# COUNTY COLLEGE OF MORRIS
# CENTER FOR WORKFORCE DEVELOPMENT

## COURSES & PROGRAMS
## FOR THE JOB MARKET!

**SPRING 2023**

www.ccm.edu/workforce

ACCELERATE **YOUR** CAREER

**Certifications**
- *Pharmacy Technician*
- *MS Office Excel*
- *Tableau*
- *CompTIA*
- *QuickBooks*
- *Project Management*

*And More!*

**Advanced Manufacturing**

**Apprenticeships**

**Custom Business Training**

**Career Workshops**

**Data Analytics & Visualization**

**English Language Learning**

**Grant-Supported Training**

**Internships**

**Welding**

**VIRTUAL OPEN HOUSE SESSIONS**
***With Workforce Development Staff***
**JANUARY 11, 12, 14**
***See back cover for more details.***

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On Campus or Remote Learning In Your Home or Workplace

***Simple, Convenient, Flexible***

COUNTY COLLEGE OF MORRIS | CENTER FOR WORKFORCE DEVELOPMENT

# CONTINUING PROFESSIONAL EDUCATION

**Stay informed regarding upcoming classes and events. Sign up for our e-newsletter at www.ccm.edu/workforce and follow us on social media.**

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

**Email us at wfd@ccm.edu**

**Call us at 973-328-5187**

The great Norman Lear, producer, writer, and director, was asked on his 100th birthday, Does he know the meaning of life? Lear responded, "Yes, the meaning of life can be expressed in one word: **tomorrow**." What does that mean for you, trying to enter into, or advance in the changing workforce? You want to know what the future of employment looks like. You ask, "What's the best pathway for me?" Tomorrow, with all its possibilities, is your opportunity to move forward. Where does tomorrow start? **Tomorrow starts with the ACTIONS WE TAKE TODAY!** Your future begins when you look through the pages of this Center for Workforce Development (WFD) spring 2023 schedule. WFD offers career workshops, focused industry career exploration, the best in continuing professional education, certification preparation courses, apprenticeships, no-cost Grant-Supported Training, custom business training for companies, and so much more.

Change is the constant in today's work world. The best news? Everyone is capable of using previously acquired education and experience, and transforming it into updated, refreshed knowledge. Carl Rogers, renowned American psychologist once said, "The only person who is educated is the one who has learned how to learn . . . and change." In the WFD free Tuesday Workshop Series, learn how to polish your cover letter and resume, master the art of interviewing, and find out about employment in the fields of healthcare, business, engineering and manufacturing, and computing and technology. Get certified in Excel, Tableau, project management, human resources, CompTIA A+ and Security+, or as a FAA 107 Remote Pilot (drone) Operator. Earn AWS certification in welding, a field in high demand in the northern NJ region. Apprentice as a pharmacy technician or certified nurse aide. Start a career in Advanced Manufacturing, earning while you learn as an apprentice. With daytime, evening and weekend programs to fit your schedule, a career in Advanced Manufacturing is in reach.

**The best way to invent the future is to make the future**. Sign-up for a virtual open house in January, visit with WFD on the CCM Campus, mark the possibilities and your interests on these pages, and then use our simple registration process to get started. Lee Iacocca once said, "Don't just stand there, make it happen!" **Your journey to tomorrow starts TODAY!**

The Center for Workforce Development Team

## REGISTERING FOR WORKFORCE CLASSES IS EASY AND FAST.
## INTERNET ACCESS AND A CREDIT OR DEBIT CARD IS ALL YOU NEED.

Whether it's one class or several, the Student Portal is simple and convenient. Your email address will create your personal account. After that, every time you take a new course, you will have instant access to your account by simply logging back into the portal with your email address and password. To register, click on the registration link listed with each class on our website, OR you can register for multiple classes at once through the online catalog. Links and instructions are available at: https://www.ccm.edu/workforce/wfd-reg. **REGISTER EARLY TO HOLD YOUR SEAT!** Registration closes two business days before the first day of class. Early registration is encouraged in order to assure a course will run. You may also register in-person. See page 55.

Sea que se trate de una clase o varias, el nuevo portal para estudiantes es simple y conveniente. Su dirección de correo electrónico creará su cuenta personal. Después de eso, cada vez que tome un nuevo curso, tendrá acceso instantáneo a su cuenta simplemente ingresando de nuevo al portal con su dirección de correo electrónico. Para registrarse, presione el enlace de registro que aparece con cada clase en nuestra página digital, o puede registrarse para varias clases a la vez a través del catálogo digital. Los enlaces y las instrucciones están disponibles en: https://www.ccm.edu/workforce/wfd-reg. **¡REGÍSTRESE TEMPRANO PARA MANTENER SU ASIENTO!** La inscripción se cierra dos días laborables antes del primer día de clases, sin embargo, se recomienda registrarse temprano para asegurar que la clase se ejecute. También se puede registrar en persona. Consulte la página 55.

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# ADVANCING YOUR CAREER – STRATEGIES AND HOW-TOS
## FOR ALL CAREER EXPLORERS

A **FREE COMMUNITY SERVICE** offered by the Center for Workforce Development to help everyone, employed or unemployed, to plan, network and learn the best practices from professionals who coach and teach what is needed while you are ***ADVANCING YOUR CAREER!***

**Tuesday evenings, 6:30 - 8 p.m., January through May, 2023, remote with live instruction.**
***REGISTRATION IS REQUIRED*** **at https://www.ccm.edu/workforce/job-search/**
**Instructors will email login details at least 24 hours before the start of each workshop.**

***Seats are limited. Please only register for the workshops you will attend.***

| FOCUS TOPIC / ADVANCING YOUR CAREER STRATEGIES | FACILITATOR | PICK YOUR DATES – workshops do not need to be taken in order. | | |
|---|---|---|---|---|
| **Career Planning: Your Path to Success**<br>Ready to embark on your career or thinking about changing to a new field or industry? Learn how to identify a career path, set goals and create a plan to help you get started. | Michele Johnson | January 17 | February 21 | April 18 |
| **Resumes and Cover Letters: The Perfect Duo**<br>A well-constructed resume and cover letter is your statement to a potential employer showing why YOU are the best candidate. Learn best practices that make yours stand out. | Christy Bouziotis | January 24 | February 28 | May 2 |
| **How to Search and Network for a New Opportunity**<br>Navigate 10 key elements of an effective job search, including how to network and strategize to land your new opportunity. | Kathy Vincelette | January 31 | March 7 | May 9 |
| **The Interview: Putting It All Together**<br>Learn the secret to answering questions that come at all stages of the interview process. Find out ways to present yourself successfully. | Rosemary Grant | February 7 | March 14 | April 25 |

## NEW! CAREER EXPLORATION SESSIONS

**Explore new career opportunities! Learn about salaries, educational requirements, job outlook and major employers in the fields of:**

**HEALTHCARE • COMPUTING/TECHNOLOGY • ENGINEERING/MANUFACTURING • BUSINESS**

**Career Exploration will focus on one field each evening.**

**Tuesdays, 7-8 p.m.**
**March 21–April 11 and May 16–June 6.**

**Schedules and registration coming soon at https://www.ccm.edu/workforce/job-search/**

Additional information for unemployed, underemployed or dislocated individuals can be found at
**https://www.ccm.edu/workforce/unemployed/**

**VIRTUAL OPEN HOUSE**
January 11 and 12, 6-7 p.m.
January 14, 9-10 a.m.
See back cover for details.

# BUSINESS & PROFESSIONAL DEVELOPMENT



## PROJECT MANAGEMENT

Project Management is one of the most sought-after competencies for today's business professional. Skilled Project Managers are able to deliver results on time, within budget and with the highest quality.

| Course | Course Title | CEUs |
|---|---|---|
| PMC-129E | Project Management Essentials | 4.2 |
| PMC-131E | Project Management PMP®, CAPM® Exam Prep | 3.6 |
| PMC-130E | Microsoft Project 2019 | 1.5 |

Upon successful completion of Project Management Essentials, Project Management Exam Prep and Microsoft Project 2019, you will be awarded a Certificate in Project Management by the college and be prepared to sit for the Project Management Institute PMP®, CAPM® certification exams. See "Certificates and Transcripts" in General Information.

For further information about these classes, visit
https://www.ccm.edu/workforce/business/project-management/

Does your company have multiple employees needing Project Management training or certification? Receive a multi-student employer discount. Contact Alexandra Hoffmann at ahoffmann@ccm.edu for more information.

### *CERTIFICATE IN PROJECT MANAGEMENT WITH PMP® OR CAPM® OPTION*

According to the Project Management Institute (PMI), the world leader in project management certifications, organizations with standardized practices attain better results. Because the Project Management Professional (PMP)® and Certified Associate in Project Management (CAPM)® recognize your knowledge of the profession's preeminent global standard, you will stand out to employers and be poised to move ahead.

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

#### PROJECT MANAGEMENT ESSENTIALS (PMC-129E)

Tackle projects of any size with efficiency and realize success. Learn about practical and proven methods to manage people, procedures and time to achieve the results you need. Understand how to work with time constraints, smart planning, resource allocation, quality control, risk management, cost control and communications management. Get control of your project and see it to a successful completion. This course examines case studies, professional literature, and examples from various industries to study the essentials of project management. *Textbook required. Visit https://www.ccm.edu/workforce/textbook-information/

*Tues and Thurs, Feb 21-April 6, 6:30-9:30 p.m.*
*Remote-Live*
*14 sessions: 42 hrs, CEU 4.2*
*Course: 28411*
*Cost: $999*

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

*PREREQUISITE: 'Project Management Essentials' or substantial prior project management experience with a solid understanding of the principles of project management.*
Ready to go for your certification in Project Management? This class is a preparation for taking the PMI certification exam for Project Management Professional (PMP)® or Certified Associate in Project Management (CAPM)® and meets the requirement for contact hours of education to be eligible to take the exams. The course is based on the most recent versions of the PMI® Exam Content Outline, 6th and 7th editions of the PMBOK (Project Management Body of Knowledge) and the Agile Practice Guide. This course includes information and principles for taking the newly revised exams. The student will practice with hundreds of practice test questions. This course is a robust and comprehensive grounding in the principles of project management, the PMI's Project Management Body of Knowledge Guide (PMBOK), project best practices and test preparation. The course covers project life cycles, project knowledge areas, test preparation, test-taking tips and practical best practices. This course also satisfies requirements for obtaining Professional Development Units (PDUs). *Textbook required. Visit https://www.ccm.edu/workforce/textbook-information/

*Tues and Thurs, April 18-May 25, 6:30-9:30 p.m.*
*Remote-Live*
*12 sessions: 36 hrs, CEU 3.6*
*Course: 28412*
*Cost: $999*

#### MICROSOFT PROJECT 2019 (PMC-130E)

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

*Tues and Thurs, June 6-27, 6:30-9 p.m.*
*(No class June 20)*
*On campus: HH 114*
*6 sessions: 15 hrs, CEU 1.5*
*Course: 28414*
*Cost: $379*

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current! Email Records and Registration at registrar@ccm.edu to check your current contact information. Submit new contact information using form https://www.ccm.edu/wp-content/uploads/pdf/admissions/recordsandreg/Change-of-Info-Form-Interactive-1.pdf

# HUMAN RESOURCES

## *CERTIFICATE IN HUMAN RESOURCES PROFESSIONAL – GENERALIST*

Federal and state regulations require a knowledgeable, professional Human Resources department to handle the many requirements to remain legally compliant as an employer. Managers, HR professionals and entrepreneurs who would like to learn more about the hiring and handling of employees, health insurance, compensation and other human resources programs and procedures will benefit from this comprehensive program. Whether you are interested in pursuing testing for credentials from organizations such as the Human Resources Certification Institute or the Society for Human Resource Management (SHRM), or simply looking to grow your expertise, this program provides you with the knowledge needed for career growth and preparation to sit for the SHRM certification exam.

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

The first four classes can be taken individually and in any order. The last course requires at least one other as a prerequisite.

| Course | Course Title | CEUs |
|---|---|---|
| CHR-121E | HR Management and Staffing | 1.5 |
| CHR-122E | Employment Law | 1.8 |
| CHR-119E | Training & Staff Development | 0.9 |
| CHR-117E | Total Rewards: Compensation & Benefits | 1.5 |
| CHR-127E | Strategic HR Management & Capstone Project | 1.2 |

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.

*Textbook required. Visit https://www.ccm.edu/workforce/textbook-information/

**INSTRUCTORS:**
- Judy Treibman, MBA, SHRM-SCP, SPHR, GBA
- Kenneth Sterzer, MPS, SHRM-CP, PHR
- Christina DeOliveira, MBA, CPC, ELI-MP

Opportunities to network with your instructors and classmates in person! The last session of each module will be in-person at CCM.

### TOTAL REWARDS: COMPENSATION & BENEFITS (CHR-117E)

Compensation and benefits are primary factors in recruiting and retaining top talent and the key to a company's competitiveness. HR develops packages for executives and compensation and benefits levels for employees that are internally and externally equitable and that fit the company's needs. Major topics discussed include salary grading and banding using a market-based strategy; management of company paid benefits (medical, dental, etc.); ERISA and other regulatory issues pertaining to benefits; and other rewards including paid time off and flexible schedules.

*Tues, Feb 14-March 14, 6:15-9:15 p.m.*
*Remote-Live (Last session on campus-CH 102)*
*5 sessions: 15 hrs, CEU 1.5*
*Course: 28384*
*Cost: $329*

### STRATEGIC HR MANAGEMENT AND CAPSTONE PROJECT (CHR-127E)

To be an active partner in the strategic management of a company, HR must understand the business climate and the competition. HR translates corporate goals (both short and long-term) to the department and individual level. HR reduces or mitigates risk to the company. Students will work in groups on a project of choice and will identify and report on solutions drawing from multiple areas of HR. Major topics include SWOT (strengths, weaknesses, opportunities, and threats) Analysis; health, safety and security risks; workforce changes including mergers/acquisitions and reductions in workforce.

*Tues, March 28-April 18, 6:15-9:15 p.m.*
*Remote-Live (Last session on campus-CH 102)*
*4 sessions: 12 hrs, CEU 1.2*
*Course: 28385*
*Cost: $269*

***The following courses will be offered Fall 2023***

### HR MANAGEMENT AND STAFFING (CHR-121E)

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

### EMPLOYMENT LAW (CHR-122E)

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

### TRAINING AND STAFF DEVELOPMENT (CHR-119E)

Continuous learning is essential to a productive and efficient workforce. In many organizations, HR delivers corporate training to employees based on business objectives. This course covers defining core competencies; conducting a needs assessment; designing and delivering training programs; and linking career development and performance management to training.

*TEXTBOOK REQUIRED: If your course requires a textbook, visit https://www.ccm.edu/workforce/textbook-information/
Students must obtain the textbook on their own and have it for the first day of class.

# NONPROFIT FUNDRAISING CERTIFICATE PROGRAM

## *CERTIFICATES IN NONPROFIT FUNDRAISING AND GRANT WRITING*

CCM, a recognized leader in training new and seasoned nonprofit professionals and individuals in the art of nonprofit fundraising and grant writing, is offering an updated program that responds to today's changing environment for learning and fundraising. Nonprofit Fundraising Essentials includes case studies and projects that address the challenges faced by nonprofit professionals. Grant Writing Essentials provides nonprofit organizations of any size with a complete toolbox of skills and techniques to increase capital and improve cash flow. This team-taught course will introduce you to professionals who have dedicated their careers and skills to the nonprofit business world.

The Nonprofit Fundraising and Grant Writing bundle is a complete, action-packed curriculum of 54 hours, focusing on the foundational structure of nonprofit corporations and the time-proven techniques of raising funds and receiving grants. This is a game changer for those new to the field, and is sure to improve the art and approach of individuals with experience.

| Course | Course Title | CEUs |
|---|---|---|
| NPC-224E | Nonprofit Fundraising and Grants Bundle | 5.4 |
| NPC-225E | Nonprofit Fundraising Essentials | 3.3 |
| NPC-226E | Grant Writing Essentials | 2.1 |

* Textbooks required. Visit https://www.ccm.edu/workforce/textbook-information/

**LEAD INSTRUCTOR: Lauren R. Swern, BA**
**CO-INSTRUCTORS:**
- Nancy Eberhardt, Esq., Executive Director, Pro Bono Partnership
- Karen DiMaria, MBA

**SIGN-UP FOR THE FULL PROGRAM AND SAVE $270 OVER THE INDIVIDUAL COURSE PRICES!**

### NONPROFIT FUNDRAISING AND GRANTS BUNDLE (NPC-224E)

This is the full program for nonprofit professionals, encompassing the two in-demand skills needed by every nonprofit leader: fundraising and grant writing. Knowing how to raise funds is critical to growth and opportunity in the NFP sector. Even if you are not the grant writer, you need to know the elements of a solid grant application, and understand how your organization will be evaluated by funders.

*Mon and Wed, March 6-May 3, 6:30-9:30 p.m.*
*Remote-Live*
*18 sessions: 54 hrs, CEU 5.4*
*Course: 28360*
*Cost: $1,350*

### NONPROFIT FUNDRAISING ESSENTIALS (NPC-225E)

When fundraising is effective, you increase your organization's ability to impact more lives, spread your message further or provide more services. If you want to learn how to fundraise like the pros, then obtain this Essentials Certificate and learn the techniques and strategies that will improve your fundraising efforts.
- Fundamentals of Nonprofit Fundraising
- Communicating with Donors and Supporters
- Creating an Annual Fund Plan—Putting It All Together

*Mon and Wed, March 6-April 10, 6:30-9:30 p.m.*
*Remote-Live*
*1 session: 33 hrs, CEU 3.3*
*Course: 28361*
*Cost: $990*

### GRANT WRITING ESSENTIALS (NPC-226E)

Grant Writing Essentials teaches the techniques and methods that expert grant writers use, to write solid, appealing, *WINNING* grant proposals. This hands-on program includes a unique expert panel discussion from a variety of local nonprofits and foundations, offering tips on presenting and submitting a successful grant application.
- Sourcing Grant Opportunities
- Research and Proposal Writing Workshop
- Interactive Proposal Writing

*Mon and Wed, April 12-May 3, 6:30-9:30 p.m.*
*Remote-Live*
*7 sessions: 21 hrs, CEU 2.1*
*Course: 28362*
*Cost: $630*

NONPROFIT LEADERS WHO HAVE EARNED THEIR CERTIFICATION EARN AN AVERAGE SALARY OF $73K. -PAYSCALE.COM

Following the training received in the program, students may also wish to study and sit for the Certified Fund Raising Executive (CFRE) credential. Initially awarded in 1981, it is the first globally recognized credential for fundraising professionals. http://www.crfe.org/

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current! Email Records and Registration at registrar@ccm.edu to check your current contact information. Submit new contact information using form https://www.ccm.edu/wp-content/uploads/pdf/admissions/recordsandreg/Change-of-Info-Form-Interactive-1.pdf

# FINANCE

Financial accounting is important for all companies, regardless of size. Through our finance series at the Center for Workforce Development, you will gain progressive knowledge and understanding on how to record transactions for a business. As you become more skilled, learn about summarizing, analyzing, and reporting these transactions and then learn how to put that knowledge into computerized accounting software. Establishing a record of a company's financial health is critical for companies of all sizes, whether applying for loans or establishing a working relationship with other businesses.

For someone with no prior bookkeeping or accounting knowledge, you must start with the Accounting Basics for Non-Accountants. Students with prior accounting or bookkeeping knowledge and/or experience may enter at Accounting Fundamentals. The goal of this program is to master computerized accounting using QuickBooks, and prepare for certification as a QuickBooks professional. Strong computer skills and the completion of the prerequisite accounting courses is required.

| Course | Course Title | CEUs |
|---|---|---|
| BDT-161E | Accounting Basics for Non-Accountants | 0.9 |
| BDT-124E | Accounting Fundamentals | 1.5 |
| BDT-146E | QuickBooks 2022 Certification Prep | 2.2 |

INSTRUCTOR: CCM Staff

### ACCOUNTING BASICS FOR NON-ACCOUNTANTS (BDT-161E)

*PREREQUISITE: This is an introductory course on the basics of accounting. Students will use computers in the classroom and basic computer skills are essential. A personal computer with Windows 10, while not needed, is helpful. A computer is required for the next classes in this program series.*

If you have never had a bookkeeping or accounting course and the words "t-account," or "debit and credit entries," sound like a foreign language, you need to start here to advance in this series. Understanding the theories and practices behind accounting, which is the process of recording financial transactions and then summarizing, analyzing, and reporting these transactions, is the basis of this class. This class will equip you with the foundational knowledge to be successful in the next course.

***Check our website for additional details and the full schedule for this program track.***
***On campus: TBD***
***3 sessions: 9 hrs, CEU 0.9***
***Cost: $229***

### ACCOUNTING FUNDAMENTALS AND MORE (BDT-124E)

*PREREQUISITE: Accounting Basics for Non-Accountants, or accounting/bookkeeping knowledge or prior work experience. Students should have a personal computer with Windows 10 AND have strong computer skills. Students will receive CCM student credentials to access MS Excel.*

Apply double entry bookkeeping and then dig deeper into the analysis and recording of financial transactions and financial statements. Get hands-on experience in accounts receivable, accounts payable, payroll procedures, sales taxes and common banking activities. Understand the role of the three main accounting statements: balance sheet, income statement and cash flow.

This course is a prerequisite for QuickBooks. During a one-hour orientation in advance of the course work, students will receive information on the class structure, use of Excel and how to access MS Excel if a student does not have the software.

***Check our website for additional details and the full schedule for this program track.***
***On campus: TBD***
***6 sessions: 15 hrs, CEU 1.5***
***Cost: $379***

### QUICKBOOKS 2022 CERTIFICATION PREP WITH EXAM VOUCHER (BDT-146E)

*PREREQUISITE: Accounting Fundamentals or a minimum of one-year work-related bookkeeping or accounting experience REQUIRED. Students MUST HAVE good computer skills, along with a personal computer with Windows 10. Students receive CCM student credentials to access the QuickBooks software. Students who register for this class, and do not have the prerequisite knowledge, will be limited in their ability to participate in this course. If in doubt, please contact Workforce Development prior to enrolling. A QuickBooks certification exam voucher is included with the course.*

QuickBooks is a computerized accounting system commonly used in small-to-medium sized businesses. Students learn to create purchase orders, track sales and expenses, produce and manage invoices, monitor financial records and more. This course uses QuickBooks 2022, emphasizing the cloud version, with an introduction to the QuickBooks desktop version. The course will help you prepare for the QuickBooks certification exam. During a one-hour orientation, in advance of the course work, students will receive information on how to download the student version of QuickBooks directly from Intuit and learn more about the QuickBooks certification process and course outline.

This class, and the information you will learn, is not a substitute for professional accounting and tax advice. Instructors are unable to advise students on specific issues.

***Check our website for additional details and the full schedule for this program track.***
***On campus: TBD***
***8 sessions: 22 hrs, CEU 2.2***
***Cost: $629***

ACCOUNTANTS AND AUDITORS EARN A MEDIAN SALARY OF **$77,250** PER YEAR. IT IS PROJECTED THAT 96,000 NEW JOBS WILL OPEN IN THIS FIELD BY THE YEAR 2030.

-US BUREAU OF LABOR STATISTICS

*TEXTBOOK REQUIRED: If your course requires a textbook, visit https://www.ccm.edu/workforce/textbook-information/
Students must obtain the textbook on their own and have it for the first day of class.

**VIRTUAL OPEN HOUSE**
January 11 and 12, 6-7 p.m.
January 14, 9-10 a.m.
See back cover for details.

# GRANT-SUPPORTED TRAINING



Through the NJ Department of Labor (NJDOL), NJ Community College Consortium (NJCCC) and NJ Business and Industry Association (NJBIA), non-governmental NJ businesses and employees are eligible for Grant-Supported Training at no cost. For more information or to sign up for these classes, visit www.ccm.edu/workforce/grantsupported

**PLEASE REMEMBER THAT ONCE REGISTERED, ATTENDANCE IS MANDATORY AT ALL MEETINGS OF A CLASS. PLAN AHEAD AND BE SURE TO MARK YOUR CALENDAR WITH REMINDERS!**

*NEW* – You will register for your GST classes one month at a time. CHOOSE ALL OF YOUR MONTHLY COURSES FOR A GIVEN MONTH (Jan, Feb, March, etc.). Make sure you have selected the right classes, the right date(s) and then register. Once a monthly registration is submitted, you cannot make changes on your own – no additions, cancellations or switching a class. If you made a mistake or need assistance to adjust your registration, email cbt@ccm.edu or call 973-328-5187 or 973-328-5188.

IMPORTANT: Once you have created your user account, keep your username and password for future class registrations. If you have previously registered in the Workforce student portal, use your email address from prior registration, and the unique password you created.

**Please be sure to add wfd@ccm.edu and cbt@ccm.edu to your safe senders so that email notifications regarding your registration and class Zoom link are delivered to your inbox and not sent to your spam folder.**

## PROFESSIONAL COMMUNICATIONS AND WORKPLACE EDUCATION

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. For updated information about these courses, visit https://www.ccm.edu/workforce/grantsupported/

### SPANISH IN THE WORKPLACE

This course is designed for English-speaking professionals who understand and speak very little or no Spanish, and are interested in learning basic workplace vocabulary, Spanish grammar, conversational expressions, questions, and commands. Join this effective, language learning experience tailored to the workplace.

INSTRUCTOR: CCM Staff

*Visit our website for additional details*
*Remote-Live*
*4 sessions: 12 hrs, CEU 1.2*

### PROJECT MANAGEMENT INTRODUCTION

Today, in addition to the regular duties of your job, you are often expected to take on extra assignments and get that additional job done well, under budget and on time. This workshop is intended to familiarize participants with the basic understanding of project management while introducing some easy-to-use tools that can be employed immediately to help you and your team complete projects on time, within budget while meeting quality specifications and stakeholder expectations. Participants will be introduced to the five essential Project Management Body of Knowledge (PMBOK) principles, project management process groups and learn about the essential activities that must be performed in each process group.

INSTRUCTOR: Thomas Schnipp

*Tues and Thurs, Jan 31-Feb 2, 6-9 p.m.*
*Remote-Live*
*2 sessions: 6 hrs, CEU 0.6*

### AGILE PROJECT MANAGEMENT BASICS

Learn the latest techniques to manage project development and implementation through the methodology of the 12 Agile Principles. Learn how to create the Agile environment and how to participate in, assign and manage the roles of the Agile team. You will come to appreciate important techniques for the timely management of scope, time, cost, quality and risk.

INSTRUCTOR: Thomas Schnipp

*Tues and Thurs, Feb 7-9, 6-9 p.m.*
*Remote-Live*
*2 sessions: 6 hrs, CEU 0.6*

### BUSINESS ETIQUETTE: GAINING THAT COMPETITIVE EDGE

The ability to handle yourself properly can sometimes outweigh having the right technical skills. This is how important business etiquette is. Learn how to take your professionalism to the next level by learning proper business etiquette that will set you apart from your competition. This course includes topics for various business settings such as:

- Effective networking, including making introductions, shaking hands and using business cards
- Appropriate dress attire for every business occasion
- How to feel comfortable when dining in business and formal situations
- Confident business communication in every situation
- Etiquette that establishes trust and credibility
- Learn to navigate the virtual and hybrid environments

INSTRUCTOR: Rita Williams-Bogar, MBA, CPCU, ARM, AU, AINS, ChFC

*Sat, Feb 4, 9 a.m.-1 p.m.*
*Remote-Live*
*1 session: 4 hrs, CEU 0.4*

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current! Email Records and Registration at registrar@ccm.edu to check your current contact information. Submit new contact information using form https://www.ccm.edu/wp-content/uploads/pdf/admissions/recordsandreg/Change-of-Info-Form-Interactive-1.pdf

### MINDFULNESS TO DECREASE WORKPLACE STRESS

Stress is the brain and body's response to change, challenge, or demand. It is the body's natural defense against danger brought on by an event or thought that makes you feel frustrated, angry, or nervous. Employees at all levels feel stress. Many people feel that the demands of the workplace combined with the demands of home are overwhelming. Mindfulness is the present-moment awareness that involves monitoring and attending to current experience rather than predicting future events or dwelling on the past. This course explores the causes of stress and focuses on mindfulness as a strategy to address stress.

**Participants will:**

- Understand the potential causes and symptoms of stress
- Learn techniques for changing situations and actions that can be changed
- Explore mindfulness and its impact of stress reduction
- Learn fundamental techniques of mindfulness
- Create an action plan to help reduce and manage stress

**INSTRUCTOR: Georgann Occhipinti, MA**

*Tues and Thurs, Feb 14-16, 11 a.m.-2 p.m.*
*Remote-Live*
*2 sessions: 6 hrs, CEU 0.6*

*Tues and Thurs, April 25-27, 9 a.m.-12 p.m.*
*Remote-Live*
*2 sessions: 6 hrs, CEU 0.6*

### WRITING FOR RESULTS AT WORK: BUSINESS-WRITING ESSENTIALS

Across all fields and industries—and whether you are fresh to the workforce or a senior-level manager—the ability to communicate well via the written word is a highly valued and important skill. In this class, you will learn strategies and tips for producing clear, concise, complete, constructive, and error-free business communication to inform and inspire audiences while achieving desired outcomes. Participants will have the opportunity to practice and receive helpful feedback.

