</td>
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</tbody>
</table>

**MEDICAL TERMINOLOGY FOR HEALTHCARE PROFESSIONALS**

This course focuses on the foundation of medical word building including prefixes, suffixes, word roots and combining forms used to learn the basic principles of medical terminology. An overview of body systems and their diseases are covered, as well as an introduction to abbreviations and laboratory terms. This course concentrates on the meaning of medical terms and is best supported by a course in Anatomy and Physiology: AHP-256. *Textbook specific to Medical Terminology required; see below. Search AHP.*

**INSTRUCTOR:** Michelle Sykes, MD

*Course Code #: 28471*

**Course Details:**
- **Cost:** $399
- **Time:** 6-9 p.m., Mon and Thurs, Jan 16-Feb 17
- **Location:** Cohen Hall, CH 210
- **Length:** 8 Sessions; 24 hours, CEU 2.4

**ANATOMY FOR HEALTHCARE PROFESSIONALS**

This is an introductory class designed to introduce the medical coder to the gross anatomy of the 11 functional organ systems of the human body. The medical coder develops skills to apply anatomy fundamentals to a medical record. The medical coder will gain an understanding of the anatomy organs referenced in medical procedures and diagnosing coding. AHP-301. *Textbook specific to Anatomy is required; see below. Search AHP.*

**INSTRUCTOR:** Michelle Sykes, MD

*Course Code #: 28473*

**Course Details:**
- **Cost:** $399
- **Time:** 6-9 p.m., Mon and Thurs, Feb 17-March 12
- **Location:** Cohen Hall, CH 210
- **Length:** 8 Sessions; 24 hours, CEU 2.4

**ICD-10-CM INTRODUCTION AND APPLICATIONS**

This course reviews the background of the ICD system and its roots in the mid-1600s. ICD-10-CM diagnosis coding is the focus of this course and includes steps for coding assignment, review and clarification of coding conventions and hands-on coding exercises. AHP-199. *Obtain required textbook in advance through AAPC. Online AAPC Blackboard access is required. See AAPC ordering information.*

**INSTRUCTOR:** Claude Garbarino, Jr., CCS

*Course Code #: 28472*

**Course Details:**
- **Cost:** $269
- **Time:** 9 a.m.-1 p.m., Sat, Jan 25-Feb 15
- **Location:** Health & Physical Education Building, HPE 119
- **Length:** 4 Sessions; 16 hours, CEU 1.6

**CPT & HCPCS CODING COURSE**

This course includes overviews of the Healthcare Common Procedure Coding System (HCPCS) Level II and Category III codes. Practical application of the Current Procedural Terminology (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. *Obtain required textbook in advance through AAPC. Online AAPC Blackboard access is required. See AAPC ordering information.*

**INSTRUCTOR:** Claude Garbarino, Jr., CCS

*Course Code #: 28474*

**Course Details:**
- **Cost:** $329
- **Time:** 9 a.m.-2:30 p.m., Sat, Feb 22-March 14
- **Location:** Health & Physical Education Building, HPE 119
- **Length:** 4 Sessions; 20 hours, CEU 2.0

**ADVANCED LEVEL COURSE DESCRIPTIONS AND SCHEDULE (PREREQUISITES REQUIRED)**

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

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

This course enhances your basic knowledge of coding. You will put ICD and CPT components together by using both ICD and CPT scenarios. The beginner coder learns the concept of coding a diagnostic statement in an outpatient setting covering a wide variety of patient services. Gain practical application of ICD-10-CM diagnostic coding utilizing official coding guidelines and conventions. In-depth instruction on CPT procedural coding covers anesthesia, pathology, laboratory, medicine and surgery. Practice knowledge of coding using workbook examples, operative reports and group discussions. This course lays the foundation to prepare for the American Academy of Professional Coders (AAPC) Certified Professional Coders (CPC) national certification. AHP-341. *Obtain required textbook in advance through AAPC. Online AAPC Blackboard access is required. See AAPC ordering information above.*

**INSTRUCTOR:** JoAnn Baker, CCS, COC, CPC

*Course Code #: 28475*

**Course Details:**
- **Cost:** $699
- **Time:** 6-9 p.m., Tues and Thurs, March 17-April 30

**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 a review to prepare students to sit for the AAPC CPC exam. Instruction will include review requirements for exam, overview of examination details, techniques to improve speed, test taking tips, in-class practice exam and individual assessment of coding skills to determine exam readiness. A student must have extensive coding experience in the classroom or through employment. Certification will increase chances of employment opportunities within a competitive space. AHP-329.

