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Welcome to CCM's Continuing Education Programs for the Fall 2014!

We are excited to offer you more than 27 certificates and professional certifications to help you get employed or upgrade skills to stay employed along with a host of enrichment classes to make personal growth fun and easy!

Career and Professional Programs

We are offering an array of courses to help you enter the workforce in healthcare, Web and mobile technologies; or to advance in your field of Project Management, web programming, business or nursing. We can help you make a career change to teaching or self-employment. Plus there are programs for developing general PC skills or becoming a Construction Code professional. Check out the areas of study section on the navigation bar to the left for a complete listing of the programs and courses being offered.

Customized Business Training

As a valued resource for area businesses, the Center for Business & Technology (CBT) at CCM offers "Customized Business Solutions that Enable Productivity and Profitability." Companies and organizations can take advantage of a wide array of topics and workforce development programs provided by skilled, professional instructors, which can be adapted to industry-specific needs and goals. CBT delivers Customized Business Training (p. 2) and workshops for employees on or off-site with flexible scheduling.

Personal Enrichment – For Kids, Adults and the Young at Heart!

You have asked for programs in dance, languages, SAT preparation, cooking and much more. We are providing exactly that.

For youth and kid programs check out Fall College for Kids (http://catalog.ccm.edu/noncredit/fall/fall-college-kids). For information on our Senior Day program go here (http://catalog.ccm.edu/noncredit/fall/adult-enrichment). Other education for fun classes can be found under Adult Enrichment Programs (http://catalog.ccm.edu/noncredit/fall/adult-enrichment).

We look forward to seeing you in class!

Paul Cecala
Coordinator of Career and Professional Programs

Health Pathways Grant "Completely Changed My Life!"

When Barbara McShane, CCM’s Health Professions Learning Specialist, answered the phone, an excited voice on the other side practically yelled with joy, “I GOT A JOB!” The voice on the other end was Samantha LaSalandra, a graduate of CCM’s Certified Nurse’s Aide Program funded by the Northern New Jersey Health Pathways Grant.

“The grant training was first and foremost amazing. I learned so much that I use in my own day-to-day life. My instructor, Nancy Rothman, was so wonderful and so informative,” says Samantha of the grant which assists low income individuals with the cost of entry-level healthcare career training. (Learn more about the grant here (http://catalog.ccm.edu/noncredit/fall/career-professional-programs/health-occupations/tuition-free-healthcare-training))

Samantha credits the grant with changing her life as she felt she was working in a dead-end job she hated and had no opportunity for growth or advancement. The pay was barely enough to put food on the table or make her monthly car payment. She goes on to say, “I am now in a career that I sincerely LOVE. My future was looking so bleak until I heard about this grant. I was recently able to turn a lifelong dream of buying a house with my now fiancé into a reality thanks to my new career and this grant program.”

Shortly after completing her Certified Nurse’s Aide training, Samantha was hired by Franciscan Oaks Long-Term Care Center as a full-time Activity Assistant. “I love having the chance to work with people,” she says, “and make their lives a little bit brighter.” But this position is not just about being a companion, friend and entertainment coordinator for her residents. She receives a lot from them as well. She says of the geriatric population, “they are full of life experience and so much wisdom. I learn something new from them every day.” And these folks are not just lying in bed all day. Samantha reports that her biggest challenge is keeping up with them!

Some of her daily tasks involve preparing activities and games for the residents; transporting them to and from the activities; and charting her observations of the residents motor, social and mental acuity skills. She is part of the full spectrum care team. After a daily wheelchair exercise routine she leads, she will often engage the residents in a game of trivial pursuits. “I am continually amazed by their knowledge and quick wit.” Her training in anatomy and physiology along with the workings of the various body systems (neurological, circulatory, skeletal, etc.) are critical to her observational skills. Additionally, she feels her strength in being a good listener plays a role in her success.

Prior to enrolling in the grant-funded training, Samantha had worked in a handful of short-term, low paying jobs with little prospect of a fulfilling career. She had no plans for furthering her education mostly because there was no money left at the end of the month to fund it. She has hopes now of continuing along this career path by attending an online degree program in Recreational Therapy.