**INSTRUCTOR: Christy Bouziotis, Ph.D., M.A., CPRW**

*Tues and Wed, Feb 21-22, 9 a.m.-12 p.m.*
*Remote-Live*
*2 sessions: 6 hrs, CEU 0.6*

### ADVANCED BUSINESS WRITING FOR IMPACT

Once you have the basics down, you'll want to take your business writing skills to the next level. In addition to providing a refresh on some of the more complex concepts in English grammar and usage, this class will help you improve in writing for the more difficult situations you might face at work (e.g., how to communicate problems or deliver constructive criticism in writing). You will also learn more about job search writing, including development of high-impact content for LinkedIn and professional biographies.

**INSTRUCTOR: Christy Bouziotis, Ph.D., M.A., CPRW**

*Wed and Fri, March 22-24, 9 a.m.-12 p.m.*
*Remote-Live*
*2 sessions: 6 hrs, CEU 0.6*

### CRITICAL THINKING SKILLS TO BECOME A PROBLEM SOLVER

The ability to clearly reason through problems and to present arguments in a logical, compelling way have become key skills for success in today's world. This workshop will provide tools and hands-on experience with critical thinking and problem solving. We will define the differences between critical and non-critical thinking, identify your preferred thinking style, describe other thinking styles, such as left/right brain and whole mind, develop a process to build or analyze arguments and use creative techniques. Attendees will have the opportunity to practice preparing and presenting arguments and receive feedback on their technique.

**INSTRUCTOR: : Rita Williams-Bogar, MBA, CPCU, ARM, AU, AINS, ChFC**

*Wed and Fri, March 15-17, 9 a.m.-12 p.m.*
*Remote-Live*
*2 sessions: 6 hrs, CEU 0.6*

### POWERFUL, PURPOSEFUL PUBLIC SPEAKING

Did you know that public speaking is one of the most common phobias? Even those who aren't necessarily afraid to speak publicly likely have aspects of their presentation skills that they would like to improve. In this class, learn to use public speaking as a valuable communication channel, tips for calming those inevitable jitters, and the essential ingredients for preparing and delivering a memorable, compelling speech to achieve desired audience impact. Participants will learn about speaking effectively in job interviews, how to develop an "elevator pitch" and other scenarios. All will have the opportunity to practice their skills in a welcoming, encouraging environment.

**INSTRUCTOR: Christy Bouziotis, Ph.D., M.A., CPRW**

*Tues and Wed, April 25-26, 9 a.m.-12 p.m.*
*Remote-Live*
*2 sessions: 6 hrs, CEU 0.6*

## LEADERSHIP AND MANAGEMENT SKILLS

### RESOLVING CONFLICT IN THE WORKPLACE AT THE SUPERVISORY LEVEL

In this course, learn techniques on how to resolve conflict at the supervisory level, the root causes of conflict, and where it might stem from. A conflict that occurs between workers can be damaging to key relationships in the workplace. Learn how to combat various conflicts that can occur in the workplace using techniques that engage clear communication, improve listening skills and help define your expectations as a supervisor.

**INSTRUCTOR: Rita Williams-Bogar, MBA, CPCU, ARM, AU, AINS, ChFC**

*Wed and Fri, Feb 15-17, 9 a.m.-12 p.m.*
*Remote-Live*
*2 sessions: 6 hrs, CEU 0.6*

### LEADING WITH CONFIDENCE

Are you a "Natural Born Leader?" Despite the common phrase, a strong leader is not made overnight. In this course, learn how to develop your mindset to make decisions confidently. Using key principles, gain knowledge on how to develop your character, become trustworthy and earn respect. You will learn how to assist others in developing their own characters. Realize your long-term success in your organization through this leadership development course.

**INSTRUCTOR: Rita Williams-Bogar, MBA, CPCU, ARM, AU, AINS, ChFC**

*Wed and Fri, Feb 15-17, 1-4 p.m.*
*Remote-Live*
*2 sessions: 6 hrs, CEU 0.6*

### SUPPORTING EMPLOYEES' EMOTIONAL WELL-BEING

Employee well-being is a valuable asset. Workplaces that prioritize well-being have better engagement, lower absenteeism and higher productivity and morale. Employee well-being relates to all aspects of work life including their job, relationships with colleagues, expectations and work culture.

*TEXTBOOK REQUIRED: If your course requires a textbook, visit https://www.ccm.edu/workforce/textbook-information/
Students must obtain the textbook on their own and have it for the first day of class.

**Participants will:**
- Discuss methods of promoting employee well-being
- Explore five types of employee well-being
- Learn ways to normalize these issues and use of resources
- Consider ways to reduce workplace stressors
- Explore tools that managers can implement for employee well-being

**INSTRUCTOR: Georgann Occhipinti, MA**

*Tues and Wed, March 14-15, 1-4 p.m.*
*Remote-Live*
*2 sessions: 6 hrs, CEU 0.6*

*Tues and Thurs, June 13-15, 6-9 p.m.*
*Remote-Live*
*2 sessions: 6 hrs, CEU 0.6*

## MASTERING THE DELIVERY OF PERFORMANCE REVIEWS FOR MANAGERS

Performance reviews are an essential component of employee development. The performance review meeting is an important aspect of career planning, and the outcomes of the meeting should be known to the employee and supervisor before the meeting takes place. Setting goals and objectives to aim towards gives both supervisors and employees a focus. Having a focus is a key aspect to meeting overall company objectives. Supervisors must also learn how to give feedback, both positive and constructive, on a regular and timely basis so that employees can grow and develop. In this class, participants will learn how to master the art of delivering performance reviews and giving effective feedback.

**INSTRUCTOR: Rita Williams-Bogar, MBA, CPCU, ARM, AU, AINS, ChFC**

*Sat, March 18, 9 a.m.-1 p.m.*
*Remote-Live*
*1 session: 4 hrs, CEU 0.4*

## BASIC PRINCIPLES OF WORKPLACE RISK ASSESSMENT

Unanticipated problems that arise in the workplace impact productivity, safety, innovation and results. Many individuals are reactive to these issues, rather than creating a risk assessment policy that consistently identifies and addresses risk. This course will discuss potential risk categories and approaches to handle risk situations. Techniques for risk mitigation will also be explored in order to provide a safe and effective work environment.

**Participants will:**
- Learn the components of a risk assessments
- Understand the risk management cycle
- Explore threat identification techniques
- Identify some tools for managing risk
- Understand the importance of cost benefit analysis
- Discuss risk mitigation options
- Identify the elements of a risk strategy

**INSTRUCTOR: Georgann Occhipinti, MA**

*Wed and Thurs, March 22-23, 1-4 p.m.*
*Remote-Live*
*2 sessions: 6 hrs, CEU 0.6*

*Tues and Wed, May 23-24, 9 a.m.-12 p.m.*
*Remote-Live*
*2 sessions: 6 hrs, CEU 0.6*

## CONSTRUCTIVE COLLABORATION IN TEAMS AND ORGANIZATIONS

Success as a manager is heavily influenced by how well your team operates and what kind of results they achieve. Is your team able to solve problems? Can they resolve conflict? Are they enthusiastic and motivated to do their best? Do they work well together? This workshop is designed for participants who want to develop their team leadership skills and unleash the talent of individual and collective team members.

**Participants will:**
- Identify different types of teams
- Build teamwork by recognizing and tapping into the characteristics of an effective team
- Promote trust and rapport
- Recognize the key elements that move a team from involvement to empowerment and how to give these elements to your team
- Develop strategies for dealing with team conflict and common problems

**INSTRUCTOR: Georgann Occhipinti, MA**

*Tues and Thurs, April 11-13, 1-4 p.m.*
*Remote-Live*
*2 sessions: 6 hrs, CEU 0.6*

*Tues and Thurs, May 9-11, 1-4 p.m.*
*Remote-Live*
*2 sessions: 6 hrs, CEU 0.6*

## IMPLICIT BIAS IN THE WORKPLACE

Implicit bias or unconscious bias are subconscious attitudes that affect the way individuals feel and think about others. This class will examine how implicit bias impacts communication, relationships and decisions in the workplace and discuss ways to handle situations where implicit bias is evident.

**Participants will:**
- Realize that everyone has implicit bias
- Learn about how implicit bias limits perceptions and opportunities
- Understand roles that individuals play in implicit bias
- Learn steps that can limit and address implicit bias

**INSTRUCTOR: Georgann Occhipinti, MA**

*Tues and Wed, April 25-26, 6-9 p.m.*
*Remote-Live*
*2 sessions: 6 hrs, CEU 0.6*

## CONSTRUCTIVE FEEDBACK IN THE WORKPLACE

Communicating an issue, problem, or potential area for improvement does not have to be a negative experience. In fact, delivered properly, constructive criticism can be a gift, a bridge builder, and an initiator of positive change. This class will provide participants with tips and strategies for providing solution-focused performance feedback, communicating problems, and addressing conflict—both in writing and verbally—that strengthen relationships and benefit business overall.

**INSTRUCTOR: Christy Bouziotis, Ph.D., M.A., CPRWC**

*Wed and Fri, May 17-19, 9 a.m.-12 p.m.*
*Remote-Live*
*2 sessions: 6 hrs, CEU 0.6*

Top skills requested by Morris County employers include:
- Project Management
- Customer Service
- Microsoft Office tools
- Budgeting/Finance

-Labor Insight, Burning Glass Technologies 2022

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current! Email Records and Registration at registrar@ccm.edu to check your current contact information. Submit new contact information using form https://www.ccm.edu/wp-content/uploads/pdf/admissions/recordsandreg/Change-of-Info-Form-Interactive-1.pdf

## SALES SERIES

### BUILDING RELATIONSHIPS FOR SUCCESS IN SALES

Unlock your interpersonal skills and practice using them every day through this engaging six-hour course. The business of all sales professionals is building friendly relationships. Strategic friendships can make or break any business, no matter how big and no matter what kind of market. In this course, discover the benefits of developing a support network of connections. Learn how building relationships can help you develop your business base and how to apply communication techniques to build your network. Take away some of the key elements in strong working relationships for your own professional development, and how to put more of these elements in working relationships.

**INSTRUCTOR: Steven Carroll, MBA**

*Tues and Thurs, March 7-9, 6:30-8:30 p.m.*
*Remote-Live*
*2 sessions: 4 hrs, CEU 0.4*

*Mon and Wed, May 15-17, 6:30-8:30 p.m.*
*Remote-Live*
*2 sessions: 4 hrs, CEU 0.4*

### HOW TO BUILD YOUR EXECUTIVE PRESENCE

Some leaders immediately captivate their team's attention and respect when they walk into a room. Do you have that kind of presence? If not, is it something that you would like to develop? This course will help you do just that by building your credibility, improving your personal appearance, honing your networking skills and enhancing your ability to communicate effectively. You will also receive an introduction to core skills to build trust and credibility as a leader. Create a strong positive impression and maintain that impression as you build your relationships. Take this course by itself or in conjunction with ***Building Relationships for Success*** in Sales for a dynamic duo to develop your character in your profession.

**INSTRUCTOR: Steven Carroll, MBA**

*Tues and Thurs, April 4-6, 6:30-8:30 p.m.*
*Remote-Live*
*2 sessions: 4 hrs, CEU 0.4*

*Mon and Wed, May 1-3, 6:30-8:30 p.m.*
*Remote-Live*
*2 sessions: 4 hrs, CEU 0.4*

## MARKETING

### NETWORKING WITH LINKEDIN TO GROW YOUR BUSINESS

LinkedIn is a valuable social platform for professionals and business owners to maximize their exposure and reach, directly engage new customers, and search for new opportunities. Many well-established brands use this platform to create fresh connections and build long-term relationships. Learn from a dedicated professional who works at LinkedIn: how to maximize your LinkedIn presence for you or your business; the etiquette of LinkedIn; posting your credentials; how to get the most out of its settings; and much more. Learn how to define your audience and craft a strategy focused on your organization's goals. In this course, you will gain a better understanding of best practices to incorporate content on LinkedIn while also defining which content resonates most effectively on the platform.

**INSTRUCTOR: Steven Carroll, MBA**

*Mon and Wed, April 17-19, 6:30-8:30 p.m.*
*Remote-Live*
*2 sessions: 4 hrs, CEU 0.4*

### MARKETING AND YOUR ONLINE PRESENCE

Dedicating the time to spend on your marketing plan is one of the hardest things you can do as a business owner. Most people want to spend their time making money for their business, and there's not a whole lot of immediate gratification for plugging away on your overall marketing plan. It's important to make time for it and here's why: your representation online is who you are and your identity to many people. In this class learn how to make your business stand out by honing in on a purposeful marketing plan that works. Join in on this six-hour introductory class to learn more about your presence online and how to develop a marketing plan that will propel your success.

**INSTRUCTOR: Tom DuHamel, BS**

*Tues and Thurs, Feb 7-9, 6-9 p.m.*
*Remote-Live*
*2 sessions: 6 hrs, CEU 0.6*

## WOMEN IN LEADERSHIP SERIES

### WOMEN IN LEADERSHIP

Women face unique challenges in the workplace, but they also add unique value and perspective. They improve communications dynamics and reinvigorate companies in ways that make them more competitive. Research shows companies with a critical mass of top-team gender diversity enjoy significantly better financial performance. This interactive session will enhance women's leadership behaviors. Participants will leave with new ideas, skills, confidence and fresh perspectives to add more value to their organization.

**Participants will:**
- Build awareness of decision-making biases
- Learn how to create high-performing teams
- Negotiate win-win outcomes
- Manage crises
- Drive innovation
- Create an authentic leadership style

**INSTRUCTOR: Georgann Occhipinti, MA**

*Wed and Thurs, Jan 11-12, 11 a.m.-2 p.m.*
*Remote-Live*
*2 sessions: 6 hrs, CEU 0.6*

### SELF-ADVOCACY & NEGOTIATION

Self-Advocacy is the ability to advocate on your own behalf and represent your interests. This program provides skills to effectively negotiate and enhance self-advocacy in order to achieve goals. These techniques can be applied to a wide variety of situations in the workplace.

**Participants will:**
- Learn the principles of self-advocacy
- Explore the fundamentals of negotiating
- Understand ways to develop assertive communication
- Discuss ways to overcome challenges
- Incorporate self-advocacy in your negotiations

**INSTRUCTOR: Georgann Occhipinti, MA**

*Tues and Thurs, Jan 24-26, 11 a.m.-2 p.m.*
*Remote-Live*
*2 sessions: 6 hrs, CEU 0.6*

*TEXTBOOK REQUIRED: If your course requires a textbook, visit https://www.ccm.edu/workforce/textbook-information/
Students must obtain the textbook on their own and have it for the first day of class.

### UNDERSTANDING AND LEVERAGING YOUR LEADERSHIP STYLE

Every leader has a natural leadership style that draws on their personality, strengths and communication style. Knowing your style is important to your success. It enables you to leverage your talent. Leaders must adapt and understand how to work with a variety of individuals.

**Participants will:**

- Explore different leadership styles
- Identify strengths and development needs
- Discuss Situational Leadership strategies
- Understand how personality impacts leadership approach
- Create a 'Leveraging Your Leadership Style' strategy

**INSTRUCTOR: Georgann Occhipinti, MA**

***Tues and Thurs, Jan 31-Feb 2, 11 a.m.-2 p.m.***
***Remote-Live***
***2 sessions: 6 hrs, CEU 0.6***

***Tues and Thurs, June 6-8, 1-4 p.m.***
***Remote-Live***
***2 sessions: 6 hrs, CEU 0.6***

### RESPECT IN THE WORKPLACE

Research in North America suggests that more than 1 in 3 employees have experienced bullying, abuse, harassment or discrimination in their workplaces. This course provides organizations of all sizes in any industry with proactive tools for all employees to combat bullying, abuse, harassment, discrimination, and incivility for a safer, more productive quality of life in the workplace and their personal spaces as well.

**INSTRUCTOR: Georgann Occhipinti, MA**

***Tues and Thurs, Feb 7-9, 11 a.m.-2 p.m.***
***Remote-Live***
***2 sessions: 6 hrs, CEU 0.6***

### RESILIENCE IN THE FACE OF CHANGE

When we adapt well to change, we find opportunity within each change and a sense of peace or even excitement. This is what we call resilience, or the ability to keep moving forward and make the most of any change, and not be paralyzed with fear, or lost sorting through the many possibilities for action. In this course, learn how to embrace resilience through identifying areas of irrational thinking to keep perspective, accept change, maintain a hopeful outlook and even learn from your past.

**INSTRUCTOR: Georgann Occhipinti, MA**

***Tues and Thurs, April 18-20, 1-4 p.m.***
***Remote-Live***
***2 sessions: 6 hrs, CEU 0.6***

## COMPUTER BASICS AND APPLICATIONS TRAINING

### COMPUTER BASICS

*PREREQUISITE: People must bring their **Windows** based laptops and chargers to class.*
Computer Basics is designed to familiarize individuals with computers, their operation and applications. Participants will be introduced to varied MS Windows topics such as exploring the Internet, conducting searches, how to find applications and files on your computer as well as printing. After completion of this course, consider broadening your knowledge with the following courses: What's in the Cloud: Introduction to Microsoft Office and 365 and Microsoft Word for Beginners.

**INSTRUCTOR: Patricia Callahan, MBA**

***Sat, Jan 14, 9 a.m.-1 p.m.***
***On campus, room TBD***
***1 session: 4 hrs, CEU 0.4***

***Sat, March 18, 9 a.m.-1 p.m.***
***On campus, room TBD***
***1 session: 4 hrs, CEU 0.4***

### *MICROSOFT OFFICE EXCEL*

CCM instructors utilize the Windows operating system to teach computer-based courses and the Microsoft applications. Using a laptop or PC with the Windows 10 operating system is recommended.
*Note that if you are using a non-Windows based laptop or other operating system, you will have slightly different functionality than how an application will function and appear on your instructor's computer.*

### EXCEL FOR BEGINNERS

*PREREQUISITE: Basic understanding of Microsoft Windows.*
This course will introduce you to Microsoft Excel basics including creating spreadsheets, formulas, functions, text, formatting and charts. At the completion of this course, you will be able to perform basic Excel skills such as modifying an existing worksheet, building worksheets, copying and moving cells and much more

**INSTRUCTOR: Emily O'Brien, AS, Roberta Principe, MS, Lakeisha Garrett, MS, MBA**

***Tues and Wed, Jan 10-11, 1-5 p.m.***
***Remote-Live***
***2 sessions, 8 hrs, CEU 0.8***

***Mon, Tues, Wed, Thurs, Feb 6-9, 6:30-8:30 p.m.***
***Remote-Live***
***4 sessions, 8 hrs, CEU 0.8***

***Tues and Wed, Feb 21-22, 1-5 p.m.***
***Remote-Live***
***2 sessions, 8 hrs, CEU 0.8***

***Mon and Wed, April 17-26, 6:30-8:30 p.m.***
***Remote-Live***
***4 sessions, 8 hrs, CEU 0.8***

***Mon and Wed, May 8-17, 6:30-8:30 p.m.***
***Remote-Live***
***4 sessions, 8 hrs, CEU 0.8***

### EXCEL INTERMEDIATE

*PREREQUISITE: Basic understanding of Microsoft Excel or completion of Excel for Beginners.*
This course will continue with Microsoft Excel topics including: Functions, Formula auditing group, Named Ranges, Database functionality, Freeze Panes, Page Break Preview, Data Validation, Filtering, Tables, a quick intro to Pivot Tables and more.

**INSTRUCTORS: : Roberta Principe, MS, Lakeisha Garrett, MS, MBA**

***Tues and Wed, Jan 17-18, 1-5 p.m.***
***Remote-Live***
***2 sessions, 8 hrs, CEU 0.8***

***Tues and Wed, Feb 28-March 1, 1-5 p.m.***
***Remote-Live***
***2 sessions, 8 hrs, CEU 0.8***

***Mon and Wed, March 20-29, 6:30-8:30 p.m.***
***Remote-Live***
***4 sessions, 8 hrs, CEU 0.8***

***Tues and Thurs, April 18-27, 6:30-8:30 p.m.***
***Remote-Live***
***4 sessions, 8 hrs, CEU 0.8***

### EXCEL ADVANCED

*PREREQUISITE: Intermediate understanding of Microsoft Excel or completion of Excel Intermediate.*
This course will continue with Microsoft Excel topics including: Vlookup, Match, Index, Importing/Exporting Data, Analytical Tools, Goal Seek, Scenario, Solver, Running and Recording a Macro, Buttons, Shortcuts, Combo Charts, and more.

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current! Email Records and Registration at registrar@ccm.edu to check your current contact information. Submit new contact information using form https://www.ccm.edu/wp-content/uploads/pdf/admissions/recordsandreg/Change-of-Info-Form-Interactive-1.pdf

**INSTRUCTOR: Roberta Principe, MS, Lakeisha Garrett, MS, MBA**

***Tues and Wed, Jan 24-25, 1-5 p.m.***
***Remote-Live***
***2 sessions, 8 hrs, CEU 0.8***

***Tues and Wed, March 7-8, 1-5 p.m.***
***Remote-Live***
***2 sessions, 8 hrs, CEU 0.8***

***Tues and Thurs, June 6-15, 6:30-8:30 p.m.***
***Remote-Live***
***4 sessions, 8 hrs, CEU 0.8***

### EXCEL FUNCTIONS: ENHANCE YOUR WORKSHEETS

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

**INSTRUCTOR: Roberta Principe, MS**

***Tues and Wed, Jan 31-Feb 1, 1-5 p.m.***
***Remote-Live***
***2 sessions, 8 hrs, CEU 0.8***

***Tues and Wed, March 14-15, 1-5 p.m.***
***Remote-Live***
***2 sessions, 8 hrs, CEU 0.8***

### EXCEL: PIVOT TABLES & BEYOND

*PREREQUISITE: Completion of Intermediate Excel or equivalent knowledge.*
Advances in technology have made it possible to store ever-increasing amounts of data. Along with this, 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 for you to analyze, but also organize the data in a way that meaningfully presents it to others. This leads to data-driven business decisions that have a better chance of success for everyone involved.

**INSTRUCTOR: Roberta Principe, MS**

***Tues and Wed, Feb 7-8, 1-5 p.m.***
***Remote-Live***
***2 sessions, 8 hrs, CEU 0.8***
***Tues and Wed, March 21-22, 1-5 p.m.***
***Remote-Live***
***2 sessions, 8 hrs, CEU 0.8***

### TOP EXCEL TOOLS FOR EFFICIENCY

*PREREQUISITE: Completion of Intermediate Excel or equivalent knowledge.*
This training is dedicated to learning quick tricks on the top must-have skills for improving your efficiency with Excel: Data Validation, Logical Functions, Conditional Formatting, Lookup and Reference Functions, and Pivot Tables. These tools will help increase your productivity and motivate you to tackle your spreadsheets with ease. Join this quick power training to help boost your effectiveness and efficiency in Excel.

**INSTRUCTOR: Emily O'Brien, AS**

***Tues, Wed and Thurs, Jan 17-19, 6:30-8:30 p.m.***
***Remote-Live***
***3 sessions, 6 hrs, CEU 0.6***

***Mon, Wed and Thurs, Feb 13-16, 6:30-8:30 p.m.***
***Remote-Live***
***3 sessions, 6 hrs, CEU 0.6***

***Tues, Wed and Thurs, March 14-16, 6:30-8:30 p.m.***
***Remote-Live***
***3 sessions, 6 hrs, CEU 0.6***

## *ADDITIONAL MICROSOFT OFFICE 365 APPLICATIONS*

### WHAT'S IN THE CLOUD: INTRODUCTION TO MICROSOFT OFFICE AND 365

*PREREQUISITE: Basic Windows knowledge and computer skills.*
Could you use a basic tutorial on Microsoft tools that are on PCs? 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. Students with no prior MS Office experience should start with this course and progress to other Microsoft based courses, with a goal of becoming a certified MS Office Specialist.

**INSTRUCTOR: Patricia Callahan, MBA**

***Tues and Thurs, Jan 10-12, 4-7 p.m.***
***Remote-Live***
***2 sessions: 6 hrs, CEU 0.6***

***Tues and Thurs, Feb 28-March 2, 4-7 p.m.***
***Remote-Live***
***2 sessions: 6 hrs, CEU 0.6***

***Tues and Thurs, April 4-6, 4-7 p.m.***
***Remote-Live***
***2 sessions: 6 hrs, CEU 0.6***

### MICROSOFT WORD FOR BEGINNERS

*PREREQUISITE: A working knowledge of Microsoft Windows 10.*
Microsoft Word is so much more than just typing into documents. This eight-hour introductory course, learn to create and manage professional-quality Word documents with ease, while improving your overall efficiency using the application. You will learn about different document types, how to use templates, create lists, tables, add borders, formatting, spell check, readability and much more.

**INSTRUCTOR: Patricia Callahan, MBA**

***Tues and Thurs, Jan 17-26, 4-6 p.m.***
***Remote-Live***
***4 sessions: 8 hrs, CEU 0.8***

***Tues and Thurs, March 7-16, 4-6 p.m.***
***Remote-Live***
***4 sessions: 8 hrs, CEU 0.8***

***Tues and Thurs, April 11-20, 4-6 p.m.***
***Remote-Live***
***4 sessions: 8 hrs, CEU 0.8***

### OUTLOOK IN A NUTSHELL

*PREREQUISITE: Basic understanding of Microsoft Windows.*
Outlook is Microsoft's tool for managing email, contacts and calendars. In this course, you will learn to use Outlook to send, receive and manage email messages, manage your contact information, schedule appointments and meetings, create tasks and notes for yourself and customize the Outlook interface to suit your working style. Don't deal with a disorganized inbox; learn to use Outlook's powerful features to stay on top of messages and schedules.

**INSTRUCTOR: Patricia Callahan, MBA**

***Tues and Thurs, Jan 31-Feb 2, 4-7 p.m.***
***Remote-Live***
***2 sessions, 6 hrs, CEU 0.6***

***Tues and Thurs, March 21-23, 4-7 p.m.***
***Remote-Live***
***2 sessions, 6 hrs, CEU 0.6***

***Tues and Thurs, April 25-27, 4-7 p.m.***
***Remote-Live***
***2 sessions, 6 hrs, CEU 0.6***

*TEXTBOOK REQUIRED: If your course requires a textbook, visit https://www.ccm.edu/workforce/textbook-information/
Students must obtain the textbook on their own and have it for the first day of class.

### EXPLORING AND UNDERSTANDING HOW TO USE MICROSOFT SHAREPOINT

*PREREQUISITE: Working knowledge of computers.*

Microsoft SharePoint is an online collaboration tool that is prominent for businesses and organizations. At the end of this course, users will be able to navigate through SharePoint, search documents, content, libraries and lists. They will know how to update their SharePoint profile, use SharePoint with Microsoft Office and access SharePoint from mobile devices. This workshop is highly interactive and provides numerous opportunities for application to the participants' workplace and practice of skills learned.

**INSTRUCTOR: Patricia Callahan, MBA**

*Mon and Wed, March 27-29, 4-7 p.m.*
*Remote-Live*
*2 sessions: 6 hrs, CEU 0.6*

*Tues and Thurs, May 16-18, 4-7 p.m.*
*Remote-Live*
*2 sessions: 6 hrs, CEU 0.6*

### POWERPOINT: INTRODUCTION

*PREREQUISITE: Basic understanding of Microsoft Windows.*

Presentations can sometimes be monotonous, but with Microsoft PowerPoint you can learn to make them compelling. 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.

**INSTRUCTOR: Emily O'Brien, AS**

*Tues and Thurs, Jan 24-26, 6:30-8:30 p.m.*
*Remote-Live*
*2 sessions, 4 hrs, CEU 0.4*

*Wed and Thurs, Feb 22-23, 6:30-8:30 p.m.*
*Remote-Live*
*2 sessions, 4 hrs, CEU 0.4*

*Mon and Wed, March 20-22, 6:30-8:30 p.m.*
*Remote-Live*
*2 sessions, 4 hrs, CEU 0.4*

### POWERPOINT: ADVANCED DESIGN SKILLS TO CREATE CUTTING-EDGE PRESENTATIONS

*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 a presentation sensational. Capture your audience with easy to use, impressive and powerful PowerPoint features that few people know about. Keep your audience's attention with engaging messages and graphics that communicate a clear message. Have your charts build themselves before your viewers' eyes. Learn to use these helpful tools without a huge commitment of time.