CCM students may sit for the exam given at CCM only if they have completed the CCM Preparation Review Course. Students are required to register and pay the AAPC exam.

*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.

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

INSTRUCTOR: Diane Fulton, CPAM
AHP-267.
Course Code #: 28477
6 Sessions: 18 hours, CEU 1.8
Henderson Hall, HH 114
Time: 6-9 p.m. Tues and Thurs, Feb 18-March 5
Cost: $299

AHP-355.
Course Code #: 28482
4 Sessions: 14 hours, CEU 1.4 (accelerated program)
Henderson Hall, HH 113
Time: 6-9:30 p.m. Mon and Wed, June 8-17
Cost: $299

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

INSTRUCTOR: Kathleen Shera, CPC, CPB
AHP-243
Course Code #: 28476
8 Sessions: 32 hours, CEU 3.2
Henderson Hall, HH 212
Time: 9 a.m.-1 p.m. Sat, Jan 25-March 21
(No class Feb 15)
Cost: $529

Summer course registration begins March 1
 Course Code #: 58471
6 Sessions: 32 hours, CEU 3.2
Henderson Hall, HH 212
Time: 9 a.m.-3 p.m. Sat, June 13-July 25
(No class July 4)
Cost: $529

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 in the workplace. AHP-312.

INSTRUCTOR: Claude Garbarino, Jr., CCS
AHP-312.
Course Code #: 28479
8 Sessions: 16 hours, CEU 1.6
Health & Physical Education Building, HPE 119
Time: 6-8 p.m. Tues and Thurs, March 31-April 23
Cost: $269

Summer course registration begins March 1
 Course Code #: 58473
6 Sessions: 16 hours, CEU 1.6
Health & Physical Education Building, HPE 119
Time: 6-8:45 p.m. Tues and Thurs, July 14-30
Cost: $269

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

* Textbook required; see below for more information. Search AHP

INSTRUCTOR: Claude Garbarino, Jr., CCS
AHP-331.
Course Code #: 28480
4 Sessions: 16 hours, CEU 1.6
Henderson Hall, HH 204
Time: 9 a.m.-1 p.m. Sat, April 18-May 9
Cost: $269

Summer course registration begins March 1
 Course Code #: 58472
6 Sessions: 16 hours, CEU 1.6
Henderson Hall, HH 204
Time: 6:30-8:45 p.m., Tues and Thurs, June 23-July 9
Cost: $269

RN REFRESHER PROGRAM – NJ BON APPROVED
Offered every other year, CCM’s popular RN Refresher Program will be held MAY 2021. Please see the Spring 2021 Schedule (available December 2020) for complete details. Interested candidates MUST register for and attend the mandatory information session prior to course commencement.
County College of Morris and Passaic County Community College have formed a partnership in the North Jersey Imaging Academy for Computed Tomography, Magnetic Resonance Imaging and Mammography. These certificate programs offer didactic (lecture) courses that meet the ARRT requirement for "structured education." In addition, the program offers clinical education in CT, MRI and Mammography.

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

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

Each certification program consists of three main components:
- Didactic Education in Cross Sectional Anatomy (CT and MRI only)
- Didactic education in the specialty area
- Clinical Practice in the specialty area

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

Didactic courses are offered as 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-pcc-pUBLIC-safety-academy/directions3

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

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

All interested candidates must submit the application, resume, ARRT and DEP NJ License to Professor Denise Vill’Neuve by January 17, 2020. Once received, you will be contacted with the additional steps to be able to register for the course.

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

If you need to update your current BLS/CPR certification, see page 39. Visit www.ccm.edu/workforce for further information.