Samantha is just one of over 150 people who have participated in the Health Pathways Grant, many of whom have embarked on new and successful careers in the ever-growing healthcare industry. CCM is very pleased to be part of the Northern New Jersey Health Pathways Professions Consortium in offering this training.

Customized Business Training

Did You Know CCM Works Directly with Companies and Organizations?

For over 25 years, the Center for Business & Technology at CCM has been successfully providing business and staff development solutions to over 300 diverse organizations in the greater Morris County area.

We can help you:
• Solve Problems better and faster/Revitalize Innovation
• Increase Efficiency/Reduce Labor and Operating Costs
• Minimize Employee Turnover/Maximize Productivity
• Improve Customer Retention
• Strengthen Internal/External Communications (often a critical roadblock to company success!)
• Grow your Market Share and Maximize Profit Margins.

We provide services to:

• Customize solutions specifically for your unique business environment (proven track records with up to 30% ROI).
• Design a staff development plan, a corporate university, or simply add to what you already have in place.
• Identify what competencies will support your organization’s strategic plan and business objectives.
• Implement targeted solutions which utilize Needs/Skills Assessments, Performance Consulting, Tailored Training Programs, Certification Programs, On-Line Training and Coaching.
• Offer options ranging from private pay to grant funding that work within your budget.

The Center for Business & Technology will come to your location to understand your business and workplace culture at no cost. This allows us to design training programs which can be delivered on-site, off-site or on-line. Off-site courses can be held at our Randolph or Morristown facilities. You decide the dates, the time, a given course length and the delivery options.

Your payoff comes in two key ways:

• Lower Training Costs
• Increased Workplace Productivity, Efficiency and Profitability

Please contact us for a free consultation:

Center for Business & Technology at CCM
Call 973-328-5188 or Email cbt@ccm.edu for Training Solutions Assistance
or visit www.ccm.edu/cbt (http://www.ccm.edu/cbt) for Services/Training Topics Information

Sample Topics

Sampling of Courses for Your Business

Business/Personal Development Skills

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<td>Marketing &amp; Sales</td>
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<td>Critical Thinking Skills</td>
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Meeting Management       Succession Planning
Presentation Skills       Leadership Development

Technical Skills

| Business Math          | Mechanical Prototyping |
| Blue Print Reading     | Computer Integrated Mfg. (CNC) |
| Microsoft Office Suite | General Mechanical Skills |
| GDT                   | ISO                    |
| Supply Chain Management | Lean Thinking       |
| Project Management     | Quality Improvement   |
| Lean SS                | Program Development Languages |
| Lean Visual Production | Database Tools        |
| Six Sigma              | Web Development & Media Tools |
| Business Process Improvement | Networking Fundamentals |
| GMP & GLP             | Cisco CCNA Routing Certification |

Language Skills

| English as a Second Language | Occupational Spanish (ESL) |

Testimonials

Maximizing Success for Morris Businesses…….

• AAA New Jersey Automobile Club (p. 4)
• Atlantic Health System (p. 4)
• GlaxoSmithKline (p. 4)
• Jewish Community Housing Corp. (p. 3)
• The MIGroup (p. 4)
• Tangoe, Inc. (p. 3)

The Center for Business and Technology at County College of Morris (CCM) has played a key role in the delivery of productivity focused training programs for over 25 years. Here are some examples of customized solutions that increased business success:

TANGOE, INC.: Beth Turano, Implementation Manager – Training. As a proven leading edge global provider of Communications Lifecycle Management (CLM) software and services to a diverse range of international businesses, Tangoe needs a highly skilled workforce to keep the company on top of its game. They reached out to CCM to improve technical skills and increase productivity. Beth related, “The training provided by CCM, as part of the NJBIA grant funding, allowed us to provide Excel training to over 60% of our NJ workforce….The instructors did a great job working with the different skill levels within each class as well as working to understand our business environment and specific needs. As a result of this training, participants are already putting to use what they learned! We look forward to more Excel training and exploring other topics as well. Partnering with CCM was easy and successful and such a wonderful way to provide our employees with training.