**INSTRUCTOR: CCM STAFF**

*Check the website for additional details*
*Remote-Live*
*2 sessions, 4 hrs, CEU 0.4*

## MANUFACTURING BASICS

**INSTRUCTORS: Anthony Horbert, AAS, CSWA, CSWPA-WD, CSWPA-SM**
**Sergio Jimenez, NIMS**

### BLUEPRINT READING AND MEASUREMENTS

Learn how to read shop and engineering blueprints and how to fabricate parts and perform assembly operations. Learn current drafting standards and blueprint reading techniques, review standard lines and symbols, sketching techniques, orthographic projection, auxiliary views, drawings, dimensions, sectional views, title block information, machining specifications and specialized forms of engineering drawings. Learn how to draw principal and isometric views and understand how blueprints and tolerances relate to the manufacturing process.

*Wed, Jan 25, 9 a.m.-4 p.m.*
*On campus: AME 103*
*1 session: 6 hrs, CEU 0.6*

### GEOMETRIC DIMENSIONING AND TOLERANCING

This course takes communicating with Blueprint Reading on the shop floor one step further. Through incorporating the Geometric Dimensioning and Tolerancing (GD&T) concepts you will learn CNC machining tolerances, the Datum Reference Frame (DRF), interpretation of symbols, the Feature Control Frame, communicating basic dimensions and material condition modifiers.

*Wed, Feb 1, 9 a.m.-4 p.m.*
*On campus: AME 103*
*1 session: 6 hrs, CEU 0.6*

### INTRODUCTION TO 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.

*Tues and Thurs, March 7-9, 9 a.m.-4 p.m.*
*On campus: AME 136*
*2 sessions: 12 hrs, CEU 1.2*

### INTRODUCTION TO 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.

*Tues and Thurs, March 21-23, 9 a.m.-4 p.m.*
*On campus: AME 136*
*2 sessions: 12 hrs, CEU 1.2*

### INTRODUCTION TO UNIVERSAL ROBOTICS

Learn the fundamentals of programing the Universal Robot (UR). In this class, students will learn how to setup tools, create programs, apply safety setting and interact with external conveyors and devices.

*Wed, May 3, 9 a.m.-4 p.m.*
*On campus: AME 106*
*1 session: 6 hrs, CEU 0.6*

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current! Email Records and Registration at registrar@ccm.edu to check your current contact information. Submit new contact information using form https://www.ccm.edu/wp-content/uploads/pdf/admissions/recordsandreg/Change-of-Info-Form-Interactive-1.pdf

# GRANT-SUPPORTED TRAINING SCHEDULE AT A GLANCE

| Month | Course Name | Dates | Times | Sessions | Hours | CEU | Location |
|---|---|---|---|---|---|---|---|
| JANUARY | Excel for Beginners | 1/10 - 1/11 | 1-5PM | 2 | 8 | 0.8 | Remote-Live |
| | What's in the Cloud: Introduction to Microsoft Office (365) | 1/10 - 1/12 | 4-7PM | 2 | 6 | 0.6 | Remote-Live |
| | Women in Leadership | 1/11 - 1/12 | 11-2PM | 2 | 6 | 0.6 | Remote-Live |
| | Computer Basics | 1/14 - 1/14 | 9AM-1PM | 1 | 4 | 0.4 | On Campus |
| | Excel Intermediate | 1/17 - 1/18 | 1-5PM | 2 | 8 | 0.8 | Remote-Live |
| | Top Excel Tools for Efficiency | 1/17 - 1/19 | 6:30-8:30PM | 3 | 6 | 0.6 | Remote-Live |
| | Microsoft Word for Beginners | 1/17 - 1/26 | 4-6PM | 4 | 8 | 0.8 | Remote-Live |
| | Excel Advanced | 1/24 - 1/25 | 1-5PM | 2 | 8 | 0.8 | Remote-Live |
| | Self Advocacy & Negotiation | 1/24 - 1/26 | 11-2PM | 2 | 6 | 0.6 | Remote-Live |
| | PowerPoint: Introduction | 1/24 - 1/26 | 6:30-8:30PM | 2 | 4 | 0.4 | Remote-Live |
| | Blueprint Reading and Measurements | 1/25 - 1/25 | 9AM-4PM | 1 | 6 | 0.6 | AME 103 |
| | Excel Functions: Enhance Your Worksheets | 1/31 - 2/1 | 1-5PM | 2 | 8 | 0.8 | Remote-Live |
| | Understanding and Leveraging Your Leadership Style | 1/31 - 2/2 | 11-2PM | 2 | 6 | 0.6 | Remote-Live |
| | Outlook in a Nutshell | 1/31 - 2/2 | 4-7PM | 2 | 6 | 0.6 | Remote-Live |
| | Project Management Introduction | 1/31 - 2/2 | 6-9PM | 2 | 6 | 0.6 | Remote-Live |
| FEBRUARY | Geometric Dimensioning and Tolerancing | 2/1 - 2/1 | 9AM-4PM | 1 | 6 | 0.6 | AME 103 |
| | Business Etiquette - Gaining That Competitive Edge | 2/4 - 2/4 | 9AM-1PM | 1 | 4 | 0.4 | Remote-Live |
| | Excel for Beginners | 2/6 - 2/9 | 6:30-8:30PM | 4 | 8 | 0.8 | Remote-Live |
| | Excel: Pivot Tables & Beyond | 2/7 - 2/8 | 1-5PM | 2 | 8 | 0.8 | Remote-Live |
| | Respect in the Workplace | 2/7 - 2/9 | 11-2PM | 2 | 6 | 0.6 | Remote-Live |
| | Agile Project Management Basics | 2/7 - 2/9 | 6-9PM | 2 | 6 | 0.6 | Remote-Live |
| | Marketing and Your Online Presence | 2/7 - 2/9 | 6-9PM | 2 | 6 | 0.6 | Remote-Live |
| | Top Excel Tools for Efficiency | 2/13 - 2/16 | 6:30-8:30PM | 3 | 6 | 0.6 | Remote-Live |
| | Mindfulness to Decrease Workplace Stress | 2/14 - 2/16 | 11-2PM | 2 | 6 | 0.6 | Remote-Live |
| | Resolving Conflict in the Workplace at the Supervisory Level | 2/15 - 2/17 | 9AM-12PM | 2 | 6 | 0.6 | Remote-Live |
| | Leading with Confidence | 2/15 - 2/17 | 1-4PM | 2 | 6 | 0.6 | Remote-Live |
| | Writing for Results at Work: Business Writing Essentials | 2/21 - 2/22 | 9AM-12PM | 2 | 6 | 0.6 | Remote-Live |
| | Excel for Beginners | 2/21 - 2/22 | 1-5PM | 2 | 8 | 0.8 | Remote-Live |
| | PowerPoint Introduction | 2/22 - 2/23 | 6:30-8:30PM | 2 | 4 | 0.4 | Remote-Live |
| | Excel Intermediate | 2/28 - 3/1 | 1-5PM | 2 | 8 | 0.8 | Remote-Live |
| | What's in the Cloud: Introduction to Microsoft Office (365) | 2/28 - 3/2 | 4-7PM | 2 | 6 | 0.6 | Remote-Live |
| MARCH | Excel Advanced | 3/7 - 3/8 | 1-5PM | 2 | 8 | 0.8 | Remote-Live |
| | Introduction to Manual Machining | 3/7 - 3/9 | 9AM-4PM | 2 | 12 | 1.2 | AME 136 |
| | Building Relationships for Success in Sales | 3/7 - 3/9 | 6:30-8:30PM | 2 | 4 | 0.4 | Remote-Live |
| | Microsoft Word for Beginners | 3/7 - 3/16 | 4-6PM | 4 | 8 | 0.8 | Remote-Live |
| | Supporting Employees Emotional Well-Being | 3/14 - 3/15 | 1-4PM | 2 | 6 | 0.6 | Remote-Live |
| | Excel Functions: Enhance Your Worksheets | 3/14 - 3/15 | 1-5PM | 2 | 8 | 0.8 | Remote-Live |
| | Top Excel Tools for Efficiency | 3/14 - 3/16 | 6:30-8:30PM | 3 | 6 | 0.6 | Remote-Live |
| | Critical Thinking Skills to Become a Problem Solver | 3/15 - 3/17 | 9AM-12PM | 2 | 6 | 0.6 | Remote-Live |

| Month | Course Name | Dates | Times | Sessions | Hours | CEU | Location |
|---|---|---|---|---|---|---|---|
| MARCH | Mastering the Delivery of Performance Reviews for Managers | 3/18 - 3/18 | 9AM-1PM | 1 | 4 | 0.4 | Remote-Live |
| | Computer Basics | 3/18 - 3/18 | 9AM-1PM | 1 | 4 | 0.4 | On Campus |
| | PowerPoint Introduction | 3/20 - 3/22 | 6:30-8:30PM | 2 | 4 | 0.4 | Remote-Live |
| | Excel Intermediate | 3/20 - 3/29 | 6:30-8:30PM | 4 | 8 | .8 | Remote-Live |
| | Excel: Pivot Tables & Beyond | 3/21 - 3/22 | 1-5PM | 2 | 8 | 0.8 | Remote-Live |
| | Introduction to CNC | 3/21 - 3/23 | 9AM-4PM | 2 | 12 | 1.2 | AME 136 |
| | Outlook in a Nutshell | 3/21 - 3/23 | 4-7PM | 2 | 6 | 0.6 | Remote-Live |
| | Basic Principles of Workplace Risk Assessment | 3/22 - 3/23 | 1-4PM | 2 | 6 | 0.6 | Remote-Live |
| | Advanced Business Writing for Impact | 3/22 - 3/24 | 9AM-12PM | 2 | 6 | 0.6 | Remote-Live |
| | Exploring and Understanding How to Use Microsoft SharePoint | 3/27 - 3/29 | 4-7PM | 2 | 6 | 0.6 | Remote-Live |
| APRIL | What's in the Cloud: Introduction to Microsoft Office (365) | 4/4 - 4/6 | 4-7PM | 2 | 6 | 0.6 | Remote-Live |
| | How to Build Your Executive Presence | 4/4 - 4/6 | 6:30-8:30PM | 2 | 4 | 0.4 | Remote-Live |
| | Constructive Collaboration in Teams and Organizations | 4/11 - 4/13 | 1-4PM | 2 | 6 | 0.6 | Remote-Live |
| | Microsoft Word for Beginners | 4/11 - 4/20 | 4-6PM | 4 | 8 | 0.8 | Remote-Live |
| | Networking with LinkedIn to Grow Your Business | 4/17 - 4/19 | 6:30-8:30PM | 2 | 4 | 0.4 | Remote-Live |
| | Excel for Beginners | 4/17 - 4/26 | 6:30-8:30PM | 4 | 8 | 0.8 | Remote-Live |
| | Resilience in the Face of Change | 4/18 - 4/20 | 1-4PM | 2 | 6 | 0.6 | Remote-Live |
| | Excel Intermediate | 4/18 - 4/27 | 6:30-8:30PM | 4 | 8 | 0.8 | Remote-Live |
| | Powerful, Purposeful Public Speaking | 4/25 - 4/26 | 9AM-12PM | 2 | 6 | 0.6 | Remote-Live |
| | Implicit Bias in the Workplace | 4/25 - 4/26 | 6-9PM | 2 | 6 | 0.6 | Remote-Live |
| | Mindfulness to Decrease Workplace Stress | 4/25 - 4/27 | 9-12PM | 2 | 6 | 0.6 | Remote-Live |
| | Outlook in a Nutshell | 4/25 - 4/27 | 4-7PM | 2 | 6 | 0.6 | Remote-Live |
| MAY | How to Build Your Executive Presence | 5/1 - 5/3 | 6:30-8:30PM | 2 | 4 | 0.4 | Remote-Live |
| | Introduction to Universal Robots | 5/3 - 5/3 | 9AM-4PM | 1 | 6 | 0.6 | AME 106 |
| | Excel for Beginners | 5/8 - 5/17 | 6:30-8:30PM | 4 | 8 | 0.8 | Remote-Live |
| | Constructive Collaboration in Teams and Organizations | 5/9 - 5/11 | 1-4PM | 2 | 6 | 0.6 | Remote-Live |
| | Building Relationships for Success in Sales | 5/15 - 5/17 | 6:30-8:30PM | 2 | 4 | 0.4 | Remote-Live |
| | Exploring and Understanding How to Use Microsoft SharePoint | 5/16 - 5/18 | 4-7PM | 2 | 6 | 0.6 | Remote-Live |
| | Constructive Feedback in the Workplace | 5/17 - 5/19 | 9AM-12PM | 2 | 6 | 0.6 | Remote-Live |
| | Basic Principles of Workplace Risk Assessment | 5/23 - 5/24 | 9AM-12PM | 2 | 6 | 0.6 | Remote-Live |
| JUNE | Understanding and Leveraging Your Leadership Style | 6/6 - 6/8 | 1-4PM | 2 | 6 | 0.6 | Remote-Live |
| | Excel Advanced | 6/6 - 6/15 | 6:30-8:30PM | 4 | 8 | 0.8 | Remote-Live |
| | Supporting Employees' Emotional Well-Being | 6/13 - 6/15 | 6-9PM | 2 | 6 | 0.6 | Remote-Live |

## GRANT-SUPPORTED TRAINING FOR NEW JERSEY BUSINESSES

Grant-Funded Skills Training is Available for NJ Non-Governmental Employees at
No Tuition Cost through the Basic Skills Workforce Training Grant

***Please note that attendance is a mandatory requirement for this program. Be sure you can attend before registering!***

**Visit www.ccm.edu/workforce/grantsupported/**

If you do not qualify for no-cost training and wish to enroll as a paying student, please email cbt@ccm.edu for alternate registration instructions.

CCM can deliver trainings to address the specific needs of your company. Classes can be scheduled at your facilities, Remote-Live or on CCM's Campus. Groups of 10 or more participants can take advantage of this grant-supported opportunity by contacting Alexandra Hoffmann • 973-328-5186 • ahoffmann@ccm.edu

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current! Email Records and Registration at registrar@ccm.edu to check your current contact information. Submit new contact information using form https://www.ccm.edu/wp-content/uploads/pdf/admissions/recordsandreg/Change-of-Info-Form-Interactive-1.pdf

# COMPUTING AND INFORMATION TECHNOLOGIES

**VIRTUAL OPEN HOUSE**
January 11 and 12, 6-7 p.m.
January 14, 9-10 a.m.
See back cover for details.

## DATA ANALYTICS AND VISUALIZATION

All business units, and companies large and small, are using data to improve operations and financial performance. Data science allows companies to make data-driven decisions. Tableau, integrated into the everyday work world, enables data-driven decisions in marketing, sales, finance, purchasing and more. Through a progression of courses at CCM, you can earn a Certificate in Data Analytics or Data Visualization.

The Data Analytics and Visualization program will allow you to network and experience data from multiple professional perspectives. Explore data from various industries as your instructors guide you through learning these tools.

*With CCM's expert team of Data Analytics and Visualization instructors, you will learn one of the most highly sought after skill sets, where analysis of data elements, and the ability to tell a story with data, are driving business decisions, large and small.*

**INSTRUCTORS:**
- Kelly Fitzpatrick, MA, CFA, Tableau Desktop Specialist
- Lorie Pezzutti, BA
- Weiwen Li, MA
- Rreze Zejnullahi-Berisha, MA
- Shehroz Malik, BS

### *DATA ANALYTICS CERTIFICATE PROGRAM*

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

| Course | Course Title | CEUs |
|---|---|---|
| CPC-631E | Introduction to R Programming | 0.6 |
| CPC-603E | Advanced R Programming for Data Science | 1.0 |
| CPC-624E | Visual Basic Applications in Excel | 0.6 |
| CPC-635E | Business Analytics with Excel | 0.8 |
| CPC-618E | Tableau I | 0.8 |
| CPC-619E | Tableau II | 0.8 |

For updated information about these courses, visit
https://www.ccm.edu/workforce/data-analytics/

### *DATA VISUALIZATION CERTIFICATE PROGRAM*

The CCM Certificate in Data Visualization, offered through the Center for Workforce Development, provides participants with an understanding of a visualization tool that presents large amounts of complex data in an easy to understand format. Visualizing data in the context of charts and graphs makes it easier to identify correlations, patterns, trends or areas that need 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 the following courses:

| Course | Course Title | CEUs |
|---|---|---|
| CPC-618E | Tableau I | 0.8 |
| CPC-619E | Tableau II | 0.8 |
| CPC-632E | Tableau III | 0.8 |
| CPC-633E | Tableau IV | 0.8 |

For updated information about these courses, visit
https://www.ccm.edu/workforce/data-analytics

### INTRODUCTION TO R PROGRAMMING (CPC-631E)

*PREREQUISITE: Proficient knowledge of MS Excel.*
R's widespread popularity in today's data driven business world makes it a must-know data analysis tool in almost every field of business: finance, bioscience, supply chain, sports, retail, marketing, social media, manufacturing and even journalism. R is a software program used to analyze large data sets. Students will complete projects related to environmental and business issues. The course will cover exploratory data analysis techniques, visualization methods, modeling and ideas in reproducible research using packages from base R. Students will learn the basic syntax for R and how functions and packages work. Students will need to save their work to their local computer or a flash drive.

**INSTRUCTOR: Weiwen Li, MA**

***Tues and Thurs, Jan 17-24, 6:30-8:30 p.m.***
***Remote-Live***
***3 sessions: 6 hrs, CEU 0.6***
***Course: 28871***
***Cost: $299***

tableau® CERTIFIED

*TEXTBOOK REQUIRED: If your course requires a textbook, visit https://www.ccm.edu/workforce/textbook-information/
Students must obtain the textbook on their own and have it for the first day of class.

### ADVANCED R PROGRAMMING FOR DATA SCIENCE (CPC-603E)

*PREREQUISITE: Proficient knowledge of MS Excel and the Introduction to R Programming course or some programming knowledge.*

The course will expand on the topics covered in the ***Introduction to R Programming*** course. Advanced topics include the use of the Tidyverse and learning the ggplot2, dplyr and tidyr packages. In addition, advanced data science methods such as k-means, clustering and dendrograms will be covered. Students will need to save their work to their local computer or a flash drive.

**INSTRUCTOR: Weiwen Li, MA**

*Tues and Thurs, Jan 26-Feb 9, 6:30-8:30 p.m.*
*Remote-Live*
*5 sessions: 10 hrs, CEU 1.0*
*Course: 28872*
*Cost: $499*

### VISUAL BASIC (VB) APPLICATIONS IN EXCEL (CPC-624E)

*PREREQUISITE: Proficient knowledge of MS Excel.*

Make your Excel spreadsheets much more powerful. Learn to record macros and about the basics of VB programming. The course will teach you to read, write and debug VB code, how to pass lists and floating variables though VB, 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 and will apply this knowledge to make interactive and fully functional spreadsheets. Students will need to save their work to their local computer or a flash drive.

**INSTRUCTOR: Lorie Pezzutti, BA**

*Tues and Thurs, Feb 21-28, 6:30-8:30 p.m.*
*Remote-Live*
*3 sessions: 6 hrs, CEU 0.6*
*Course: 28873*
*Cost: $299*

### BUSINESS ANALYTICS WITH EXCEL (CPC-635E)

*PREREQUISITE: Proficient/intermediate knowledge of MS Excel.*

Learn how data science is applied in business. Explore concepts in correlation, regression analysis, hypothesis testing and multivariate analysis. Learn how correlation helps to understand portfolio diversification and design. 'What If' analysis will be covered utilizing the Solver and Goal Seek features of Excel. Students will need to save their work to their local computer or a flash drive.

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

*Tues and Thurs, March 7-16, 6:30-8:30 p.m.*
*Remote-Live*
*4 sessions: 8 hrs, CEU 0.8*
*Course: 28874*
*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.

An electronic textbook is included with all classes. The course includes a 1-year subscription to Tableau Desktop, an e-textbook from Logical Operations, homework, projects, and practice questions.

This course covers all topics for the Tableau Desktop Specialization Exam, an industry credential. Students will need to save their work to their local computer or a flash drive.

**INSTRUCTOR: Shehroz Malik, BS**

Following the CCM courses, if you are interested in demonstrating your mastery of Tableau, there are multiple levels of certification available through Tableau.

Visit Tableau-Certifications at https://www.tableau.com/learn/certification

### TABLEAU I (CPC-618E)

The first session in CCM's four-part series introduces Tableau. Learn Tableau fundamentals as well as connecting and preparing data, exploring data and managing, sorting and grouping data.

*Tues and Thurs, March 28-April 6, 6:30-8:30 p.m.*
*Remote-Live*
*4 sessions: 8 hrs, CEU 0.8*
*Course: 28875*
*Cost: $499*

### TABLEAU II (CPC-619E)

This course picks up where Tableau I leaves off. It includes saving and sharing, filtering data, custom visualizations and creating maps, dashboards and stories.

*Tues and Thurs, April 11-20, 6:30-8:30 p.m.*
*Remote-Live*
*4 sessions: 8 hrs, CEU 0.8*
*Course: 28876*
*Cost: $499*

### TABLEAU III (CPC-632E)

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.

*Tues and Thurs, May 2-11, 6:30-8:30 p.m.*
*Remote-Live*
*4 sessions: 8 hrs, CEU 0.8*
*Course: 28877*
*Cost: $499*

### TABLEAU IV (CPC-633E)

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

*Tues and Thurs, May 16-25, 6:30-8:30 p.m.*
*Remote-Live*
*4 sessions: 8 hrs, CEU 0.8*
*Course: 28878*
*Cost: $499*

The average Tableau Developer salary in New Jersey is **$95K.**
-salary.com

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current! Email Records and Registration at registrar@ccm.edu to check your current contact information. Submit new contact information using form https://www.ccm.edu/wp-content/uploads/pdf/admissions/recordsandreg/Change-of-Info-Form-Interactive-1.pdf

# CODING

An increasing number of businesses rely on computer code and on individuals who are versed in a range of programming languages. Coding is not a skill limited to the technology sector. Individuals with coding skills may find careers in hospitals or manufacturing, as well as high-tech companies. According to the Bureau of Labor Statistics (BLS), programmers earn a median salary of $86,550 per year.

CCM Offers 5 of the Top 10 Coding and Programming Languages According to PYPL Index as of October 2022.

| Course | Course Title | CEUs |
|---|---|---|
| CPC-640E | Introduction to Coding and Computer Programming | 0.6 |
| CPC-641E | Intro to Computer Programming with C# | 1.2 |
| CPC-642E | C++ Object Oriented Programming | 1.8 |
| CPC-637E | Python Introduction | 1.2 |
| CPC-643E | Python Advanced: Applications in AI | 1.2 |
| WDA-246E | PHP Introduction | 0.6 |
| WDA-247E | Introduction to AWS Cloud | 0.6 |
| CPC-631E | Introduction to R Programming | 0.6 |
| CPC-603E | Advanced R Programming for Data Science | 1.0 |
| CPC-624E | Visual Basic Applications in Excel | 0.6 |

For updated information about these courses, visit https://www.ccm.edu/workforce/code/

### INTRODUCTION TO CODING AND COMPUTER PROGRAMMING (CPC-640E)

If you are new to programming or want to learn more about this in-demand field, you will benefit from this introductory course that provides an overview of programming methodology for those without prior coding experience. Topics covered will include computer science fundamentals (data types, data structures, input/output, functions, sorting/searching, program structure, etc.) and basic algorithms. This course is offered in a flexible format that includes online sessions live with the instructor and additional assignments for students to complete. Students will need to save their work to their local computer or a flash drive.

**INSTRUCTOR: Mikhail Bayder, MS**

***Wed, Feb 1-8, 6-9 p.m.***
***Remote-Live***
***2 sessions: 6 hrs, CEU 0.6***
***Course: 28321***
***Cost: $229***

***Please email wfd@ccm.edu if you are interested in securing a seat in these following two courses in Fall 2023:***

### INTRO TO COMPUTER PROGRAMMING WITH C# (CPC-641E)

*PREREQUISITE: Introduction to Coding and Computer Programming or prior coding experience.* C# is a great language to start with on your coding journey. C# is a simple, modern, general purpose, object-oriented programming language that borrows key concepts from several other languages. You will learn Microsoft Visual Studio, an integrated development environment used to develop computer programs as well as websites, web apps, web services and mobile apps. This class introduces programming concepts such as variables, decision structures and basic loops. Book purchases are optional but recommended if you intend to continue with mastering the visual studio. Follow up C# with C++ Object Oriented Programming. Students will need to save their work to their local computer or a flash drive.

### C++ OBJECT ORIENTED PROGRAMMING (CPC-642E)

*PREREQUISITE: Intro to Programming Concepts Using C#, Introduction to Python or equivalent programming skills.*
C++ is a sophisticated, efficient and general-purpose programming language based on C. Many of today's operating systems, system drivers, browsers and games use C++ as their core language. This makes C++ one of the most popular languages today. The course will build on basic programming concepts learned in C# and move to the higher-level concepts of C++ object oriented programming. To reinforce your understanding of these programming tools, the class will complete a project utilizing the C language concepts learned in C# and C++. Students will need to save their work to their local computer or a flash drive.

## *PYTHON PROGRAMMING*

### PYTHON INTRODUCTION (CPC-637E)

*PREREQUISITE: Introduction to Coding and Computer Programming or prior coding experience.* Python is a general-purpose programming language ideal for any application. This is a great language to start with if you are a beginner, and it is easy for experienced programmers to master. In this course, 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. Students will need to save their work to their local computer or a flash drive.

**INSTRUCTOR: Mikhail Bayder, MS**

***Wed, March 1-22, 6-9 p.m.***
***Remote-Live***
***4 sessions: 12 hrs, CEU 1.2***
***Course: 28323***
***Cost: $499***

### PYTHON ADVANCED: APPLICATIONS IN AI (CPC-643E)

*PREREQUISITE: Python Introduction or prior Python coding experience.* Advanced Python will look at AI (Artificial Intelligence) applications such as image processing and face and body detection. These new AI technologies are changing the world around us with applications such as self-driving cars, security and natural language processing. In this course, students are building on the core language capabilities and learning how to import and use AI specific imported modules. Students will directly apply these topics to a series of in-class projects. Students will need to save their work to their local computer or a flash drive.

**INSTRUCTOR: Mikhail Bayder, MS**

***Wed, April 5-26, 6-9 p.m.***
***Remote-Live***
***4 sessions: 12 hrs, CEU 1.2***
***Course: 28324***
***Cost: $499***

*TEXTBOOK REQUIRED: If your course requires a textbook, visit https://www.ccm.edu/workforce/textbook-information/ Students must obtain the textbook on their own and have it for the first day of class.

## ADDITIONAL WEB RELATED CODING TOPICS

### PHP INTRODUCTION (WDA-246E)

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

PHP, Hypertext Preprocessor, is a widely used open source general-purpose scripting language that is especially suited for web development and can be embedded into HTML. PHP is a good language to learn for both beginners and advanced students. It is widely used to add scripting capabilities to static web pages and to access databases with massive amounts of data. In this course, approach PHP step by step, look at similarities to Python and develop practical skills needed in corporate web programming. Students will directly apply these topics to a series of in-class projects. Students will need to save their work to their local computer or a flash drive.

INSTRUCTOR: Mikhail Bayder, MS
*Wed, May 3-10, 6-9 p.m.*

*Remote-Live*
*2 sessions: 6 hrs, CEU 0.6*
*Course: 28325*
*Cost: $229*

### INTRODUCTION TO AWS CLOUD (WDA-247E)

All large and small corporations are embracing cloud computers and Amazon Web Services (AWS) is one of the most widely used cloud platforms. Begin by looking at the big picture of how the Internet works. From that foundation, learn popular operating system commands and build a virtual server with Web, PHP and Python scripting. Add a database using PHP and Python programming skills. Students will get a great foundation for AWS cloud server setup and administration. Students will need to save their work to their local computer or a flash drive.

INSTRUCTOR: Mikhail Bayder, MS

*Wed, May 17-24, 6-9 p.m.*
*Remote-Live*
*2 sessions: 6 hrs, CEU 0.6*
*Course: 28326*
*Cost: $229*

### R PROGRAMMING – INTRODUCTION AND ADVANCED

For a full description of these courses, see page 18-19.

### VISUAL BASIC APPLICATIONS (VB) IN EXCEL

For a full description of this course, see page 19.