MAGNETIC RESONANCE IMAGING (MRI) CERTIFICATION PROGRAM

MRI LECTURE – 66 HOURS
The Magnetic Resonance Imaging (MRI) lecture course provides a comprehensive overview of MR imaging principles as well as the instrumentation associated with MR imaging. It gives a basic understanding of the principles and system components of MR image acquisition. It will also give the specific clinical applications, coils that are available and their use, considerations in the scan sequences, specific choices in protocols and positioning criteria. The course will provide the student with MR pulse sequences, image formation and image contrast. It will also give the MR scan procedures for the central nervous and musculoskeletal system, as well as neck, chest, abdomen and pelvic systems. Weekly quizzes, midterm and final examinations will be given. AHP-351.

Course Code #: 28534
22 Sessions: 66 hours
Passaic County Public Safety Academy
Time: 6-9 p.m., Mon and Wed, Feb 17-April 29
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, 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.

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

Continued on next page.
HEALTH OCCUPATIONS

MRI CLINICAL PLACEMENT
This six-month proctored placement provides you with practical experience to complete the competencies required for certification in magnetic resonance imaging. You will receive clinical placement oversight as you complete all of the competencies. Students are expected to work consistently toward completing the clinical component of the certification. Students may enroll for an additional period of placement, as necessary, at their own expense. AHP-337.

Course Code #: 28535
Clinical Affiliate to be scheduled by program faculty
Schedule to be determined with Instructor

MAMMOGRAPHY

MAMMOGRAPHY LECTURE – 48 HOURS
This lecture course will provide licensed/ARRT certified radiographers preparation for the practice of mammography. AHP-356.

Course Code #: 28536
16 Sessions: 48 hours
Passaic County Public Safety Academy
Time: 6-9 p.m., Tues, Feb 4-May 19
Cost: $430

MAMMOGRAPHY CLINICAL
This six-month proctored placement provides you with practical experience to complete the competencies required for certification in mammography. You will receive clinical placement oversight as you complete all of the competencies. Students are expected to work consistently toward completing the clinical component of the certification. Students may enroll for an additional period of placement, as necessary, at their own expense. AHP-350.

Course Code #: 28537
Clinical Affiliate to be scheduled by program faculty
Schedule to be determined with Instructor

FALL 2020 OFFERINGS

Visit www.ccm.edu/workforce for further information regarding dates and times for fall courses.

CROSS SECTIONAL ANATOMY – 33 HOURS –REQUIRED FOR CT AND MRI LECTURE
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-357.

Course Code #: 88531
11 Sessions: 33 hours
Passaic County Public Safety Academy
Time: 6-9 p.m., Thurs, Oct 1-Dec 17
Cost: TBD

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

*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.
Opportunity Programs

PREVOCATIONAL TRAINING FOR ADULTS WITH DEVELOPMENTAL DISABILITIES

CCM’s Opportunity Programs are designed for adult students with developmental disabilities and introduce skills needed to be successful in a work environment. The programs offer a Certificate of Completion to students who complete all hours of instruction.

Limited to 8 students in each course, these courses are not meant to teach independence skills. These are prevocational training programs.

For questions about the Opportunity Programs for adults, please email wfd@ccm.edu.

CULINARY OPPORTUNITY PROGRAM (COP)
The goal of this program is to teach basic culinary skills that may transfer to employment with local supermarkets, restaurants and fast food establishments. It includes the opportunity to obtain ServSafe® certification, a recognized food industry certification. FDS-127.

For more information, visit www.ccm.edu/workforce/cop/

Course Code #: 28601
24 Sessions: 80 hours, CEU 8.0
Student Center, SC 240
Time: 8:30 a.m.-12 p.m., Tues and Thurs, Jan 7-March 26
Cost: $3,499

COP - Fall 2020
Tentative dates Sept 1-Dec 17
Please check our website, www.ccm.edu/workforce/cop/ in August 2020 for more details

BAKING OPPORTUNITY PROGRAM (BOP)
The goal of this program is to teach basic baking techniques and skills that may transfer to employment with local supermarkets, restaurants and bakeries. It includes the opportunity to obtain ServSafe® certification, a recognized food industry certification. FDS-128.