JEWISH COMMUNITY HOUSING CORP.: Laurie Loughney, Chief Operating Officer. A major provider of senior housing and elder care services for seniors in the greater Morris area, this organization
turned to CCM for technical skills training geared for impact. Laurie shared regarding Excel training provided to her Site Manager, “(my Manager) diligently applied what she learned in the (CCM) course….she created a Marketing Management Program (and) because of her initiative (and the training received) the company did not have to buy an $8000 software program.” She further commented, added Critical Thinking Skills training has allowed advanced “problem solving techniques (to be) incorporated into JCHC quality assurance (practices)

ATLANTIC HEALTH SYSTEM: Amanda Raddin McGrath, Coordinator Organization Development. This recognized leader in quality health care and advanced medical technology chose to work with CCM to improve workforce communications and technology skills critical to their mission. Amanda relayed that “CCM is responsive to our needs….The course material is clearly presented and made relatable to the audience…our employees walk away with valuable tips and knowledge.” She additionally stated that the courses Atlantic Health selected to be delivered by CCM “…are useful to (our) employees because they improve their day to day work environment, team work, (and) learning how to cope in stressful situations and (to) communicate better.”

AAA NEW JERSEY AUTOMOBILE CLUB: Betsy Adey, President. This leading provider of road side assistance, car care, travel and insurance offerings called on CCM to support the transformation of their business to be a sales-focused culture. Betsy recounts how this collaboration has unfolded, “AAA New Jersey Automobile Club began the process of exploring a training grant from the Department of Labor with County College of Morris over a year ago. Our goal was to give our employees the skills they need to succeed in a competitive and demanding business environment. CCM’s Center for Business and Technology guided us through the complex process of getting a grant. They monitored grant availability, assisted us in writing the grant, and made sure that we were first in line to receive an $80,000 training grant. We are currently in the process of implementing a year-long sales and sales management training program developed by CCM. We are thrilled to receive the funding needed to offer a training program to our employees that will address our corporate goals and have a direct impact on our bottom line. We are two months into the training and employee feedback has been very positive. We are extremely grateful for the expertise and commitment we received from CCM that made this possible.”

THE MIGROUP: Donna Collins, VP Domestic Client Services. As a global relocation outsourcing company, The MIGroup finds that strong communications, critical thinking and customer service skills are paramount to their success. They reached out to CCM to help achieve the attainment of these professional development goals for their employees. Donna shared that the grant course training “allows us to achieve these goals in a cost effective way and allows us to bring value to our clients and team members.” She added they were “able to heighten the quality of customer service” and that “the courses (delivered) through CCM have been a wonderful asset.”

GLAXOSMITHKLINE: Gilbert Shanga, Manager, Biostatistics. This major global healthcare company connected with CCM to implement a professional effectiveness program (Leadership Development focused). Gilbert commented “in particular, we really appreciated the kind of flexibility you (CCM) had in serving our specific needs for our Medical Department.” He further reported “My colleagues….scored the training with high marks….the training was well delivered and received.”

The above snapshots are just a few examples of how CCM can design and tailor programs to meet specific objectives while saving your company money. To learn more, visit us at www.ccm.edu/cbt (http://www.ccm.edu/cbt/) or (http://catalog.ccm.edu/noncredit/fall/customized-business-training/www.ccm.edu/cbt).

To find out how we can do the same for your company and employees, contact us at 973-328-5188 or cbt@ccm.edu.

No-Cost Training

No-Cost Training for Business

- Eligibility Requirements (p. 4)
- Soft Skills/Business Communications Classes (p. 4)
- Computer/PC Skills Classes (p. 5)

Take advantage of free training through a special state grant program! Classes are held on the Randolph campus at no charge to your company. Participation must be coordinated with your Human Resources Department, and registration must be done through the Center for Business & Technology. For information and registration, go to www.ccm.edu/BusinessCommunity/NoCost.aspx (http://www.ccm.edu/businessCommunity/nocost.aspx).

NOTE: For Employers and Employees

Employees must meet the following eligibility requirements:

- Public employees and unemployed persons are NOT eligible for this program
- Employees must work either part-time or full-time
- Employees must be paid by employer at their usual hourly rate while in training
- Employer must have a valid FEIN Number
- For PC courses, employees must have knowledge of Windows and know how to use the keyboard and mouse

Do you see courses you want to offer your employees but they’re not listed for a day or time on our website that’s convenient for your operations? Do you have needs for other topics? Additional offerings are available at competitive rates! We can also deliver any class in this program at your company site for groups of 10 or more participants. Call about a custom class that fits your schedule at 973-328-5188 or email us at cbt@ccm.edu.