## COMPTIA® CERTIFICATIONS

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

***CCM has made it even easier to earn your CompTIA® Certifications!***
The A+ certificate program provides EVERYTHING YOU NEED IN ONE COMPLETE PACKAGE. Earn Core 1 and Core 2 A+ certifications. Experience the difference with hands-on, in-person classes in CCM's IT labs, receive CompTIA's official CertMaster student guides, e-learning resources from CompTIA's digital learning platform and two certification exam vouchers (Core 1—220-1101 and Core 2—220-1102) ***for one low price of $1,499. This greater than $700 SAVINGS on materials and exam vouchers maximizes your time, money and ROI when compared to other training providers or consumer purchased resources.***

CompTIA® is the industry standard for IT professionals and a building block for future career growth. CCM, a CompTIA® Academic Partner, brings you the best in live, instructor-led training, with CompTIA's highly regarded course materials and certification exam prep.

| Course | Course Title | CEUs |
|---|---|---|
| CPC-644E | CompTIA® A+ Core 1/Core 2 | 6 |
| CPC-606E | CompTIA® Network+ | 4 |
| CPC-611E | CompTIA® Security+ | 4 |

For updated information about these courses, visit https://www.ccm.edu/workforce/it/

*"Do you have any IT experience?" Answer this interview question by showing your qualifications with CompTIA® certifications!*

*Achieve success! Land the professional role you want! CompTIA® certifications help you STAND OUT!*

### COMPTIA® A+ SERIES COMPUTER TECHNICIAN CORE

Launch your IT career by becoming a CompTIA® A+ certified professional. A+ certification encompasses all of the knowledge, skills and customer service necessary for an individual to be a successful computer service technician. A nationally recognized and industry-recognized credential, CompTIA® A+ Certification brings new entrants into the field with the most widely recognized and credible certification available across the IT industry. In this course, learn how to select parts and build a computer; configure, troubleshoot, maintain and upgrade systems hardware. Learn how a processor works, how memory is used and how mobile devices work (Apple or Android). CompTIA® A+ Core 1 and Core 2 covers basic computer hardware, operating system support, networking, Cloud concepts and computer security – exactly the skills that hiring managers want their entry-level workers to bring to the job.

You will be prepared and ready to sit for each certification exam, Core 1—220-1101 and Core 2—220-1102. The exams cover a broad range of hardware and software technologies not tied to any specific vendor products. You will gain insight into multiple operating systems, including Linux, Windows and Mac. Learn fundamental skills to not only secure data, but also troubleshoot and fix software problems.

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current! Email Records and Registration at registrar@ccm.edu to check your current contact information. Submit new contact information using form https://www.ccm.edu/wp-content/uploads/pdf/admissions/recordsandreg/Change-of-Info-Form-Interactive-1.pdf

### COMPTIA® A+ CORE 1/CORE 2 (CPC-644E)

*PREREQUISITE: Working knowledge of personal computers.*
This course includes student materials, and two CompTIA® A+ Certification exam vouchers, Core 1 and Core 2. Vouchers may be used for online testing with Pearson OnVUE or at a convenient PearsonVUE test center. The CompTIA® A+ Certification All-in-One Exam Guide, Tenth Edition by Mike Meyers will be purchased by the student.

*Textbook required. Visit
https://ccm.edu/workforce/textbook-information/

**INSTRUCTOR: Igor Nachevnik, CompTIA® CySA+, Security+, Network+, A+, MCP**

***Sat, Feb 11-April 22, 8:30 a.m-3 p.m.***
***(No class April 8)***
***On campus: EH 216***
***10 sessions: 60 hrs, CEU 6.0***
***Course: 28861***
***Cost: $1,499 (includes materials, e-learning platform and exam voucher)***

## COMPTIA® SECURITY+ CERTIFICATION

### COMPTIA® SECURITY+ (CPC-611E)

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

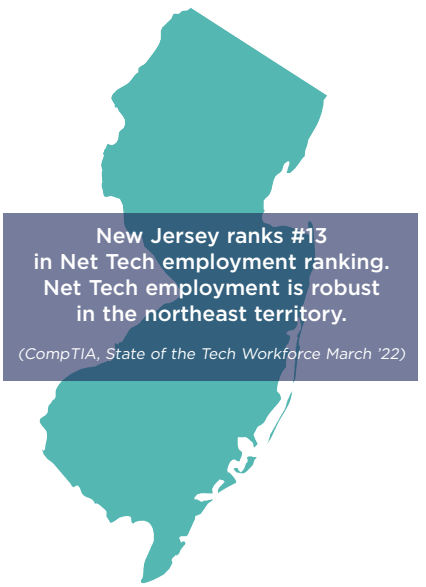
- *An understanding of how network security, compliance and operational security and application security work*
- *Configure and manage users, groups and shared resources on a network*
- *An idea of access control measures, authentication, security policy and firewalls*
- *A+, Net+ or CISCO® CCNA certifications highly recommended, or a minimum of 5 years related field experience in computer technician and network concepts*

.

CompTIA® Security+ Certification is highly sought after and strongly recommended. Your course bundle includes CompTIA's recognized CertMaster training guides, CompTIA® e-learning platform, and an exam voucher that may be used for online testing with Pearson OnVUE or at a convenient PearsonVUE test center. **This bundle saves greater than $700 in materials and the certification exam fee.**

CompTIA® Security+ covers in-depth security concepts, hardware, operating system support, Cloud concepts and penetration testing. Acquire the knowledge and skills 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. Security+ emphasizes hands-on practical skills to be 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.

***Tues and Thurs, April 4-June 8, 6:30-8:30 p.m.***
***Remote-Live***
***20 sessions: 40 hrs, CEU 4.0***
***Course: 28862***
***Cost: $1,119 (includes materials, e-learning platform and exam voucher)***




***The following course will be offered Fall 2023***

## COMPTIA® NETWORK+ CERTIFICATION

CompTIA® Network+ validates the baseline skills necessary to perform core network functions and pursue an IT security career. When you are asked, "Do you have 2 years or more of Network Support experience? Do you have Security experience?", respond with confidence by completing the CompTIA® Network+ qualifying training offered at CCM and GET CERTIFIED!

The CompTIA® Network+ certification is trusted by employers around the world. Network+ covers in-depth networking concepts, hardware, operating system support, Cloud concepts and computer security.

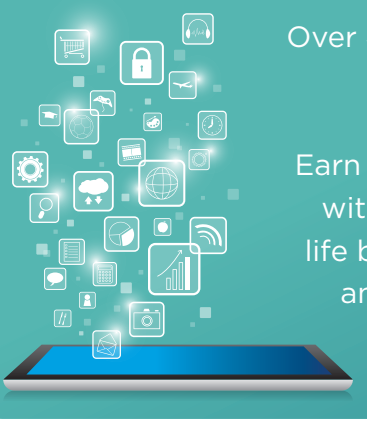
### COMPTIA® NETWORK+ (CPC-606E)

*PREREQUISITE: Must be able to configure and support PC, laptop and mobile (smartphone/tablet) to take this course.* Achieving the CompTIA® Network+ certification validates that the holder has the knowledge and skills required to troubleshoot, configure and manage common network wireless and wired devices; and understand and maintain network documentation.

CompTIA® Network+ Certification is highly sought after and strongly recommended. Your course bundle includes CompTIA's recognized CertMaster training guides, CompTIA® e-learning platform, and an exam voucher that may be used for online testing with Pearson OnVUE or at a convenient PearsonVUE test center. This bundle saves greater than $700 in materials and the certification exam fee.

**INSTRUCTOR: Igor Nachevnik, CySA+, Security+, Network+, CompTIA® A+, MCP**

For updated information about these courses, visit https://www.ccm.edu/workforce/it/



Over 400 jobs for entry level CompTIA A+ techs were posted on Indeed.com in the fall of 2022. Earn your CompTIA A+ certification with CCM and enjoy a great work-life balance with in-person, remote, and hybrid employment options!

*TEXTBOOK REQUIRED: If your course requires a textbook, visit https://www.ccm.edu/workforce/textbook-information/
Students must obtain the textbook on their own and have it for the first day of class.

# MICROSOFT OFFICE SUITE

Whether you are looking for a new job, pursuing advancement opportunities or want to gain skills to become more productive in your current job, knowledge of the Microsoft Office suite of applications and validation of proficiency is crucial in today's work environment. Your ability to utilize Microsoft applications will open doors and improve your ability to compete in the workforce.

CCM instructors utilize the Windows operating system to teach computer based courses and the Microsoft applications. Using a laptop or PC with the Windows operating system is recommended. Note that if you are using a non-Windows based laptop or other operating system, you will have slightly different functionality than how an application will function and appear on your instructor's computer.

For updated information about these courses, visit https://www.ccm.edu/workforce/microsoft/

*EXPLORE OPTIONS TO IMPROVE SKILLS OR GET CERTIFIED*

**CERTIFICATION BENEFITS**

- Reflect proven technical skills with an industry valued credential, Microsoft Office Specialist (MOS)
- Get a professional edge by providing globally recognized, industry endorsed evidence of skills mastery
- Guarantee potential employers of your skill set competence
- Increase your visibility and hiring potential
- Realize higher wages; MOS certification can earn an entry-level business employee as much as $16,000 more in annual salary than uncertified peers
- Build confidence and competency in using Microsoft applications

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

Microsoft Excel proficiency is one of the most sought-after skills in today's job market. Demonstrate your knowledge of Excel by becoming MO-200 Microsoft Excel Certified. Work with Excel spreadsheets in simple to sophisticated ways. Create, modify and format worksheets, modify cells, columns and rows and print and manage workbooks. Formulas, inserting functions, conditional formatting and templates will be covered, as well as charts, pivot tables and many other Excel tools. These essential and advanced Excel skills will make you invaluable. Certification preparation includes live practice with the instructor. Earn the latest Excel certification, Microsoft Office Specialist: Excel Associate (Excel and Excel 2019) MO-200. Boost your resume even further with Special Topics in Excel!

This course includes textbooks and the exam voucher for the Microsoft Office Specialist: Excel Associate (Excel and Excel 2019), MO-200, at CCM's state-of-the art Testing Center. On the first day of class, receive your test access code, GMetrix self-study modules, GMetrix timed exam practice sessions, 1 practice exam, the Certification Exam and 1 exam retake. CCM's Testing Center is located in the Learning Resource Center. This certification does not expire.

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

*Sat, March 25-May 6, 9 a.m.-1 p.m.*
*(No class April 8)*
*Remote-Live*
*6 sessions: 24 hrs, CEU 2.4*
*Course: 28731*
*Cost: $499*

*Sat, June 3-July 15, 9 a.m.-1 p.m.*
*(No class July 1)*
*Remote-Live*
*6 sessions: 24 hrs, CEU 2.4*
*Course: 28732*
*Cost: $499*

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

### *SPECIAL DATA ANALYTICS TOPICS IN EXCEL*

For full descriptions of the courses, see page 19

**BUSINESS ANALYTICS WITH EXCEL**

**VISUAL BASIC (VB) APPLICATIONS IN EXCEL**

### *GRANT-FUNDED – NO-COST COURSES, MICROSOFT APPLICATIONS FOR EVERY PROFESSIONAL*

For full descriptions of these NO-COST COURSES and information on how to qualify, see pages 9-17.

**CCM hosts Microsoft classes dedicated to your organization's training needs. Reach out to ahoffmann@ccm.edu for more information.**

**WHAT'S IN THE CLOUD: INTRODUCTION TO MICROSOFT OFFICE AND 365**

**EXPLORING AND UNDERSTANDING HOW TO USE MICROSOFT SHAREPOINT**

**OUTLOOK IN A NUTSHELL**

**POWERPOINT – INTRODUCTION**

**POWERPOINT ADVANCED DESIGN SKILLS TO CREATE A CUTTING-EDGE PRESENTATION**

**MICROSOFT WORD FOR BEGINNERS**

**EXCEL FOR BEGINNERS**

**EXCEL INTERMEDIATE**

**EXCEL ADVANCED**

**EXCEL FUNCTIONS: ENHANCE YOUR WORKSHEETS**

**EXCEL: PIVOT TABLES & BEYOND**

**TOP EXCEL TOOLS FOR EFFICIENCY**

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current! Email Records and Registration at registrar@ccm.edu to check your current contact information. Submit new contact information using form https://www.ccm.edu/wp-content/uploads/pdf/admissions/recordsandreg/Change-of-Info-Form-Interactive-1.pdf

## EMERGING TECHNOLOGY

Emerging technologies are changing behaviors and everyday life at warp speed. CCM offers two courses that help prepare individuals for new careers: Remote Pilot (Drone) FAA 107 certification preparation, and Amazon Web Services. Corporations, large and small, are embracing cloud computers. Amazon Web Services (AWS) is one of the most widely used cloud platforms. Find out what these emerging technologies can do for your career!

| Course | Course Title | CEUs |
|---|---|---|
| WDA-247E | Introduction to AWS Cloud | 0.6 |
| AVI-100E | Remote Pilot (Drone) FAA 107 Certification Program | 7.15 |

### REMOTE PILOT (DRONE) FAA 107 CERTIFICATION PREPARATION (AVI-100E)

#### *BE PART OF AN EMERGING FIELD – AND EMBARK ON A NEW CAREER!*

Industrial drones provide new and versatile ways for businesses to operate. FAA certified drone pilots are in demand as the drone industry grows. Drones are used in the hospitality/tourism industry, healthcare, agriculture, emergency response, law enforcement, retail, sport/entertainment, real estate and more.

- Hands-on flight training supplements your classroom experience as you earn your drone pilot license
- The flight training will help prepare students for vocational and career opportunities as a commercial drone pilot
- Internship experiences are available for students who complete the full program
- This is the first course to offer Industrial Commercial drone flight training as part of the remote pilot certification process

In order to fly a drone under the FAA's Small UAS Rule (Part 107), you must obtain a Remote Pilot Certificate from the FAA. Offered in partnership with a leading industrial drone operator, AlphaDronesUSA, this 13-week course will provide you with the knowledge necessary to prepare for the FAA Part 107 knowledge exam. You will receive hands-on drone introductory flight lessons, learn real world drone applications and receive drone pilot job-readiness training. This program is cutting-edge, applying artificial intelligence and robotics to an industry that is rapidly emerging, creating career opportunities for qualified professionals.

This 71.5 hour-course features introductory flight lessons, real world drone applications and job readiness training. Learn the vocabulary, applicable regulations, airspace classification, operating requirements, flight restrictions, weather effects on drone operation, charts and maps and decision-making. An important part of the class will include the operation of commercial, industrial drones.

**INSTRUCTORS: Kelvin King, Founder/ CEO AlphaDronesUSA (Commercial Airline Pilot, Certified Drone Pilot), Andrew Flor (Commercial Pilot, Flight Instructor, Certified Remote Pilot), Devin Keena (Private Airline Pilot, Flight Instructor, Certified Drone Pilot), Carlos Velasquez (Helicopter Pilot, Certified Drone Pilot)**

#### *TAKE-OFF WITH CCM'S COMMERCIAL DRONE CERTIFICATION COURSE!*

See https://www.ccm.edu/workforce/drone-pilot/ for more information and registration options.

*Early Spring*
*Tues and Sat, Jan 24-April 29*
*(No class April 8)*
*Hybrid – online via Zoom and in-person on the CCM campus – HPE 216*
*23 sessions, 13 weeks: 71.5 hrs, CEU 7.15*
*Weeks 1-10, Tues, 6-8:30 p.m., Sat, 9 a.m.-12 p.m.*
*Weeks 11-13, Sat only, 9 a.m.-3:30 p.m.*

Option 1: Course: 28250, Jan 24-April 29, Cost: $3,999
OR
Option 2: 2 payments
Course: 28251, Jan 24-March 4, Cost: $1,999
Course: 28252, March 7-April 29, Cost: $2,000

*Late Spring*
*Tues and Sat, May 2-August 5*
*(No class May 27, July 1, July 4)*
*Hybrid – online via Zoom and in-person on the CCM campus – HPE 216*
*23 sessions, 13 weeks: 71.5 hrs, CEU 7.15*
*Weeks 1-10, Tues, 6-8:30 p.m., Sat, 9 a.m.-12 p.m.*
*Weeks 11-13, Sat only, 9 a.m.-3:30 p.m.*

Option 1: Course: 28253, May 2-August 5, Cost: $3,999
OR
Option 2: 2 payments
Course: 28254, May 2-June 10, Cost: $1,999
Course: 58255, June 13-August 5, Cost: $2,000

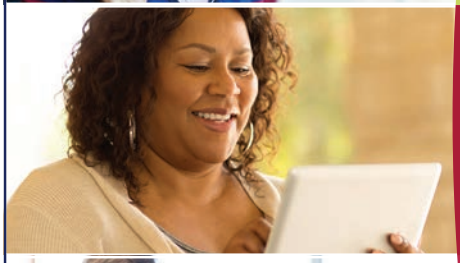
**You must complete part 1 before moving to part 2. Students must complete both courses in option 2 to take advantage of internship opportunities.**

### INTRODUCTION TO AWS CLOUD (WDA-247E)

All large and small corporations are embracing cloud computers and Amazon Web Services (AWS) is one of the most widely used cloud platforms. Students will get a great foundation for AWS cloud server setup and administration.

For a full description of the course, see page 21.

*TEXTBOOK REQUIRED: If your course requires a textbook, visit https://www.ccm.edu/workforce/textbook-information/
Students must obtain the textbook on their own and have it for the first day of class.



# THE WOMEN'S CENTER

COUNTY COLLEGE OF MORRIS

## Empowering Individuals to Achieve Financial Independence

Are you going through or planning a divorce or separation, or are you widowed or caring for a disabled partner or family member?

***AND***

Do you need a new job to earn more money to support yourself?

If you answered YES to these questions,

# WE CAN HELP!


**Phone:** 973-328-5025
**Email:** womenscenter@ccm.edu
**Web:** www.ccm.edu/womenscenter


**GET STARTED TODAY**
by completing
our enrollment form

SCAN ME

*"The Women's Center opened their doors to me by helping me return to the workforce after a 10-year absence and make a career change. The Women's Center helped me identify my strengths, build my self-confidence, update my technical skills, schooled me in the latest resume formats, job search techniques, and interview skills. Honestly, they really provided a lot more than this - I believe I would still be looking for a job if I didn't have them in my corner. They were absolutely amazing!"* ~ Maria

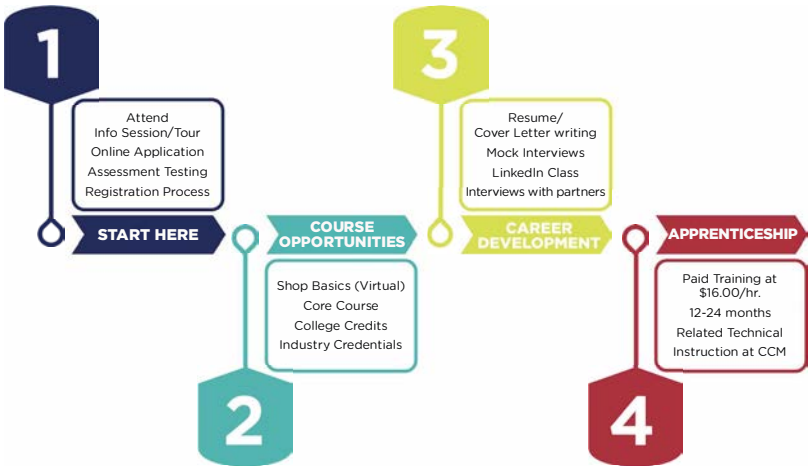
**FREE SERVICES INCLUDE**

- Individual Goal Setting
- Empowering Workshops
- Career Counseling
- Resumes and Cover Letters
- Job Search Strategies
- Interviewing Skills
- Job Club Speaker Series
- Job Seekers' Support Group
- Educational and Training Scholarships
- Divorce Workshop Series
- Free Legal Consultations with Family Law Attorneys
- Connection to Community Resources

**The Women's Center provides some services on a remote basis.**

# CareerAdvance USA
# BOOT CAMP

ADVANCED MANUFACTURING




## THE VALUE OF AN APPRENTICESHIP

- Provides a paycheck from day one that will increase with more training
- Connects education and work simultaneously
- Increases employee stability and growth
- Combines on-the-job training with instruction
- Provides industry credentials and college credit

## CREDENTIALS

- College credits towards an AAS in Mechanical Engineering Technology
- OSHA 10 Certification
- Additional Certifications:
  - 5 Level 1 NIMS certifications and SolidWorks
- Additional college credits may be received after completion of the apprenticeship.

## INTERVIEW OPPORTUNITIES

- Employers are ready to interview students for apprenticeship opportunities!
- Career preparation to assist students with mock interviews, social media profiles, resumes and cover letters.

## JOB OPPORTUNITIES

- Shop Technician, Manual Machinist, CNC Machinist, CAD Drafter, QA/QC Technician, Die Manufacturer and more!

**APPLY NOW!**

Visit us at **www.ccm.edu/apprenticeships-careeradvanceUSA** to complete our online application.

**Full and Partial Scholarship Opportunities Are Available!**

## BOOT CAMP TOPICS

- Introductory Course-Shop Basics
- Shop and Safety Lectures
- Manual Machining Basics
- Introduction to CAD and CAM

**159 Total Hours, Includes 80 Shop Hours**

**Optional Courses:**

- CAD and CAM Level 2
- NIMS Certification Practice

**54 Additional Shop Hours**

For more details about our programs and opportunities, **JOIN US FOR AN**

**INFORMATION SESSION!**

You can register for a session on the following dates at **https://www.ccm.edu/apprenticeships-careeradvanceusa**

January 18, 9 a.m.
February 8, 12 p.m.
February 22, 2 p.m.
March 15, 5 p.m.
March 29, 12 p.m.
April 12, 2 p.m.
April 26, 5 p.m.
May 24, 9 a.m.
June 7, 12 p.m.
June 21, 2 p.m.
July 6, 9 a.m.
July 19, 5 p.m.
August 9, 12 p.m.
August 23, 2 p.m..

Visit our website to signup for an **in-person tour of our facilities**.

February 1
March 2
April 5
May 11
June 15
July 13
August 3

wfd_ccm_nj https://www.facebook.com/workforce.ccm https://www.linkedin.com/company/workforce-development-ccm/

Contact us by phone, **973-328-5219** or email **careerusa@ccm.edu**

**VIRTUAL OPEN HOUSE**
January 11 and 12, 6-7 p.m.
January 14, 9-10 a.m.
See back cover for details.

# ENGINEERING AND ADVANCED MANUFACTURING



Over 800 manufacturing companies are located in 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 new program offerings, dates, times and location.

**CHECK OUT THE NEW *EVENING/WEEKEND* PRE-APPRENTICE BOOT CAMP. ENROLLING NOW! PUT YOUR CAREER INTO HIGH GEAR WITH THESE GREAT PROGRAMS. EARN WHILE YOU LEARN AS AN APPRENTICE. NO PREVIOUS EXPERIENCE REQUIRED!**

## ADVANCED MANUFACTURING

### *CAREER ADVANCE APPRENTICESHIPS AND PRE-APPRENTICE BOOT CAMP*

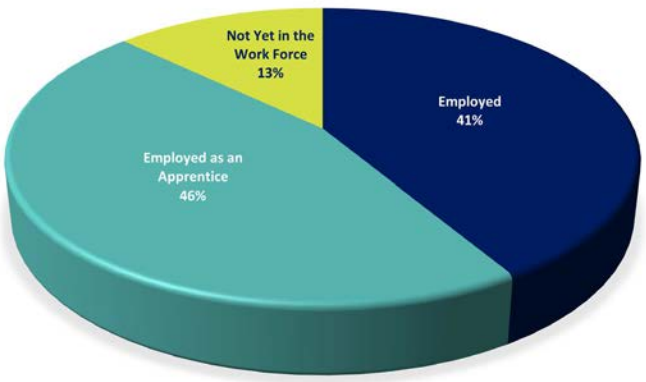
Learn the knowledge and skills required to enter the field of Advanced Manufacturing in CCM's Pre-Apprentice Boot Camp.

| Course | Course Title | Hours | CEUs | Cost |
|---|---|---|---|---|
| MFG-101E | Shop Basics | 33 | 3.3 | 250 |
| MFG 106E | Advanced Manufacturing Core | 126 | 12.6 | 2,500 |
| MFG 107E | CAD and CAM Level 2 | 24 | 2.4 | 500 |
| MFG 108E | NIMS Certification Prep | 30 | 3.0 | 500 |

The Boot Camp offers four (4) college credits, interaction with potential employers, and the use of CCM's state-of-the-art classroom and manufacturing lab space in the Advanced Manufacturing and Engineering Center. Scholarships and funding for the un/underemployed, and payment plan options are available. Earn certifications in OSHA-10, up to five NIMS (National Institute for Metalworking Skills) certifications and SolidWorks.

Participants who complete Shop Basics and the Advanced Manufacturing Core will be eligible to apply for apprenticeships through the CareerAdvance USA grant (https://www.ccm.edu/apprenticeships-careeradvanceusa/). This Department of Labor grant provides students the opportunity to start working immediately while gaining the skills and credentials necessary to move forward in the industry. Participation in this program leads to better job opportunities in 12 to 24 months. Those who complete apprenticeships have a high rate of immediate employment in the manufacturing sector, with most students starting between $17 and $19 an hour with built-in wage raises after 6 months and 1 year. Fantastic benefit packages and tuition reimbursement have also been offered to our apprentices.

**Students Entering The Workforce Following Program Completion**




For more information on CCM's CareerAdvance Apprenticeships in Advanced Manufacturing and the Pre-Apprentice Boot Camp, email CareerUSA@ccm.edu

***Greater than 74% of students completing the program begin working at more than $17/hour, with 23% making more than $20/hour!***

**SHOP BASICS (MFG-101E)**
*PREREQUISITE COURSE FOR ALL STUDENTS.*
Shop Basics provides you with an introduction to Advanced Manufacturing concepts, and establishes a comprehensive understanding of the manufacturing process, including how to remain safe on the job and in the shop. This is a required course for all students.

*Advanced Manufacturing continued on next page.*

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current! Email Records and Registration at registrar@ccm.edu to check your current contact information. Submit new contact information using form https://www.ccm.edu/wp-content/uploads/pdf/admissions/recordsandreg/Change-of-Info-Form-Interactive-1.pdf

### ADVANCED MANUFACTURING CORE (MFG-106E)

Building upon the information learned in Shop Basics, Advanced Manufacturing Core provides you with further knowledge in the areas of Blueprint Reading, Geometric Dimensioning & Tolerancing (GD&T), Bench Working Skills, Safety, 2-D and 3-D Computer Aided Design (CAD), and Computer Aided Manufacturing (CAM). After successful completion of this class, students will be eligible to earn OSHA-10 Safety Certification.

### CAD AND CAM LEVEL 2 (MFG-107E)

CAD Level 2 focuses on advanced modeling features, such as surfacing, weldments and MBD (model based dimensioning). Students will also learn how to construct large complex assemblies and how to convey them in 2D shop blueprints. Upon completion of this class, students will be able to earn a SolidWorks certification.

### NIMS CERTIFICATION PREP (MFG-108E)

The National Institute for Metalworking Skills (NIMS) Certification Prep class provides students with practice exams and lab time to improve their skills. Students will be able to earn up to five NIMS certifications in this course: Drill Press 1, Grinding 1, Job Planning, Bench Work & Layout, Measurement, Materials & Safety, Milling 1

## COMPUTER AIDED DESIGN (CAD)

CCM's focused, streamlined approach to learning all of the basic and advanced features of AutoCAD 2D drawing ensures you will master the powerful tools and applications that this software offers.

Two comprehensive courses, Level 1: Fundamentals, and Level 2: Beyond Fundamentals, provide the must-have knowledge and skills needed to secure a position or enhance your existing skill set. Expanded content and advanced features and tools are incorporated into both courses. If you are an existing AutoCAD user with basic knowledge, the Beyond Fundamentals, Level 2 course will upgrade your skills to advanced level.

| Course | Course Title | CEUs |
|---|---|---|
| CAD-122E | AutoCAD 2D Level 1: Fundamentals | 3.2 |
| CAD-123E | AutoCAD 2D Level 2: Beyond Fundamentals | 3.2 |
| CAD-112E | AutoCAD Civil 3D | 3 |

Students will learn by hands-on experience, real world drawing examples and exercises, all in a supervised CAD lab. Textbooks required for all courses. Visit https://www.ccm.edu/workforce/textbook-information/

**INSTRUCTOR: Anthony Gaffney, BA**

### AUTOCAD LEVEL 2: BEYOND FUNDAMENTALS (CAD-123E)

Building on the concepts introduced in Level 1, or for the AutoCAD user looking to advance their knowledge of AutoCAD, more advanced features, commands and techniques for production and efficiency will be integrated for creating, editing, annotating and printing drawings. Applications include Dynamic Blocks, Attributes and Fields, External References, Advanced Layer Management tools, Tables, Parametrics and working with the Sheet Set Manager. Also, Program Customization, Aliases, Macros, and Tool Palettes, along with an introduction to 3D modeling.

*Textbook required. Visit https://www.ccm.edu/workforce/textbook-information/

***Sat, Feb 11-April 1, 8:30 a.m.-12:30 p.m.***
***On campus: AME 134***
***8 sessions: 32 hours, CEU 3.2***
***Course: 28342***
***Cost: $629***

### AUTOCAD CIVIL 3D (CAD-112E)

For professionals 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. 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, edit alignments, profiles and profile views, assemblies, corridors and intersections, cross-sections and grading solutions.

*Textbook required. Visit https://www.ccm.edu/workforce/textbook-information/

***Mon and Wed, April 17-June 7, 6:30-8:30 p.m. (No class May 29)***
***On campus: AME 134***
***15 sessions: 30 hours, CEU 3.0***
***Course: 28343***
***Cost: $599***

***The following courses will be offered Fall 2023***

### AUTOCAD LEVEL 1: FUNDAMENTALS (CAD-122E)

This course is a comprehensive introduction for new AutoCAD and AutoCAD LT software users. It incorporates the features, commands and techniques for creating, editing, annotating and printing 2D drawings with AutoCAD. Focused applications for this level include the majority of Draw and Modify tools, Annotation tools for creating text, dimensions and leaders, Creating and Editing Block definitions, Hatching, Page setups with Layouts and titleblocks for plotting, printing and creating PDFs. This course will give the new AutoCAD user a comprehensive foundation to build upon, or update existing AutoCAD users' skills with the latest release.