For more information, visit www.ccm.edu/workforce/bop/

Course Code #: 28602
24 Sessions: 80 hours, CEU 8.0
Student Center, SC 240
Time: 8:30 a.m.-12 p.m., Tues and Thurs, April 7-June 25
Cost: $3,499

BOP - Fall 2020
Tentative dates Sept 1-Dec 17
Please check our website, www.ccm.edu/workforce/bop/ in August 2020 for more details

HORTICULTURAL OPPORTUNITY PROGRAM (HOP)
The goal of this program is to teach hands-on horticultural practices ranging from greenhouse production to landscape maintenance to floriculture. It includes the opportunity to obtain OSHA® 10 certification, a recognized general industry safety certification. HRT-128.

For more information, visit www.ccm.edu/workforce/hop/

Course Code #: 28603
22 Sessions: 55 hours, CEU 5.5
Landscape and Horticulture Building, LHT 110
Time: 1-3:30 p.m., Mon and Thurs, April 20-July 9 (No class May 25, July 6)
Cost: $2,499

HOP - Fall 2020
Please check our website, www.ccm.edu/workforce/hop/ in August 2020 for more details

Opportunity Programs

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.
**ALTERNATE ROUTE TO TEACHING**

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

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

This program prepares candidates for a standard K-12 Teaching Certificate. PreK-3 and Certificates of Technical Education (CTE) must find alternate programs.

The NPTNJ program is regulated and approved by the NJ Department of Education (NJDOE) and accredited by the Council for Accreditation of Educator Preparation (CAEP). A Standard Certificate will be issued after the candidate completes the 400 hours of coursework, successfully teaches for two years and completes an edTPA Portfolio with a passing grade.

If you are considering this program, please review NJCU’s website for a comprehensive description of what the entire program entails.

Before beginning the alternate route to teaching process, prospective candidates should review the following websites:
- NJ Department of Education: https://www.nj.gov/education/license/
- Teacher Candidate Basic Skills Requirement: https://www.state.nj.us/education/ntp/preparation/BasicSkillsExemptionCutScores.pdf
- NJ Dept of Education Alternate Route Program: https://nj.gov/education/license/alternate.htm

**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. Search ALT.

**INSTRUCTOR:** Robert I. Grundfest, M.Ed.

**Course Code #**: 28521
- **10 Sessions**: 30 classroom hours, CEU 3.0
- **Henderson Hall, HH 111**
- **Time**: 6-9 p.m., Mon, Jan 27 - March 30
- **Cost**: $299

**Course Code #: 28522**
- **10 Sessions**: 30 classroom hours, CEU 3.0
- **Henderson Hall, HH 111**
- **Time**: 6-9 p.m., Mon, April 13 - June 22 (no class May 25)
- **Cost**: $299

**NJCU NEW PATHWAYS TO TEACHING IN NEW JERSEY**

Semesters 1, 2, 3 and 4 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 Preservice Introduction to Teaching class
   - Letter of employment from school district (if you have secured 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 the candidate completes the 50 hours of preservice, accepted an offer of employment, confirmed enrollment in the New Pathway’s 400-hour program and is enrolled in a district mentoring program.

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

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*Textbook Required: If your course requires a textbook, go to https://bookstore.ccm.edu/college/credit 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

**Saturday, January 11, 9-11:30 a.m.**

Student Community Center, Davidson Rooms.

Career Workshops begin at 9:15 a.m.

See back cover for details.
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. The goal of ELL is to improve a student’s knowledge and comfort level with English communication.

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 remain in a class level for several sessions to assure mastery of all 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. A student’s ability, confidence and success will grow with each level of learning.

Skills are integrated into reading, writing, speaking and listening formats. Progress through levels is 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 ESL. Early Beginner, Beginner, Intermediate and Advanced levels.

The CCM ELL program includes an online learning component called MyEnglishLab. MyEnglishLab provides practice exercises and language learning tasks that students either complete in the classroom or at home. All practice activities taken from the MyEnglishLab are coordinated with each book.

*Textbook required; see below. Search ENS.

**New Students to the English Language Learning Program**

- All NEW students for the English Language Learning program MUST complete a placement test at CCM’s Testing Center. Visit our website https://www.ccm.edu/workforce/ELL for testing dates.
- 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENS-230</td>
<td>ESL Testing</td>
<td>0</td>
</tr>
<tr>
<td>ENS-213</td>
<td>ESL Early Beginner</td>
<td>4</td>
</tr>
<tr>
<td>ENS-226</td>
<td>ESL Beginner</td>
<td>4</td>
</tr>
<tr>
<td>ENS-215</td>
<td>ESL Intermediate</td>
<td>4</td>
</tr>
<tr>
<td>ENS-214</td>
<td>ESL Advanced</td>
<td>4</td>
</tr>
</tbody>
</table>

Certification: Upon completion of a course, a certificate of completion may be awarded. See “Certificates and Transcripts” in General Information.