Topics listed are offered as a One Day Course (9:00 a.m. – 5:00 p.m.), unless otherwise indicated. Early registration is recommended.

Business Communications No-Cost Training

For information and registration, go to www.ccm.edu/BusinessCommunity/NoCost.aspx (http://www.ccm.edu/BusinessCommunity/NoCost.aspx).

Course Code Course Title CEUs
WDC-194 Managing Complexity Using Critical Thinking Skills 0.9
WDC-210  Problem Solving Made Easy - Making Root Cause Analysis Work for You!  0.9
WDC-211  Peer to Supervisor - Making the Transition  0.9
WDC-212  Surviving the Generational Divide: Co-Existing With Matures, Baby Boomers, Gen X'ers and Millenials  0.9
WDC-213  Strategic Planning  0.9
WDC-144  Communication Strategies for Business Success  0.9
WDC-147  Conflict Management - Getting Along in The Workplace  0.9
WDC-214  Dynamic Presentations: Convey Your Message With Confidence  0.9
WDC-197  Demystifying Social Media  0.9
WDC-215  Emotional Intelligence (ei) - Beyond Task Management  0.9
WDC-216  Lighten Up: a Creative and Light-Hearted Approach to Managing Stress  0.9
WDC-217  Project Management Fundamentals  0.9
WDC-218  Intro to Logistics  5.7
WDC-191  Business & Email Writing  0.9
WDC-219  Spanish for the Workplace  2.1

PC Skills No-Cost Training


Course Code   Course Title                                      CEUs
WDC-141       Powerpoint for Presentations With Impact         0.9
WDC-134       Word for Beginners                                0.9
WDC-135       Word Intermediate                                0.9
WDC-136       Word for Advanced Users                          0.9
WDC-137       Excel for Beginners                               0.9
WDC-138       Excel Intermediate                               0.9
WDC-139       Excel for Advanced Users                         0.9
WDC-150       Outlook for Advanced Users                       0.9

Funding Options

Cost Effective Training for Your Employees with County College of Morris!

CCM, as a recommended training provider for the New Jersey Department of Labor, can help you access varied grant training funds which are currently available to develop and upgrade the skills of your workers. We can also design competitively priced private pay programs specifically tailored to your business.

Customized Training Grant programs cover the following:

- Instructor Recruitment and Delivery

Additionally, we have new grant programs to ready your workforce for emerging technologies and manufacturing specialties:

- **Technology Grant**: Business Objects, Microsoft .Net (C++ or Visual Basic .Net), Web Development Training (JQuery, Angular JS, Node.js, Microsoft technologies), Cloud Computing (AWS, Windows Azure), Service-Oriented Architecture, Business Intelligence, Mobile Apps, Software Engineering, DBMS and more....

- **Fabricated Metal/CNC Grant**: Metal Fabrication, Mechatronics, CNC Programming

Contact us today to help drive your business’ success! Call 973-328-5186 or email us at cbt@ccm.edu.

Certificate Training

Top Skills Certificate Training for Success

The Center for Business & Technology at CCM in collaboration with the Career and Professional Programs department offers highly-sought skills Certificate programs for both the individual and company workforce development. These programs target high demand skills required by businesses to support their successful operations, innovative practices, competitiveness and profitability. All provide practical tips to implement immediately through hands-on classroom and self-study assignments. Upon successful completion of each program, certificates are awarded with the corresponding continuing education units (CEU’s). Topics are regularly rotated during the academic year to reflect current market demands.

This type of training is offered at CCM’s Randolph campus at a preset schedule for individual open enrollment registration through Career and Professional Programs (please see the links below for more details).

These courses can also be delivered for groups of five or more participants at a desired company location. Company presentations of a selected program topic can be customized to address specific topic objectives and modified presentation schedules and timelines to adapt to particular workforce requirements and demands. For more information for this type of delivery, please contact the Center for Business & Technology at 973-328-5188 or cbt@ccm.edu.