*Textbook required. Visit https://ccm.edu/workforce/textbook-information/

*TEXTBOOK REQUIRED: If your course requires a textbook, visit https://www.ccm.edu/workforce/textbook-information/ Students must obtain the textbook on their own and have it for the first day of class.

# SOLIDWORKS SOLID MODELING CAD

Solid Modeling is the computer modeling of 3D solid objects. The objective of solid modeling is to ensure that every surface is geometrically correct. Using CAD (Computer Aided Design) allows engineers and designers to build realistic computer models of parts and assemblies. It provides designers the ability to provide cutaways of a design. The SolidWorks CAD software that students will use in class and at home will allow them to simulate an object from within and outside, as they design, create and animate a digital 3D model.

| Course | Course Title | CEUs |
|---|---|---|
| CAD-126E | SolidWorks | 2.4 |

**INSTRUCTOR: Jeff Stearns, BS**

*Textbook required. Visit https://ccm.edu/workforce/textbook-information/

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

### SOLIDWORKS (CAD-126E)

SolidWorks is a parametric computer-aided design and engineering (CAD/CAE) solid modeling package. Learn about 2D sketching, basic and intermediate 3D functions such as sketches and splines. You will also begin advanced modeling techniques. Begin with fundamental operations in SolidWorks and progress to higher level skills necessary for any designer, drafter or engineer. Students may bring their personal laptops or a flash drive to save their work.

*Tues, March 21-May 9, 5:30-8:30 p.m.*
*On campus: AME 134*
*8 sessions: 24 hours, CEU 2,4*
*Course: 28348*
*Cost: $529*

# MANUFACTURING BASICS

Today's world of Advanced Manufacturing is a blend of fundamental and new skills. Basic blueprint reading is a must-have for everyone from line to leadership. These skills enhancement courses provide novice and experienced workers with new knowledge and refresh the toolkit required of all staff in the manufacturing arena. An understanding of these dynamic process tools is a must-have for all types of companies.

Companies that would like to have any of the following training programs customized for employees should contact The Center for Workforce Development at ahoffmann@ccm.edu or 973-328-5186.

| Course | Course Title | CEUs |
|---|---|---|
| WDT-145E | Blueprint Reading and Measurements | 0.6 |
| WDT-146E | Geometric Dimensioning & Tolerancing | 0.6 |
| WDT-217E | Introduction to Manual Machining | 1.2 |
| WDT-149E | Introduction to CNC | 1.2 |
| WDT-237E | Introduction to Universal Robots | 0.6 |
| WDT-215E | Welding Fundamentals | TBD |

For updated information about these courses, visit https://www.ccm.edu/workforce/manufacture/

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

**SAFETY ATTIRE REQUIRED:**
Work boots, long pants (preferably jeans), no loose clothing

### BLUEPRINT READING AND MEASUREMENTS (WDT-145E)

Learn how to read shop and engineering blueprints and how to fabricate parts and perform assembly operations. Learn current drafting standards and blueprint reading techniques, review standard lines and symbols, sketching techniques, orthographic projection, auxiliary views, drawings, dimensions, tolerances, sectional views, title block information, machining specifications and specialized forms of engineering drawings. Learn how to draw principal and isometric views and understand how blueprints and tolerances relate to the manufacturing process.

*Wed, Jan 25, 9 a.m.-4 p.m.*
*On campus: AME 103*
*1 session: 6 hrs, CEU 0.6*
*Course: 28151*
*Cost: $199*

### GEOMETRIC DIMENSIONING AND TOLERANCING (WDT-146E)

This course takes communicating with Blueprint Reading on the shop floor one step further. Through incorporating the Geometric Dimensioning and Tolerancing (GD&T) concepts, you will learn CNC machining tolerances, the Datum Reference Frame (DRF), interpretation of symbols, the Feature Control Frame, communicating basic dimensions and material condition modifiers.

*Wed, Feb 1, 9 a.m.-4 p.m.*
*On campus: AME 103*
*1 session: 6 hrs, CEU 0.6*
*Course: 28152*
*Cost: $199*

### INTRODUCTION TO MANUAL MACHINING (WDT-217E)

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

*Tues and Thurs, March 7-9, 9 a.m.-4 p.m.*
*On campus: AME 136*
*2 sessions: 12 hrs, CEU 1.2*
*Course: 28153*
*Cost: $379*

*Courses continued on next page.*

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current! Email Records and Registration at registrar@ccm.edu to check your current contact information. Submit new contact information using form https://www.ccm.edu/wp-content/uploads/pdf/admissions/recordsandreg/Change-of-Info-Form-Interactive-1.pdf

### INTRODUCTION TO CNC (WDT-149E)

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

*Tues and Thurs, March 21-23, 9 a.m.-4 p.m.*
*On campus: AME 136*
*2 sessions: 12 hrs, CEU 1.2*
*Course: 28154*
*Cost: $379*

### INTRODUCTION TO UNIVERSAL ROBOTS (WDT-237E)

Learn the fundamentals of programing the Universal Robot (UR). In this class, students will learn how to set up tools, create programs, apply safety setting and interact with external conveyors and devices.

*Wed, May 3, 9 a.m.-4 p.m.*
*On campus: AME 106*
*1 session: 6 hrs, CEU 0.6*
*Course: 28155*
*Cost: $199*

## AWS LEVEL 1 WELDING (WDT-215E)

**REGISTER FOR THIS EXCITING NEW WORKFORCE TRAINING PROGRAM IN CCM'S BRAND-NEW WELDING LAB, AND GET YOUR INDUSTRY-RECOGNIZED CERTIFICATION FOR AN IN-DEMAND CAREER.**

Learn the basics of welding in CCM's all-new welding lab in the Advanced Manufacturing and Engineering Center. Welding is an essential skill used in manufacturing and technology. Employers are continually seeking skilled welders for their workforce. Add in preparation for American Welding Society (AWS) certification and be prepared to stand out in the job market!

In this 200-hour program, you will learn the differences and applications of the four main welding processes: Flux (FCAW or Flux Cored Arc Welding), Stick (SMAW or Shielded Metal Arc Welding), MIG (Metal, Inert Gas) and TIG (Tungsten, Inert Gas) welding. You will prepare to successfully pass an AWS Level 1 Entry-Welder certification exam.

All students will begin with prerequisite courses that include occupational orientation, basic health and safety of welders and drawing and welding symbol interpretation. Students will be able to rotate into process specific instructional modules upon completion of the prerequisite courses. In addition to the four welding processes, students will also learn thermal cutting and the foundation of welding inspection and testing.

***NEXT COHORT FORMING.*** To fill out the interest form and for further registration information and dates, please visit the website at https://www.ccm.edu/workforce/welding/

This program requires student commitment and attendance over an approximate six-month period. Students are expected to supply their own safety gear/clothing including:

- Safety Glasses
- Arc Helmet min shade #10
- Shade 5 cutting glasses
- Hearing protection
- Gauntlet Welding Gloves
- TIG Welding Gloves
- Work Shoes
- Cotton Denim or Flame-Retardant Jeans and Shirt
- Welding Jacket (optional, but highly recommended)

**INSTRUCTORS: Joseph Eannetta, Lead Instructor, Certified Welder**
**Christopher Cota, BS, Certified Welder**

Joe, a subject-matter expert, holds multiple certifications including AWS D1.1 structural steel certification using SMAW, FCAW and GMAW, ASME pipe welding certification using SMAW, FCAW and GTAW, as well as multiple OSHA certifications completed over 150 hours of OSHA safety training.

**Does your company have multiple employees that need training or certification in welding? Receive a multi-student employer discount. Contact Alexandra Hoffmann at ahoffmann@ccm.edu for more information.**

*TEXTBOOK REQUIRED: If your course requires a textbook, visit https://www.ccm.edu/workforce/textbook-information/
Students must obtain the textbook on their own and have it for the first day of class.

**VIRTUAL OPEN HOUSE**
January 11 and 12, 6-7 p.m.
January 14, 9-10 a.m.
See back cover for details.

# 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. For more information, including updates and procedures about these programs visit https://www.ccm.edu/workforce/health/

## 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 3,000 hours is part of the Addiction Professionals Certification Board's certification requirement.

For more information about these courses, including course descriptions, visit
https://www.ccm.edu/workforce/health/CADC/

**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:** https://www.njconsumeraffairs.gov/regulations/Chapter-34C-Alcohol-and-Drug-Counselors.pdf/

**Application for licensure:** https://www.njconsumeraffairs.gov/adc/Pages/applications.aspx/

**Frequently Asked Questions:** https://nj.gov/humanservices/dmhas/initiatives/workforce/FAQs_Becoming_LCADC_CADC.pdf/

**NJ Division of Consumer Affairs, Alcohol and Drug Counselor Committee:** https://www.njconsumeraffairs.gov/adc/

All classes are remote with live instruction. The instructor will contact students with instructions for connecting online prior to the start of the class.

*Schedule on next page.*

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current! Email Records and Registration at registrar@ccm.edu to check your current contact information. Submit new contact information using form https://www.ccm.edu/wp-content/uploads/pdf/admissions/recordsandreg/Change-of-Info-Form-Interactive-1.pdf

MONDAY AND WEDNESDAY CLASSES, 6 - 9 p.m., No class April 24, 26, May 29

*Instructor: Tom Viola, MSW, LSW, LCADC*

| EARLY SPRING<br>DOMAIN III - Case Management | | | | | | |
|---|---|---|---|---|---|---|
| Course | Course Name | Dates | Sessions | Hours | CEU | Cost |
| 28261 | C301 - Community Resources (ADC-253E) | 1/23 - 2/8 | 6 | 18 | 1.8 | $297 |
| 28262 | C302 - Consultation (Case Management) (ADC-254E) | 2/13 - 3/1 | 6 | 18 | 1.8 | $297 |
| 28263 | C303 - Documentation (ADC-255E) | 3/6 - 3/15 | 4 | 12 | 1.2 | $198 |
| 28264 | C304 - HIV & Resources (ADC-570E) | 3/20 - 3/22 | 2 | 6 | 0.6 | $99 |
| **LATE SPRING<br>DOMAIN III - Case Management** | | | | | | |
| Course | Course Name | Dates | Sessions | Hours | CEU | Cost |
| 28281 | C301 - Community Resources (ADC-253E) | 4/3 - 4/19 | 6 | 18 | 1.8 | $297 |
| 28282 | C302 - Consultation (Case Management) (ADC-254E) | 5/1 - 5/17 | 6 | 18 | 1.8 | $297 |
| 28283 | C303 - Documentation (ADC-255E) | "5/22 - 6/5<br>(No class 5/29)" | 4 | 12 | 1.2 | $198 |
| 28284 | C304 - HIV & Resources (ADC-570E) | 6/7 - 6/12 | 2 | 6 | 0.6 | $99 |
| **SUMMER<br>DOMAIN V - Professional Responsibility** | | | | | | |
| Course | Course Name | Dates | Sessions | Hours | CEU | Cost |
| 28260 | C501 - Ethical Standards (ADC-558E) | 6/26 - 6/28 | 2 | 6 | 0.6 | $99 |
| 58262 | C502 - Legal Aspects (ADC-559E) | 7/3 - 7/5 | 2 | 6 | 0.6 | $99 |
| 58263 | C503 - Cultural Competency (ADC-560E) | 7/10 - 7/12 | 2 | 6 | 0.6 | $99 |
| 58264 | C504 - Professional Growth (ADC-561E) | 7/17 - 7/19 | 2 | 6 | 0.6 | $99 |
| 58265 | C505 - Personal Growth (ADC-562E) | 7/24 - 7/26 | 2 | 6 | 0.6 | $99 |
| 58266 | C506 - Dimenstions of Recovery (ADC-563E) | 7/31 - 8/2 | 2 | 6 | 0.6 | $99 |
| 58267 | C507 - Supervision (ADC-564E) | 8/7 - 8/9 | 2 | 6 | 0.6 | $99 |
| 58268 | C508 - Community Involvement (ADC-566E) | 8/14 - 8/16 | 2 | 6 | 0.6 | $99 |
| 58269 | C509 - Consultation (Professional) (ADC-565E) | 8/21 - 8/23 | 2 | 6 | 0.6 | $99 |

# REGISTER TODAY!

**Seats are limited. Be sure to REGISTER EARLY.**

**Registration closes 2 business days before class start date.**

**How to register for Workforce Development courses:**

www.ccm.edu/workforce/wfd-reg

**ONLINE:**

Go to the course description and click on the REGISTER button.

*TEXTBOOK REQUIRED: If your course requires a textbook, visit https://www.ccm.edu/workforce/textbook-information/
Students must obtain the textbook on their own and have it for the first day of class.

**TUESDAY AND THURDSAY CLASSES, 6 - 9 p.m., No class April 24, 26, May 29**

*Instructor: Ron Faines LCADC, ACS, CCS*

| EARLY SPRING<br>DOMAIN I - Professional Responsibility | | | | | | |
|---|---|---|---|---|---|---|
| **Course** | **Course Name** | **Dates** | **Sessions** | **Hours** | **CEU** | **Cost** |
| 28271 | C101 - Initial Interviewing Process (ADC-557E) | 1/24 - 1/26 | 2 | 6 | 0.6 | $99 |
| 28272 | C102 - Biopsychosocial Assessment (ADC-917E) | 1/31 - 2/9 | 4 | 12 | 1.2 | $198 |
| 28273 | C103 - Diagnostic Summaries (ADC-918E) | 2/14 - 2/23 | 4 | 12 | 1.2 | $198 |
| 28274 | C104 - Differential Diagnosis (ADC-919E) | 2/28 - 3/9 | 4 | 12 | 1.2 | $198 |
| 28275 | C105 - Pharmacology (ADC-543E) | 3/14 - 3/16 | 2 | 6 | 0.6 | $99 |
| 28277 | C107 - Compulsive Gambling (ADC-545E) | 3/21 - 3/23 | 2 | 6 | 0.6 | $99 |
| **LATE SPRING<br>DOMAIN II - Counseling** | | | | | | |
| **Course** | **Course Name** | **Dates** | **Sessions** | **Hours** | **CEU** | **Cost** |
| 28291 | C201 - Introduction to Counseling (ADC-531E) | 4/11 - 4/13 | 2 | 6 | 0.6 | $99 |
| 28292 | C202 - Introduction to Techniques & Approaches (ADC-250E) | 4/18 - 4/20 | 2 | 6 | 0.6 | $99 |
| 28293 | C203 - Crisis Intervention (ADC-533E) | 4/25 - 4/27 | 2 | 6 | 0.6 | $99 |
| 28294 | C204 - Addiction Focused Counseling (ADC-251E) | 5/2 - 5/18 | 6 | 18 | 1.8 | $297 |
| 28295 | C205 - Group Counseling (ADC-535E) | 5/23 - 5/25 | 2 | 6 | 0.6 | $99 |
| 28296 | C206 - Family Counseling (ADC-252E) | 5/30 - 6/8 | 4 | 12 | 1.2 | $198 |
| **SUMMER<br>DOMAIN IV - Client Education** | | | | | | |
| **Course** | **Course Name** | **Dates** | **Sessions** | **Hours** | **CEU** | **Cost** |
| 28270 | C401 - Addiction Recovery (ADC-548E) | 6/27 - 6/29 | 2 | 6 | 0.6 | $99 |
| 58272 | C402 - Psychological Client Education (ADC-549E) | 7/6 - 7/11 | 2 | 6 | 0.6 | $99 |
| 58273 | C403 - Biochemical/Medical Client Education (ADC-256E) | 7/13 - 8/1 | 6 | 18 | 1.8 | $297 |
| 58274 | C404 - Sociocultural Client Education (ADC-551E) | 8/3 - 8/8 | 2 | 6 | 0.6 | $99 |
| 58275 | C405 - Addition Recovery & Family Psychological Education (ADC-552E) | 8/10 - 8/15 | 2 | 6 | 0.6 | $99 |
| 58276 | C406 - Biochemical and Sociological Family Education (ADC-553E) | 8/17 - 8/22 | 2 | 6 | 0.6 | $99 |
| 58277 | C407 - Community and Professional Education (ADC-554E) | 8/24 - 8/29 | 2 | 6 | 0.6 | $99 |

**For remote-live classes, the Instructor will email a link to registered students 1-2 days before a class begins.**

***Make sure your email address on file is current!***

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

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current! Email Records and Registration at registrar@ccm.edu to check your current contact information. Submit new contact information using form https://www.ccm.edu/wp-content/uploads/pdf/admissions/recordsandreg/Change-of-Info-Form-Interactive-1.pdf

# CERTIFIED PEER RECOVERY SPECIALIST

The Addiction Professionals 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.

| Course | Course Title | CEUs |
|---|---|---|
| AHP-342E | Certified Peer Recovery Specialist | 4.8 |

### CERTIFIED PEER RECOVERY SPECIALIST COURSE (AHP-342E)

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 reentry, 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: Patrick Roff, MA, LCADC, CPRS, CPP**

***Sat, April 22-June 17, 9 a.m.-3:30 p.m.***
***(No class May 27)***
***On campus: LHT-109***
***8 sessions: 48 hrs, CEU 4.8***
***Course: 28259***
***Cost: $399***

### CREATIVE POSITIVE EXPRESSION: SUPPORTING ADDICTION RECOVERY VOLUNTEER TRAINING PROGRAM

Get trained as a volunteer facilitator for the Creative Positive Expression Program (CPEP). CPEP is a collaborative program for Recovery Court's adjudicated offenders. This multi-dimensional program of expression, including writing, poetry and art, allows Recovery Court adjudicated offenders to develop and tap into new avenues of expression. This program has positively affected the lives of hundreds of people working toward long-term recovery and building a future without active addiction.

For further information about the course and how to register, please contact MorrisSussexCty.cpep@gmail.com

**INSTRUCTOR: Eulena Horne, Pharm D, and the Creative Positive Expression Team**

# HEALTHCARE PROFESSIONALS CLINICAL TRAINING PROGRAMS

## *HEALTHCARE PROFESSIONAL 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.

| Course | Course Title | CEUs |
|---|---|---|
| CPR-129E | Healthcare Professional BLS (Basic Life Support) | 0.5 |

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) (CPR-129E)

The course includes adult and pediatric one-rescuer and two-rescuer CPR, adult and pediatric foreign body airway obstruction (FBAO), the use of bag mask ventilation devices for all victims, and automated external defibrillators (AED).

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

Class size is limited to 10 students.

For updated information about this course, visit https://www.ccm.edu/workforce/health/clinical/

**Fall: SATURDAY CLASSES, 9 a.m.-2 p.m.**

*Instructor: Alex Balish, AHA & ASHI Certified Instructor*

| Course | Course Name | Dates | Sessions | Hours | CEU | Location | Cost |
|---|---|---|---|---|---|---|---|
| 28211 | Healthcare Professional BLS (Basic Life Support) (CPR-129E) | 01/21/23 | 1 | 5 | 0.5 | AME 103 | $99 |
| 28212 | Healthcare Professional BLS (Basic Life Support) (CPR-129E) | 02/11/23 | 1 | 5 | 0.5 | AME 103 | $99 |
| 28213 | Healthcare Professional BLS (Basic Life Support) (CPR-129E) | 03/04/23 | 1 | 5 | 0.5 | AME 103 | $99 |
| 28214 | Healthcare Professional BLS (Basic Life Support) (CPR-129E) | 04/15/23 | 1 | 5 | 0.5 | AME 103 | $99 |
| 28215 | Healthcare Professional BLS (Basic Life Support) (CPR-129E) | 05/20/23 | 1 | 5 | 0.5 | AME 103 | $99 |
| 28216 | Healthcare Professional BLS (Basic Life Support) (CPR-129E) | 06/24/23 | 1 | 5 | 0.5 | AME 103 | $99 |
| 58211 | Healthcare Professional BLS (Basic Life Support) (CPR-129E) | 07/15/23 | 1 | 5 | 0.5 | AME 103 | $99 |
| 58212 | Healthcare Professional BLS (Basic Life Support) (CPR-129E) | 08/12/23 | 1 | 5 | 0.5 | AME 103 | $99 |

*TEXTBOOK REQUIRED: If your course requires a textbook, visit https://www.ccm.edu/workforce/textbook-information/
Students must obtain the textbook on their own and have it for the first day of class.

## CERTIFIED NURSE AIDE

Some of the fastest growing jobs in the nation, state and Morris County are in entry-level clinical healthcare fields like nurse aides. CCM has developed a high quality, short-term clinical healthcare program to help people quickly enter the workforce, earn money and begin a healthcare career.

This is an excellent way to learn about the healthcare industry, try out patient care skills and determine if a career path into nursing or other medical fields is for you. Not only can you earn while you learn, but you may qualify for tuition reimbursement through your employer to help pay for advanced certifications and degrees. If you are in mid-career and want to stay active, this is a great way to earn an income while helping others and feel good about contributing positively to someone's quality of life.

A Certified Nurse Aide's (CNA) main role is to provide basic care to patients and assist them in daily activities that they may have trouble completing on their own. CNAs learn to care for people living in long-term care facilities, rehabilitation settings or hospitals. The NJ Department of Health regulates and approves the CCM training program. Training will be conducted in CCM nursing labs and in actual care facilities. It includes 50 lecture and 40 clinical hours.

This certificate can be completed in as little as 6 to 9 weeks.

For updated information about this course, visit https://www.ccm.edu/workforce/health/clinical/

| Course | Course Title | CEUs |
|---|---|---|
| AHP-365E | CNA Program Screening | 0 |
| AHP-163E | Certified Nurse Aide – Comprehensive | 9.0 |

***Is the cost of becoming a CNA a barrier to your ability to attend? CCM has options for students to become CNAs at no cost.***

1. In partnership with the Community Foundation of New Jersey, CCM has needs-based scholarships for individuals pursuing CNA certification. Contact wfd@ccm.edu or ewills@ccm.edu for more information and to receive a scholarship application. Scholarships are awarded based on financial need for tuition assistance. Please request and submit your application at least six weeks in advance of the course start date.
2. The CNA apprenticeship program, part of the New Jersey HealthWorks Scaling Apprenticeship grant, is an approximate one-year program of classroom and clinical instruction, plus on-the-job training with a local employer. Once initial certification is achieved, become a CNA apprentice and continue to learn while you earn. Contact ewills@ccm.edu for more information.
3. LOCAL CNA EMPLOYERS – contact Emily, ewills@ccm.edu, at the Center for Workforce Development for more information on the CNA apprenticeship and how you may be able to partner with CCM.

### CNA PROGRAM SCREENING (AHP-365E)

Please register and pay the $99 NON-REFUNDABLE processing fee, which covers the cost of a criminal background investigation and expenses incurred by the college to admit you into the program.

Clearance and course registration can take up to six weeks to complete the prerequisite documentation and clearance requirements. You must start the process early. Prior to the first day of class, students, at their own expense, must satisfactorily complete drug screening at facilities approved by CCM, as well as complete an extensive medical history review. Additional expenses include, but are not limited to, uniforms and textbooks. Please email ewills@ccm.edu with any questions.

*YOU MUST REGISTER FOR YOUR SCREENING CLEARANCE NO LATER THAN FEBRUARY 3 FOR THE SPRING WEEKEND SESSION.*
*Course: 28440*
*Cost: $99*

### CERTIFIED NURSE AIDE – COMPREHENSIVE (AHP-163E)

This course combines lecture and labs in a hospital setting and clinical experience in a long-term care setting, allowing students to master the essential skills to obtain an entry-level position in the healthcare field. This Comprehensive course includes Healthcare Professional BLS (Basic Life Support) certification 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 NJ State approved Certified Nurse Aide certification examination.

Class size is limited to 10 students.

*Textbook required. Visit: https://ccm.edu/workforce/textbook-information/

**INSTRUCTOR: Connie Archibald, RN, BSN**

*Spring 2023 Weekend Schedule*
*Sat and Sun, Feb 25-May 13*
*(No class April 9)*
*The class will conclude on or about May 13 with the clinical skills examination*
*On campus: CH 118*
*22 sessions: 114 total hrs, CEU 9.0*
*Course: 28441*
*Cost: $2,200*

*Summer 2023 3-Day Schedule*
*Fri-Sun, June 16-Aug 19*
*(No class July 1 and 2)*
*The class will conclude on or about Aug 19 with the clinical skills examination*
*On campus: CH 118*
*22 sessions: 114 total hrs, CEU 9.0*
*Course: 58441*
*Cost: $2,200*

> *"The CNA program at CCM was welcoming and very well-organized. I gained skills and confidence, and passed all my exams on the first try! I was quickly hired by an area hospital and I couldn't be happier!"*
>
> *-LW*

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current! Email Records and Registration at registrar@ccm.edu to check your current contact information. Submit new contact information using form https://www.ccm.edu/wp-content/uploads/pdf/admissions/recordsandreg/Change-of-Info-Form-Interactive-1.pdf

COUNTY COLLEGE OF MORRIS

CENTER FOR WORKFORCE DEVELOPMENT

www.ccm.edu/workforce
wfd@ccm.edu
973-328-5187

# PHARMACY TECHNICIAN

## APPRENTICESHIP PROGRAM

### Why Be an Apprentice?

As an apprentice, you will receive a high-quality education, earn while you learn and gain a direct connection to healthcare employers. This program also prepares you to take the Pharmacy Technician Certification Board (PTCB) exam to become a Certified Pharmacy Technician (CPhT).

### A Three-Step Program

1. Take part in background and drug screening checks and testing in English and math to gain admission into the program. Cost is $99. To register for the screening, **email ewills@ccm.edu**.
2. Complete the Core Training Program. Classes meet Mondays – Thursdays, 10 a.m. – 3:30 p.m., for about seven weeks. This training prepares you to sit for the CPhT exam, to work as a pharmacy technician and to interview with our employer partners. The cost is covered by either your future employer or a grant, saving you $3,400 in tuition and fees.
3. Begin working full-time as a pharmacy technician apprentice!

### To take part in the program, you need to:

- Be at least 18 years of age
- Possess a high school diploma or equivalent
- Be proficient in math and English
- Pass the background and drug screening checks

To learn more, **email ewills@ccm.edu** or scan the QR code.

## PHARMACY TECHNICIAN CERTIFICATION

Learn the knowledge and skills needed to become a Certified Pharmacy Technician (CPhT), credentialed by the Pharmacy Technician Certification Board (PTCB), in CCM's Pharmacy Technician Certification program.

Pharmacy technicians work with licensed pharmacists in pharmacies, hospitals, and assisted living facilities to properly dispense medications, and with insurance companies to ensure the best coverage for the consumer.

Committed to excellence in healthcare professional education, CCM offers two ways to achieve certification!

1. Become a Registered Apprentice in our Pharmacy Technician Apprenticeship program. Apprentices complete 150 hours of classroom instruction, earn industry-valued credentials, gain hands-on experience, make a direct connection to an employer and receive competitive wages during a period of additional on-the-job training.
2. Enroll in the intensive 150-hour classroom program (Open Enrollment), if you are unable to commit to a one-year apprenticeship. Prepare to sit for the certification exam.

## PHARMACY TECHNICIAN APPRENTICESHIP

An apprenticeship is a mutually beneficial relationship between employers and their apprentices. Apprentices will gain expertise in an innovative apprenticeship program that provides quality education as well as a direct connection to a healthcare employer. Participants in the CCM Pharmacy Technician Apprenticeship program complete 150-220 hours of technical training and then complete 2,000 hours of paid on-the-job training.

**APPRENTICESHIP PROGRAM**
If you think this apprenticeship is right for you, please contact apprenticeship@ccm.edu for more information and to begin the registration process.

*PREREQUISITES:*
- *at least 18 years of age*
- *high school diploma or equivalent*
- *proficiency in math and English*
- *pass a criminal history background check*
- *pass a urine drug screening*

| Course | Course Title | Hours | CEUs | Cost |
|---|---|---|---|---|
| AHP-371E | Pharmacy Technician Program Screening* | 0 | 0 | Grant Funded |
| AHP-372E | Pharmacy Technician Apprenticeship* | 150 | 15 | Grant Funded |
| AHP-363E | Compounding* | 76 | 7.6 | Grant Funded |

*Signifies Apprenticeship Course/Course Title.

| YOUR PATHWAY TO BECOMING A PHARMACY TECHNICIAN APPRENTICE | | |
|---|---|---|
| Step | Description | Action Step |
| 1 | Mandatory Pharmacy Technician Screening | Email apprenticeship@ccm.edu to register |
| 2 | Attend the 150-hour Pharmacy Technician class | Begin your program. Interview and match with prospective employers |
| 3 | Optional Compounding Course | Specialized Training Following Certification |

### STEP # 1: PHARMACY TECHNICIAN APPRENTICESHIP PROGRAM SCREENING (AHP-371E)

To become an apprentice, you must participate in a mandatory Pharmacy Technician Apprenticeship Screening. Please register and pay the $99 NON-REFUNDABLE processing fee, which covers the cost of a criminal background investigation and expenses incurred by the college to admit you into the program. Students, at their own expense, must satisfactorily complete a drug screening at facilities approved by CCM. Please email ewills@ccm.edu with any questions.