**ESL TESTING**

All NEW students for the English Language Learning program MUST complete a placement test at CCM’s Testing Center. ENS-230.

**ESL EARLY BEGINNER**

This course is 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 everyday English and communication skills. Students will gain the baseline proficiency needed to advance to a Beginner level. ENS-213.

**ESL BEGINNER**

This course is for non-native speakers who are more proficient with English language skills than the Early Beginner. It is the next level for individuals who have completed the CCM Early Beginner series. In this course, students will continue to improve their English skills as they 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 everyday English and communication skills. ENS-226.

**ESL INTERMEDIATE**

This course focuses on English skills necessary to communicate effectively on health and nutrition topics, understand U.S. concepts of time and money, access transportation and travel, understand safety and security issues and comprehend consumer education issues. ENS-215.

**ESL ADVANCED**

This course focuses on the English skills necessary to listen, speak, read and write effectively in the workplace or for academics, to apply standard grammar structures and develop and improve pronunciation skills. ENS-214.

*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
**ALL NEW students for the English Language Learning programs MUST complete a placement test at CCM’s Testing Center. Students previously enrolled in our ELL programs do not need to retest. See the ELL Placement Test Schedule for dates and course information.**

**For further information on late Spring ELL placement testing, March 30-April 6, see website.**

Email wfd@ccm.edu with questions.

### SPRING 2020 CLASS SCHEDULE – ALL CLASSES $299

#### ESL MORNING Classes – EARLY SPRING 2020

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Date</th>
<th>Time</th>
<th>Room</th>
<th>Course #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sferra</td>
<td>M/W</td>
<td>9:30-11:30 am</td>
<td>SH-155</td>
<td>28800/28801</td>
</tr>
<tr>
<td>Bahner</td>
<td>M/W</td>
<td>9:30-11:30 am</td>
<td>HH 215</td>
<td>28802/28803</td>
</tr>
<tr>
<td>Gordon</td>
<td>T/TH</td>
<td>9:30-11:30 am</td>
<td>LHT 10</td>
<td>28804</td>
</tr>
<tr>
<td>Gordon</td>
<td>T/TH</td>
<td>9:30-11:30 am</td>
<td>TBD</td>
<td>28805/28806</td>
</tr>
<tr>
<td>Gordon</td>
<td>M/W</td>
<td>9:30-11:30 am</td>
<td>TBD</td>
<td>28807/28808</td>
</tr>
<tr>
<td>Gordon</td>
<td>T/TH</td>
<td>9:30-11:30 am</td>
<td>TBD</td>
<td>28809/28810</td>
</tr>
</tbody>
</table>

#### ESL MORNING Classes – LATE SPRING 2020 – No Class Monday, May 25

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Date</th>
<th>Time</th>
<th>Room</th>
<th>Course #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mach</td>
<td>M/W</td>
<td>9:30-11:30 am</td>
<td>HPE 119</td>
<td>28826/28827</td>
</tr>
<tr>
<td>Sferra</td>
<td>M/W</td>
<td>9:30-11:30 am</td>
<td>HH 215</td>
<td>28828/28829</td>
</tr>
<tr>
<td>Gordon</td>
<td>T/TH</td>
<td>9:30-11:30 am</td>
<td>LHT 10</td>
<td>28830</td>
</tr>
<tr>
<td>Gordon</td>
<td>T/TH</td>
<td>9:30-11:30 am</td>
<td>TBD</td>
<td>28831/28832</td>
</tr>
<tr>
<td>Gordon</td>
<td>M/W</td>
<td>9:30-11:30 am</td>
<td>TBD</td>
<td>28833/28834</td>
</tr>
<tr>
<td>Gordon</td>
<td>T/TH</td>
<td>9:30-11:30 am</td>
<td>TBD</td>
<td>28835/28836</td>
</tr>
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</table>