Current Certificate Offerings Include

Certificate in Human Resources Professional - Generalist

Following the updated 2013 SHRM body of knowledge as a model, CCM’s newly revised certificate is designed to help those entering the HR field or experienced professionals stay current on topics significant to the human capital management industry. Complete the training and meet this requirement to take the CHRP exam. Details can be found here (http://catalog.ccm.edu/noncredit/fall/career-professional-programs/human-resources).
Customized Business Training

Certificate in Project Management (PMP or CAPM)
This program provides the knowledge needed to complete the PMI Project Management Professional and Certified Associate in Project Management exams. It has been completely revised and updated to the latest 2013 PMI PMBOK standards. Details can be found here (http://catalog.ccm.edu/noncredit/fall/career-professional-programs/project-management).

Certificate in Agile Project Management with Scrum
Unravel the methodologies of the Agile manifesto for speedy and insightful software development and new product creation. This meets the PMI education requirement for an Agile PMP exam. For details call 973-328-5182.

Certificate in MS Project
For individuals with at least a basic understanding of project management principles and practices, this program will leave you with the ability to effectively use MS Project as a PM tool. Participants qualify for the Microsoft Solutions Provider Exam in MS Project upon completion. Details can be found here (http://catalog.ccm.edu/noncredit/fall/career-professional-programs/project-management).

Certificate in Supply Chain Management
Successful Supply Chain Management is a key process to realize operational effectiveness, improved cash flow, efficient workforce management, and sustained profitability. Learn how to control your company’s production and customer satisfaction through effective management of your supply chain from raw materials to product end-of-use disposal. Details can be found here (http://catalog.ccm.edu/noncredit/fall/career-professional-programs/project-management).

CCM’s Certificate in Microsoft Office
10 courses in the use of the most common MS Office 2010 Suite products to bring greater effectiveness to your business day. Certificate covers: MS Word Beginner and Advanced, MS Excel Beginner and Advanced, MS Access, MS Outlook, MS PowerPoint, MS Publisher, Windows 7 or Windows 8. Details can be found here (http://catalog.ccm.edu/noncredit/fall/career-professional-programs/project-management).

Lean & Six Sigma Green Belt and Black Belt
Continuous Process Improvement is a management mantra. Do more with less, reduce wasted time, steps, and materials. Get more from every minute of operation and both human capital and technology. Lean and Six Sigma processes give you the tools to achieve these goals. Details can be found here (http://catalog.ccm.edu/noncredit/fall/career-professional-programs/lean-six-sigma-certification).

Android Developer Certificate - online
A fully on-line, self-paced certification to create your own mobile applications for android devices. Learn Java, Android OS, Android Hardware and Android Tablets. Create your own application as part of the program. Details can be found here (http://catalog.ccm.edu/noncredit/fall/career-professional-programs/internet-mobile-technology-training).

Web Master Certificate
Students are able to obtain solid skills in Web creation. Be able to develop and maintain websites, write in scripting languages, create content for digital media and more. Courseware includes experience with Java, HTML, XHTML, CSS, JavaScript, Dreamweaver, Photoshop and Flash. Details can be found here (http://catalog.ccm.edu/noncredit/fall/career-professional-programs/internet-mobile-technology-training).

SEO Certified Professional Certification
Already have a website? Is it bringing you new or additional business? In this hands-on course, learn some of the secrets of big corporations for driving traffic to your website and capitalizing on those opportunities through optimizing your website to the top of an internet search. Take the SEO Certification.org (http://seocertification.org) exam upon completion to become certified. Details can be found here (http://catalog.ccm.edu/noncredit/fall/career-professional-programs/internet-mobile-technology-training).

Grant Writing Certificate
This is a must complete for Non-Profit leaders and managers. You will research funding sources and write the documents needed for a grant proposal during this class; so come in knowing the project you need to fund! At the end of several courses, your work will be critiqued by a panel of experts working in the field giving the direct feedback you want to improve your skills. Many participants have been able to submit their proposal to a funding source by the end of the certificate program. Details can be found here (http://catalog.ccm.edu/noncredit/fall/career-professional-programs/grant-writing).
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