*YOU MUST REGISTER FOR YOUR SCREENING CLEARANCE NO LATER THAN FEBRUARY 20 FOR THE SPRING SESSION.*
*Course: 28620*
*Cost: $99*

### STEP #2: PHARMACY TECHNICIAN APPRENTICESHIP (AHP-369E)

Once cleared, potential apprentices will engage in a 150-hour classroom program that provides students with a five-hour overview of the profession of pharmacy technician, review of the different career tracks that are available and preparation to sit for interviews with employer partners. The remainder of the program is an intensive 145-hour classroom course that teaches the fundamental skills needed to be a productive and successful pharmacy technician. During this course, students will interview with employer partners for apprenticeship opportunities. Students will be required to sit for the PTCB's Certified Pharmacy Technician Exam as part of their apprenticeship requirements.

***Mon-Thurs, 6-9 p.m.***
***Sat, 10 a.m.-3:30 p.m.***
***Hybrid format***
***March 6-May 6***
***(No class April 8)***
***Course: 28621***
***Summer session to begin on or about June 19. Please contact ewills@ccm.edu if interested in the summer option.***

*Health Professionals continued on next page.*

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current! Email Records and Registration at registrar@ccm.edu to check your current contact information. Submit new contact information using form https://www.ccm.edu/wp-content/uploads/pdf/admissions/recordsandreg/Change-of-Info-Form-Interactive-1.pdf

### STEP #3: COMPOUNDING [OPTIONAL TRAINING] (AHP-363E)

For those apprentices that will be working in a hospital or other clinical setting, this 76-hour training will cover the basics of sterile IV compounding. The student will be able to identify standard operating procedures under USP 797, identify and explain the uses of the various equipment used in sterile compounding including laminar airflow workbenches. The student will have the opportunity to practice techniques learned under the supervision of their instructor.

Please contact ewills@ccm.edu for dates and instructions on how to register for these programs.

## *PHARMACY TECHNICIAN CERTIFICATION (OPEN ENROLLMENT OPTION)*

The open enrollment option is available to individuals that wish to work as a pharmacy technician, but may not be interested in the apprenticeship option or may be unavailable for full-time employment. Students will prepare to sit for the PTCB CPhT exam. The class will also help previously certified individuals to brush up on their technician skills. If already certified, individuals may enroll in the Compounding course (proof of CPhT required).

| Course | Course Title | Hours | CEUs | Cost |
|---|---|---|---|---|
| AHP-371E | Pharmacy Technician Screening | 0 | 0 | $99 |
| AHP-372E | Pharmacy Technician Core – Open Enrollment | 150 | 15 | 3,400** |
| AHP-365E | Compounding – Open Enrollment | 76 | 7.6 | 2,050 |

** The course fee includes the first exam fee for the CPhT exam, textbook and other materials required to complete the course.

### PHARMACY TECHNICIAN CORE TRAINING (AHP-368E)

To become a student in the pharmacy technician program, you must participate in a mandatory Pharmacy Technician Apprenticeship Screening. Please register and pay the $99 NON-REFUNDABLE processing fee, which covers the cost of a criminal background investigation and expenses incurred by the college to admit you into the program. Students, at their own expense, must satisfactorily complete a drug screening at facilities approved by CCM. Please email ewills@ccm.edu with any questions.

*YOU MUST REGISTER FOR YOUR SCREENING CLEARANCE NO LATER THAN FEBRUARY 20 FOR THE SPRING SESSION.*
*Course: 28621*
*Cost: $99*

### PHARMACY TECHNICIAN CORE TRAINING (AHP-372E)

This 150-hour program, completed in as little as 7 weeks, prepares students to take the PTCB Certified Pharmacy Technician exam.

*Mon-Thurs, 6-9 p.m.*
*Sat, 10 a.m.-3:30 p.m.*
*Hybrid format*
*March 6-May 6*
*(No class April 8)*
*Course: 28621*
*Summer session to begin on or about June 19. Please contact ewills@ccm.edu if interested in the summer option.*

### COMPOUNDING (AHP-365E)

*PREREQUISITE: Proof of CPhT required.*

For those pharmacy technicians that will be working or are currently working in a hospital or other clinical setting, this 76-hour training will cover the basics of sterile IV compounding. The student will be able to identify standard operating procedures under USP 797, identify and explain the uses of the various equipment used in sterile compounding including laminar air-flow workbenches. The students will have the opportunity to practice techniques learned under the supervision of the instructor. *Please contact ewills@ccm.edu for dates and instructions on how to register.*

## *PERIPHERAL IV THERAPY SKILLS*

| Course | Course Title | CEUs |
|---|---|---|
| NRS-426E | Peripheral IV Therapy Skills | 0.4 |

### PERIPHERAL IV THERAPY SKILLS (NRS-426E)

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

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

This nursing continuing professional development activity was approved by New Jersey State Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.

*INSTRUCTOR: Jessica Shepherd, MSN, RN, CEN*

*Class size is limited to 8 students.*
*Sat, March 25, 8 a.m.-12 p.m.*
*On campus: CH 120*
*1 session: 4 hrs, CEU 0.4*
*Course: 28491*
*Cost: $229*

*Sat, May 13, 8 a.m.-12 p.m.*
*On campus: CH 120*
*1 session: 4 hrs, CEU 0.4*
*Course: 28492*
*Cost: $229*

*Sat, June 3, 8 a.m.-12 p.m.*
*On campus: CH 120*
*1 session: 4 hrs, CEU 0.4*
*Course: 28493*
*Cost: $229*

*TEXTBOOK REQUIRED: If your course requires a textbook, visit https://www.ccm.edu/workforce/textbook-information/ Students must obtain the textbook on their own and have it for the first day of class.

# NURSES' CONTINUING EDUCATION

## RN REFRESHER PROGRAM – NEW JERSEY BOARD OF NURSING (NJ BON) APPROVED

RN Refresher Program is held every other spring. Join us in 2023. This course will not be offered again until 2025. Interested candidates must attend the mandatory information session on February 1.

***ATTENDANCE AT THE MANDATORY INFORMATION SESSION IS REQUIRED***
***MANDATORY INFORMATION SESSION***

RN Refresher application process
and NJ BON requirements.
Interested candidates must register for and attend this session.

**Wednesday, February 1, 2023,**
**6:30-8:30 p.m. – Virtual Meeting**

This is a mandatory session to identify whether the RN Refresher program is for you. This mandatory session will review class schedule, admission requirements for health and physical exams, criminal background checks and go over expectations for licensing requirements. There is no fee to attend the Mandatory Information session. Registration is required in order to receive a ZOOM link.

### RN REFRESHER MANDATORY INFO SESSION (NRS-428E)

*Course: 28500*
*1 Session: 2 hours*
*Time: 6:30-8:30 p.m., Wed, Feb 1, 2023*
*Cost: $0*

Following this information session, any prospective student interested in moving forward in the RN Refresher course must register and pay for the following Program Screening in order to be reviewed and accepted.

### RN REFRESHER PROGRAM SCREENING (NRS-424E)

Please register and pay the $99 NON-REFUNDABLE processing fee, which covers expenses incurred by the college to admit you into the program. Prior to the first day of class, students, at their own expense, must satisfactorily complete drug screening at facilities approved by CCM, as well as complete an extensive medical history review. Additional expenses include, but are not limited to, uniforms and student malpractice insurance. You must register for your screening clearance no later than April 9.

*Course: 28501*
*Cost: $99*
*Applicant Information Sessions will be scheduled following registration.*

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

### RN REFRESHER PROGRAM (LECTURE AND CLINICAL)

CCM reserves the right to change the dates/times, method of delivery of the course, and course content depending on enrollment, clinical site access, and instructor availability. All potential students must complete an extensive medical history review prior to enrolling in the program. Visit https://www.ccm.edu/workforce/health/nursing/ for up-to-date information.

**SPRING 2023 COURSE DATES AND TIMES**

### RN REFRESHER PROGRAM (NRS-429E)

This is an intensive program for RNs who want to return to the nursing workforce and need to update their skills and nursing theory, or for current RNs in non-clinical roles wanting to revive their clinical skills. In this program, you will acquire the nursing knowledge and skills to assist with re-entry or initial entry to the acute care and long-term care setting. The program consists of 24 lecture hours, 8 nursing lab hours and 64 clinical hours arranged at an area hospital. The clinical experience is mandatory. Topics include: physical assessment, skills review, pharmacology update, and nursing management of major clinical problems. Objectives include and are not limited to: 1) Employing the nursing process utilizing critical thinking and clinical judgment. 2) Reviewing and increasing knowledge related to care of patients with common medical-surgical conditions, including use of technology and psychomotor skills.

INSTRUCTOR: CCM Nursing Faculty

*Course: 28502*

*Total of 18 Sessions, 100 hours,*
*May 15-June 15, 2023*

*Lectures and lab will be held on the CCM campus.*
*Clinical Sessions are upon assignment to local hospitals.*
*Cost (lecture and clinical): $2,300*

*Lecture Series: 8 sessions, 24 hours*
*Room: TBD*
*Mon, Tues, Wed, May 15-31*
*(No class May 29)*

*Lab Session: 1 session, 8 hours*
*Thurs, June 1, 8 a.m-4:30 p.m.*
*Cohen Hall 163-165*

*Final exam: in-person: 1 session, 4 hours*
*Fri, June 2, 8 a.m.-12 p.m.*
*Room: TBD*

*Clinical Sessions: 8 sessions, 64 hours*
*Location: TBD (assignments to a local hospital)*
*Time: Approximately 7 a.m.-3:30 p.m., Mon-Thurs, June 5-15, 2023*

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current! Email Records and Registration at registrar@ccm.edu to check your current contact information. Submit new contact information using form https://www.ccm.edu/wp-content/uploads/pdf/admissions/recordsandreg/Change-of-Info-Form-Interactive-1.pdf

# MEDICAL BILLING AND CODING

## *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 ICD-10 (International Classification of Diseases), the classification system used by healthcare facilities, physicians and insurance companies. Coding patient records for diagnoses and procedures has become an integral part of the healthcare reimbursement system.

Upon receiving a passing grade in each of the courses, students will qualify to complete the AAPC 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, if started in the fall, will require up to eleven months to complete. Students starting in the spring will be able to complete the program in approximately seven months. The four prerequisite courses are offered each semester. Once the prerequisite courses have been completed, a student may take the other wrap-around courses in any order in subsequent semesters.

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 Paul.iba@AAPC.com for special CCM student pricing.

AAPC Ordering Information
- 2023 Textbook/Workbook Bundle, $109.95+shipping
- 2023 Code Books (CPT, ICD-10 and HCPCS), $209.99+shipping
- Online AAPC Access Fee $150
- Student membership $125
- CPC Exam Fee $425 (two-exam attempts if taken at the CCM campus); $325 (one-exam attempt)
- Total Materials, membership and exam fee: $1,019.94

***The following four courses are prerequisites that are required before taking any further course. Please note that 'Medical Terminology for Healthcare Professionals' is required before taking the other prerequisite courses.***

| Course | Course Title | CEUs |
|---|---|---|
| AHP-256E | Medical Terminology for Healthcare Professionals | 2.4 |
| AHP-199E | ICD-10-CM Introduction and Applications | 1.6 |
| AHP-301E | Anatomy for Healthcare Professionals | 2.4 |
| AHP-352E | CPT & HCPCS Coding Course | 2 |

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. Please email wfd@ccm.edu if interested and qualified to sit for opt-out testing.

This certificate, if started in the fall, will require up to eleven months to complete. Students starting in the spring will be able to complete the program in approximately seven months. Courses not offered one semester will be offered the following semester.

**REMAINING CURRICULUM**

| Course | Course Title | CEUs |
|---|---|---|
| AHP-331E | Evaluation and Management | 1.6 |
| AHP-341E | ICD-10-CM/CPT 4 Coding - Practical Application | 4.2 |
| AHP-343E | Medical Billing | 3.2 |
| AHP-243E | Navigating the Medical Record | 0.8 |
| AHP-267E | Physician's Practice Management and Regulatory Issues | 1.8 |
| AHP-312E | Workplace Simulation Training | 1.6 |
| AHP-329E | AAPC CPC National Coding Certification Preparation Review Course (Optional) | 0 |

For updated information about the program and the classes, visit https://www.ccm.edu/workforce/health/mbc/

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

**Registration instructions at** www.ccm.edu/workforce/wfd-reg/

*TEXTBOOK REQUIRED: If your course requires a textbook, visit https://www.ccm.edu/workforce/textbook-information/
Students must obtain the textbook on their own and have it for the first day of class.

### MEDICAL TERMINOLOGY FOR HEALTHCARE PROFESSIONALS (AHP-256E)

Medical Terminology for Healthcare Professionals is needed before taking the other prerequisite courses. This course focuses on 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.

*Textbook required. Visit https://ccm.edu/workforce/textbook-information/

**INSTRUCTOR: Michelle Sykes, MD**

***Mon and Thurs, Jan 19-Feb 16***
***Mandatory 2-hour orientation***
***Thurs, Jan 19, 6-8 p.m.***
***Class Dates, Jan 23-Feb 16, 6-9 p.m.***
***On campus: CH 160***
***9 sessions: 24 hrs, CEU 2.4***
***Course: 28471***
***Cost: $399***

### ICD-10-CM INTRODUCTION AND APPLICATIONS (AHP-199E)

This course reviews the background of the ICD system, as well as ICD-10-CM diagnosis coding. Learn about assignment, review and clarification of coding conventions.

*Textbook required. Obtain required textbook in advance through AAPC. Online AAPC Blackboard access is required. See AAPC ordering information.

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

***Sat, Jan 21-Feb 11, 9 a.m.-1 p.m.***
***On campus: HH 212***
***4 sessions: 16 hrs, CEU 1.6***
***Course: 28472***
***Cost: $269***

### ANATOMY FOR HEALTHCARE PROFESSIONALS (AHP-301E)

This class introduces 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.

*Textbook required. Visit https://ccm.edu/workforce/textbook-information/

**INSTRUCTOR: Michelle Sykes, MD**

***Mon and Thurs, Feb 20-March 16, 6-9 p.m.***
***On campus: CH 160***
***8 sessions: 24 hrs, CEU 2.4***
***Course: 28473***
***Cost: $399***

### CPT & HCPCS CODING COURSE (AHP-352E)

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.

*Textbook required. Obtain required textbook in advance through AAPC. Online AAPC Blackboard access is required. See AAPC ordering information.

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

***Sat, Feb 25-March 18, 9 a.m.-2:30 p.m.***
***On campus: HH 212***
***4 sessions: 20 hrs, CEU 2.0***
***Course: 28474***
***Cost: $329***

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

### ICD-10-CM/CPT 4 CODING PRACTICAL APPLICATION (AHP-341E)

*PREREQUISITE: Knowledge of medical terminology and anatomy, basic knowledge of ICD and CPT coding.*
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. This course lays the foundation to prepare for the American Academy of Professional Coders (AAPC) Certified Professional Coder (CPC) national certification.

*Textbook required. Obtain required textbook in advance through AAPC. Online AAPC Blackboard access is required. See AAPC ordering information.

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

***Tues and Thurs, March 21-May 4, 6-9 p.m.***
***On campus: CH 160***
***14 sessions: 42 hrs, CEU 4.2***
***Course: 28475***
***Cost: $699***

### AAPC CPC NATIONAL CODING CERTIFICATION PREPARATION REVIEW COURSE (AHP-329E)

*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 the 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 field.

The AAPC CPC exam may be taken online or at a local testing center. CCM Students with a voucher will have two attempts to pass the exam if taken at CCM. For more information on the exam and to complete your exam registration, please contact Paul Iba at 385-207-2260 or Paul.iba@AAPC.com for special CCM student pricing.

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

***Tues and Thurs, Feb 14-28, 6-9 p.m.***
***Remote-Live***
***Exam: Sat, March 4, 9 a.m.-3 p.m.***
***On campus: CH 153***
***6 sessions: 23 hrs***
***Course: 28481***
***Cost: $299***

***Tues and Thurs, June 6-20, 6-9 p.m.***
***Remote-Live***
***Exam: Sat, June 24, 9 a.m.-3 p.m.***
***On campus: CH 153***
***6 sessions: 23 hrs***
***Course: 28482***
***Cost: $299***

### WORKPLACE SIMULATION TRAINING (AHP-312E)

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.

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

***Mon and Wed, May 10-31, 6-8:45 p.m.***
***(No class May 29)***
***On campus: HH 113***
***6 sessions: 16 hrs, CEU 1.6***
***Course: 28479***
***Cost: $269***



Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current! Email Records and Registration at registrar@ccm.edu to check your current contact information. Submit new contact information using form https://www.ccm.edu/wp-content/uploads/pdf/admissions/recordsandreg/Change-of-Info-Form-Interactive-1.pdf

### EVALUATION AND MANAGEMENT (AHP-331E)

Evaluation and Management coding is the key to appropriately maximizing reimbursement for physician visits. 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.

*Textbook required. Visit https://ccm.edu/workforce/textbook-information/

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

***Sat, April 1-29, 9 a.m.-1 p.m.***
***(No class April 8)***
***On campus: HH 212***
***4 sessions: 16 hrs, CEU 1.6***
***Course: 28480***
***Cost: $269***

### MEDICAL BILLING (AHP-343E)

Learn about insurance billing procedures, claims processing, the reimbursement process, appealing claims, collecting patient payments and legislation/changes in government and commercial insurance. Career roles and responsibilities, the claims process and revenue-cycle management will be covered in this class. Additionally, the course will touch on other healthcare payers such as Medicare, Medicaid, Tricare, workers compensation and disability insurances.

*Textbook required. Visit https://www.ccm.edu/workforce/textbook-information/

Further information about this class, visit https://www.ccm.edu/workforce/health/mbc/

**INSTRUCTOR: Kathleen Shera, CPC, CPB**

***Sat, Jan 28-March 25, 9 a.m.-1 p.m.***
***(No class March 4)***
***On campus: HH 215***
***8 sessions: 32 hrs, CEU 3.2***
***Course: 28476***
***Cost: $529***

***Sat, June 3-August 5, 9 a.m.-1 p.m.***
***(No class June 24, July 1)***
***On campus: HH 215***
***8 sessions: 32 hrs, CEU 3.2***
***Course: 58476***
***Cost: $529***

### NAVIGATING THE MEDICAL RECORD (AHP-243E)

*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.

**INSTRUCTOR: Claude Garbarino, Jr., CCS**
***Sat, May 6-13, 9 a.m.-1 p.m.***
***On campus: HH 212***
***2 sessions: 8 hrs, CEU 0.8***
***Course: 28478***
***Cost: $199***

### PHYSICIAN'S PRACTICE MANAGEMENT AND REGULATORY ISSUES (AHP-267E)

Learn how to apply billing and coding skills to a variety of positions and duties within a medical practice, as well as about 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.

Further information about these classes, visit https://www.ccm.edu/workforce/health/mbc/

**INSTRUCTOR: Diane Fulton, CPPM**

***Mon and Wed, June 5-21, 6-9 p.m.***
***Remote-Live***
***6 sessions: 18 hrs, CEU 1.8***
***Course: 28477***
***Cost: $299***

## NORTH JERSEY IMAGING ACADEMY

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

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

**About the programs:** The CT, MRI and Mammography programs comply with the guidelines required by The American Registry for Radiologic Technologists located at 1255 Northland Drive, St. Paul, Minnesota 55120-1155 www.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 online evening courses, beginning at 6 p.m. In the future, courses may be offered with remote-live instruction or at the Passaic County Public Safety Academy (PSA) located at 300 Oldham Road, Wayne, NJ 07470. For directions and parking information, visit http://www.pccc.edu/community/public-safety-academy/about-the-pccc-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

*TEXTBOOK REQUIRED: If your course requires a textbook, visit https://www.ccm.edu/workforce/textbook-information/
Students must obtain the textbook on their own and have it for the first day of class.

- 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 9, 2023. Once received, you will be contacted with the additional steps to be able to register for the course.

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

If you need to update your current BLS/CPR certification, see page 34.

For updated information about these courses, visit https://www.ccm.edu/workforce/health/njia/

Contact Professor Denise Vill'Neuve for clearance and registration information at dvillneuve@ccm.edu

## *MAGNETIC RESONANCE IMAGING (MRI) CERTIFICATION PROGAM*

### MRI LECTURE – 66 HOURS (AHP-351E)

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

*Mon and Wed, Feb 6-April 26, 6-9 p.m.*
*Remote-Live*
*22 Sessions: 66 hours*
*Course Code: 28534*
*Cost: $1,000*

### MRI CLINICAL PLACEMENT (AHP-337E)

This six-month proctored placement provides you with practical experience to complete the competencies required for certification in Magnetic Resonance Imaging (MRI). You will receive clinical placement oversight as you complete all of the competencies. Students are expected to work consistently toward completing the clinical component of the certification. Students may enroll for an additional period of placement, as necessary, at their own expense.
*Clinical Affiliate to be scheduled by program faculty*
*Schedule to be determined by instructor*

## *MAMMOGRAPHY*

### MAMMOGRAPHY LECTURE – 48 HOURS (AHP-356E)

This lecture course will provide licensed/ARRT certified radiographers preparation for the practice of mammography.

*Tues, Feb 7-June 6, 6-9 p.m.*
*Remote-Live*
*16 sessions: 48 hours*
*Course Code: 28536*
*Cost: $720*

### MAMMOGRAPHY CLINICAL (AHP-350E)

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

*Clinical Affiliate to be scheduled by program faculty*
*Schedule to be determined by instructor.*

***The following courses will be offered Fall 2023***

### CROSS SECTIONAL ANATOMY – 33 HOURS – REQUIRED FOR CT AND MRI LECTURE (AHP-357E)

This is a 33-hour, 11-week lecture course in sectional anatomy. Sectional anatomy introduces the student to the fundamental anatomy of the head, neck, chest, abdomen, pelvis and extremities. In addition, imaging modalities are discussed and introduced to the student along with CT and MRI images.

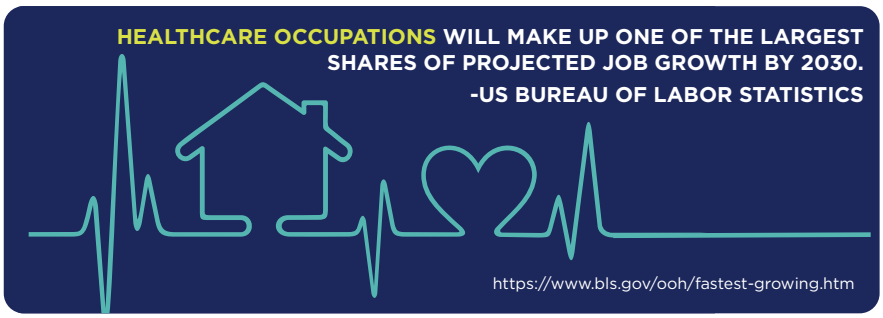
## *COMPUTED TOMOGRAPHY (CT) CERTIFICATION PROGRAM*

### CT LECTURE – 66 HOURS (AHP-353E)

The Computed Tomography (CT) program offers an educational opportunity to gain skills in the advanced imaging modality of computed tomography. The 66-hour lecture course includes, but is not limited to: patient care and safety, CT physics, systems operations and instrumentation, data acquisition, image display and post processing of all imaging procedures, quality control, contrast media and administration. Midterm and final exams will be given.

### CT CLINICAL (AHP-335E)

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




Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current! Email Records and Registration at registrar@ccm.edu to check your current contact information. Submit new contact information using form https://www.ccm.edu/wp-content/uploads/pdf/admissions/recordsandreg/Change-of-Info-Form-Interactive-1.pdf

# OPPORTUNITY PROGRAMS

**VIRTUAL OPEN HOUSE**
January 11 and 12, 6-7 p.m.
January 14, 9-10 a.m.
See back cover for details.

## PREVOCATIONAL TRAINING FOR ADULTS WITH DEVELOPMENTAL DISABILITIES

CCM's Opportunity Programs, designed for adult students with developmental disabilities, introduce skills needed to be successful in a work environment. The programs offer a Certificate of Completion. These are intended for students who have the physical and intellectual capacity, as well as the desire, to become a member of the workforce. The programs include resume preparation and workforce readiness skills. Students may be eligible for funding from their service providers. Talk with your school transition coordinator, DDD Support Coordinator or DVRS counselor for more information. Contact Adriana Mendez amendez@ccm.edu for more information on these programs.

### CULINARY OPPORTUNITY PROGRAM (COP) (FDS-129E)

The program covers fundamental skills in culinary and baking. This 72-hour job preparation program incorporates culinary, baking, and Serv-Safe certification.

Students of this program will acquire pre-apprentice skills to prepare for an entry-level position in food production or packaging in a grocery, supermarket, convenience store or food market. Students will gain experience in measuring, following recipes, knife cuts, preparing dishes, equipment cleaning and maintenance, sanitation and safety measures, and basic nutrition.

This course is not an avocational course and is not meant to teach independent living skills in preparing food for oneself. It is a prevocational training program.

Class size is limited to eight students.
For more information, visit https://www.ccm.edu/workforce/cop/

**INSTRUCTOR: Mark Cosgrove, CHE, MA**

***Fri, Jan 13-April 28, 9 a.m.-2 p.m.***
***(No class April 7)***
***Graduation Celebration, Fri, April 28th***
***On campus: SCC 240***
***15 sessions: 72 hrs, CEU 7.2***
***Course: 28601***
***Cost: $2,999***

### CULINARY OPPORTUNITY PROGRAM II (COP II) (FDS-130E) BREAKFAST, BAKING, AND PASTRIES

***PREREQUISITE: Serv-Safe Certification. Completion of CCM's Culinary Opportunity Program****, or if the student has completed a prior culinary fundamentals class, please contact WFD at wfd@ccm.edu or Adriana Mendez at amendez@ccm.edu before registering to determine eligibility for COP II.*

In this continuation course, the student will begin with a review of professionalism, and the tools and equipment for the bakeshop. The student will learn about the many ways that eggs can be prepared, explore a variety of breakfast foods and create a pleasing plated presentation. During the focus on baking, students will make quick breads, cookies, yeast breads, pies, pastries, cakes and frostings.

Class size is limited to eight students.
For more information, visit https://www.ccm.edu/workforce/cop/

**INSTRUCTOR: Mark Cosgrove, CHE, MA**

***Thurs and Fri, May 11-June 9, 9 a.m.-2 p.m.***
***On campus: SCC 240***
***10 sessions: 50 hrs, CEU 5.0***
***Course: 28602***
***Cost: $2,099***

### HORTICULTURAL OPPORTUNITY PROGRAM (HOP) (HRT-132E)

The goal of this program is to teach hands-on horticultural practices ranging from greenhouse production to landscape maintenance to floriculture. Student will learn about the safe use of tools, soil preparation and seeding, transplanting techniques, caring for houseplants and more.

The program emphasizes workplace safety, incorporating many of the OSHA® 10 general industry safety practices.

Class size is limited to eight students.
For more information, visit https://www.ccm.edu/workforce/hop/

**INSTRUCTOR: Denise Capoano, MBA, RD**
***Fri Jan 20-April 28, 9:30 a.m-2 p.m.***
***(No class on April 7)***
***Graduation Celebration, Fri, April 28***
***On campus: LHT 110***
***14 sessions, 60 hrs, CEU 6.0***
***Course: 28603***
***Cost: $2,499***

**New programs under construction. Coming Spring 2023!**

*TEXTBOOK REQUIRED: If your course requires a textbook, visit https://www.ccm.edu/workforce/textbook-information
Students must obtain the textbook on their own and have it for the first day of class.

**VIRTUAL OPEN HOUSE**
January 11 and 12, 6-7 p.m.
January 14, 9-10 a.m.
See back cover for details.

# OTHER PROFESSIONAL DEVELOPMENT



## ALTERNATE ROUTE TO TEACHING

Have you ever thought about becoming a teacher? If you have a Bachelor's degree, but do not have teaching certification, then this program may be right for you. County College of Morris, in collaboration with Brookdale Community College, offers prospective teachers the opportunity to obtain their New Jersey K-12 teaching certification through Brookdale's Alternate Route to Teaching Community College Program (ART-CC). ART-CC is a 400-hour teacher preparation program. This non-credit, professional development program provides candidates with the skills and strategies necessary to become excellent, successful teachers.

For individuals to become a licensed teacher without completing a traditional teacher training program, you must already hold a bachelor's degree (or higher) with a cumulative GPA of 3.0 or greater if you graduated September 2016 or later. For candidates completing degrees before that, a GPA of 2.75 or higher is required.