#### ESL EVENING Classes – EARLY SPRING 2020

<table>
<thead>
<tr>
<th>Instructor</th>
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<th>Time</th>
<th>Room</th>
<th>Course #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sferra</td>
<td>M/W</td>
<td>6-8 pm</td>
<td>HII 119</td>
<td>28812/28813</td>
</tr>
<tr>
<td>Bahner</td>
<td>M/W</td>
<td>6-8 pm</td>
<td>HH 215</td>
<td>28814/28815</td>
</tr>
<tr>
<td>Gordon</td>
<td>T/TH</td>
<td>6-8 pm</td>
<td>LHT 10</td>
<td>28817/28818</td>
</tr>
<tr>
<td>Gordon</td>
<td>T/TH</td>
<td>6-8 pm</td>
<td>TBD</td>
<td>28819/28820</td>
</tr>
<tr>
<td>Gordon</td>
<td>M/W</td>
<td>6-8 pm</td>
<td>TBD</td>
<td>28821/28822</td>
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<tr>
<td>Gordon</td>
<td>T/TH</td>
<td>6-8 pm</td>
<td>TBD</td>
<td>28823/28824</td>
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#### ESL EVENING Classes – LATE SPRING 2020 – No Class Monday, May 25

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Date</th>
<th>Time</th>
<th>Room</th>
<th>Course #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sferra</td>
<td>M/W</td>
<td>6-8 pm</td>
<td>HII 119</td>
<td>28838/28839</td>
</tr>
<tr>
<td>Gordon</td>
<td>M/W</td>
<td>6-8 pm</td>
<td>HH 215</td>
<td>28840/28841</td>
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<tr>
<td>Gordon</td>
<td>T/TH</td>
<td>6-8 pm</td>
<td>LHT 10</td>
<td>28842/28843</td>
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<tr>
<td>Gordon</td>
<td>T/TH</td>
<td>6-8 pm</td>
<td>TBD</td>
<td>28844/28845</td>
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<tr>
<td>Gordon</td>
<td>M/W</td>
<td>6-8 pm</td>
<td>TBD</td>
<td>28846/28847</td>
</tr>
<tr>
<td>Gordon</td>
<td>T/TH</td>
<td>6-8 pm</td>
<td>TBD</td>
<td>28848/28849</td>
</tr>
</tbody>
</table>
CAREER TRAINING CERTIFICATION PROGRAMS

Are you looking to start a new career or gain skills to advance in your existing career? You can start these career training programs anytime and work at a pace that suits your individual style. You will have access to all the lessons and assignments from day one, and many of these programs can be completed in less than six months. You will get all the materials and instructor assistance you need to have a truly comprehensive learning experience. If you need assistance with program selection, program mechanics and enrollment, please call 855-598-3856.

BUSINESS, PROFESSIONAL & LEGAL
- Administrative Professional
- Paralegal

HEALTH CAREERS AND FITNESS
- Medical Transcription
- Pharmacy Technician
- Veterinary Assistant

HOSPITALITY
- Certified Wedding Planner
- Event Management and Design
- Travel Agent Training

For a full list of available courses go to https://careertraining.ed2go.com/ccm/

GRADUATE AND PROFESSIONAL EXAM PREPARATION COURSES

Ed2Go offers preparation courses for GRE, LSAT, GMAT and PRAXIS Core. Visit the website for details.
- GRE Preparation
- GMAT Preparation
- LSAT Preparation - Part 1 & Part 2
- Praxis Core Preparation

NURSING PROFESSIONAL DEVELOPMENT COURSES

NURSING CERTIFICATES*
- Certificate in Perinatal Issues*
- Certificate in Infectious Diseases and Infection Control*
- Certificate in Gerontology*
- Certificate in End of Life Care*

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

PROFESSIONAL DEVELOPMENT COURSES

BUSINESS
- Effective Business Writing

COMPUTER APPLICATIONS
- Adobe
- Photoshop
- InDesign

HEALTHCARE
- Medical Terminology

PERSONAL DEVELOPMENT
- Grammar Refresher

SALES AND MARKETING SKILLS
- Professional Sales Skills
- Effective Selling

WRITING AND PUBLISHING
- Effective Writing
- Technical Writing

For a full listing of course options, go online to www.ed2go.com/ccm. If you need more information about the courses, please email ed2go.support@cengage.com

Please note that Ed2Go courses do not award Continuing Education Units (CEU).