### ALTERNATE ROUTE TO TEACHING – 50 HOUR PRESERVICE COMPONENT (ALT-113E)

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

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

***Mon, Jan 23-March 27, 6-9 p.m.***
***Remote-Live***
***10 sessions: 30 hrs, CEU 3.0***
***Course: 28521***
***Cost: $299***

***Mon, April 3-June 12, 6-9 p.m.***
***(No class May 29)***
***Remote-Live***
***10 sessions: 30 hrs, CEU 3.0***
***Course: 28522***
***Cost: $299***

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

- NJ Department of Education https://www.nj.gov/education/rpi/induction/
- Teacher Candidate Basic Skills Requirement:
  - › Bachelor's degree from an accredited college or university with a cumulative 2.75 GPA (if you graduated prior to September 2016) or a 3.0 GPA (if you graduated after September 2016) or higher from a Bachelor's or Master's degree program.
  - › Meet the content requirements. You must have the equivalent of a major in the subject you want to teach or 64 credits in liberal arts for an elementary certificate. Check the requirements at https://www.state.nj.us/cgi-bin/education/license/endorsement.pl?string=999&maxhits=1000&field=2
- Brookdale Community College Alternate Route to Teaching https://www.brookdalecc.edu/continuinged/careerdevelopment/cte/alternate-route-to-teaching/

Candidates complete the 50-hour Introduction to Teaching – Preservice course at CCM. After the introduction, the remaining 350 hours are spread across six courses of online learning at Brookdale. Please contact Brookdale Community College for more information on the following courses.

| | |
|---|---|
| Processes of Teaching and Learning | Novice level, 90 hours |
| Deep Learning and Effective Cross Content Applications/Literacy | Intermediate level, 60 hours |
| Educational Equity and Cultural Diversity | Intermediate level, 50 hours |
| Assessment –Planning, Instructing, and Assessing | Expert level, 50 hours |
| edTPA | Expert level, 40 hours |
| A Community of Practice | Leader level, 60 hours |

Students may enter the first of the six Brookdale courses, Process of Teaching and Learning, without a contracted teaching position, however continued enrollment in the program requires students to have a full-time contract teaching position and enrollment in the NJ Department of Education, Provisional Teacher Program. Completion of the ART-CC program, along with a passing grade on the edTPA portfolio, will confer the NJDOE CE-VOPC (Continuing Education—Verification of Program Completion). A Standard Certificate will be issued after the candidate successfully teaches for an additional two years.

Concurrently during the preservice phase, candidates should complete the NJDOE requirements to obtain a Certificate of Eligibility to teach. See the NJDOE website for the required documents.

A Provisional Certificate will be issued by the NJDOE through the school district in which the candidate works after the candidate completes the 50 hours of preservice, accepted an offer of employment, confirmed enrollment in an alternate route to teaching program and is enrolled in a district mentoring program.

CCM's Preservice Introduction to Teaching meets the entrance requirements of Brookdale Community College and New Jersey City University. For further information on the Brookdale program, email Emily Potts at epotts@brookdalecc.edu or visit the Brookdale Alternate Route website at https://www.brookdalecc.edu/continuinged/careerdevelopment/cte/alternate-route-to-teaching/. Individuals who would like to obtain master's level credits while completing an alternate route to teaching program should review the requirements of New Jersey City University's New Pathways to Teaching program.

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current! Email Records and Registration at registrar@ccm.edu to check your current contact information. Submit new contact information using form https://www.ccm.edu/wp-content/uploads/pdf/admissions/recordsandreg/Change-of-Info-Form-Interactive-1.pdf

# HORTICULTURE-LANDSCAPE CONTINUING EDUCATION

We offer courses that are perfect for anyone in the landscape-horticulture industry, or for the passionate home gardener or master gardener wishing to expand their knowledge of plants, shrubbery and trees for effective use in seasonal and perennial landscapes.

| Course | Course Title | CEUs |
|---|---|---|
| HRT-129E | Plant ID and Palettes | 1.5 |
| HRT-130E | Landscape Design Using Dynascape | 1.5 |
| HRT-133E | Pruning Short Course | 1.2 |

### PLANT ID AND PALETTES (HRT-129E)

This 15-hour class introduces the concept of plant palettes. Plant palettes refer to selections based on color, growing season and creating harmony with a complementing balance of ground covers, annual and perennial plants, shrubbery (sub-canopy) and trees (canopy). Identify plants for appropriate placement and selection in a variety of garden beds and settings.

**INSTRUCTOR: Brian Oleksak, MS**

*Mon, Feb 20-March 27, 6:30-9 p.m.*
*Remote-Live*
*6 sessions: 15 hrs, CEU 1.5*
*Course: 28641*
*Cost: $329*

### LANDSCAPE DESIGN USING DYNASCAPE (HRT-130E)

Learn to use the software pros use – DynaScape Design. This course introduces the theory, principles and practices of design and planning, effective use of plant materials, artistic consideration of form and function, and basic drawing and drafting techniques.

**INSTRUCTOR: CCM Staff**

*Dates TBD, 6-9 p.m.*
*On campus: LHT 101*
*5 sessions: 15 hrs, CEU 1.5*
*Course: 28642*
*Cost: $329*

### PRUNING SHORT COURSE (HRT-133E)

This course offers an overview of pruning practices for the most common woody plants in the landscape and garden. The course emphasizes a plant species approach to addressing pruning practices including methods, timing and overall objectives. Learn the best practices for improving the health, service life, structural integrity and aesthetics of popular landscape species.

**INSTRUCTOR: Brian Oleksak, MS**

*Sat, March 11-25, 8:30 a.m.-12:30 p.m.*
*On campus: LHT 110*
*3 sessions: 12 hrs, CEU 1.2*
*Course: 28643*
*Cost: $329*

# ONLINE LEARNING - WWW.ED2GO.COM/CCM

CCM, in partnership with Ed2Go, brings affordable, relevant online learning in a variety of formats. Six-week, online courses will help you learn a new skill or enhance an existing skill. In roughly two to four hours each week, complete lessons in an enjoyable, interactive learning environment. Expert instructors develop and lead every course. New sessions start every month so you can sign up anytime.

*Please note that an Ed2Go course is not a CCM or Center for Workforce Development course. ED2GO COURSES DO NOT RECEIVE CCM COLLEGE CREDIT, CONTINUING EDUCATION CREDIT AND WILL NOT BE TRANSCRIPTED BY CCM. Ed2Go does not award Continuing Education Units (CEU).*

### *CAREER TRAINING CERTIFICATION PROGRAMS*

Begin career-training programs anytime and work at your own pace. Many programs can be completed in less than six months. Receive all the materials and instructor assistance needed to have a comprehensive learning experience. For assistance with program selection, program mechanics and enrollment, please call 855-520-6806. To view available courses visit https://career-training.ed2go.com/ccm/

- Business, Professional & Legal
- Health Careers and Fitness
- Hospitality
- Media and Design
- Skilled Trades and Industrial
- Teacher Professional Development

### *GRADUATE AND PROFESSIONAL EXAM PREPARATION COURSES*

Ed2Go offers preparation courses for GRE, LSAT, GMAT and PRAXIS Core.

### *PROFESSIONAL DEVELOPMENT COURSES*

Business, Computer Applications, Healthcare, Personal Development, Writing and Publishing

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

### *NURSING PROFESSIONAL DEVELOPMENT COURSES*

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

**How to get started:**
1. Go to www.ed2go.com/ccm/
2. Choose a course and complete the enrollment process

Your first point of contact for course and registration questions should be an email to ed2go.support@cengage.com or call 855-520-6806. If you do not get a response, you may then contact CCM at wfd@ccm.edu.

*TEXTBOOK REQUIRED: If your course requires a textbook, visit https://www.ccm.edu/workforce/textbook-information/
Students must obtain the textbook on their own and have it for the first day of class.

**VIRTUAL OPEN HOUSE**
January 11 and 12, 6-7 p.m.
January 14, 9-10 a.m.
See back cover for details.

# ENGLISH LANGUAGE LEARNING



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.

ELL classes are generally offered in two segments (Part 1, Part 2) which align to sections of the book. Students will begin with Part 1 classes and progress to Part 2 in a subsequent session. ALL STUDENTS MUST BEGIN WITH PART 1 FOR EACH LEVEL/BOOK. There is one book specific to each class level and students will work through the book over two to three ten-week sessions. Conversational English classes increase fluency and vocabulary, but are not for the early beginner. 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 Intermediate levels.

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

*Textbook required; see below. Visit https://ccm.edu/workforce/textbook-information/
For updated information about these courses, visit https://www.ccm.edu/workforce/ELL/

| Course | Course Title | CEUs |
|---|---|---|
| ENS-213E | ESL Early Beginner | 4 |
| ENS-226E | ESL Beginner | 4 |
| ENS-215E | ESL Intermediate | 4 |
| ENS-312E | ESL Advanced Intermediate | 4 |
| ENS-309E | ESL Conversational | 4 |

Certification: Upon completion of a course, a certificate of completion may be awarded if the student has met the course requirements of attendance and participation. See "Certificates and Transcripts" in General Information.

**STUDENTS NEW TO CCM'S ELL PROGRAM MUST REGISTER FOR A PLACEMENT EXAM BEFORE REGISTERING FOR A COURSE. Please register for a specific date/time using the Course #. Level testing will be held in the Learning Resource Center, 1st floor, CCM Test Center. Walk-ins will not be accepted. The fee for placement exams is $20.**

**ALL STUDENTS MUST BEGIN WITH PART 1 FOR EACH LEVEL/BOOK.**
All new students begin with Part 1 for every level. Students from prior sessions move up by part until a book is completed, and then to the next book level.

| If you are at this level: | Then register for: | Purchase this book: |
|---|---|---|
| Very limited English proficiency in verbal, reading and writing skills. Not comfortable or unable to communicate in basic English language. Emphasis is on practical everyday English and communication skills. | EARLY BEGINNER (ENS-213E) | Pearson Focus on Grammar with My English Lab, Book 1 |
| Basic English communication skills with need to improve reading, writing, speaking or have completed Early Beginner. Students continue to focus on grammar, vocabulary and speaking. | BEGINNER (ENS-226E) | Pearson Focus on Grammar with My English Lab, Book 2 |
| Comfortable with English reading, writing, speaking with need to improve skill level. In class exercises, pair and group work, new vocabulary and learning and practicing pronunciation improve fluency and accuracy in English. | INTERMEDIATE (ENS-215E) | Pearson Focus on Grammar with My English Lab, Book 3 |
| Advanced Intermediate with a need to improve English language proficiency skills that are critical to the workplace or future academic studies. Students apply grammar structures, develop and improve pronunciation skills. | ADVANCED INTERMEDIATE (ENS-312E) | Pearson Focus on Grammar with My English Lab, Book 4 |
| Ability to hold a basic conversation in English with skills at a minimum to fair level of understanding. Gain fluency and confidence and improve vocabulary. THIS IS NOT A CLASS FOR EARLY BEGINNERS. | ESL CONVERSATIONAL (ENS-309E), Beginner-Intermediate | No book required. |

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current! Email Records and Registration at registrar@ccm.edu to check your current contact information. Submit new contact information using form https://www.ccm.edu/wp-content/uploads/pdf/admissions/recordsandreg/Change-of-Info-Form-Interactive-1.pdf

## EARLY SPRING

**ALL NEW ELL STUDENTS MUST REGISTER FOR A PLACEMENT TEST COST: $20 (ENS-230E)**

**EARLY SPRING TESTING HELD AT CCM'S TEST CENTER**

| THURS, DEC 15, 2022 | | SAT, DEC 17, 2022 | | TUES, JAN 10, 2023 | | SAT, JAN 14, 2023 | |
|---|---|---|---|---|---|---|---|
| Time | Course # | Time | Course # | Time | Course # | Time | Course # |
| 3:30 p.m. | 88750 | 8:30 a.m. | 88753 | 5:30 p.m. | 28750 | 8:30 a.m. | 28753 |
| 4:15 p.m. | 88751 | 9:15 a.m. | 88754 | 6:15 p.m. | 28751 | 9:15 a.m. | 28754 |
| 5:00 p.m. | 88752 | 10 a.m. | 88755 | 7 p.m. | 28752 | 10 a.m. | 28755 |

**MORNING CLASSES – All classes are 9:30-11:30 a.m.**

| Course | Course Name | Staff | Days | Dates | Sessions | Hours | CEU | Location | Cost |
|---|---|---|---|---|---|---|---|---|---|
| **BOOK 1: ESL EARLY BEGINNER (ENS-213E) MORNING CLASSES** | | | | | | | | | |
| 28800 | Early Beginner PART 1 | CCM Staff | M/W | 1/23 - 3/29 | 20 | 40 | 4.0 | HH 204 | $299 |
| 28801 | Early Beginner PART 2 | Norma Pravec | M/W | 1/23 - 3/29 | 20 | 40 | 4.0 | HH 111 | $299 |
| 28802 | Early Beginner PART 2 | Sharon Ferreira | T/TH | 1/24 - 3/30 | 20 | 40 | 4.0 | HH 204 | $299 |
| 28803 | Early Beginner PART 3 | Hilda Bahner | T/TH | 1/24 - 3/30 | 20 | 40 | 4.0 | HH 212 | $299 |
| **BOOK 2: ESL BEGINNER (ENS-226E) MORNING CLASSES** | | | | | | | | | |
| 28804 | Beginner PART 1 | CCM Staff | T/TH | 1/24 - 3/30 | 20 | 40 | 4.0 | HH 215 | $299 |
| 28805 | Beginner PART 2 | Anna Taylor | M/W | 1/23 - 3/29 | 20 | 40 | 4.0 | HH 212 | $299 |
| 28806 | Beginner PART 2 | Joan Pinto | T/TH | 1/24 - 3/30 | 20 | 40 | 4.0 | CH 162 | $299 |
| **BOOK 3: ESL INTERMEDIATE (ENS-215E) MORNING CLASSES** | | | | | | | | | |
| 28807 | Intermediate PART 1 | CCM Staff | M/W | 1/23 - 3/29 | 20 | 40 | 4.0 | HH 215 | $299 |
| 28808 | Intermediate PART 2 | Kate Sa | M/W | 1/23 - 3/29 | 20 | 40 | 4.0 | HPE 216 | $299 |
| 28809 | Intermediate PART 2 | Norma Pravec | T/TH | 1/24 - 3/30 | 20 | 40 | 4.0 | CH 160 | $299 |
| **BOOK 4: ESL ADVANCED INTERMEDIATE (ENS-312E) MORNING CLASSES** | | | | | | | | | |
| 28810 | Advanced Int. PART 2 | Sharon Ferreira | M/W | 1/23 - 3/29 | 20 | 40 | 4.0 | DH 107 | $299 |

**EVENING CLASSES – All classes are 6:00 - 8:00 p.m.**

| Course | Course Name | Staff | Days | Dates | Sessions | Hours | CEU | Location | Cost |
|---|---|---|---|---|---|---|---|---|---|
| **BOOK 1: ESL EARLY BEGINNER (ENS-213E) EVENING CLASSES** | | | | | | | | | |
| 28811 | Early Beginner PART 1 | Genetie Ejigu | M/W | 1/23 - 3/29 | 20 | 40 | 4.0 | HH 111 | $299 |
| 28812 | Early Beginner PART 1 | Jennifer Zirkel | T/TH | 1/24 - 3/30 | 20 | 40 | 4.0 | HH 111 | $299 |
| 28813 | Early Beginner PART 2 | Hilda Bahner | M/W | 1/23 - 3/29 | 20 | 40 | 4.0 | HH 212 | $299 |
| 28814 | Early Beginner PART 2 | Anna Taylor | T/TH | 1/24 - 3/30 | 20 | 40 | 4.0 | HH 215 | $299 |
| 28815 | Early Beginner PART 2 | Hilda Bahner | T/TH | 1/24 - 3/30 | 20 | 40 | 4.0 | HH 212 | $299 |
| 28816 | Early Beginner PART 2 | Melissa Montoya | M/W | 1/23 - 3/29 | 20 | 40 | 4.0 | HH 215 | $299 |
| 28817 | Early Beginner PART 2 | Norma Pravec | T/TH | 1/24 - 3/30 | 20 | 40 | 4.0 | HH 204 | $299 |
| **BOOK 2: ESL BEGINNER (ENS-226E) EVENING CLASSES** | | | | | | | | | |
| 28818 | Beginner PART 1 | Kate Sa | M/W | 1/23 - 3/29 | 20 | 40 | 4.0 | HH 204 | $299 |
| 28819 | Beginner PART 1 | Sherri Landolfi | T/TH | 1/24 - 3/30 | 20 | 40 | 4.0 | CH 269 | $299 |
| 28820 | Beginner PART 2 | Celeste Kaitsa | M/W | 1/23 - 3/29 | 20 | 40 | 4.0 | LRC 107 | $299 |
| 28821 | Beginner PART 2 | Genetie Ejigu | T/TH | 1/24 - 3/30 | 20 | 40 | 4.0 | LRC 107 | $299 |
| **BOOK 3: ESL INTERMEDIATE (ENS-215E) EVENING CLASSES** | | | | | | | | | |
| 28822 | Intermediate PART 1 | Candice Jahn | T/TH | 1/24 - 3/30 | 20 | 40 | 4.0 | DH 157 | $299 |
| 28823 | Intermediate PART 2 | Meri Petkovska | M/W | 1/23 - 3/29 | 20 | 40 | 4.0 | CH 102 | $299 |
| **BOOK 4: ESL ADVANCED INTERMEDIATE (ENS-312E)** | | | | | | | | | |
| 28824 | Advanced/Int Part 1 | CCM Staff | T/TH | 1/24 - 3/30 | 20 | 40 | 4.0 | CH 162 | $299 |
| **ESL CONVERSATIONAL (ENS-309E) – BEGINNER TO INTERMEDIATE NOT FOR EARLY BEGINNERS OR VERY LIMITED ENGLISH LANGUAGE PROFICIENCY** | | | | | | | | | |
| 28825 | ESL Conversational | Brian Sferra | M/W | 1/23 - 3/29 | 20 | 40 | 4.0 | CH 162 | $299 |

*TEXTBOOK REQUIRED: If your course requires a textbook, visit https://www.ccm.edu/workforce/textbook-information/
Students must obtain the textbook on their own and have it for the first day of class.

## LATE SPRING

**ALL NEW ELL STUDENTS MUST REGISTER FOR A PLACEMENT TEST COST: $20 (ENS-230E)**

**LATE SPRING TESTING HELD AT CCM'S TEST CENTER**

| MON, APRIL 10, 2023 | | WED, APRIL 12, 2023 | | SAT, APRIL 15, 2023 | |
|---|---|---|---|---|---|
| Time | Course # | Time | Course # | Time | Course # |
| 3:30 p.m. | 28760 | 5:30 p.m. | 28763 | 8:30 a.m. | 28766 |
| 4:15 p.m. | 28761 | 6:15 p.m. | 28764 | 9:15 a.m. | 28767 |
| 5:00 p.m. | 28762 | 7 p.m. | 28765 | 10 a.m. | 28768 |

**MORNING CLASSES – All classes are 9:30-11:30 a.m. NO CLASS MONDAY, MAY 29**

| Course | Course Name | Staff | Days | Dates | Sessions | Hours | CEU | Location | Cost |
|---|---|---|---|---|---|---|---|---|---|
| **BOOK 1: ESL EARLY BEGINNER (ENS-213E) MORNING CLASSES** | | | | | | | | | |
| 28830 | Early Beginner PART 1 | Norma Pravec | M/W | 4/17 - 6/26 | 20 | 40 | 4.0 | HH 111 | $299 |
| 28831 | Early Beginner PART 1 | Sharon Ferreira | T/TH | 4/18 - 6/22 | 20 | 40 | 4.0 | HH 204 | $299 |
| 28832 | Early Beginner PART 2 | Hilda Bahner | T/TH | 4/18 - 6/22 | 20 | 40 | 4.0 | HH 212 | $299 |
| **BOOK 2: ESL BEGINNER (ENS-226E) MORNING CLASSES** | | | | | | | | | |
| 28833 | Beginner PART 1 | Anna Taylor | M/W | 4/17 - 6/26 | 20 | 40 | 4.0 | HH 212 | $299 |
| 28834 | Beginner PART 1 | Joan Pinto | T/TH | 4/18 - 6/22 | 20 | 40 | 4.0 | HH 215 | $299 |
| 28835 | Beginner PART 2 | CCM Staff | M/W | 4/17 - 6/26 | 20 | 40 | 4.0 | HH 204 | $299 |
| **BOOK 3: ESL INTERMEDIATE (ENS-215E) MORNING CLASSES** | | | | | | | | | |
| 28836 | Intermediate PART 1 | Kate Sa | M/W | 4/17 - 6/26 | 20 | 40 | 4.0 | HH 215 | $299 |
| 28837 | Intermediate PART 1 | Norma Pravec | T/TH | 4/18 - 6/22 | 20 | 40 | 4.0 | CH 162 | $299 |
| 28838 | Intermediate PART 2 | CCM Staff | T/TH | 4/18 - 6/22 | 20 | 40 | 4.0 | CH 160 | $299 |
| **BOOK 4: ESL ADVANCED INTERMEDIATE (ENS-312E) MORNING CLASSES** | | | | | | | | | |
| 28839 | Advanced Int. PART 1 | Sharon Ferreira | M/W | 4/17 - 6/26 | 20 | 40 | 4.0 | HPE 216 | $299 |

**EVENING CLASSES – All classes are 6:00 - 8:00 p.m. NO CLASS MONDAY, MAY 29**

| Course | Course Name | Staff | Days | Dates | Sessions | Hours | CEU | Location | Cost |
|---|---|---|---|---|---|---|---|---|---|
| **BOOK 1: ESL EARLY BEGINNER (ENS-213E) EVENING CLASSES** | | | | | | | | | |
| 28840 | Early Beginner PART 1 | Melissa Montoya | M/W | 4/17 - 6/26 | 20 | 40 | 4.0 | LRC 107 | $299 |
| 28841 | Early Beginner PART 1 | Anna Taylor | T/TH | 4/18 - 6/22 | 20 | 40 | 4.0 | LRC 107 | $299 |
| 28842 | Early Beginner PART 1 | Norma Pravec | T/TH | 4/18 - 6/22 | 20 | 40 | 4.0 | HH 111 | $299 |
| 28843 | Early Beginner PART 2 | Genetie Ejigu | M/W | 4/17 - 6/26 | 20 | 40 | 4.0 | HH 111 | $299 |
| 28844 | Early Beginner PART 2 | Jennifer Zirkel | T/TH | 4/18 - 6/22 | 20 | 40 | 4.0 | HH 204 | $299 |
| 28845 | Early Beginner PART 3 | Hilda Bahner | M/W | 4/17 - 6/26 | 20 | 40 | 4.0 | HH 212 | $299 |
| 28846 | Early Beginner PART 3 | Hilda Bahner | T/TH | 4/18 - 6/22 | 20 | 40 | 4.0 | HH 212 | $299 |
| **BOOK 2: ESL BEGINNER (ENS-226E) EVENING CLASSES** | | | | | | | | | |
| 28847 | Beginner PART 1 | Celeste Kaitsa | M/W | 4/17 - 6/26 | 20 | 40 | 4.0 | HH 204 | $299 |
| 28848 | Beginner PART 1 | Genetie Ejigu | T/TH | 4/18 - 6/22 | 20 | 40 | 4.0 | HH 215 | $299 |
| 28849 | Beginner PART 2 | Kate Sa | M/W | 4/17 - 6/26 | 20 | 40 | 4.0 | HH 215 | $299 |
| 28850 | Beginner PART 2 | Sherri Landolfi | T/TH | 4/18 - 6/22 | 20 | 40 | 4.0 | CH 162 | $299 |
| **BOOK 3: ESL INTERMEDIATE (ENS-215E) EVENING CLASSES** | | | | | | | | | |
| 28851 | Intermediate PART 1 | Meri Petkovska | M/W | 4/17 - 6/26 | 20 | 40 | 4.0 | CH 263 | $299 |
| 28852 | Intermediate PART 2 | Candice Jahn | T/TH | 4/18 - 6/22 | 20 | 40 | 4.0 | DH 157 | $299 |
| **BOOK 4: ESL ADVANCED INTERMEDIATE (ENS-312E)** | | | | | | | | | |
| 28853 | Advanced/Int Part 2 | CCM Staff | M/W | 4/17 - 6/26 | 20 | 40 | 4.0 | CH 267 | $299 |
| **ESL CONVERSATIONAL (ENS-309E) - BEGINNER TO INTERMEDIATE NOT FOR EARLY BEGINNERS OR VERY LIMITED ENGLISH LANGUAGE PROFICIENCY** | | | | | | | | | |
| 28854 | ESL Conversational | Brian Sferra | M/W | 4/17 - 6/26 | 20 | 40 | 4.0 | CH 162 | $299 |

Instructors will contact students with instructions for connecting to class online, using default email address on file. Make sure your email address on file is current! Email Records and Registration at registrar@ccm.edu to check your current contact information. Submit new contact information using form https://www.ccm.edu/wp-content/uploads/pdf/admissions/recordsandreg/Change-of-Info-Form-Interactive-1.pdf

# LEARNING HAPPENS AT EVERY STAGE OF LIFE

Are you just getting started?
Looking to change careers?
Or want to grow your résumé?

**EXPLORE WHAT'S POSSIBLE AT CCM!**

## EXPLORE

SCAN ME

### DEGREE PROGRAMS

Choose from over 80 degree options and transfer to a four-year institution.

### CERTIFICATES

Gain industry credentials and take advantage of earn-while-you-learn options.

### WORKFORCE DEVELOPMENT TRAINING

Develop new skills to get a job, get a better job or get better at the job you are in.

SCAN ME

SCAN ME

## CHOOSE A FLEXIBLE SCHEDULE

CCM's Virtual Campus has Adult Pathways to help you finish faster.

CCM classes are offered in multiple formats, on-campus, online and hybrid.

***ASPIRE TO LIVE YOUR LIFE, YOUR WAY.***

COUNTY COLLEGE OF MORRIS | CENTER FOR WORKFORCE DEVELOPMENT

**Constance Archibald, RN, BSN**
Connie has been a registered nurse since 1990, receiving her Bachelor of Science in Nursing in 2001. She has been teaching the Certified Nurse Aide course per state curriculum since 1994. Connie has experience in acute care, long-term care, developmental disabilities and psychiatric nursing. She has a keen sense of the needs of her students to prepare them to provide kind and patient care to our most vulnerable senior citizens. She finds great pleasure in bringing dependable new caregivers into the healthcare field.

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

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

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

**Mikhail Bayder, MS**
Mikhail has 25 years of experience in the IT industry. He worked in the financial industry for companies such as Prudential Securities, as well as in visual effects studios like ABC Disney and Prologue Films in Hollywood supporting mission critical computer systems and writing Python and PHP scripts to automate tasks. Mikhail also taught technology classes at Columbia University Teachers College. He holds a Bachelor's degree in computer Science from the City University of New York, and a Master's degree in Communications from New York University.

**Christy Bouziotis, Ph.D., M.A., CPRW**
Christy has been writing professionally for more than 25 years and holds Ph.D., MA and BA degrees in English literature. Earlier in her career, she spent over a decade in corporate communications for companies including Intel and IEEE, where she developed a passion for business writing and the challenge of communicating highly complex information in clear, vivid terms. Since earning her Certified Professional Resume Writer (CPRW) credential and taking up resume writing 15 years ago, Christy has authored more than 8,000 resumes, cover letters, and biographies for job seekers across all backgrounds and industries. In addition to her resume-writing work with a top career services firm, Christy teaches classes in business writing, resume writing, and public speaking at County College of Morris.

**Patricia Callahan, MBA**
Trish has about 30 years of Information Technology experience, including years as a business analyst, project manager and information technology trainer. She has taught email, word processing, SharePoint, Service Now and many other applications. Trish serves as a part-time instructor at County College of Morris where she is teaching courses including SharePoint, Excel, MS Word and PowerPoint. Trish received two undergraduate degrees from the University of Utah and an MBA from Centenary College.

**Denise Mary Capoano, MBA, RD**
As a Rutgers Master Gardener, a Registered Dietician, and fitness instructor, Denise brings a wide variety of skills to CCM's Horticultural Opportunity Program. She has worked with students that have developmental disabilities for 20+ years, as well as with senior citizens, on a host of horticultural enrichment programs. Denise has a passion for health and nutrition, and a talent for engaging students of all ages through an enjoyable hands-on approach to learning.

**Steven Carroll, MBA**
Steven has led a successful 12+ year career in the public sector working for two Fortune 500 organizations and one on the Fortune 100 list. A relentless advocate for career progression, Steven applied his business knowledge, networking and career building skills to transition from a career in Financial Services to SaaS sales for LinkedIn, his current role. He holds his MBA from Fairleigh Dickinson University, his bachelor's from Ramapo College of New Jersey and his associate degree from County College of Morris.

**Mark Cosgrove, CHE, MA**
Professor Mark Cosgrove is the Chairperson of Hospitality Management & Culinary Arts at County College of Morris. He spent many years as a chef in diverse environments around the globe. Cosgrove developed an interest in cuisine during his childhood outside of Paris. When he returned to the United States, he noticed people had a different approach to food. Following a degree in Business Administration from LaSalle University, he attended the Culinary Institute of America and launched his career. Professor Cosgrove developed the Culinary Opportunity Program through Workforce Development at CCM, where he provides prevocational culinary training to developmentally disabled students.

**Christopher Cota, BS**
Christopher holds a bachelor's degree from William Patterson University, and is a certified teacher of welding in New Jersey. He has over 20 years of experience as a welder and a welding instructor, and has successfully prepared hundreds of students for their welding certification exams. Chris emphasizes precision technique and best practices without any sacrifice to safety. With considerable industry experience, he brings important professional perspective to the classroom.

**Ana Christina DeOliveira, MBA, CPC, SHRM-SCP**
Ana is a Certified Professional Coach who has worked with many companies to build high-performance teams, forge relationships, and increase the effectiveness of each organization. She has many professional certifications and holds an MBA from Excelsior College, as well as a BS in Business Administration from Thomas Edison State College.

**Karen DiMaria, MBA**
Karen is an accomplished fundraising professional with over 20 years of experience in the healthcare and higher education sectors. She has extensive experience with alumni and external constituent relations, marketing, public relations, strategic planning, recruiting, managing and mentoring of development professionals.

**Tom DuHamel, BS**
Tom DuHamel graduated from William Paterson University with a Marketing degree and has been creating websites for more than 20 years. In 2011, Tom started I Heart Blank, LLC, an online multimedia company that builds websites, using WordPress, to integrate business' marketing plans with their online presence. Tom has worked at a local radio station selling advertising, doing voice-overs and helping local businesses create compelling advertising and marketing campaigns.

**Joseph Eannetta**
Joe is a highly experienced welder and welding instructor, teaching all welding processes. With over 18 years of welding and fabrication experience, Joe has worked in numerous different areas of the welding industry including heavy equipment, industrial fabrication, architectural metal work, pharmaceutical and water treatment. Joe holds certifications in all major welding processes including: AWS D1.1 structural steel certification using SMAW, FCAW and GMAW, ASME pipe welding certification using SMAW, FCAW and GTAW, as well as completing over 150 hours of OSHA safety training.

**Nancy Eberhardt, Esq.**
Nancy is Executive Director of the Pro Bono Partnership, which oversees corporate and law firm volunteer recruitment, client outreach, case management and educational programs for the nonprofit community. In addition, she is on the Pro Bono Committee for the NJ State Bar Association. Nancy has a JD from the Rutgers School of Law and a BA from the College of William and Mary.

**Genetie Laryea Ejigu, MA**
Genetie has been an ESL instructor, administrator, and teacher trainer for over 30 years. She has a MA in teaching ESL and a second MA in Education. She has helped countless students of all ages and from diverse cultures to improve their fluency in English. Genetie taught in an International School in Africa for 28 years. More recently, she has served as an Academic Advisor to international students in the US. She has taught students of all ages and skill levels, and brings a positive, creative approach to her instruction.

**Gabriela Enser, MA**
Gabriela has worked as a language instructor for a mix of nonprofit organizations and colleges, both locally and internationally. Although her background covers everything from public relations and publishing to journalism and marketing, her true passion lies in teaching people from all over the world to confidently communicate in English. Gabriela has a proven track record in working with a wide range of ability levels and in providing students with valuable and enriching language-learning experiences.

**Ronald Faines, MS, LCADC**
Ron has been teaching CADC students for more than 15 years and has worked in the field of addictions counseling for 25 years. He has a strong interest in preparing upcoming counselors and therapists to assist individuals in recovering from addictions. He holds an MS in Human Services from Lincoln University and a BSBA from Bloomfield College.

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

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

**Andrew Flor, AGI/IGI, CFI, AMT**
Andrew is the Chief Operations Officer for Alpha Drones USA. He is a AGI/IGI, CFI, AMT, Parachute Rigger, Commercial Pilot, Drone Pilot, and a U.S. Army Air Traffic Controller. He is certified to fly two categories of aircraft and has been flying/working on planes since he was 14 years old. He is a 4th generation aviator.

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

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

**Joshua Gallagher, BSME**
Joshua brings extensive experience in manufacturing and engineering, with a special interest in automotive engineering. He has expertise in CNC manufacturing, tool and die manufacturing, and significant experience in all aspects of milling and lathe operations. His work experience includes training of engineers and machinists for the U.S. Army.

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

### Lakeisha Garrett, MBA
Lakeisha has more than 20 years of experience in corporate finance which includes working in Accounts Payable, Revenue Recognition, Pricing Strategy and Forecasting. She has worked for various companies such as Reckitt Benckiser, Dun & Bradstreet and Quest Diagnostics. Lakeisha serves as a part-time instructor at County College of Morris where she teaches MS Excel. Lakeisha received a BS from Kean University, MBA from New Jersey Institute of Technology and as of Fall 2022 will have completed her MS in Accounting from Rutgers Business School.

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

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

### Anthony Horbert, AAS, CSWA, CSWPA-WD, CSWPA-SM
Anthony is the Coordinator of Advanced Manufacturing and Engineering Lab Supervisor at CCM. With greater than ten years' hands-on experience in manufacturing as a design engineer, CNC operator, and engineer technician, Anthony designed CCM's unique Advanced Manufacturing Pre-Apprentice Boot Camp. Anthony's skill set includes a thorough mastery of SolidWorks, AutoCAD and manual and computerized machining skills.

### Candice Jahn, MA
Candice has diverse teaching experience in ESL, ranging from elementary to high school settings, with extensive experience in teaching adult English Language Learners. Candice holds CELTA certification, an internationally recognized credential in teaching English to adult learners. Candice received her MA in Language Education from Rutgers University and a BA from Wilkes University in Communications.

### Sergio Jiménez, NIMS
Sergio is the Lab Assistant II for the Advanced Manufacturing and Engineering Science building. Sergio is an alumnus of the Advanced Manufacturing Bootcamp, where he discovered his love for engineering. Sergio is NIMS certified in CNC Lathe Operations, CNC Mill Operations, Drill Press, Job Planning, Bench Work and Layout, Measurement Materials and Safety, Milling and Turning. He is also certified by NIMS for his overall competency. Sergio's skill set also includes SolidWorks, GD&T and computerized machining skills. Sergio is bilingual in English and Spanish and has a passion for helping students discover the love of engineering and machining.

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

### Devin Keena, BS
Devin is an instructor for CCM's Certified Drone Pilot prep course. He has his private pilot license, Instrument certificate and Part 107 remote pilot license. He graduated from Embry Riddle with a major in aeronautics and a minor in unmanned aircraft systems.

### Kelvin King, BBA
Kelvin is an instructor for CCM's Certified Drone Pilot prep course and is the Founder and CEO of Alpha Aviation. Kelvin began his aviation career as a student at the Aviation High School in Queens, earning his airframe and powerplant aircraft maintenance licenses. After receiving a BBA from Dowling College, he earned certification as an airline pilot at ATP Flight School and became a certificated flight instructor for ATP. Currently Kelvin is a Captain with United Airlines.

### Sherri Landolfi, MA
Sherri has been an educator for greater than 25 years. She holds a certification in ESL from Fairleigh Dickinson University, a MA in English from William Paterson University, a MEd in Literacy/Reading Concentration from William Paterson, and a BA in Elementary Education from Felician University. Sherri is also a proud community college graduate, receiving an AA degree from Bergen Community College.

### Weiwen Li, MS
Weiwen received her MSc in Statistics from the University of South Carolina. She has worked in the electric power industry for decades, gaining experience in data analytics, database management, and data science. She has conducted projects for research institutes, utility companies, and manufacturers. She also teaches statistics and quantitative analysis at Centenary University. She is very passionate about advancing mathematics and data analytics.

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

### Shehroz Malik, BA
Shehroz is a supply chain strategy consultant at Accenture with over five years of experience in the Pharmaceutical and Medical Device industry. His functional experience includes digital transformations, demand & supply planning, new product introduction, and data analytics and strategy. He holds a Bachelor of Arts in Political Science from the University of Pennsylvania and is a Military Veteran.

### Nicole Martino BA, MEd
Nicole is a New Jersey State Certified Teacher with over 25 years of teaching experience. She received her Masters in Education to teach English as a Second Language (ESL). She has also taught middle school language arts, science and ESL to diverse groups of students. Nicole is a partner with AIM Writers, LLC doing strategic planning, consulting and writing for nonprofit organizations nationwide. Nicole is passionate about both educating and advocating for her students to ensure their needs are met beyond the walls of their classrooms.

### Melissa Montoya, MA
Melissa has a bachelor's degree in Social Studies for Secondary Education from Clarion University, where she minored in Athletic Coaching. She received her master's degree in English as a Second Language from The College of NJ. She is currently enrolled at Seton Hall working towards her supervisor certificate. Melissa teaches ELL History for grades 9-12 at Dover High School, and she coaches the Dover Middle School Girls' Soccer Team. Melissa is passionate about teaching English and helping students master the English language so that they can succeed.

### Cliff Moore, MS, RPh
Cliff has over 40 years of experience as a registered pharmacist and has more recently served as the Director of Pharmacy of a large multi-state hospital system. He received a bachelor's degree in Pharmacy from St. John's University and a master's degree in Healthcare Management from Saint Elizabeth University. His strengths include building, leading and motivating high performance teams. He has been recognized for providing quality services to customers in the most cost-effective manner.

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

### Stephen Nalepka, BS
Stephen received a Bachelor of Science in Mechanical Engineering from Arizona State University. Since graduating, Stephen has worked as an industrial technician, mechanical designer, and manual machinist. He wishes to help those who want to start a career in manufacturing by sharing his knowledge and experience in the industry.

### Emily O'Brien, AS
Emily has over 20 years of experience as an instructor for CCM's Workforce Development Department providing instruction in various MS Office applications for corporate clients and open enrollment programs. For more than 25 years, she has provided instruction at the adult level in multiple settings and is a sought after trainer and instructor. Emily is skilled in developing, coordinating and implementing training sessions for client needs and delivering technical information to effectively train non-technical audiences. Emily is an alumna of CCM.

### Georgann Occhipinti, MA
Georgann has provided consultative and training services to Fortune 100 international organizations across a broad spectrum of industries, government agencies and nonprofit organizations. She is the Managing Director of a firm that focuses on optimizing the talents and results of individuals and organizations. Georgann is a graduate of Rutgers University with a BA in Psychology. She also received her MA in Organizational Psychology from Fairleigh Dickinson University.

### Brian Oleksak, MS
Brian Oleksak is Associate Professor and chair of the Landscape and Horticultural Technology program at County College of Morris. He holds a Bachelor of Science degree from Pennsylvania State University and a Master of Science degree from The Ohio State University. As a professional horticulturalist, his greatest environmental concern is the introduction of invasive species – both plants and insects – into North America.

### Jimmy Pang, MBA, BSME
Jimmy holds a bachelor's degree in Mechanical Engineering from New Jersey Institute of Technology and is an MBA Candidate at the University of Illinois Urbana-Champaign graduating in the Spring of '23. He has over 12 years of experience in the Engineering, Manufacturing, Operations and Automotive industry's at both a hands-on and leadership level. Previously held roles include service technician, design engineer, manufacturing engineer, and senior engineering manager.

### Meri Petkovska, MA
Meri has more than 18 years of experience in teaching English as a second language at different colleges, universities and public schools in New Jersey. She holds an MA in Applied Linguistics from the University of Massachusetts, Boston. She speaks five languages, and is passionate about bilingual education and advocating for emergent bilingual students. She also works as the Dover District ESL/Bilingual Coach who trains teachers to use sheltered instruction strategies to scaffold students' learning in the classroom.

### Lorie Pezzuti, BA
Lorie has 30 years of Information Technology experience in the telecommunications industry, where she held various positions in systems analysis and design, programming, and data analytics. She has worked with many corporate colleagues to assist in using technology to solve business problems. Lorie earned a BA in Computer Science from Rutgers University. As a CCM Workforce Development instructor, she hopes to share real world industry scenarios as part of the information technology curriculum.

**Joan Pinto, MA**
Joan has taught ESL for more than 15 years. Her teaching experience includes years of working with adults of refugee populations through the Paterson Board of Education. She has also taught ESL to adults for the Diocese of Paterson. She currently teaches ESL as part of the Continuing Education Program at MCVTS, a program sponsored by the DOL. Joan has worked in higher education as a liaison with student-interns and various industries. She earned a BA from William Paterson University, and an MA from Montclair State University.

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

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

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

**Kate Sa, MEd**
Kate is a New Jersey Certified English as a Second Language Teacher and holds a MEd from Rutgers University Graduate School of Education. She taught ESL and coordinated adult programs at the New Brunswick Public Schools Adult Learning Center for over 20 years. Her experience also includes tutoring corporate employees interested in improving their English proficiency. She is passionate about providing meaningful learning experiences that motivate and guide students to reach their personal and professional goals.

**Tom Schnipp, MEd, PMP**
Tom Schnipp has over 25 years' experience managing IT and business projects in the nonprofit, telecommunications, and financial services industries for mid-size and Fortune 500 companies. Tom is a certified Project Management Professional (PMP) and a member of both Project Management International (PMI) and the New Jersey Chapter of PMI, where he is an active volunteer. Tom's other volunteer experiences include past Board Member of the Morris County Economic Development Corporation and past Board Member and Treasurer of the Parks Alliance of Morris County. He holds undergraduate degrees in History and International Relations from Boston University, a master's degree in Education from Rutgers, and a Graduate Certificate in Project Management from Stephens Institute of Technology. Tom has brought his teaching experience to the business world by defining, developing and delivering corporate education programs in project management, security awareness, IT policies, end user training, and Agile.

**Brian Sferra, MEd**
Brian has taught ESL for 23 years in public schools in Roxbury and North Plainfield Schools (K-12), has taught college and adult students at Centenary University, the Summer Language and Culture program at Sussex County College, Rutgers PALS in New Brunswick, and the Fairleigh Dickinson L.I.F.E. program, a part of Berlitz. He has tutored private students in ESL for many years. He holds a MEd from Rutgers University Graduate School of Education and a BA in English from Rutgers University. He holds New Jersey certifications in ESL K- 12, Teacher of English, and Elementary Education. His real-life experience in the business world from 1972- 1994 and love of language has enabled him to share and teach non-native English learners.

**Jessica Shepherd, MS, RN, CEN**
Jessica received a Bachelor of Arts and Science in Criminology and Investigations from West Virginia University in Morgantown, West Virginia. Later, she attended County College of Morris, receiving an Associate of Science in Nursing. Jessica began working first as a Patient Care Technician and then as an RN at Morristown Medical Center, Morristown, New Jersey and discovered a passion for Emergency Nursing. Jessica attained both her Bachelor of Science in Nursing and her Master of Science in Nursing at Chamberlain University. She has begun the work for her Doctor of Nursing Practice from Chamberlain University. After completing her student teaching at CCM, Jessica began teaching at CCM in 2020 as an Adjunct and then accepted a full-time position as faculty in Nursing. In addition to teaching in the Nursing Department, Jessica instructs an IV Therapy Skills class for Workforce Development.

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

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

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

**Lauren R. Swern, BA**
Lauren is the Development Director for the New Jersey Highlands Coalition. She has more than ten years of fundraising experience in the areas of donor cultivation, grant writing, direct mail appeals/acquisitions, online and social media, events, corporate solicitation and other out-of-the-box fundraising. Lauren has worked on increasing and expanding New Jersey Highlands Coalition's and Noah's Ark Animal Welfare funding sources. She serves on the Street Smart Advisory Committee, New Jersey Aids Services Dine for Life Committee, as well as on several Boards of Directors and associated Committees. Lauren received a BA in Business Management from Curry College in Massachusetts.

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

**Anna Taylor, MEd**
Anna is a professional English language instructor with 20 years of experience teaching ESL/EFL in the US and overseas. Having worked with English learners for a long time, Anna knows about the difficulties immigrants face and is passionate about helping English learners achieve their goals. Anna holds a master's degree in Teaching English as a Foreign Language from Bilkent University, Turkey. Her professional interests include fostering learner autonomy, a learner-centered approach and developing communicative skills in English.

**Dawn Thomas-McFarland, MA**
Dawn brings a distinguished career of having worked with corporations, universities, medical professionals, and immigrants to learn effective English communication skills to be successful in their careers. Dawn has over 12 years of experience teaching English and ESL - she taught English during her Master's practicum in Colombia, ESL in Barcelona, and Expository English at Rutgers University. Dawn holds a BA in Psychology from Rutgers University, and an MA in International Relations from The New School in New York. Dawn is bilingual in Spanish and English.

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

**Carlos Velasquez**
Carlos Velasquez is an instructor for CCM's Certified Drone Pilot prep course. Carlos brings an extensive background in aviation, with experience as a commercial pilot for airplane, helicopter and law enforcement. He holds FAA certification as an Aircraft Mechanic with Inspection Authorization, is certified as an FAA UAS pilot and instructor, and has greater than 20 years of military and 16 years of law enforcement experience. Carlos' role at Alpha Aviation is as a Certified Flight Instructor and qualifies all Alpha staff for service.

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

**Rita Williams-Bogar, MBA, CPCU, ARM, AU, AINS, ChFC**
Rita is an award-winning, expert facilitator in the areas of leadership development, team building, emotional intelligence and diversity. She is a dynamic keynote speaker and conference presenter. Rita brings corporate experience in management, administration, HR and public affairs. She is a contributing author to the book, Big Bold Business Advice. Rita is an Adjunct Faculty member at Montclair State University, William Paterson University, Walden University, Bergen Community College and CCM, having taught at the college level for more than 25 years. Rita holds a BS from Bryant College and an MBA from Walden University, as well as many industry certifications.

**Rreze Zejnullahi-Berisha, MA**
Rreze teaches QuickBooks and Excel at CCM, as well as Economics at Montclair State University, Drew University, and CCM. She has many years of experience using statistical methods to analyze data as applied to academic research and is equally experienced in teaching students about data analysis. She holds a Master of Arts in Economics from Eastern Michigan University.

**Jennifer Zirkel, MEd**
Jennifer received a Bachelor of Arts degree in Linguistics and Spanish from Montclair State University, along with becoming TESL certified. Upon graduating, she began teaching high school ESL and has been teaching for nine years. She has since received a master's degree in Language Education from Rutgers University. Jennifer is passionate about creating a safe and encouraging classroom community in order to help students reach their full potential, feel confident, and accomplish their goals.

## CERTIFICATES AND TRANSCRIPTS

Certificates may be awarded upon request to participants who successfully complete an entire certificate program or the individual classes within these programs (a minimum of 80% attendance/participation is required; programs may have additional requirements). Students may choose "Certificate Request" under Administrative Information at https://www.ccm.edu/workforce. Electronic certificates will be emailed ten business days after receipt of request. For proof of course or program completion, please request a transcript from the Office of Records and Registration by going to www.ccm.edu/admissions/records-and-registration and follow the instructions for completing the form. Be sure to state that you are seeking your NON-CREDIT course transcript.

## COURSE CANCELLATIONS AND CHANGES

It is to your advantage to register early to help ensure that a class will run; courses may be cancelled for a variety of reasons including low enrollment. We make every effort to contact students as far in advance of the class as possible using the contact information on file 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 in County College of Morris programs or activities. Students may seek reasonable accommodations for their documented disability by self-identifying and registering with the Office of Accessibility Services. Students who are approved through Accessibility Services for classroom accommodations are encouraged to meet with faculty members on an individual basis to discuss their specific needs. To register or learn about services, students may contact the Accessibility Services office at 973-328-5284 or aso@ccm.edu.

## EMERGENCY AND INCLEMENT WEATHER CLOSINGS

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

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

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

## EMPLOYER PAID TRAINING

CCM welcomes payment by employers. To do so, an employer may register a group of employees, or each employee may register their personal information individually in the Workforce Development non-credit registration system, and the company can then finalize registration(s) and make payment via credit card. Please contact the Center for Workforce Development at wfd@ccm.edu for further instruction and assistance to register and pay for employees. Other ways to register include mailing separate registration forms and payment for each individual to the Records and Registration Office, or coming in person to the Records and Registration Office. Purchase Orders will only be accepted from County of Morris Agencies (see below). All registrations must be accompanied by full payment for the course(s) for which the student is registering.

## MORRIS COUNTY AGENCIES ONLY - PAYMENT PROCEDURE

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

## PURCHASING TEXTBOOKS

Courses that require textbooks state so in the course description. It is the student's responsibility to have the necessary books in hand for the beginning of the first class. For textbook information, visit www.ccm.edu/workforce/textbook-information/. You will find most books at retail or online outlets.

## STUDENT CREDENTIALS AND STUDENT IDENTIFICATION

WFD students receive CCM student credentials and are required to obtain picture identification for all on-campus classes. You will receive student credentials via email to your personal email address in advance of your course start date. These credentials supply you with a CCM student email address, access to technology resources when required for a course and complementary MS Office 365 access. Student credentials are needed to obtain a student picture identification card prior to your first on-campus class. All students must wear their CCM ID while on campus. Please visit the Office of Campus Life for more information on obtaining a student ID. Individuals taking one-day Grant-Supported Training courses will not receive student credentials, but must obtain a visitor pass through the Public Safety Office.

## STUDENT RECORDS

CCM's Office of Records and Registration maintains all student records. This office is the only office 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, last names, birth dates and social security numbers cannot be changed over the phone or via course registration. You should update your personal and contact information in writing using the form provided by the Office of Records and Registration found at https://www.ccm.edu/wp-content/uploads/pdf/admissions/recordsandreg/Change-of-Info-Form-Interactive-1.pdf/. Proof of certain personal information updates may be requested. Please make sure that CCM has your current contact information when you register in the Workforce Development non-credit registration system.

## STUDENT WITHDRAWAL AND REFUNDS

Students will receive a full refund if a request to withdrawal is received in writing three (3) business days prior to the first class. Email or U.S. Mail your request to: Center for Workforce Development at wfd@ccm.edu or to Records and Registration, County College of Morris, 214 Center Grove Road, Randolph, New Jersey 07869-2086 or email it to registrar@ccm.edu. Thereafter, no refunds will be made for dropped courses. Please contact Workforce Development at wfd@ccm.edu with questions or concerns. Refunds are not issued for purchases made by students related to their courses. Refunds are issued to the student registered for the course, not the organization/sponsor paying for the course. Refunds are issued through the same payment source that the student registered with and may take two to four weeks to be received. It is not possible to transfer course costs from one semester to another.

## TRAFFIC AND PARKING REGULATIONS

County College of Morris provides on-campus parking for its students, guests and visitors. The well-lit parking lots have emergency phones under a blue colored light. The lots are patrolled regularly by the Department of Public Safety. Persons driving or parking on campus must observe all traffic signs and regulations. Maximum speed limit on campus is 25 MPH unless posted otherwise.

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

1. Visiting the Public Safety Office located in the 675 building, Academic Dr. and Route 10 East, parking lot 10, or
2. Removing the pass from the current print version of the Workforce Development schedule, or
3. Printing a parking pass from the menu bar on our website www.ccm.edu/workforce/

Vehicles in violation of campus parking rules and regulations may be subject to towing at owner's risk and expense. Parking Lots 5 and 8 are reserved for staff. Parking Lot 5 is available for student parking after 5 p.m. only. If these regulations are modified during campus emergencies, signs will be posted.

# COUNTY COLLEGE OF MORRIS

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# REGISTER TODAY!

**Seats are limited. Be sure to REGISTER EARLY.**

**Registration closes 2 business days before class start date.**

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

**ONLINE:**
Go to the course description and click on the REGISTER button.

**VISIT:**
County College of Morris
Center for Workforce Development

Student Community Center, Room 125

214 Center Grove Road
Randolph, NJ 07869-2086

**Need help?**
973-328-5187
wfd@ccm.edu

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Sheila Pra Sisto, *Administrative Assistant*

### The Women's Center

Shannon Lengares, *Director*
Patricia Borowski, *Administrative Assistant*
Michele Johnson, *Career Counselor*
Kathy Vincelette, *Employment Specialist*

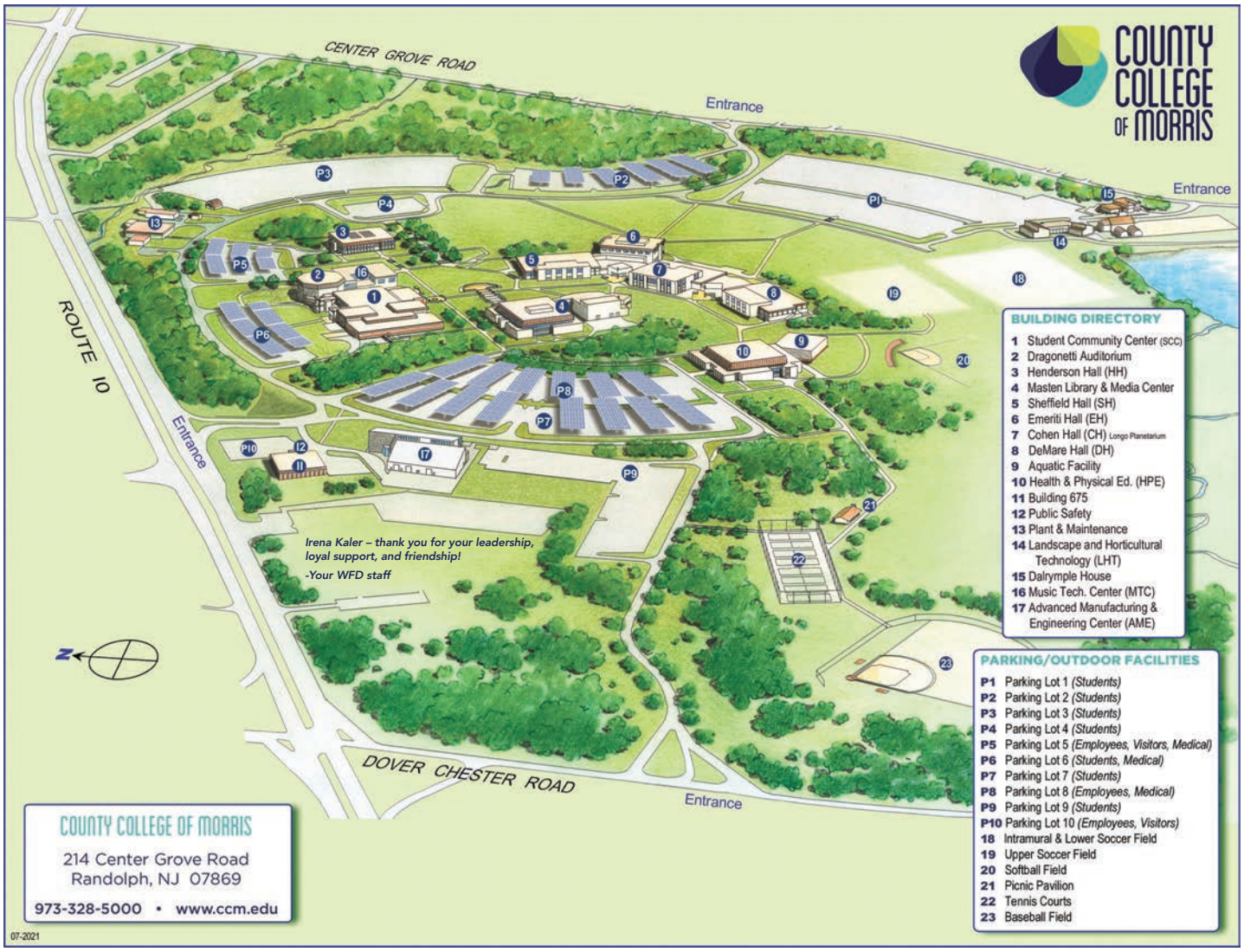
## CCM Mission Statement

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

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## Workforce Development
## Continuing Professional Education

# TEMPORARY PARKING PASS

**Students should park in student parking and may park in Lot 5 after 5 p.m. No parking in Lot 8.**

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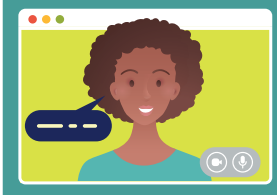
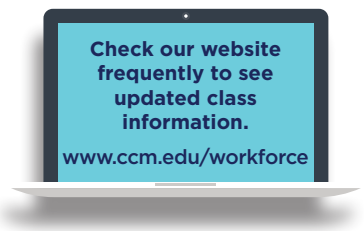


Workforce Development classes may be on-campus, remote-live or hybrid. See individual course descriptions for location and offering information. For on-campus classes, building abbreviations are on the campus map legend, page 57. Remote and hybrid classes require a computer and internet. CCM will provide access to any specialized software needed for a course.



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- Learn about CCM Career Certificate programs
- English Language Learning classes
- How to apply for a career counseling session
- Simple registration via online student portal
- Industry-valued credentials
- Meet Center for Workforce Development Staff

**PRE-REGISTRATION REQUIRED. Go to www.ccm.edu/workforce to reserve your spot and get the link!**

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