How to get started:

1. Go to www.ed2go.com/ccm/
2. Click on ‘enroll through a local college or university.’ Choose a course and complete the enrollment process.
3. Choose date
4. Sign in
5. Payment option
6. Purchase

Your first point of contact for course and registration questions should be an email to ed2go.support@cengage.com. If you do not get a response, you may then contact CCM at wfd@ccm.edu.
To review all the general information and policies, please visit our online catalog, at http://catalog.ccm.edu/noncredit

CERTIFICATES AND TRANSCRIPTS
Certificates may be awarded upon request to participants who successfully complete an entire certificate program or the individual classes within these programs (a minimum of 80% attendance/participation is required; programs may have additional requirements). Students may choose ‘Request a Certificate’ from the side menu at https://www.ccm.edu/workforce. Certificates will be mailed 7-10 business days after receipt of request.

For proof of course or program completion, please request a transcript from the Office of Records and Registration by going to www.ccm.edu/admissions/records-and-registration and following the instructions for completing the form. Be sure to state that you are seeking your NON-CREDIT course transcript.

COURSE CANCELLATIONS AND CHANGES
It is to your advantage to register early to help ensure that a class will run; courses may be cancelled for a variety of reasons including low enrollment.

We make every effort to contact students as far in advance of the class as possible using the contact information on file with the Office of Records and Registration. Please be sure your contact information is current (See ‘Student Records’ section). Because of the uncertainties regarding course enrollment and the appropriation of public funds for community colleges, the college reserves the right to modify, alter or cancel any of its programs, courses or services. The college reserves the right to change instructors, to cancel, combine or divide courses, to change the time, date or place of meeting, to change the cost per course, to make other necessary decisions in these course offerings and to do so without obligation. The college is not responsible for errors in printed material.

ACCESSIBILITY SERVICES
In accordance with the policies underlying Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, the ADA Amended Acts (ADAA) of 2008 and County College of Morris policy, no qualified individual with a disability shall, solely on the basis of that disability, be excluded from participation to County College of Morris programs or activities. Students may seek reasonable accommodations for their document-ed disability by self-identifying and registering with the Office of Accessibility Services. Students who are approved through Accessibility Services for classroom accommodations are encouraged to meet with faculty members on an individual basis to discuss their specific needs. To register or learn about services, students may contact the Office of Accessibility Services at 973-328-5284 or aso@ccm.edu.

EMERGENCY AND INCLEMENT WEATHER CLOSINGS
In case of severe weather, the college may cancel classes. You can call the 24-hour information number or access CCM’s website for emergency closing information. It is recommended that you check one of these sources to get the current status of the campus before leaving for class during inclement weather and if you are in any doubt of school closings.

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

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

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.

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 that require textbooks state so in the course description. It is the student’s responsibility to have the necessary books in hand for the beginning of the first class. Many books are available through the CCM Campus store or you also find the books through other retail or online outlets. For textbook information, availability and pricing visit the CCM Campus Store online at https://bookstore.ccm.edu

The Campus Store offers various options for purchasing some books including: rental, purchasing used, online purchase with store or home delivery. The CCM Campus store is open 8:30 a.m.-4:30 p.m., Tuesday, Wednesday and Friday and 8:30 a.m.-6:30 p.m. on Monday and Thursday during the academic year and 8:30 a.m.-4:30 p.m., Monday through Friday during summer sessions.

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

For regulatory purposes, changes of address and other contact information must be requested in writing using the appropriate form provided by the Office of Records and Registration found at https://www.ccm.edu/wp-content/uploads/2016/05/Change-of-Info-Form-1.pdf. Simply entering correct information at the time of class registration does not change your official information. Please make sure that CCM has your current contact information.

STUDENT WITHDRAWAL AND REFUNDS
Students will receive a full refund (minus a $10 drop fee per course) if notification is received in writing three (3) business days prior to the first class. Mail your request to: Records and Registration, County College of Morris, 214 Center Grove Road, Randolph, New Jersey 07869-2086 or email it to registrar@ccm.edu. Thereafter no refunds will be made. Please contact Workforce Development at wfd@ccm.edu with questions or concerns. Refunds are not issued for purchases made by students related to their courses. Refunds are issued to the student registered for the course, not the organization/sponsor paying for the course. Refunds 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. The well-lit parking lots have emergency phones under a blue-colored light. The lots are patrolled regularly by the Department of Public Safety. Persons driving or parking on campus must observe all traffic signs and regulations. Maximum speed limit on campus is 25 MPH unless posted otherwise.

Students are required to display a temporary parking pass on the front dashboard of their car while parked on campus. Temporary Parking Passes may be obtained by:

1. Visiting the Public Safety Office located in the 675 building, Academic Dr. and Route 10 East, parking lot 10, or
2. Remove the pass from the current print version of the Workforce Development schedule.

Vehicles in violation of campus parking rules and regulations may be subject to towing at owner’s risk and expense. Parking Lots 5 and 8 are reserved for staff. Parking Lot 5 is available for student parking after 5 p.m. only.
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**The Women’s Center**

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Maureen Haggarty, Career Counselor  
Kathy Vincelette, Job Developer  
Patricia Borowsk, Administrative Assistant

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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
REGISTER TODAY!

Seats are limited. Be sure to register early.

How to register for Workforce Development courses:
https://www.ccm.edu/workforce/wfd-reg/

ONLINE:
https://webadvisor.ccm.edu

IN-PERSON:
Student Community Center, Room 220

MAIL:
County College of Morris
Records and Registration
214 Center Grove Road
Randolph, NJ 07869-2086

Need help?
973-328-5187

REGISTRATION FORM
Convenient Instant Enrollment available at https://webadvisor.ccm.edu

Payment receipt will be your confirmation of enrollment.
Please print. All Information must be completed legibly or registration may be delayed.

☐ This is my first time attending a class (credit or non-credit).

Social Security: ___________ - ___________ - ___________ (Required for ALL Online Registrations)

Birthdate: ___________/__________/___________ (Required for ALL Registrations)

Last Name: ________________________________________________________________

First Name: ______________________________________________ Int.:________

Address: ____________________________________________________________ Apt.:____

City: __________________________ State:_____ Zip:___________

County:_______________ Email:______________________________

Changes in contact information must be requested in writing using Records and Registration form www.ccm.edu/wp-content/uploads/2016/05/Change-of-Info-Form-1.pdf

Telephone/mobile: (_________)____________________________

Telephone/other: (_________)____________________________

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Class Begins</th>
<th>Course Title</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 #________________

Keep your contact information up to date! See Student Records page 50.
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)
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OPEN HOUSE: SATURDAY, JANUARY 11, 9-11:30 a.m.

Student Community Center, Davidson Rooms (parking lots 4, 5, 6, 7)

Career Workshops begin at 9:15 a.m. See below.

Learn More About CCM Career Certificate Programs

- **Business**
  - Project Management
  - Supply Chain Management
  - MS Office Suite
  - Human Resources
  - Management and Leadership Development
  - Nonprofit Leadership
  - Accounting Fundamentals
  - QuickBooks
  - Spanish for the Workplace

- **Professional**
  - Alternate Route to Teaching

- **Engineering and Advanced Manufacturing**
  - AutoCAD
  - AutoCAD Civil 3D
  - SolidWorks/Inventor
  - Blueprint Reading
  - CNC Machining
  - GD&T

- **Quality**
  - ASQ Six Sigma
  - Yellow and Green Belt

- **English Language Learning**

- **Technology and Emerging Technology**
  - Data Analytics and Visualization
  - AI, Blockchain
  - R, C++, Python, JavaScript
  - WordPress and Web Development
  - CompTIA®
  - Cisco® CCNA

- **Health Career**
  - Medical Billing & Coding
  - Certified Alcohol and Drug Counselor

- **Programs for the Community**
  - Peer Recovery Specialist
  - Certified Nurse Aide
  - North Jersey Imaging Academy

- **Open House Career Workshops** *(registration is not required)*

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<td>9:15-10:00 a.m.</td>
<td>Your LinkedIn Profile</td>
<td>Challenges and Opportunity - Cyber Security</td>
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<td>10:30-11:15 a.m.</td>
<td>Strategies to Land Your New Job</td>
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